



CORPORATE BYLAWS
OF THE
CHICAGO CLUB OF THE DEAF

Organized..... August 28, 1942

Chartered.....March 18, 1943

ARTICLE I

CORPORATION

SECTION 1.0 Name. The name of the organization shall be **CHICAGO CLUB OF THE DEAF**, hereafter referred to as CCD.

SECTION 1.1 Location. CCD shall have and continuously maintain in the State of Illinois a registered office and a registered agent whose office address is identical with such registered office, and may have other offices within or without the state of Illinois as the Executive Board may from time to time determine.

SECTION 1.2 Purposes. CCD is organized exclusively for charitable, benevolent, educational, civic, social, athletic, and recreational services and opportunities for Deaf and Hard of Hearing individuals in the Chicago metropolitan area.

SECTION 1.3 Affiliation. CCD shall be a cooperating member of the Illinois Association of the Deaf (IAD), wherein its rules, regulations, aims, and objectives are consistent with those of the IAD.

SECTION 1.4 Not-For-Profit Organization.

- 1) No part of the net earnings of the CCD shall inure to the benefit of, or be distributable to, its Members, executive board, officers, or other persons, except that the corporation shall be authorized and empowered to pay distributions of the purposes set forth herein;
- 2) No substantial part of the activities of the CCD shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office except as authorized under the Internal Revenue Code;
- 3) Notwithstanding any other provisions of these Bylaws, the CCD shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income tax under 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE II

Members & Membership Meetings

SECTION 2.0 Importance of Members. The CCD Membership is the lifeblood of CCD. Thus CCD Members are very important people and they have critical control over CCD through their exercise of rights, maintenance of obligations, and payment of dues.

SECTION 2.1 Classes of Members. The CCD shall have two classes of Members: Regular Members and Associate Members.

SECTION 2.2 Regular Members. Regular Members shall be Deaf or Hard of Hearing and at least eighteen (18) years of age. Regular Members shall have all rights and privileges including the right to vote for directors and officers on the Board of Directors as well as run for office as a director or officer on the Board of Directors.

SECTION 2.3 Associate Members. Associate Members shall be any other individual not eligible to be a Regular Member. Associate Members shall have all rights and privileges but NOT the right to vote and hold office.

SECTION 2.4 Other Classes of Membership. The CCD, through its Executive Board and its Members, shall have the power and authority to develop other classes of membership.

SECTION 2.5 Rights. Regular Members have at least the following rights enumerated below. Associate Members share the same rights enumerated below except the rights to hold office and vote as defined in Article II, Section 2.3 above. A CCD Member has the right:

- 1) To attend, participate, debate and vote in meetings;
- 2) To introduce new business and to speak in support of it;
- 3) To understand the business of the meeting;
- 4) To express ideas freely within the rules of courtesy and within parliamentary procedures as defined by Robert's Rules of Order;
- 5) To serve on committees, whether standing or ad-hoc;
- 6) To nominate other Members for office and accept or decline nominations for office;
- 7) To hold office;
- 8) To expect the CCD President to protect his or her rights, to maintain fair play, and to be neutral;
- 9) To speak without interruption unless the President authorizes the interruption;
- 10) To have a fair hearing and trial if accused of wrongdoing and/or misconduct;
- 11) To resign from CCD;
- 12) To appeal from the chair's ruling.

SECTION 2.6 Responsibilities. All Members have at least the following responsibilities. A CCD Member is obliged:

- 1) To attend meetings on time and remain until adjournment;
- 2) To pay attention to meetings while being open-minded and fair;

- 3) To participate during debate instead of after meetings;
- 4) To protect the good name of CCD and obey CCD rules;
- 5) To respect the rulings of the president;
- 6) To insist on order and courtesy during meetings.

SECTION 2.7 All Membership Dues.

- 1) Membership dues shall be determined by the Members at a Membership Meeting.
- 2) Membership dues are maintained in Appendix A.
- 3) All Members shall only be valid and in good standing upon prompt and timely payment of membership dues.
- 4) Membership renewals are due and payable on the anniversary month, one year after the original payment of dues.

SECTION 2.9 Membership Meetings. The several types and times of meetings are defined below.

- 1) Scheduling. Meetings are regularly scheduled on the fourth Saturday of each month unless as noted in the Guidelines.
- 2) Executive Board Meetings. The Executive Board shall meet once a month, unless otherwise provided in Section 3.5. Members are entitled to attend the Executive Board meeting but shall not have the right to participate or vote in the Board meeting.
- 3) General Members' Meeting. There shall be a Membership Meeting immediately subsequent to the Board meeting.
- 4) Quorum. The Membership Meeting shall be considered to be valid and proper upon the presence of a quorum, which shall consist of 1/10 (ten percent (10%)) of the total membership.
- 5) Announcement of Next General Meeting. Prior to adjournment, the President shall announce the time and place of the next General Members' meeting.
- 6) Special General Members' Meeting. If, in the judgment of the Executive Board, a General Members' meeting must be held at a time other than the regularly scheduled monthly General Members' meeting, the President must announce the time, place, and purpose of the meeting at least 30 days in advance. If a quorum of Members is present, then the meeting may proceed.

SECTION 2.10 Termination of Membership. The Members of CCD, by affirmative vote of two-thirds of Members present at a Membership meeting where the Membership quorum has been met, may suspend or expel a Member for cause following the procedures set out in the Guidelines.

ARTICLE III

Executive Board

SECTION 3.0 Powers. Except as provided in Article II, the Executive Board shall manage the affairs of the CCD, shall exercise its powers and shall control its property. It shall determine compliance with the corporation's stated purposes and shall have the

power and authority to do and perform all acts or functions not inconsistent with these Bylaws, the Articles of Incorporation, or Illinois Law.

SECTION 3.1 Composition of the Board. The Executive Board shall consist of the Board of Officers, the Board of Directors, Community Service Coordinator, and the Athletic Director. The responsibilities of each position are described in Article IV.

- 1) The Board of Officers shall consist of a President, Vice President, a Secretary, a Treasurer, and a Membership Secretary.
- 2) The Board of Directors shall consist of two Directors-At-Large.

SECTION 3.2 Eligibility. Effective as of the election in November of each year, to be eligible for any position or office on the Executive Board, an individual must be a regular Member in good standing of CCD for at least one year. The individual must also not have a felony conviction or any misdemeanor conviction evidencing moral turpitude.

SECTION 3.3 Elections. Elections for Executive Board positions are held on an annual basis.

- 1) Scheduling. Elections for contestable or vacant positions on the Executive Board shall occur during a regularly scheduled General Members' Meeting or on a Saturday in November of each year during a Special General Members' meeting, with the specific date to be determined and announced by the current Executive Board no more than sixty (60) calendar days prior to the determined Election date.
- 2) Contestable Positions.
 - i) Any vacant position is contestable if unfilled by appointment by remaining Executive Board members per Section 3.4.
 - ii) During even years, the following positions are contestable: President, Secretary, Director-at-Large, and Membership Secretary;
 - iii) During odd years, the following positions are contestable (Vice-President, Treasurer, Director-at-Large, Community Service Coordinator, and Athletic Director).
- 3) Swearing in the new Executive Board.
 - i) The newly elected members of the Executive Board shall be sworn in immediately following the Election but shall not begin their term until the first of January following the Election.
 - ii) Immediately following the Election, the elected Board will be sworn in with the following oath: **"I do hereby pledge myself to abide by the Bylaws of the Chicago Club of the Deaf and to perform the duties of my office to the best of my knowledge and ability."**

SECTION 3.4 Vacancies. Vacancies due to death, resignation or other cause shall be filled by election by the remaining Executive Board as soon as possible after notice of said vacancy. Any person appointed to fill a vacancy shall serve for the unexpired term of the director being replaced.

SECTION 3.5 Notice of Special Meetings. Notice of all board meetings, including regularly scheduled and special meetings, shall be given to each Member via electronic mail (email) or alternative means not less than one week before the date of the meeting, which notice shall in the case of special meetings state generally the nature of the business to be taken up at the meeting.

SECTION 3.6 Quorum. A quorum shall consist of five (5) members of the Executive Board, not less than three (3) of whom shall be members of the Board of Officers, present at any regular or special meeting.

SECTION 3.7 Electronic Communication and Acting. The several members of the Executive Board may conduct CCD business outside of regularly scheduled board, general and special meetings.

- 1) Usage. Email or other electronic forms of communication may be utilized.
- 2) Parliamentary Procedures. Making motions, voting, or other forms of parliamentary procedures may be conducted by email or other forms of electronic communication.
- 3) Transparency. Subject to applicable laws regarding archiving, corporate transparency or “sunshine”, and legal discovery, the Secretary shall maintain print copies of all such electronic communications in which formal proceedings occurred and shall report to the Membership during the next General Members’ meeting the substance of discussions and passed motions.
- 4) Informal Discussions. Informal discussions between Executive Board members that do not constitute a formal parliamentary proceeding are not covered by this section.

SECTION 3.8 Conduct at Meeting. Except where otherwise specified, meetings shall be conducted pursuant to Roberts Rules of Order Revised (latest edition).

SECTION 3.9 Manner of Acting. The act of majority of the members of the Executive Board present at a meeting at which a quorum is present shall be the act of the Executive Board, unless the act of a greater number is required by statutes, these Bylaws, or the Articles of Incorporation.

SECTION 3.10 Removal. Any member of the Executive Board may be removed with or without cause upon by the affirmative vote of 2/3 of the members of the Executive Board present at a duly held meeting of the Executive Board, a quorum being assembled, and an affirmative vote of the general Membership during a duly constituted General Meeting where there is a quorum of Members present.

- 1) The Officer of the Executive Board shall be given thirty days’ (30) notice of dismissal proceedings prior to any motion to dismiss the Officer. The Officer shall be presented with the reasons for dismissal and be allowed the opportunity to present a rebuttal and/or defense prior to the vote being taken upon the motion to dismiss. The Officer shall be allowed to present a rebuttal and/or defense before the Executive Board and before the General Membership. If the Officer does not appear at the Executive Board or General meeting subsequent to thirty days’ notice to hear the charges and to present a rebuttal or defense, the Executive Board and General Membership can

assume that the Officer is voluntarily waiving the opportunity to present a rebuttal or defense.

- 2) Three consecutive absences of any member of the Executive Board from regular meetings of the Executive Board shall be considered for removal.
- 3) Any vacancy on the Executive Board may be filled by the Executive Board for the unexpired portion of the term of office.

ARTICLE IV

Officers

SECTION 4.0 Titles and Qualifications. The titles of the members of the Executive Board is given in Section 3.1.

SECTION 4.1 General Responsibilities. All members of the Executive Board share the following responsibilities in addition to their obligations as Members of CCD:

- 1) Unless an officer resigns, dies, or is removed prior thereto, he or she shall hold office until his or her successor has been appointed or elected and sworn into office.
- 2) Until such time of removal, the officers shall be responsible and liable for all monies belonging to the organization and for compliance with all requirements of the Internal Revenue Code.

SECTION 4.2 Resignation. The following apply to any member of the Executive Board to wishes to resign.

- 1) Any member of the Executive Board may resign at any time by delivering a written resignation to the President or Secretary.
- 2) Any member of the Executive Board may also resign by giving notice at a Board meeting.
- 3) The acceptance of any such resignation, unless required by the terms thereof, shall not be necessary to make the same effective.

SECTION 4.3 Vacancies. The remaining members of the Executive Board may appoint or elect a CCD member to fill a vacancy on the Executive Board by plurality vote, but the appointment or election must be ratified by a plurality of the Members at the next Membership Meeting.

SECTION 4.4 President. The President shall preside at all meetings of the Executive Board and General Members' Meeting, and shall have such other powers and duties not inconsistent with these Bylaws as may be assigned from time to time by the Executive Board. In the President's absence, the Vice-President shall possess the powers and discharge the duties of the President.

- 1) The President serves as an ex-officio member of all standing and ad-hoc committees.
- 2) The President can appoint CCD Members to head committees and other tasks.

SECTION 4.5 Vice-President. The Vice-President shall act under the direction of the President and in his or her absence shall perform the duties and exercise the powers of the

President with specific exceptions. The Vice-President shall perform such other duties and have such other powers as the President or the Executive Board may from time to time prescribe.

- 1) The Vice-President is the permanent Chair of the Bylaws Committee.
- 2) The Vice-President cannot serve as an ex-officio member of any standing or ad-hoc committee while acting in place of the President.
- 3) The Vice-President cannot make appointments outside of the Bylaws Committee.
- 4) The Vice-President cannot change any of the President's established policies or judgments while running meetings.

SECTION 4.6 Secretary. The Secretary shall have the general powers and duties usually vested in the office of Secretary of a corporation and shall have such other powers and duties not inconsistent with these Bylaws as may be assigned to him or her from time to time by the Executive Board and/or the President. The Secretary shall:

- 1) be custodian of all records, documents and the seal of the CCD;
- 2) keep the minutes of the Executive Board's meetings, and committee meetings of the CCD to be recorded in one or more books provided for that purpose, with the time and place of the holding of such meetings, how they were called or authorized, the notice given thereof, the names of those present, and the proceedings thereof indicated in the record;
- 3) provide that proper notices are given in accordance with the provisions of these Bylaws;
- 4) approve and authorize all correspondences to be sent out on behalf of CCD.

SECTION 4.7 Treasurer. The Treasurer shall be responsible for all funds and securities of the CCD and shall have the general powers and duties usually vested in the office of Treasurer of a corporation and shall have such other powers and duties not inconsistent with these Bylaws as may be assigned to him or her from time to time by the Executive Board or President, including the powers and duties to

- 1) care for, receive and give receipt for monies due and payable to the CCD;
- 2) deposit all monies received in the name of the CCD in such banks, trust companies or other depositories as from time to time may be designated by the Executive Board;
- 3) have charge of the disbursement of monies of the corporation in accordance with the directions of the Executive Board and/or the President;
- 4) enter or cause to be entered regularly in the books to be kept by the Treasurer or under his or her direction for that purpose a complete and correct amount of all monies received and disbursed by the CCD;
- 5) render a statement of financial accounts of the CCD to the Executive Board at such times as may be requested;
- 6) exhibit the books of account of the CCD and all securities, vouchers, papers, and documents of the corporation in his or her custody to any member or designee of the Executive Board upon request;
- 7) submit a full financial report to the Executive Board of the CCD at the annual meeting.

SECTION 4.8 Membership Secretary.

- 1) The Membership Secretary shall collect dues and maintain a directory of Members of the CCD.
- 2) Upon collection of dues, the Membership Secretary shall submit the dues to the Treasurer.
- 3) The Membership Secretary shall have available at each official meeting of the CCD a full and complete list of all Members in good standing.
- 4) The Membership Secretary shall be responsible for ensuring that the website has current information regarding upcoming meetings.

SECTION 4.9 Directors-At-Large. The Board of Directors will oversee CCD's organizational integrity, its interests and advises general board and the President. Oversees and counts votes during the meeting.

SECTION 4.10 Athletic Director. The Athletic Director shall oversee and supervise all of CCD's Athletic programs. The Director shall serve as a liaison between the coaches, chairperson of sports related and the Executive Board, and serve as an ex-officio member on all athletics-related committees. The Director shall uphold the rules and regulations of regional and national sports organizations and any other affiliate(s). Other duties may be assigned to the Director at the discretion of the Executive Board and described and/or defined in the Guidelines.

SECTION 4.11 Community Service Coordinator The Community Service Coordinator shall oversee, supervise, guide, and assist all of CCD's Community Service programs. The Coordinator shall serve as a liaison between the sub-committees and the Executive Board, and serve as an ex-officio member on all community service-related committees. Other duties may be assigned to the Coordinator at the discretion of the Executive Board and described and/or defined in the Guidelines.

ARTICLE V

Committees

SECTION 5.0 Committees. The Executive Board from time to time may establish other committees, which shall have such duties and the members of which shall hold office for such periods as the Executive Board from time to time may determine. The rules of procedure of such committees, shall be determined from time to time by the Executive Board, or, if authorized by the Executive Board, by the respective committees. Any such committee may be revised or abolished by the Executive Board. In accordance with The General Not-For-Profit Corporation Act of 1986, it is understood the Board may not delegate the following responsibilities to the committees:

- 1) Adopt a plan for the distribution of the assets of the Corporation, or for dissolution;
- 2) Approve or recommend to Members any act this Act requires to be approved by Members;
- 3) Fill vacancies on the Board or on any of its committees;

- 4) Elect, appoint or remove any officer or director or member of any committee, or fix the compensation of any member of a committee;
- 5) Adopt, amend, or repeal the Bylaws or the Articles of Incorporation
- 6) Adopt a plan of merger or adopt a plan of consolidation with another corporation, or authorize the sale, lease, exchange or mortgage of all or substantially all of the property or assets of the corporation;
- 7) Amend, alter, repeal or take action inconsistent with any resolution or action of the Board of Directors when the resolution or action of the Board of Directors provides by its terms that it shall not be amended, altered or repealed by action of a committee.

SECTION 5.1 Term of Committees. Each committee established pursuant to the Bylaws shall serve until the completion of the Nonprofit Corporation conference as well as completion of all post-conference responsibilities, except that the committee may be abolished or revised by the Board at any time prior to the conference and events.

SECTION 5.2 Standing Committees. Standing committees are committees that are permanently established, and intended to perform specific and on-going core functions of CCD as directed by the Executive Board.

- 1) The President can appoint CCD Members to serve on Standing Committees.
- 2) CCD Members can volunteer to serve on Standing Committees with the Chair's approval.

SECTION 5.3 Bylaws. This standing committee is responsible for preserving, maintaining and updating the Bylaws of CCD. Upon direction of the Executive Board, the Bylaws Committee will convene to consider changes to the Bylaws and make recommendations of changes to the Executive Board.

SECTION 5.4 Community Service Committee. This standing committee carries out the core CCD function of serving various sub-communities of the deaf community in the Greater Chicago metropolitan area. The Community Service Committee can be subdivided into smaller sub-committees focused on specific projects or activities as directed by the Executive Board. The Community Service Committee shall be headed by a Community Service Coordinator (CSC).

SECTION 5.5 Ad-Hoc Committees. Temporary committees can be set up to assist the Executive Board in carrying out its functions except where prohibited. The President can appoint CCD Members to serve on an ad-hoc committee, including appointing the chairperson.

ARTICLE VI

Fiscal Matters

SECTION 6.0 Deposits. All funds of the corporation not otherwise employed shall be deposited in such banks, trust companies, or other reliable depositories as the Executive Board from time to time may determine.

SECTION 6.1 Checks, etc. All checks, drafts, endorsements, notes and evidences of indebtedness of the corporation shall be signed by the Treasurer. The President and Vice-President's signatures shall be authorized signatures if needed for the foregoing documents. Endorsements for deposits to the credit of the corporation shall be made in such a manner as the Executive Board from time to time may determine.

SECTION 6.2 Loans. No loans or advances shall be contracted on behalf of the corporation, and no note or other evidence of indebtedness shall be issued in its name, unless and except as authorized by the Executive Board. Any such authorization shall relate to specific transactions and may include authorization to pledge, as security for loans or advances so authorized, any and all securities and other personal property at any time held by the corporation.

SECTION 6.3 Contracts. The President, Vice-President, or any other officer specifically authorized by the Executive Board, may, in the name of and on behalf of the corporation, enter into those contracts or execute and deliver those instruments that are specifically authorized by the Executive Board. Without the express and specific authorization of the Executive Board, no officer or other agent of the corporation may enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation.

SECTION 6.4 Trustees. The Board of Trustees shall oversee the Treasurer's activity, have the responsibility of auditing each financial report made by the Treasurer and/or the Executive Board by verifying that all transactions are correct and appropriate to ensure the financial health and propriety of the Corporation.

ARTICLE VII

Conflicts of Interest

SECTION 7.0 Statement of General Policy. These Bylaws recognize that both real and apparent conflicts of interest or dualities of interest (hereinafter referred to as "conflicts") sometimes occur in the course of conducting the corporation's daily affairs. A conflict as used in these Bylaws refers only to personal, proprietary interests of the persons covered by this policy and their immediate families and not to philosophical or professional differences of opinion. Conflicts occur because the many persons associated with the corporation are expected to have and do in fact generally have multiple interests and affiliations and various positions of responsibility within the community. Sometimes a

person will owe identical duties to two or more organizations conducting similar activities.

Conflicts are undesirable because they potentially or apparently place the interests of others ahead of the corporation's obligations to its corporate purposes and to the public interest. Conflicts are also undesirable because they often reflect adversely upon the person involved and upon the institutions with which they are affiliated, regardless of the actual facts or motivations of the parties. However, the long-range best interests of the corporation do not require the termination of all association with persons who may have real or apparent conflicts if a prescribed and effective method can render such conflicts harmless to all concerned.

Therefore, the corporation's affirmative policy shall be to require that all actual or apparent conflicts be disclosed promptly and fully to all necessary parties and to prohibit specified involvement in the affairs of the corporation by persons having such conflicts.

SECTION 7.1 Coverage of this Policy. This policy shall apply to all members of the Executive Board and corporate officers, agents and employees of the corporation, including independent contractor providers of services and materials. The corporation's management shall have the affirmative obligation to publicize periodically this policy to all such parties.

SECTION 7.2 Disclosure of all Conflicts. All persons to whom this policy applies shall disclose all real and apparent conflicts which they discover or have been brought to their attention a written description of the facts comprising the real or apparent conflict. An annual disclosure statement shall be circulated to all persons to whom this policy applies to assist them in considering such disclosures, but disclosure is appropriate whenever conflicts arise. The written disclosure notices of conflicts shall be filed with the President of the corporation or any other person designated by him or her from time to time to receive such notifications. All disclosure notices received hereunder shall be noted for record in the minutes of a meeting of the Executive Board.

SECTION 7.3 Proscribed Activity by Persons Having Conflicts. When an individual Director, Officer, Agent or Employee believes that he/she or a member of his immediate family might have or does have a real or apparent conflict, he should, in addition to filing the disclosure notice required under Section 7.3, abstain from making motions, voting, executing agreements, or taking any other similar direct action on behalf of the corporation. When any person requests in writing, or upon its own initiative, the Executive Board at any time may establish further guidelines consistent with the interests of the corporation for the resolution of any real or apparent conflict.

ARTICLE VIII

Contracts with Directors and Officers

SECTION 8.0 Contracts with Directors and Officers. No Director or Officer of the corporation shall be interested, directly or indirectly, in any contract relating to the operations conducted by it, or in any contract for furnishing services or supplies to it, unless (a) such contract shall be authorized by an absolute majority of Directors present and voting at a meeting at which the presence of such Director is not necessary for such authorization; and (b) the facts and nature of such interest shall have been fully disclosed or shown to the members of the Executive Board present at the meeting at which such contract is so authorized.

SECTION 8.1 Loans to Directors and officers. No loans shall be made by the corporation to its Directors or Officers. The Directors of the corporation who vote for or assent to the making of a loan to a Director or Officer of the corporation, and any Officer or Officers participating in the making of such a loan, shall be jointly and severally liable to the corporation for the amount of such loan until the repayment thereof.

ARTICLE IX

Indemnification of Directors and Officers

SECTION 9.0 Indemnification. Any person (and the heirs, executors and administrators of such person) made or threatened to be made a party to any action, suit or proceeding by reason of the fact that he or she is or was a Director or Officer of the corporation may be indemnified by the corporation against any and all liability and the reasonable expenses, including attorneys' fees and disbursements, incurred by him or her (or by his or her heirs, executors or administrators) in connection with the defense or settlement of such action, suit or proceeding, or in connection with any appearance therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that such Director or Officer is liable for negligence or misconduct in the performance of his or her duties. Such right of indemnification shall not be deemed exclusive of any other rights to which such Director or Officer (or such heirs, executors or administrators) may be entitled apart from this Article.

SECTION 9.1 Insurance and Other Indemnifications. The Board of Directors shall have the power to (i) purchase and maintain, at the corporation's expense, insurance on behalf of the corporation and on behalf of others to the extent that power to do so has been or may be granted by statutes, and (ii) give other indemnification to the extent permitted by law.

ARTICLE X

Non-Discrimination

SECTION 10.0 Non-Discrimination. The corporation recognizes the rights of all persons to equal opportunity in employment, compensation, promotion, education, positions of leadership and power, and shall not at any time discriminate against any employee, applicant for employment, Director, Officer, contractor or any other person with whom it deals, because of race, creed, color, disability, gender, sexual preference, national origin, religion or age.

ARTICLE XI

Amendment of Bylaws

SECTION 11.0 Amendments of Bylaws. Except as otherwise provided herein, the Executive Board may, through majority vote of its Board, recommend the alteration, amendment, or repeal of any part of these Bylaws to the Members at a validly convened Membership Meeting. Such alteration, amendment, or repeal of any part of the Bylaws shall be adopted by an affirmative vote of two-thirds (2/3) of the Members present at any validly convened Membership Meeting, a quorum being assembled, provided that written notice of such meeting, setting forth in detail the proposed Bylaw revisions with explanations therefore, be given not less than 7 days prior to such meeting.

ARTICLE XII

Miscellaneous

SECTION 12.0 Fiscal Year. The fiscal year of the corporation shall begin on January 1 of each year and shall end on December 31.

SECTION 12.1 Constructions. Whenever the context so requires, the masculine shall include the feminine and neuter, and the singular shall include the plural, and conversely. If any portion of these Bylaws shall be invalid or inoperative, then so far as is reasonable and possible:

- 1) The remainder of these Bylaws shall be considered valid and operative, and
- 2) Effect shall be given to the intent manifested by the portion held invalid or inoperative.

SECTION 12.2 Relations to Articles of Incorporation. These Bylaws are subject to, and governed by, the Articles of Incorporation.

SECTION 12.3 Records. The several types and categories of records shall be maintained by the respective officers as described in the Guidelines.

ARTICLE XIII

Dissolution

SECTION 0: In the event of the dissolution of the CCD, the General Members, after paying or making provision for the payment of all of the liabilities of the corporation, shall distribute, in any proportions considered prudent, all of the assets of the corporation to such organization or organizations organized and operated exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt organization under 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Members) shall determine.

SECTION 1: Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine which are organized and operated exclusively for such purposes.

Adopted by the Board and Members on November 17, 2012.

APPENDIX A
REGULAR BUDGET LINE ITEMS

CCD Membership	Per Person
Membership Fee	\$5/year

CCD Social Events	Thanksgiving Dinner	Children's Christmas Party	Deaf-Blind Christmas Party (2 nd Saturday)
Budgeted Amount			\$1,200.00

CCD Sports	Basketball	Softball	Bowling	Volleyball	Flag Football
Player Rosters Due by	January 20 th	June 16 th			October 10 th
Team Entry Fee	\$25 to CAAD	\$25 to CAAD			
	\$300 Division I to USADB (paid from CCD General Fund)	\$250 to NSAD			
	\$250 Division II to USADB (paid from CCD General Fund)				
Forfeit Fee (any refund goes back to team or GF)	\$105 for CAAD (paid by team)	\$105 for CAAD (paid by team)			
First year player rate	\$17 for CAAD (paid from CCD General Fund)	\$17 for CAAD (paid from CCD General Fund)			\$450 for 8x8 Men's Team Fee & \$375 8x8 Women's Team Fee \$250 for 4x4 Men's & Women's Team Fee \$10 one time player fee (for either 4x4, 8x8, or both)
Second and higher player rate	\$17 for CAAD (paid from CCD General Fund)	\$17 for CAAD (paid from CCD General Fund)			
Club/Player Membership	USADB Club: \$25	NSAD Club: \$25		USAVB: Player:	

Fees	Player: \$20	Player: \$20		\$5/each USADSF: Player: \$10/each	
First place price award			Men & Women Prize Award donated by CCD		
Hall Rental			Social Hall \$500 from bowling fund		

CCD Affiliation/Membership Fees	Cost from General Fund	Due By	Term	Status
Illinois Association of the Deaf	\$50 annually	April	Annual Membership	
Central Association of the Deaf (CAAD)	\$20 annually	December 31 st	Annual Membership	
USA Deaf Basketball				
National Softball Association of the Deaf				
National Deaf Basketball Organization (NDBO)				

Sponsorships/Scholarships	Amount
NAD Youth Leadership Camp	\$250.00 (application required)
Camp Mark Seven (deaf camper only) National Leadership and Literacy Camp	\$250.00 (must choose from one of events at left, application required)

Regular Operating Costs	Amount	Monthly	Annual	As Needed
Federal 501(c)(3) Fees			X	
State Non-Profit Fees			X	
Affiliation Membership fees (shown in table above)				X
CPA fees			X	
Insurance			X	
Meeting Rentals		X		
Website			X	
Post Office Box Rental			X	

APPENDIX B

WORKING WITH OTHER ORGANIZATIONS

SECTION B.0 Sponsorships and Partnerships. CCD is happy to offer sponsorships to individuals and partnerships with other organizations that are involved in the deaf community.

SECTION B.1 Membership Requirement to Apply for Sponsorship or Partnership. Because of the requirement that new business can only be proposed by current Members, CCD requires that individuals requesting sponsorship to pay the \$5 fee to become Members prior to submitting their request, and if sponsorship or funding in the form of money is requested, to wait sixty (60) days prior to disbursement of such moneys. Organizations that want to enter into a partnership with CCD should send a representative to pay the \$5 membership fee, and if sponsorship or funding in the form of money is requested, to wait sixty (60) days prior to disbursement of such moneys. More favorable consideration is given to those applicants who work for CCD's benefit as well as their home organization's benefit.

SECTION B.2 Sponsorships. Sponsorships are defined as grants of money that are not expected to be repaid to individuals seeking to go to approved workshops or camping events which are listed in the Sponsorship/Scholarship table in Appendix A with their corresponding amounts. Applicants must apply by writing an essay or submitting a video explaining why CCD should award the applicant to him or her. Currently, only two sponsorships are granted each year, one for the National Association of the Deaf Youth Leadership Training Course, and one for the winning applicant's choice of Camp Mark Seven's Deaf Camping week, National Literacy and Leadership Camp, or Youth Leadership Camp.

SECTION B.3 Partnerships. Partnerships are defined as CCD and another organization working together to achieve a specific and defined goal, usually raising a sum of money for the applying organization, also known as a fundraiser.

- A. The applying organization must satisfy the membership requirement outlined in Section B.2.
- B. If money is sought to help defray the costs of setting up the fundraiser, \$500 will be the maximum amount granted, unless the Executive Board votes to grant a higher sum.
- C. CCD may require that a contract may be drawn up and signed by authorized officials from both CCD and the partnering organization.
- D. CCD will require the use of its logo to be used on the partner organization's flyer and other fundraising documents.
- E. CCD will require 10% of the net funds raised.
- F. CCD will not share in any net losses incurred.

GUIDELINES

Scheduling of General Members' Meetings

Section 0: Exceptions. Regular Meetings in May and November shall be on the third Saturday of the months.

Section 1: December Break. There shall be no meetings during the month of December, unless the Executive Board determines that a special meeting needs to be held.

Section 2: The Executive Board shall have discretion to change the date of the meeting to avoid conflicts with holidays and other public events, with advance notice of at least twenty-one (21) days to publicize the change of date to its Members and the public.

Termination and Reinstatement of Membership

Section 0: Termination of Membership. If a member is accused of serious infractions against CCD, s/he is entitled to a hearing in front of the Executive Board or a trial before the Membership in which the accused shall face the Member(s) making the accusation(s) and be allowed to present a defense.

Section 1: A Member whose membership was terminated following the provisions of Section 0 may be reinstated upon written request of the Member and by two-thirds vote of the Members at a Membership meeting where the Membership quorum has been met.

Exercise of New Member Rights and Responsibilities

Section 0: After initial payment of dues, new Members shall wait thirty (30) days before voting on parliamentary actions.

Section 1: After initial payment of dues, new Members shall wait sixty (60) days before disbursement of funds allocated as part of CCD sponsorship or partnership.

Section 2: Sections 0 and 1 do not apply to renewing Members in good standing.

Long Term Conference Plan.

Section 0: If there is a long-term conference plan, then the members of the Executive Board shall be confirmed by re-election by the Membership of the CCD at the beginning of any conference plan until the end of the conference plan, after which the regular schedule of elections outlined in Section 3.3(2)(ii)-(iii) is resumed.

Responsibilities of the Athletic Director

Section 0: For each team or sports activity that CCD sponsors, the Director is responsible for the following:

- A. Collection of sports-related information from any organization(s);
- B. Seeking and collecting donations from a variety of companies and organizations;

- C. Obtaining and completing registration forms for events and submitting completed forms to the Executive board for approval and forwarding to the hosting organization;
- D. Maintenance and updates of each player's membership status with the Treasurer and Membership Secretary;
- E. Establishment and maintenance of rapport with the Executive Board;
- F. Witnessing all players' signatures on all regional and national sport team registration forms;
- G. Ensuring that all financial transactions are properly recorded with the Treasurer, including making sure that all coaches and/or managers have submitted updated financial information with the Treasurer prior to regional and national tournaments.

Responsibilities of the Community Service Coordinator

Section 0: For each community service activity, the Coordinator shall be responsible for the following:

- A. Collection of community service-related information from any organization or government agency;
- B. Obtaining and completing registration forms for events and submitting completed forms to the Executive board for approval and forwarding to the hosting organization;
- C. Development and execution of public relation campaign for the event;
- D. Seeking and collecting donations from a variety of companies and organizations;
- E. Collection of all donations or other monies earned at the event;
- F. Establishment and maintenance of rapport with the Executive Board;
- G. Ensuring that all financial transactions are properly recorded with the Treasurer;
- H. Writing letters of gratitude and/or appreciation after each event, and submission of such letters to the Executive Board for approval prior to mailing the letters.

Bylaws Standing Committee

Section 0: The Bylaws Committee shall be headed by the Vice-President, or other officer of CCD as the Executive Board may direct, if the Vice-President is unable to chair the Bylaws Committee.

Section 1: The Vice-President shall select Members to serve on the Bylaws Committee.

Section 2: The Executive Board shall accept or reject recommendations made by the Bylaws Committee.

Section 3: Changes of a minor nature, such as fixing grammatical or semantic mistakes in the Bylaws, shall be implemented by the Bylaw Committee upon approval granted by the Executive Board.

Section 4: Changes to the Bylaws, unless of a type and provided for in Section 3, shall be approved by the Executive Board and Membership as provided for in Article XI. Upon approval, the Bylaws Committee shall make the changes.

Maintaining Backup Copies of Records

Section 0: The Treasurer shall maintain all financial books and records of account, and backup copies of such records shall be maintained by the President and Board of Trustees.

Section 1: The Secretary shall maintain all minutes of the Executive Board's meetings, committee meetings of the corporation, and copies of all other material corporate records, books, documents and contracts.

- A. Committee chairpersons shall provide the secretary with the minutes of their meetings, or other forms of documentation as the Secretary shall require or direct.
- B. Backup copies of the Secretary's records shall be maintained by the Membership Secretary.

Section 2: The Membership Secretary shall maintain all documents pertaining to CCD's Membership, and backup copies shall be maintained by the Secretary.

Section 3: All such books, records, minutes, lists, documents and contracts shall be made available for inspection at any reasonable time during usual business hours by any Director of CCD or duly authorized representative thereof for any lawful purpose.

Section 4: Upon leaving office, each Officer or agent of the corporation shall turn over to his or her successor or the President, in good order, such corporate monies, books, records, minutes, lists, documents, contracts or other property of the corporation as have been in the custody of such officer or agent during his or her term of office.

Soldier Field Fundraising

Section 0: CCD's Executive Board shall appoint a CCD Member to be responsible for coordinating with Soldier Field all fundraising activities at this site. The Soldier Field Coordinator shall:

- A. Encourage as many CCD Members as possible to participate;
- B. Provide CCD Members with work orientation and training information, including time and place of training at Soldier Field;
- C. Provide each CCD Member that completes training with a CCD baseball cap;
- D. Obtain from Soldier Field event information and distribute the information to trained CCD Members;
- E. Contact trained CCD Members to assemble a team for each event date;
- F. Assign workers to work areas at Soldier Field;
- G. Supervise the workers at the event;
- H. Maintain the latest updated distribution fund status of each worker with Treasurer and Secretary;
- I. Ensure all financial transactions are properly recorded with Treasurer;
- J. Reporting to the Executive Board for the status report and the annual report at the General Meeting.

Section 1: CCD Members that participate in activities that are sponsored or partially funded by CCD are expected to help in Soldier Field fundraising.

- A. CCD gets the first 10% of funds paid by Soldier Field.

- B. The volunteer decides where the remaining 90% of the funds s/he earned is allocated, whether to CCD or to another organization.

Charitable Casino Fundraising

Section 0: CCD's Executive Board shall appoint a CCD Member to be responsible for coordinating all charitable casino fundraising events during the fiscal year. The Charitable Casino Coordinator shall:

- A. Maintain contact with the organization(s) hosting the casino(s) and obtain event date, time, and locations;
- B. Contact workers for the next event date and prepare the worker's schedule
- C. Maintain a complete and accurate account of all funds received and disbursed
- D. Prepare the RCG-18 (Charitable Game Tax Return) after the Casino event
- E. Prepare RCG-32 (Charitable Games Event Workers' Attendance List) at the event
- F. Supervise the workers at the event hosting
- G. Maintain the latest updated distribution fund status of each worker with Treasurer and Secretary
- H. Work with Casino Charitable Game Company such as Rockford Charitable Games Association representative for consulting
- I. To ensure all financial transactions are properly recorded with Treasurer
- J. Reporting to the Executive Board for the status report and the annual report at the General Meeting

Athletic Tournaments

Section 0: CCD currently sponsors basketball, softball and bowling tournaments.

Section 1: CCD sponsors teams to compete in regional and national tournaments for basketball and softball.

CCD KODA Program

Section 0: CCD shall establish and maintain a KODA program for all boys and girls aged 0 to 12 years old. The program shall consist of activities during the monthly meeting and/or activities separate from the monthly meetings and scheduled for a different time and place.

Section 1: CCD's Executive Board shall appoint a program director for a term of one year. The program director shall recruit adult Members or teen-aged children of CCD Members to develop and run the monthly KODA activity

Section 2: The Program Director shall create detailed plans for each CCD KODA activity and submit to the Executive Board for approval at least one month before each activity.

Section 3: The Program Director shall create and execute a public relations campaign for each monthly, including, but not limited to the following:

- 1) Advertise future KODA Programs and report on past programs on the CCD Website;
- 2) Draw up posters and Flyers about events;
- 3) Advertise on social media including Facebook and Twitter.

Section 4: The Program Director shall establish partnerships with other KODA programs as may be feasible.