

**By-Laws
of the
Louisiana School for the Deaf
Alumni Association**



President

Vice President

Revised 4/27/2024

BY-LAWS

ARTICLE I: NAME OF ORGANIZATION

The name of the organization shall be the Louisiana School for the Deaf Alumni Association, hereafter referred to as LSDAA. LSDAA is a 501(c)3 non-profit organization recognized by the Internal Revenue Service (IRS). LSDAA is organized for the alumni or former students of the Louisiana School for the Deaf. The LSDAA records shall be domiciled at LSD Archives - LSD Secondary.

ARTICLE II: PURPOSE AND OBJECTIVE

The objectives and purposes for which LSDAA is organized are:

- a) Promote a spirit of loyalty for, support of, and interest in the Louisiana School for the Deaf and to undertake activities and/or projects that meet common interest of the Alumni Association.
- b) To protect and promote the Louisiana School for the Deaf as Louisiana's premiere educational programs for LSD students.
- c) Provide alumni and financial support for educational programs and/or projects of the Louisiana School for the Deaf as deemed essential or necessary by the Alumni Association acting through its membership and/or officers.
- d) To foster friendships formed at LSD and/or create a relationship between LSD, its alumni and friends.
- e) Work and cooperate with other organizations serving deaf people and other interested organizations and individuals in promoting and serving the rights and well-being of deaf citizens as well as continued support for LSD.
- f) To disseminate news about SSD (Southern School for the Deaf, LSSD (Louisiana State School for the Deaf), LSD, and its students and alumni by social media or other electronic communications.
- g) To promote the use of American Sign Language and Deaf Culture.

ARTICLE III: MEMBERSHIP

DEFINITION OF MEMBER IN GOOD STANDING: Only members whose dues are paid and current pursuant to Article IV: DUES shall be members in good standing of LSDAA.

Membership shall be divided into five classes: 1) Active, 2) Associate, 3) Honorary, 4) Lifetime and 5) Hall of Fame.

The membership shall consist of:

- 1) **ACTIVE MEMBERSHIP** – Active members are members who enrolled at or graduated from LSD. Active members shall be entitled to all Alumni Association privileges, including holding office and voting.

- 2) ASSOCIATE MEMBERSHIP – Associate members are members who did not attend LSD. Associate members shall be entitled to all Alumni Association privileges, except holding office and voting.
- 3) HONORARY MEMBERSHIP – An LSDAA member may recommend for honorary membership an individual who has rendered notable services to the Alumni Association and LSD. Honorary members may be conferred with three-fourth (3/4) ballot vote cast by members present at the biennial LSDAA meeting. Honorary member shall not pay membership dues and shall be entitled to all Alumni Association privileges, except holding office and voting.
- 4) LIFETIME MEMBERSHIP – A person who donates \$500 or more will be qualified to be a lifetime member of LSDAA. Lifetime member may be someone who never attend LSD. Lifetime members shall be entitled to all Alumni Association privileges, except holding office and voting.
- 5) HALL OF FAME – Hall of Famer shall not pay membership dues and shall be entitled to all Alumni Association privileges, except holding office and voting.

ARTICLE IV: DUES

Active and Associate members shall pay non-refundable and non-prorated two (2) years due established by the Alumni Association Board of Directors.

Membership dues are payable before or at the biennial spring meeting.

ARTICLE V: OFFICERS

The Board of Directors shall consist of: President, Vice President, Secretary and Treasurer. Together, they serve as the Executive Committee of the Board.

The officers of the Alumni Association shall be elected by ballot every two (2) years (in even-numbered years during the biennial meeting.)

Officers of the Alumni Association must be active members in good standing before being eligible to be an officer.

The board may remove officer(s) who are delinquent in their official duties with two-thirds (2/3) of board votes.

ARTICLE VI: DUTIES OF THE OFFICERS

A. PRESIDENT:

1. Shall preside at all Alumni Association meetings.
2. Shall perform all duties ordinarily associated with the office of the President.
3. Shall be ex-officio of all Alumni Association committees and functions.

4. Co-sign checks with the Treasurer.
5. Shall appoint an auditor.
6. Shall appoint at least one (1) Sergeant-at-Arms.
7. Shall appoint a Liaison Officer
8. Shall appoint a Hall of Fame Director.
9. Shall appoint an Archivist.

B. VICE PRESIDENT

1. In the absence of the President, shall preside at all meetings of th Alumni Association and its board.
2. Shall perform the duties assigned by the President.
3. Shall serve as By-Laws Chairperson.
4. Shall appoint an Event coordinator.
5. Shall appoint a Reunion Chair.

C. SECRETARY

1. Shall keep accurate records of the meetings and prepare the same for publications.
2. Shall be responsible for all secretarial papers and correspondences of the Alumni Association.
3. Shall keep a complete list of all members and their address. He or she shall work with the Treasurer.
4. Biennial Meeting: Shall issue a call for meeting thirty (30) days before the Alumni Association meeting or Alumni Relation.
5. Shall appoint a web/social media coordinator.

D. TREASURER

1. Shall collect all dues and shall keep an accurate record of all accounts, verified by vouchers of receipts, deposits, and expenditures in a timely manner.
2. Shall submit an audited report of the treasury at its biennial spring meeting.
3. Shall pay no bills (invoices) over three hundred dollars (\$300.00) unless approved by the Board.
4. Shall give members notice of their dues when due and keep a record of those who are in arrears.
5. Shall present an itemized and audited financial report at every Board meeting.
6. Shall appoint an auditor.
7. Shall chair the Ways and Means committee.
8. Shall appoint the membership coordinator.

ARTICLE VII: MEETINGS

The LSDAA shall meet on the Louisiana School for the Deaf campus (first choice) or in Baton Rouge area for the biennial meeting during even-numbered years at a spring date/time upon the approval of the Board.

Elections of officers shall take place at the biennial meetings and shall be a majority vote. All members may make nominations from the floor.

Meetings of the Board shall be held as needed and be called by the President.

Fifteen (15) active members in good standing and four (4) officers present at the regular meeting constitute quorum for the transaction of business.

President or a member of the Board shall have the power to call a special meeting of the Alumni Association whenever one-fifth (1/5) or more active members make a petition for such a meeting.

The Board shall have a meeting at least two (2) or more a year.

The Board shall be responsible for all business affairs pertaining to the Alumni Association.

Special Meeting: Special Meetings of the members may be called at any time by the President, the Board, or an LSDAA member/members. At any time upon written request of any person entitled to call a special meetings, the Secretary shall call a special meeting of the membership to be held at a time the Secretary fixes, stating the purpose for the meeting, and not less than ten (10) or more than thirty (30) days after the receipt of the request. If the Secretary refuses or neglects to call the Special Alumni Meeting, the individual or individuals making the request may do (Robert's Rule of Order: Newly Revised and R.S. 12:229(C)).

ARTICLE VIII: COMMITTEES

AUDITING COMMITTEE:

The Auditing Committee shall be chaired by the Treasurer and include two auditors, an auditor appointed by the President and one auditor appointed by the Treasurer.

BY LAWS COMMITTEE:

Bylaws Committee shall consists of a minimum of four members in good standing. The Vice President shall chair the Bylaws Committee.

Bylaws Committee suggest changes, amendments and shall compose a recommendation and rationale for acceptance and/or rejection of any proposals.

Bylaws subject to ratification by a majority of the voting members of the LSDAA members.

WAYS AND MEANS COMMITTEE:

The Ways and Means committee shall consist of three members. The Treasurer shall chair the Ways and Means committee. The Treasurer shall appoint two members in good standing.

LIAISON:

1. Shall be the representative between LSDAA and LSD.
2. Shall be an active member who resides in the Metropolitan Baton Rouge Area.
3. Shall report to the Board of Directors.
4. Shall have no voting power in the board meetings.

EVENTS COMMITTEE:

1. Shall coordinate all upcoming events: homecoming, banquets, etc. for all members.
2. Shall report to the board by e-mail before signing any contract or any spending.

SOCIAL MEDIA COORDINATOR:

1. Shall be an active member(s).
2. Shall set up and maintain the webpage, post blogs, events, media and other mediums with approval of the Executive Board.
3. Strategy and execute all social media efforts with approval of the Executive Board.
4. Report to the board.
5. Must have cross platform digital knowledge, familiarity with metrics and running reports.

HALL OF FAME COMMITTEE:

1. The chair shall appoint four (4) committees and any Hall of Fame Inductees.
2. All members' meetings shall be approved by the LSDAA Board of Directors.
3. The duties of the Hall of Fame committee shall oversee
 - The Hall of Fame
 - Screen and prepare all nominations
 - Handle all ballots
 - Announce the Inductees
4. The committee shall plan the Hall of Fame banquet room, menu, and guest speaker in cooperation with the LSDAA President.
5. Ballots shall be counted, and the results tabulated shall be handled by the Hall of Fame Chair for verification then announce the results of the election.
6. The Hall of Fame committee shall be members in good standing of the Louisiana School for the Deaf Alumni Association.

ARCHIVES COMMITTEE:

1. The Chair appoints the committee(s) as teamwork, manages the museum, and preserves the materials, documents, and pictures.
2. Qualified and knowledgeable of school history

3. Shall be an active member(s)
4. Report to the full Board

MEMBERSHIP COORDINATOR:

1. Responsible for recruiting old and new members by e-mail and mailing, distributing the membership forms.

REUNION COMMITTEE:

1. The Chair shall be appointed by LSDAA Vice President to arrange reunion.

ARTICLE IX: AMENDMENTS

All laws and parts of laws, including, without limitations, the Article of Corporation and all previous by-laws, in conflict with this with this constitution are hereby repealed or changed in accordance there with, and the two-thirds (2/3) votes cast at a general or special meeting is hereby authorized to make necessary changes.

This constitution and appended laws may be altered, amended, or abrogated only by a two-third (2/3) vote at a general meeting provide that amendments are submitted to the By-Laws Committee sixty (60) days prior to the Association's general meeting, that copies are sent to members thirty (30) days prior to the Association's general meeting and the amendments are read during the meeting and acted upon immediately thereafter.

The Secretary shall keep a record of all new amendments adopted and inserted in the Bylaws. Copies of the revised Bylaws shall be sent to members of the Alumni Association within sixty (60) days following the Biennial meeting. An official copy of the Revised Bylaws shall be filed in the Secretary of State's office.

ARTICLE X: ROBERT'S RULES OF ORDER

All meetings shall be governed by Robert's Rules of Order.

ARTICLE XI: DISSOLUTION

Upon the affirmative vote of majority of the Board and the approval of three-fourth (3/4) of total votes casted at the meeting, the Alumni Association shall be dissolved.

The Treasurer shall transfer all funds, including deposits and other assets and properties of the Alumni Association directly to Louisiana School for the Deaf Foundation (LSDF).

RULES OF ORDER
ORDER OF BUSINESS

The order of this business at meetings of the Alumni Association shall be:

- A. Call to Order
- B. Pledge of Allegiance
- C. Minutes
- D. Officers' Reports
- E. Committee's Reports
- F. Unfinished Business
- G. New Business
- H. Nominations
- I. Elections
- J. Oath of New Officers
- K. Announcements
- L. Adjournment

STANDING RULES

LSDAA shall celebrate the anniversary of Louisiana School for the Deaf every five years.

GUIDELINES

Per Diem and Transportation

The Association shall pay the per diem and/or travel expenses for any LSDAA officer or committee representative to a meeting, outreach or function event with an approval of the LSDAA Board.

The Association and Board shall follow the current State of Louisiana's Travel Regulations Manual in authorizing travel expenses.

The travel expense allowances are:

- Mileage reimbursement, per round trip, in accordance with the state travels rules and regulations. When two or more LSDAA official representatives travel in the same private vehicle, only one reimbursement for mileage will be allowed for the owner of the private vehicle.
- Lodging the night before the meeting, outreach or function event in order to attend the following morning session.
- Reasonable costs contingent upon state expenses will be accepted, generally with approval of the LSDAA Board.