



DIVERSE DEAF CLUB of NEW JERSEY, INC.

ORIGINATED – MARCH 7, 1998

INCORPORATED – MARCH 9, 2000

CONSTITUTION

and

BY-LAWS

REVISED – SEPTEMBER 7, 2002
REVISED – SEPTEMBER 21, 2002
REVISED – JANUARY 18, 2003
REVISED – MARCH 7, 2015
REVISED – JUNE 3, 2017
REVISED – OCTOBER 5, 2019

CONSTITUTION

ARTICLE I – NAME

Section 1: This organization shall be called the **Diverse Deaf Club of New Jersey, Inc.**

Section 2: The initials **DDCNJ** hereafter shall mean the **Diverse Deaf Club of New Jersey, Inc.**

ARTICLE II - PURPOSE

Section 1: The purpose of this non-profit organization is to raise charitable funds specifically for deaf and hard of hearing people and to help any deaf, hard of hearing and deaf-blind organizations in New Jersey. These organizations must qualify for exemption under Section 501(c) (3) of the Revenue Code of 1954.

ARTICLE III – MEMBERSHIP AND NON-MEMBERS

Section 1: (A) The Membership of **DDCNJ** shall be open to any person at least eighteen (18) years of age and a resident of the United States of America. Active members may consist of deaf, hard of hearing, deaf-blind, and hearing persons and shall support the purposes and principles of this organization. If they are found to violate the purposes and principles of this organization, or engage in any activity or behavior that is counter to the best interests of the organization, they shall be removed from the membership rolls after approval by a simple majority vote of the Board of Directors at their next meeting. A formal letter will be sent by the Secretary to the person to be removed as soon as possible after the Board's vote. Members may be removed for the following reasons:

1. bullying,
2. harassing,
3. discriminating against members or visitors in any way,
4. cheating at Dingo or poker games, or
5. any other form of bad behavior shall be removed from the membership rolls.

(B) In the case of cheating or a situation that may have the potential for any type of harm to members or visitors, that member shall be ejected immediately from the premises by the President or Vice President, by any means necessary, including calling the police. The removal action must be confirmed by the Board at its next meeting. If the removal action is approved by the Board, the Secretary must send a letter as soon as possible to notify the member who was ejected.

(C) Non-members must be at least 18 years of age and can be deaf, hard of hearing, deaf-blind, or hearing.

(D) The above rules governing the immediate removal of member(s) from the premises shall apply to non-member(s) also.

Section 2: All members shall have voting rights at any meeting, except Board meetings.

ARTICLE IV – OFFICERS and the BOARD OF DIRECTORS

Section 1: The officers of **DDCNJ** shall be as follows: President, Vice-President, Secretary, Treasurer, Assistant Treasurer and Founder. They shall each serve a term of two (2) years.

Section 2: The Board of Directors, also known as the Board, shall consist of the Officers plus at least three (3) active Members-at-Large, the Director of Refreshments and the Director of Affairs, all with voting privileges.

Section 3: Any member of the Board of Directors may be removed from their position for the following reasons:

- (A) they are found to oppose the goals and purposes of the organization or
- (B) they failed to carry out the duties of the position or
- (C) they engaged in any activity unfavorable to the best interests of the organization, such as:
 - 1. bullying,
 - 2. harassing,
 - 3. discriminating against members or visitors in any way, or
 - 4. saying negative things about DDCNJ on any social media, such as Facebook, Twitter, Instagram, Snapchat, and others daily, with the purpose of hurting DDCNJ's reputation, or any other form of bad behavior shall be removed from the Board, if the other members of the Board vote for removal.

(D) In the case of a situation that may have the potential for any type of harm to members or visitors, that officer shall be ejected immediately from the premises by the President or Vice President, by any means necessary, including calling the police. In this case, an emergency Board meeting must be called as soon as possible by the President or Vice President to vote on removal action. If the removal action is approved by a simple majority vote of the Board, the Secretary must send a letter as soon as possible to notify the officer who was ejected.

Section 4: (A) Any removal action must be by a two-thirds (2/3) vote of the Board of Directors. The person to be removed may not vote.

(B) Any person removed from a position on the Board or from Office may appeal at a general meeting for reinstatement to the same position.

(C) Reinstatement shall be by a simple majority vote of the members present at that general meeting.

Section 5: If an office becomes vacant, the following rules shall apply:

(A) if the vacant office is any office below president, then the President may choose from the general membership another person to fill that office.

(B) if the president's office is vacant, the Vice President shall ascend to the Presidency and he will then choose another person from the general membership for the office of vice-president.

(C) any change of officers shall be approved by the Board of Directors at a special meeting as soon as possible. The person chosen shall act in that position until the Board of Directors votes to approve or disapprove. If it approves, the Board shall present the new candidate to the general membership for a vote. If either the Board or the general membership disapproves, then the above process will start again and continue until a candidate is approved by both the Board and general membership. The newly elected person will then take the oath and be installed in that position.

ARTICLE V - MEETINGS

Section 1: General meetings of the **DDCNJ** shall be held three (3) times annually in the months of February, June and October. If any meeting is cancelled by the President for any reason, it shall be held the following month.

Section 2: Special meetings shall be called to order by the President of the **DDCNJ**.

Section 3: Meetings of the Board of Directors shall take place whenever determined by the President.

ARTICLE VI – QUORUMS

Section 1: General meeting quorums shall consist of ten percent (10%) of the current membership. If less than 10% of current membership is present, then only officers' reports shall be given. No new business can be discussed.

Section 2: Motions shall be passed by a simple majority of those members present.

Section 3: Constitution and By-Law amendments shall be passed by a two thirds (2/3) vote of those members present, after a quorum has been established.

ARTICLE VII – DISSOLUTION

Section 1: To dissolve the **DDCNJ**, a special meeting of the Board of Directors shall be held just prior to a special general meeting which shall be called to order by the President. The Board shall discuss dissolution of the **DDCNJ** and present their proposal for dissolution to the general membership. Upon an affirmative vote of a simple majority of the Board of Directors and approval by a two-thirds (2/3) vote of the general members of the **DDCNJ** present, and after payment of all liabilities and disposal of all assets of the corporation to other qualified deaf or hard of hearing or deaf-blind non-profit, charitable organizations which operate in compliance with The Charitable Registration and Investigation Act, the **DDCNJ** shall be dissolved.

BY-LAWS

ARTICLE I – CALENDAR YEAR

Section 1: The calendar year of the **DDCNJ** shall begin on January 1st and end on December 31st of each year.

Section 2: (A) Annual dues for active members shall be requested at \$10.00 annually.

(B) The membership period shall begin upon payment of annual dues in any month of the year and end in the same month the following year.

ARTICLE II – ELECTED OFFICERS and DUTIES

Section 1: The President, as Chief Officer of DDCNJ, shall

(A) supervise the affairs, activities and agendas for all meetings,

(B) make regular reports to the membership,

(C) be responsible to see that other officers carry out their respective duties,

(D) call regular meetings of the Board of Directors,

(E) nominate three (3) Members-at-Large to be voted upon by all Board members,

(F) nominate the Director of Membership Dues, the Director of Affairs, the Director of Refreshments and three (3) Treasury Auditors for voting upon by the Board,

(G) sign all legal papers and checks with approval of the Board,

(H) be empowered to delegate authority as appropriate,

(I) be empowered to represent the organization on an official basis with other organizations,

(J) ensure that the policies of **DDCNJ** and the Board are carried out.

(K) be a member of the Board and a de facto member of all committees with voting privileges.

Section 2: The Vice-President shall

(A) serve in the absence of the President,

(B) succeed the President if that office becomes vacant for any reason,

(C) assist the President in setting up meetings and agendas, etc,

(D) be Chairperson of the Constitution and By-Laws Committee.

(E) be a member of the Board with voting privileges.

Section 3: The Secretary shall

- (A) record and keep all minutes of any general or Board meetings and any special meetings and be custodian thereof,
- (B) promptly post all copies of such minutes at the next meeting,
- (C) present the minutes of the previous meeting to the members at the current meeting,
- (D) keep a copy of the Constitution and By-Laws and any rules and regulations made by the Board of Directors,
- (E) promptly handle all correspondence and other materials relating to this office.
- (F) be a member of the Board with voting privileges.

Section 4: The Treasurer shall

- (A) collect all monies from admission, 50-50 chances, refreshments, membership dues and Dingo games,
- (B) prepare monthly financial statements,
- (C) report all bills and make payments following authorization by the Board,
- (D) see that all monies received are deposited in the bank designated by the Board,
- (E) see that all paid checks are withdrawn from funds in the account at the bank officially designated by the Board and that said checks are validated by dual signatures of both the President and the Treasurer,
- (F) keep an accurate account of monies received and spent by the organization,
- (G) give a check or cash to the Director of Refreshments before each event to be used for paying for any refreshments offered for sale or any kitchen supplies needed and for petty cash to make change.
- (H) appoint three (3) Auditors to oversee accounts and
- (I) be a member of the Board with voting privileges.

Section 5: The Assistant Treasurer shall

- (A) serve in the absence of the Treasurer,
- (B) succeed the Treasurer if that office becomes vacant for any reason and
- (C) be a member of the Board with voting privileges.

ARTICLE III – APPOINTED POSITIONS and DUTIES

- Section 1:** (A) **The Director of Refreshments** shall be responsible for
1. arranging to bring all beverages and refreshments to every event,
 2. maintaining sufficient money in petty cash at all times,
 3. asking members to bring desserts for each event in exchange for five (5) free tickets for 50/50 chances,
 4. asking for volunteers to help serve refreshments and with any other kitchen duties,
 5. immediately giving all monies collected from the sale of food to the Treasurer after each event,
 6. accepting a check or petty cash from the Treasurer for the next event,
 7. delegating any of the above duties as needed and
 8. shall be a member of the Board with voting privileges.
- (B) **The Director of Affairs** shall be responsible for
1. planning events,
 2. publicizing these events to the members,
 3. preparing and mailing event flyers to the **DDCNJ** members and
 4. shall be a member of the Board with voting privileges.
- (C) **The Director of Membership Dues** shall be responsible for
1. giving a current list of names and addresses of the **DDCNJ** members to the officers and Director of Affairs and
 2. for mailing notices to members for dues.
- (D) **At least three (3) Auditors** shall be responsible for auditing any of the Treasurer's reports.
- (E) **The Website Editor** shall be responsible for
1. maintaining and updating the **DDCNJ** website and **DDCNJ's** Facebook page,
 2. posting all information regarding upcoming events to those pages and
 3. providing the President with the user ID and password for **DDCNJ's** website and Facebook page in case the Website Editor is, for any reason, unable to perform his or her duties.

ARTICLE IV – ORDER OF EXERCISES

Section 1: The order of business for the general meeting shall be as follows:

1. Reading Minutes of the previous meeting
2. Treasurer's Report
3. President's Report
4. Vice President's Report
5. Secretary's Report/Communications,
6. Reports of Committees
7. Unfinished Business
8. New Business
9. Announcements
10. Adjournment

ARTICLE V – PARLIAMENTARY RULES of ORDER

Section 1: All rules of order shall be governed by **Robert’s Rules of Order** if they are not stated otherwise in the By-Laws of the **DDCNJ**.

ARTICLE VI – The CONSTITUTION and BY-LAWS COMMITTEE

Section 1: The members of the Constitution and By-Laws Committee shall be selected by the Vice President for the purpose of making amendments to the Constitution and By-Laws. Any such amendments shall first be presented to the Board for discussion and approval. A general member may also make a proposal for an amendment to the Constitution or By-laws as outlined in Article VII - Amendments.

ARTICLE VII – AMENDMENTS

Section 1: Changes to the Constitution or By-laws may be proposed by the Constitution and By-laws Committee or by any member of the DDCNJ. Member proposal(s) must be given in writing to the Vice President at least one month before the next general meeting. The Vice President will then present all proposals to the Board of Directors for their consideration. If approved by the Board, the Vice President will mail a copy of the proposed change(s) to the members at least one month prior to the next general meeting. At that general meeting, a vote on the proposal(s) can only be held after a quorum has been established. Two thirds (2/3) of the members present must vote in favor of the amendment(s) for the Constitution or By-Laws to be changed.

ARTICLE VIII – NOMINATING COMMITTEE

Section 1: The President will appoint a Chairperson of the Nominating Committee not less than thirty (30) days prior to an election. The Chairperson will then select three (3) other committee members from the active general membership. Members of the Nominating Committee shall not be considered as candidates for any office, nor shall they represent any candidates for office. The purpose of the Nominating Committee is the following:

- (A) to certify the line-up of deaf and hard of hearing candidates chosen by the general membership to run for office.
- (B) to present the candidates for office to the general membership for a vote.
- (C) to count the ballots immediately after the election.
- (D) to announce the vote totals for each candidate and to declare the winner for each office.

ARTICLE IX – ELECTIONS

Section 1: (A) Any candidate for office shall not be considered for nomination if they have not attended at least three quarters ($\frac{3}{4}$) of the general meetings. Candidates for office shall be nominated by the general membership immediately after the unfinished business portion of the meeting and just prior to the election.

(B) Candidates for the office of President, Vice President, Treasurer and Assistant Treasurer shall be deaf or hard of hearing. Candidates for the office of Secretary may be deaf, hard of hearing or hearing.

Section 2: (A) The term for each Officer shall be two (2) years.

(B) No person elected as President or Vice President will serve more than two (2) consecutive terms in that office. The Secretary, Treasurer and Assistant Treasurer may serve an unlimited number of terms.

(C) If no candidate for the office of President or Vice President accepts the nomination to run, then the current President or Vice President may serve another 2 year term.

(D) Any candidate for any office must live in the state of New Jersey for at least 30 days prior to the election, as required by the state of New Jersey.

(E) The Constitution and By-laws Committee must meet to consider any changes, additions, or deletions at the next general meeting that may be presented to them in writing by any member.

Section 3: Voting shall be by secret ballot.

Section 4: If there is only one declared candidate nominated for an office, that candidate shall automatically be installed in that office without the necessity of a vote.

Section 5: Immediately after the voting is finished and winners are declared, each newly elected Officer shall perform the **DDCNJ** Oath with their right hand raised. The Chairperson of the Nominating Committee will read the Oath and each new Officer will say "I do" to accept their new position. Immediately following, the outgoing Officers terms shall end and the new Officers terms shall begin.

ARTICLE X – OATH

Section 1: The **DDCNJ**'s Oath shall be the following: "On my honor, I will do my best for the **Diverse Deaf Club of New Jersey** and will adhere to the **DDCNJ**'s Constitution and By-Laws, and help all members at all times. In God We Trust"