

CONSTITUTION

Article I Name

The name of this organization is the DETROIT ASSOCIATION OF THE DEAF (D.A.D.).

This Association is classified as a nonprofit organization under Section 501(c)(7) of the Internal Revenue code of 1954.

Article II Purpose

The purpose of this Association is to provide membership facilities for meetings, social gatherings, interests, welfare, athletics, and activities for the Deaf, Hard of Hearing, Deaf/Blind, and Senior Citizens.

Section 1. To serve as a voice for the members. The objectives of the Association are:

- To provide educational, recreational, and cultural opportunities for the members and the general public.
- To provide diverse children activities and education.
- To affiliate with any organizations and businesses to provide service opportunities for the Association.

Article III Location

The location of this Association shall be in the Metropolitan Detroit area in the state of Michigan.

Article IV Membership

Section 1. Any interested person of good character must be at least 18 years old to join the organization.

- a. An application for membership must be filled out and signed. The membership dues shall be paid with the application.
- b. In addition to signing the application form, the applicant shall sign the following pledge:

"I pledge to follow the Constitution, By-laws, and the guidelines."

Signed _____

Section 2. Applications for membership shall be submitted to the Membership Coordinator of the Association who shall refer them to the Board of Governors and/or at the Regular meeting for consideration.

- a. In the event the Board of Governors does not wish to accept the new application for membership, then the application for membership shall be referred to the members for acceptance at the next Regular meeting. The acceptance requires two-thirds (2/3) of the majority vote and shall be binding.
- b. The application will be placed on probation for 90 days. Once the application has passed the 90 days probation and has met all standards, the application becomes a fully-fledged member.
- c. Probationary applications shall have no voice or voting privileges during 90 days and must wait for a period of one year before becoming eligible to run for office.

Section 3. The membership of this Association shall be open to any Deaf, Deaf/Blind, Hard of Hearing (DDBHH), and Hearing individuals, with the understanding that the Hearing members only have privileges to voice and vote, but may not be elected officers.

Hearing members refer to:

- Spouse/Partner of DDBHH member
- Hearing parents of DDBHH member
- Hearing Children of Deaf parents or Adult (CODA)
- Hearing siblings of DDBHH member
- Interpreters
- Those involved with the Deaf community

Section 4. Honorary Membership:

- a. Any individual may be accepted as an honorary member of this Association after recommendation is made by the Board of Governors and is voted in by a majority vote of the members at the next Regular meeting.
- b. Honorary members are not eligible to hold any office, but shall have voice and voting privileges.
- c. Honorary members are not required to pay membership dues.

Article V Officers

Section 1. The officers of the Association shall consist of a President, a Vice President, a Secretary, five (5) Board of Governors, two (2) Alternate Governors, three (3) Trustees and an Alternate Trustee.

Section 2. The President, Vice President, Secretary, and Treasure shall constitute the Executive Board.

- a. The Executive Board and the five (5) Governors shall constitute the Board of Governors.

Section 3. The Executive Board members shall hold office for a term of two (2) years, effective after the unfinished business of the Board of Governors January meeting. Any officer may seek re-election.

- a. The Board of Governors shall be elected annually.
- b. Staggered terms: The President and Secretary shall be elected at the November meeting during even numbered years; The Vice President and Treasurer shall be elected at the November meeting during odd numbered years.

Section 4. The Trustees consisting of three (3) elected members shall serve for a term of three (3) years. One Trustee (Chairperson) who has served three (3) consecutive years will be removed at the end of the third year. The Trustee who has served two (2) consecutive years will become the Chairperson. The third Trustee will be moved into the 2nd position; and a new Trustee shall be voted in for the next three (3) years. If any member of the Trustee committee decides to resign during the regular year after the election, the President shall elect the next Trustee with the Board of Governors' approval.

Section 5. A member must have been an active member of the Association in good standing for at least one (1) year to be eligible to run for any Executive Board positions.

- a. An active member, in good standing for 90 days, shall be eligible to run on the Board of Governors.
- b. An active member, in good standing for one (1) year, shall be eligible to run for a position on the Trustee.
- c. An active member who has not attended a Regular meeting for one year prior to the election shall not be eligible to run for office.

Section 6. Election of officers shall take place in November. All elected officers shall be elected by a majority vote. Where there are more than two candidates for an office and a majority vote is not attained on the first ballot, the two receiving the highest total of votes shall contest for that office. In voting for the Board of Governors, the first five having the highest total of votes shall be elected and the two having the next highest total shall be the alternates.

Section 7. Any Past President can fill in as an alternate only when none of the other Board of Governors alternates are available. The Past President shall be asked first, then previous Past Presidents, in order.

Section 8. All newly elected officers are to take the following oath the same day of the election:

"I HEREBY PLEDGE TO FAITHFULLY PERFORM THE DUTIES OF MY OFFICE TO THE BEST OF MY ABILITY AND TO UPHOLD THE CONSTITUTION AND BY-LAWS OF THE DETROIT ASSOCIATION OF THE DEAF, SO HELP ME GOD."

- a) Those elected officers who are not able to take the oath the same day of the election shall take the oath at the next Board of Governors or Regular meeting before resuming their duties.
- b) An officer who is absent without reasonable cause from two consecutive Regular meetings and/or Board of Governors meetings shall lose his/her position.

Section 9. Any officers desiring to resign shall tender their resignation to the Secretary in writing. The Secretary shall then announce such resignation to the members at the next meeting.

- a. During election, any eligible member is allowed to run for any executive officer position without having to resign from his/her current position.

Section 10. In case of a vacancy in any office, except the Presidency, the Association shall elect a successor at the next Regular meeting, unless such vacancy occurs two (2) months before the expiration of the term, in which case the office shall remain vacant.

Section 11. An Executive board member cannot hold more than one elective office. A member who is an employee of the Association cannot hold any office. An elected officer may serve on a committee.

Article VI Meetings

Section 1. All Regular meetings of the Association are referred to as the members meetings. The secretary shall read minutes at all Regular meetings.

Section 2. The November meeting shall cover the following two parts: Election of Officers, and the Regular meeting. The election of the Officers shall take place first, and then the Regular meeting shall follow at the conclusion of the election.

- a. Chairperson of election shall appoint sergeant of arms during the election.
- b. Any members, who appear after each officer voting, shall not be allowed to vote once the election is in progress.
- c. February will be the annual proposed Budget Meeting.

Section 3. Special meetings shall be held at any time as called for by the President, or upon the request of the Officers, or upon a written petition of fifteen (15) members in good standing stating the purpose for which the Special meeting is being called and is automatically the Chairperson of that meeting. If the Special meeting involves monetary matters of the club, the Treasurer and Trustees have the final say for the approval of that meeting.

Section 4. Notice of Special meetings must be mailed to members at least two (2) weeks before the date of the meeting.

Section 5. A quorum shall consist of ten percent (10%) of the total members as recorded each June 1st of the year. All business specifically transacted by such quorum shall be legal and binding upon the Association.

- a. The number of members at the meeting shall be greater than the number of Board of Governors at the meeting.

Section 6. The President shall appoint one (1) or two (2) member(s) as sergeant-at-arms who shall guard the door and keep track of the quorum, preserve order and assist the President in any matter requested.

Section 7. Any member who signs a petition for a Special meeting and fails to attend such meeting shall be subject to a fine of twenty-five dollars (\$25.00), unless there are special circumstances that arise, such as an emergency, they may be waived from the \$25.00 fine with documentations.

Section 8. Any members, under the influence of intoxicants, shall not be permitted to attend the meetings.

Section 9. Robert's Rules of Order shall be the recognized authority on all points of order on parliamentary questions when our Constitution and By-laws have no regulation on such questions brought to the floor.

Section 10. All proposed motions must be written and handed in to the Secretary after which each will be admitted to the floor in the order they were submitted.

The regular business meeting shall be carried out in the following order:

- a) Roll call
- b) Count number of members present to ascertain a quorum
- c) Pledge to the flag
- d) Announce date of the next meeting
- e) Reading of previous minutes
- f) Treasurer's report
- g) Reports of officers
- h) Reports of committee
 - Sports Commissioner
 - Fundraising Chairperson
 - Law Committee
 - Classic Bowling
 - Chairpersons of Tournaments
 - GLDBA
 - CSBAD
 - CAAD
 - Calendar chairperson
 - Maintenance
- i) Application of new membership
- j) Correspondence
- k) Unfinished business
- l) New business
- m) Good of the order of the Association
- n) Announcements
- o) Adjournment

Section 11. This order may be suspended for extraordinary purpose upon motion of any qualified member and which must be carried by a majority vote.

Article VII Duties of Officers

Section 1. The President shall preside and conduct all Regular and Special meetings of the Association, shall decide all questions of order, shall appoint committees and temporary officers unless such appointment is otherwise provided for; shall transact any business relating to the office, and shall be ex-officio member of all committees. The President has the authority to withdraw up to \$250.00 with the approval of the Board of Governors for any emergencies related to the Association. When there is a Special meeting, President will start the order of business and introduce the Chairperson and the Chairperson will run the meeting.

Section 2. The Vice President shall assume the duties and powers of the President in the event of the President's absence or inability to act; oversees all standing committees, and reports any improper conduct of the members to the Board of Governors. The Vice President shall keep a continuous file of all new By-law motions and revisions if and when they are brought up at each Regular meeting. At the proper time, the Vice President will turn over all files to the appointed law committee Chairperson.

Section 3. The Secretary shall record the minutes of the Regular and Special meetings of the Association, and the minutes of the Regular and Special meetings of the Board of Governors; shall advise members or committees of any decision or resolution affecting them; shall keep a record of all communications; shall take charge of the seal of the Association, of the Constitution and By-laws and of other records pertaining to the office; shall, upon request, permit inspection of the minute books by any member in good standing; shall refer to the Law committee all proposed changes or amendments to the Constitution and By-laws; and shall make reports required by the State and Federal Governments.

- a. Secretary requires an agenda from all the Executive officers, Board of Governors, and Chairperson of any events. If the agenda is not provided, it will not be an official statement of document.
- b. If no report is provided by the Chairperson of such said events, regarding funds of that event(s). Any future transactions will be put on hold until further notice and/or until a report is provided.

Section 4. The Treasurer shall keep a detailed account of all monies received and disbursed in duplicates.

- a. Shall give receipts to anyone who turns in any monies.
- b. Shall make monthly financial statements and reports them at the Board of Governors and Regular meetings.
- c. Shall pay all the bills by checks and cash when the President, a Trustee or a Chairperson of a standing committee, signs the vouchers.
- d. Shall carry a reasonable sum of cash on hand, but at a maximum of \$1,500.00.
- e. Shall pay all taxes as required by law.

- f. Shall secure bond for security reasons for himself/herself, along with four (4) others who may be handling excessive amount of cash in line of their duties, to be paid for by the Association.
- g. Shall keep a record of all donations made to the Association.
- h. Shall turn in all monies collected into the treasury and shall save receipts for the same.

Section 5.

- A. Board of Governors
 - The Board of Governors shall prepare its own agenda for each meeting.
 - The Board may hold a Special meeting at any time, providing that all members of the Board of Governors have received prior notice of such Special meeting.
- B. The Board of Governors shall have charge of the business affairs of the Association.
 - The members of Board of Governors shall elect the Chairperson.
 - The Chairperson shall have the authority to make decisions for the good of the Association whenever there is an emergency.
- C. Chairperson
 - Shall periodically check on the performances and duties of the officers and committee members.
 - Shall investigate any irregularities in the Association or appoint an investigation committee for that purpose with the cooperation of the President.
 - Shall conduct hearings and/or trials, if necessary, upon the recommendation of the Grievance committee.
- D. Quorum
 - The quorum for the Board of Governors meeting shall consist of at least seven (7) out of nine (9) members.
 - The two (2) elected alternates may substitute for an absent Board of Governors at any time the Chairperson contacts him/her.
 - When an elected Board of Governors member shows up at a meeting after the pledge to the flag, he/she shall forfeit his/her allocation of salary for that meeting, unless the reason for being late is accepted by the Board of Governors.

Section 6. The Board of Trustees shall audit the Treasurer's monthly statements and the financial reports of all committees; shall make a documentation of the Treasurer's report to the Board of Governors and Regular meetings of the Association; shall see that any surplus money on hand be deposited in a reliable bank in Metro Detroit; shall be in charge of all financial books related to the Association; shall make an annual report of incomes and disbursements for the full year and submit same to the Association at the Budget meeting; shall require at least two (2) Trustees sign the Treasurer's book each month.

Section 7. The Membership Coordinator shall keep records of all dues paid, membership applications and other obligations of the members.

- a. Shall be in charge of the registration list.
- b. Shall update all members' addresses; and inform Mailer of changes.
- c. Shall keep an accurate count of the membership quorum at all Regular meetings.
- d. Shall report those who are delinquent in paying their dues.
- e. Shall be appointed by the President with membership approval.

Section 8. The Advisory Board shall be made up of Past Presidents; Past Presidents may also serve as Board of Governors alternates when requested; shall screen all legal matters and letters, written or otherwise, screen all legal letters written to the Association and review all replies before they are mailed; shall clarify new rules and shall select a Chairman of the Law Committee from their ranks.

Article VIII Amendments and New By-laws

Section 1. Any member in good standing petitioning changes in the Amendments, Constitution and By-laws must be made in writing to the secretary.

- a. The Vice President shall certify and submit such petition or proposal to the Law committee for consideration.
- b. The Chairperson of the Law committee shall read and explain the proposed amendment/new motion to the members in the next Regular meeting twice a year, if necessary.

Section 2. A two-thirds (2/3) vote of the qualified members present at a Regular or Special meeting shall be necessary for adoption of a proposed amendment or changes in the Constitution By-laws.

Section 3. Five years after the last printing of the by-laws, the Law Committee Chairperson shall recruit four other members to form a committee to review and update the by-laws. Five other members shall be selected by this committee to review and approve the changes for the next printing of the by-laws.

Article IX
Dissolution of Association and Disposal of Funds

- Section 1.** In the event of termination and dissolution of this Association money in the treasury of this Association, and all the monies from dues or derived from the sale and disposal of the property of this Association shall be donated to other organizations for the deaf known as charitable institutions within the state of Michigan, to be determined by the members at a meeting called for this purpose.
- Section 2.** All members in good standing must be notified of the date and purpose of the meeting regarding terminating and dissolving the Association, and a two-thirds (2/3) vote shall be required to terminate and dissolve the Association and cause the monies in the treasury to be so distributed.
- Section 3.** The quorum for this meeting shall consist of seventy-five percent (75%) of the total members as recorded each June 1st of the year. All business specifically transacted by such quorum shall be legal and binding upon the Association.

BY-LAWS

(Fiscal Year: January 1st through December 31st).

Article I
Annual Dues

- Section 1.** The annual membership dues of the Association shall be payable before the first day of April. Those who are delinquent in dues can't be admitted into the Regular/Special meetings until annual dues are paid in full.
- Section 2.**
- a. When an application is rejected, any dues paid in advance shall be refunded.
 - b. Individuals admitted as new members after October 1st shall have their membership extended for fifteen (15) months.
 - c. In the event a new member is denied membership after the 90-day probationary period, he/she will be given a full refund.

Article II
Suspension, Fines, Charges

- Section 1.** Members found guilty of conduct unbecoming a member of the Association by the Board of Governors shall be punished in the following manner: in writing by the Secretary.
- (a) First offense: subject to a severe warning
 - (b) Second offense: subject to a fine of ten dollars (\$10.00)
 - (c) Third offense: subject to one (1) to six (6) months suspension and/or to a fine of twenty-five dollars (\$25.00).
 - (d) Fourth offense: subject to six (6) months to one (1) year suspension and/or to a fine of fifty dollars (\$50.00)
 - (e) Fifth offense: subject to expulsion

For major offenses, such as embezzlement, robbery, etc., which a member may be accused of either by a fellow member or by the civil courts, shall be expelled from membership in the Association when proven guilty.

- Section 2.** The right to a fair trial shall not be denied any member who is charged with misconduct. The accused has the right to request that fellow members appear at their trial as witnesses. They may represent themselves at the hearing of their case, or they may have a fellow member plead their case for them, but they must personally be present at the hearing.
- Section 3.** A member who has been ordered to appear as a witness at a trial either by the Board of Governors or the accused shall be suspended for three (3) months or fined twenty-five dollars (\$25.00) or both should they fail to appear at the time of the trial, except in cases where the board judges the excuse for non-attendance justified.
- Section 4.** All members have the right to appeal to the Regular meeting if they feel that the decision of the Board of Governors is not justified or the punishment too severe.
- Section 5.** Members expelled from the Association for embezzlement may apply for reinstatement after a period of three (3) years, providing full restitution is made of any loss and expense incurred by the convicted.
- Section 6.** An officer against whom charges have been filed with, and accepted by the Board of Governors, shall be suspended from office, pending final action by the Association.
- Section 7.** Any officer found guilty of conduct unbecoming an officer or such as would tend to discredit the Association, shall be removed from the office by a two-thirds (2/3) vote of the members present at the Regular or Special meeting.
- Section 8.** Any member refusing to obey the summons of the Board of Governors shall be subject to suspension.
- Section 9.** Officers and members under suspension by the Association shall be deprived of all privileges.
- Section 10.** The trial of any member or officer against who charges have been filed must take place within sixty (60) days, after filing of charges.
- Section 11.** Any member found guilty of giving false witness against the other member at a trial shall be liable to a fine or suspension or both as provided in **Article II, Section 1** of these By-laws.
- Section 12.** The Board of Governors may at its discretion impose fines upon offending member(s) to defray the expense of conducting the trial.

Article III Standing Committees

Section 1. The (House) Committee shall consist of three or more members.

- (a) It shall supervise all cards and pool games, maintain order in the Association clubrooms and enforce the House Rules and report any infraction of the rules to the Board of Governors.
- (b) The House Committee shall be empowered to discipline members for misconduct in the clubrooms and levy fines of five dollars (\$5.00) per offense.
- (c) Fines by the House Committee shall be levied at a meeting of said committee called at such intervals, as the Chairperson deems necessary.

Section 2. The Athletic Committee shall consist of three members (Sport Commissioner, Men and Women Athletic Directors). It shall have complete responsibility of all athletic activities and equipment.

Section 3. The Christmas Fund Committee shall consist of three members. It shall arrange entertainment for children or both children and adults in the month of December.

Section 4. There shall be an Auditing Committee of three (3) who shall keep records of all property of the Association. It shall keep a record of all salable merchandise, liquors, and printed materials received and used monthly and submit a monthly report to the Board of Governors accounting for same. The Board of Governors will elect the Auditing Committee every year.

Article IV Compensation

Section 1.

- a) The President, the Vice President, the Secretary, the Treasurer, the Board of Governors, and the Board of Trustees shall be reimbursed for any expenses incurred related to their work; each will earn a stipend for their work, the amount to be determined by the members at the Budget meeting.
- b) The President, the Vice President, the Secretary, and the Treasurer are not exempt from paying membership dues the following year.

Section 2.

- a) Expenses incurred by the officers and committee(s); Board of Governors shall reimburse the officers and committee(s), with the approval of the Association.
- b) Compensation for loss of employment shall not be allowed to any members except with the approval of the Board of Governors.

Section 3.

- a) The members of the various committees for the social events shall not have to pay admission to their events, subject to the decision of the Social Chairperson.
- b) The Social Event Chairperson (and Committee) shall earn 10% of the net profit if the Chairperson desires to do so, will be subjected to the IRS rules regarding compensation.

**Article V
Standing Rules**

Section 1. The Association shall not be responsible for damage or disappearance of any personal articles in the clubroom at any functions held under its auspices.

Section 2. No discussion of a political or religious nature shall be allowed in any meetings of the Association.

Section 3. The Association reserves the right to refuse admission to the clubroom, social event, or any affair that the Association sponsors of objectionable persons, under the influence of intoxicants or persons whose influence would tend to discredit the Association in the minds of members.

Section 4. The system of keeping cashbooks shall not be altered except with the approval of the Board of Governors.

Section 5. Any member in good standing may present complaint(s) to the Board of Governors in writing and/or be present in the clubroom at the next meeting of the Board of Governors and make themselves available to the Board of Governor's call when his/her complaint is brought up for consideration.

Section 6. Members expelled for embezzlement and later reinstated shall not in any way handle funds for the Association after the reinstatement.

Section 7. Members and employees shall not drink any liquor while on duty or while handling funds of the Association.

Section 8. Students attending school may be admitted to social events at the clubroom providing they present a guest card showing which school they attend and permission to visit the club is written and signed on the card by their parents or guardian of the students.

Section 9. All children under 17 years of age must leave the clubroom at 11:00 p.m.

Section 10. Committee members of social events must submit a written program together with particulars as to donation, etc., to the Board of Governors at least ninety (90) days before the events.

Section 11. Outside organizations requesting the use of the Association's assembly hall shall submit a written program together with particulars as to donations, how proceeds will be used, etc., to the Board of Governors at least ninety (90) days before the events.

Section 12. Athletic and social groups sponsored by the Association shall furnish the Board of Governors with a copy of their rules and regulations they set up to govern such groups. Also, they shall furnish the Board of Governors a report of their finances at least once a year.

Section 13. Members shall not use the name, address, or emblem of the Association for personal business, political, or private purposes.

Article VI Social Media

Section 1. Overseeing the Detroit Association of the Deaf 's (DAD) interactions with the public on social media platforms - Facebook, Instagram, Twitter, YouTube, Google (and all other search engines), along with new social media platforms like TikTok.

Section 2. A Social Media Specialist is responsible for maintaining and creating content on all platforms, to build an audience and ensure customer engagement. The Specialist may also monitor site metrics, respond to reader comments, and oversee creative design.

Section 3. General Tasks:

- i. Write creative and engaging content and schedule posts on all social media platforms
- ii. Post photographs and videos of members and events
- iii. Community support by replying and responding to comments and messages
- iv. Stay up to date with the latest social media best practices and technologies
- v. Familiarity with blogs, web design, and publishing
- vi. Experience managing a brand's social media accounts

Section 4. Do weekly or daily to oversee the social media

Section 5. Provide the monthly report to Board of Governors and Regular Meetings

Section 6. If failed comply, or misuse/ not appropriate do the social media task, can lead to Failure to carry out their duties according to these rules, any member of DAD Social Media staff shall be dismissed by the Board of Governors.

Article VII Athletic Association

Section 1. The Athletic Association Committee shall consist of a Chairperson and his/ her two (2) appointees. This committee shall have complete control, and responsibility of all athletic activities and equipment.

Section 2. The Athletic Committee shall be responsible for raising funds for the Athletic Fund and all monies shall be turned in to the Treasurer of the Association. There shall be two or more separate funds for Softball, Basketball, and Volleyball. Any disbursement shall be made from this fund.

Section 3. The Athletic Committee shall submit to the Board of Governors and Editor a list of upcoming socials and schedule of games within thirty (30) days before any events.

Section 4. The Athletic Committee shall make financial reports showing collections and attendance at socials and games sponsored by the Athletic Association. The Athletic Committee shall submit these reports to the Board of Governors and keep a copy of each for their records. Game supervisors must turn in their reports to the Chairperson in time to include them in the regular reports to the Board of Governors.

Section 5. The Athletic Committee shall be authorized to make any purchase of sports equipment amounting to not more than two hundred and fifty dollars (\$250.00), and shall first secure approval from the Board of Governors and/or members during the regular meeting for any purchases or expenses of more than two hundred and fifty dollars (\$250.00).

Section 6. The Athletic Committee may purchase eight (8) basketball uniforms and fifteen (15) softball uniforms every three years when deemed necessary.

Section 7. The Athletic Committee shall submit a list of players of each sport for insurance coverage as soon as the season begins. **“Try-outs”** or volunteers shall play at their own risk by signing their name on a “waiver of claim” card. Coaches and managers must carry these cards at all times.

Section 8. The Athletic Committee shall number all uniforms and have each player sign their name on a slip of paper with the number of their uniform that they will use during the playing season.

Section 9. All uniforms shall be collected after the season ends and the Athletic Committee shall check for loss or damage. The uniforms shall be cleaned and stored along with other equipment in the cabinet served for that purpose. The property Athletic Committee shall audit the report. If a uniform is not cleaned, the user shall be fined five dollars (\$5.00).

Section 10. The Athletic Committee shall make an itemized report on equipment, purchases, replacements, and submit the report to the property Athletic Committee for filing.

Section 11. The Athletic Committee shall manage card tournaments; and shall approve such tournaments or tournaments of other kinds before any financial transactions for the Athletic Fund can be made to the Board of Governors.

Section 12. The Social Chairperson of the Association shall not collect commission or profit from any of the games or socials sponsored by Athletic Committee.

In the event of death of a member of this Association, a check in the amount of \$100.00 shall be sent to the family of the deceased.

Executive Board pays their membership fees in January
Change House committee to Rules committee, and add definitions on the back page

Article VIII
ARLINE SIELAFF CHILDREN TRUST FUND
GUIDELINES

The trust funds are set in an account called "Arline Sielaff Children's Trust Fund" under Detroit Association of the Deaf's (DAD) sub bank account. It is said that the Children's Trust Fund of Arline Sielaff will only be used for Deaf and/or Hard of Hearing' children per Arline Sielaff's wishes.

It is agreed by DAD members and Board of Governors (BG) that there shall be no investments of any nature using the trust fund monies.

A yearly donation budget amount is set for ten thousand dollars (\$10,000.00) a year until the monies are depleted. Approval of donations for the individual will be by vote of the DAD members at regular meeting. If last minute donation requests of less than 2 or 3 weeks of said event, BG will make the approval decision.

Approvals in the amount of five hundred dollars (\$500.00) per child for said event. If more than five hundred dollars (\$500.00), the request will be up for discussion with the BG.

Once approved of donation funds, a check will not be sent to the child's family and/or individual. The checks must be sent to the non-profit organization, no exceptions.

The donated funds will be used only for the following guidelines:

- (a) must be a Michigan resident
- (b) must be requested from non-profit organizations
- (c) funds to be used for: camping, education, entertainment such as art, theatre
- (d) must request funds in the form of a letter and attachments such as advertisements, fliers to be included
- (e) the funds shall not be used for medical reasons.

After the funds have been donated to Deaf and/or Hard of Hearing children, DAD will request the child with their parents to attend one (1) DAD member meeting to give an update of their experience by appearing and giving a live update, a video log (Vlog), and they must volunteer their time during one DAD Halloween and Christmas Children's fundraiser and/or event.

Deaf and/or Hard of Hearing is comprised of toddlers, children and young adults up to the age of 22 that are still in school who are Deaf, Hard of Hearing, Deaf-Blind, Deaf with Cochlear Implants, Deaf with Mental Illnesses, and/or Child of Deaf Adults (CODA), Kids of Deaf Adults (KODA), Siblings of Deaf Adults (SODA; with sign language and/or have some speech skills.

Article IX
ELECTRONICS

Inventory Specialist's Responsibilities:

- Section 1. Keep track of the electronics that Detroit Association of the Deaf (DAD) purchased: for example: laptops, projectors, printers, plugs/wires, camera, software, and more.
- Section 2. Must have labels on each equipment or devices to state "Property of Detroit Association of the Deaf".
- Section 3. Place the unused electronics for safe keeping
- Section 4. Must ask for an approval from Board of Governors for any repair or purchase.
- Section 5. Report to Board of Governor immediately if equipment has problem, damages, or stolen.
- Section 6. Must collect the equipment and return it to Detroit Association of the Deaf (DAD) when not in use.
- Section 7. When position ends, must return all the equipment or devices as exactly as you received it, including bags, manuals, and etc.