

**Georgia School for the Deaf Alumni Association (GSDAA)**  
**Annual Membership Meeting**  
**Cave Spring Methodist Church Fellowship Hall**  
*Revised and Approved June 1, 2024*

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**GEORGIA SCHOOL FOR THE DEAF ALUMNI ASSOCIATION  
BYLAWS**

(As revised at the annual meeting on June 1, 2024,  
Cave Spring United Methodist Church)

**ARTICLE I - Name**

**Section 1.** The organization shall be known as Georgia School for the Deaf Alumni Association, Inc. (hereafter known as “the GSDAA” or hereinafter in the Bylaws known as the “Alumni Association”).

**Section 2.** The Alumni Association shall be incorporated under the laws of the state of Georgia as a non-profit organization for educational, charitable, and Deaf Culture purposes.

**ARTICLE II - Objectives**

**Section 1.**

- a. To keep in close touch with its Alma Mater.
- b. To lend every effort possible to the growth and preservation of Deaf rights (the word “Deaf” includes any kind of hearing loss) in the state of Georgia and the nation, when possible, especially to the Georgia School for the Deaf.
- c. To instill in Alumni a long-term loyalty and dedication to the school and its programs.
- d. To raise funds, by dues, contributions, events and otherwise, to support those activities to students for their needs and sports.
- e. To award Scholarships and monetary support to deserving students at GSD.
- f. To create activities, social events, and Alumni Reunions for Alumni and members.
- g. The Georgia School for the Deaf Alumni Association, Inc., does not discriminate in any of its educational programs, events, or activities based on race, color, national or ethnic origin, ancestry, age, religion, disability, or gender.

## **ARTICLE III - Membership**

**Section 1.** Active Membership: Graduates, former students, and employees of the Georgia School for the Deaf, upon payment of required dues and in good standing, shall be entitled to full membership.

**Section 2.** Associate Membership: An individual, not described in Active Membership (Section 1, above), may be admitted with all membership privileges excepting holding office, upon payment of the required member dues.

**Section 3.** Membership and member dues shall be for one year from the month that dues are paid to the same month of the following year.

**Section 4.** The Board of Directors may approve an individual for a Honorary Member that is entitled to all the Association privileges except voting, making motions, and holding office.

- a. Examples of Honorary members can be Superintendent, Principal, Governor, or State Office employee, etc.
- b. Can be Deaf or Hearing.
- c. Honorary Membership is entitled to Lifetime free membership.

## **ARTICLE IV - Dues**

**Section 1.** The membership dues shall be determined by members at its annual/general meetings.

- a. Annual membership dues shall be \$10.00 per year unless changed by members.
- b. Lifetime membership dues shall be a one-time \$100.00.
- c. GSD Alumni at 80 years of age or older shall become Lifetime members without paying dues.

**Section 2.** The privilege of Active membership in the Alumni Association accrues to any member in good standing to vote at annual meetings, certain board meetings, serve on committees, serve as an officer, receive all the newsletters/publications of the Alumni Association, and receive all notices of Alumni Associations's meetings and vote.

## **ARTICLE V - The Board of Directors: (Guidelines, Funds & Participation)**

**Section 1.** The Board of Directors shall be the President, Vice President, Treasurer, Secretary, three (3) Trustees, and the Standing Committee Chairs (Membership, Scholarship, Museum, Law, Newsletter, and Fundraising) (13 positions).

**Section 2.** The Board of Directors shall have the power to use any available funds of the Alumni Association except the Scholarship and the Museum funds to promote the interest of the Alumni Association.

**Section 3.** The Board shall pay any bills or invoices up to \$1,000 and must be approved by the Board.

**Section 4.** The Board shall have the power by a two-third ( $\frac{2}{3}$ ), with sufficient reasons, to suspend or remove any officer from his/her duties or from the privileges of the Alumni Association, however such suspended Officer or Board member shall have the right to appeal to the Alumni Association at a Board meeting.

**Section 5.** If a member of the Board misses two (2) consecutive board meetings without sufficient reason, he/she shall be considered removed by the Board and a successor can be named by the remaining members.

- a. Excused absences shall include true emergencies, illnesses, and job-related conflicts.
- b. Any member of the Board, whose job frequently conflicts with her/her duty and attendance, shall consider resigning from the position.
  - i. If a motion has been made for a Member to accept a Board position or Chair for a Standing committee, he/she should not accept the opportunity if he/she is not able to commit and volunteer for the time and work required for the position. All Board and Chair positions are volunteer efforts.

## **ARTICLE VI - Officers and Board Positions (Expectations)**

**Section 1.** The officers of the Alumni Association shall be the President, Vice-President, Secretary, Treasurer and must be graduates of the Georgia School for the Deaf and residents of the state of Georgia.

**Section 2.** The outgoing President shall assume the office of Immediate Past President for a period of six (6) months with all the rights and duties on the Board.

**Section 3.** The outgoing Treasurer shall assume the office of Immediate Past Treasurer for a period of six (6) months with all the rights and duties of membership on the Board.

**Section 4.** All the officers of the Alumni Association, including the Board, shall be active members for two (2) years prior to election, graduates of Georgia School for the Deaf, and a resident of Georgia.

**Section 5.** The officers shall have general management of the business operations of the Alumni Association as expressed by resolution or otherwise.

**Section 6.** Newly elected officers shall assume office immediately after final adjournment of the current meeting and continue until their successors are elected and qualified. The following oath shall be administered by the retiring President or any other member in good standing.

***“I solemnly pledge to observe and uphold the Constitution and Bylaws of the Alumni Association, and to faithfully perform the duties of my office, to the best of my ability.”***

**Section 7.** In the event of a resignation of an officer, a formal notice with a statement of reason thereof shall be submitted to the President of the Alumni Association who shall be empowered to appoint a qualified member, as defined in *Article III, Section 1*, of the Alumni Association to fill the vacancy subject to the approval of the Board.

- a. In the event the President resigns, he/she is to submit in writing to the Secretary of the Alumni Association.

**Section 8.** Spouses and/or Partners may not be on the board of directors during the same time.

**Section 9.** Officers of the Alumni Association may be paid for any necessary expenses incurred in the performance of their duties. They shall submit vouchers, receipts, or written reports of their expenses to the Board for approval.

**Section 10.** Notwithstanding any provision of this article, the Board of Directors may by resolution, authorize an officer, or officers, agent or agents, of the Organization to enter into any contract or execute and deliver any bonds, notes, or instruments in the name or on behalf of the Organization. Such authority may be general or confined to specific instances.

**Section 11.** GSD Employees that are GSD graduates can serve as an Officer on GSDAA's Board.

**ARTICLE VII - Duties of Officers (4 main officers, 3 trustees, 6 standing committees)**

**Section 1. The President**

- a. Shall preside at all meetings of the Alumni Association and of the Board at its regular meetings and any other official meetings under the jurisdiction of the Alumni Association.
- b. Shall perform all the duties ordinarily associated with the office of President, including co-signing all checks payable with the Treasurer.
- c. Shall be an ex-officio member of all committees and other functions.
- d. Shall appoint a Historian, a Webmaster, a Newsletter Editor, Chair for each of the Standing committees (Membership, Scholarship, Museum, Fundraising (includes Homecoming) Newsletter, and Law) and Non-Standing committees chairs, and others with approval from the Board.

**Section 2. The Vice President**

- a. Shall assume the duties of the President in his/her absence.
- b. Shall perform duties assigned by the President.
- c. Shall succeed in case of the President's resignation, inability to perform his/her duties, or death.
- d. Provide leadership, guidance and support to the Law Committee.

**Section 3. The Secretary**

- a. Shall keep a correct record of the proceedings of the Alumni Association at its various meetings and prepare the same for publication as may be directed by the Alumni Association.
- b. Shall have responsibilities of all papers and correspondences of the Alumni Association except that properly belongs to other officers.
- c. Shall give ample time to each member notice of an upcoming meeting.
- d. Shall perform other duties as may be delegated to him/her as directed by the President.
- e. Will provide copies of general/annual meeting minutes to members at general/annual meetings.
- f. Will provide copies of Board meeting minutes to Board members at Board meetings.

#### **Section 4. The Treasurer**

- a. Shall have custody of all monies and securities belonging to GSDAA.
- b. Make deposits in the Alumni's account as soon as possible at an UCBI branch most convenient for the Treasurer.
- c. Will not deposit funds in a personal account.
- d. Shall keep an accurate account, verified by vouchers, receipts, invoices, revenue, expenses, and provide an updated financial report to the two (2) Auditors before each board and general/annual meeting.
- e. Auditors shall review and approve financial reports. If Auditors have questions, shall consult with the Treasurer for clarification or provide assistance as needed.
- f. Shall pay bills/invoices as directed and approved by the Board and the President.
- g. Shall pay bills and invoices up to \$1,000 that has been approved by the Board.
- h. Shall be responsible for filing IRS tax forms every year or as required.
- i. Shall be responsible for all State of Georgia incorporation fees.
- j. Provide a financial report at each Board and general/annual meeting.
- k. Maintain accurate records to be available at any time for the four Officers and three Trustees.
- l. Receive membership reports and funds from Membership Chair in a timely manner.
- m. Receive reports, updates and maintaining funds related to the six (6) funds from the Committee Chair in a timely manner.
  1. **General,**
  2. **GSD Sports/Homecoming (any other fundraising or revenue FOR OTHER EVENTS, i.e. Christmas, Valentines, St. Patrick's, etc., will go into General Fund)**
  3. **Hall of Fame,**
  4. **Museum,**
  5. **Scholarship,**
  6. **Building**
- n. Balance and reconcile GSDAA's accounts on a monthly basis.

#### **Section 5. Membership Committee Chair**

- a. The membership chair shall be appointed by the President.
- b. Shall be responsible for all aspects of membership forms and dues.
- c. Shall give members notice of their annual dues, when due and keep records of those who are in arrears.
- d. Shall oversee any member-related issues; dues, mailings, etc.
- e. Shall host membership drives, membership-related contests, to increase membership and funds.

- f. Shall give an updated list with addresses to the Alumni Association Newsletter Editor, the Webmaster and the Treasurer.
- g. Shall verify membership at the Alumni Association General/annual meeting.
- h. Shall inform Newsletter Editor any new member's preference in receiving the Newsletter by Postal mail or Electronic mail (email).
- i. Shall maintain membership records.

**Section 6. Scholarship Committee Chair**

- a. Shall be responsible for the Scholarship fund and new future monies and revenue.
- b. Shall choose a committee of two (2) members to assist in this committee.
- c. Shall provide an annual report to the Board of Directors.
- d. The Scholarship committee will develop any new policy or guidelines for future Scholarship funds to be presented to the board for their approval.

**Section 7. Museum Committee Chair**

- a. Refer to ARTICLE IX, page 10.

**Section 8. GSDAA Trustees: three (3) positions**

- a. Help to make important decisions related to GSDAA's mission, goals, and overall direction. This includes decisions about programs, events, fundraising, and outreach efforts.
- b. Participate in financial oversight by reviewing budgets, financial statements, and investment strategies. They ensure that GSDAA's financial resources are used effectively and transparently.
- c. Be expected to attend board meetings regularly and participate in discussions. Their input and expertise contribute to informed decision-making.
- d. Avoid conflicts of interests and maintain confidentiality.
- e. Often play a role in fundraising efforts, advocating for the association within the community, and promoting GSDAA's mission.

**Section 8. Law Committee Chair**

- a. The Law Committee, consisting of three (3) members, shall consider all proposed amendments to the Bylaws, properly submitted to the Chair of the Law Committee, and shall recommend their acceptance or rejection.
- b. Bylaws are reviewed and revised every two even number years.
- c. The Committee shall provide a new copy of the revised Constitution and Bylaws to the members within ninety (90) days after the regular Alumni Association Meeting.
- d. This committee can serve as the nominating committee or ask other members.



**Section 9. Fundraising Committee Chair (formerly Homecoming Event Committee)**

- a. The Fundraising chair shall be appointed by the President with the board approval.
- b. Shall be responsible for recording the fund-raising revenues and giving any revenue to the Treasurer in a timely manner.
- c. The board will develop a policy or guideline for the purpose of raising funds.
- a. The Fundraising Chair and the President, with board's approval, shall appoint the Chair for the Homecoming Event at least six (6) months before the Sports/Homecoming Event. *(the Fundraising Event Chair can also be chair for the Homecoming event).*
- b. The Homecoming Event Chair must develop the Sports/Homecoming event plan at least three (3) months to be presented to the board for approval.
- c. The Fundraising committee shall be responsible for recording revenue and expenses. Any monies (left-over or incurred) from any event must be given to the Treasurer within five (5) business days after the event.
- d. The Fundraising Chair must provide the final Financial Report of any Event to the Treasurer within 30 days after any event.
- e. Any GSDAA member can contact Fundraising Chair or the Board about hosting

**Section 10. Newsletter Committee Chair**

- a. The Alumni Association Newsletter Chair shall be the Editor.
- b. The functions of the Newsletter shall be as mentioned in Article XII.

**Section 11. NON-STANDING COMMITTEES**

**(this is a board member or another member that has been appointed or chosen to be the chair for an event or another committee)**

- a. The President shall appoint the non-standing committee chair and members with the board approval.
- b. The President shall assign the duties to the non-standing committees.
- c. The Nominating committee shall be established two (2) months prior to the election.

## **ARTICLE VIII - Elections**

**Section 1.** The officers and the three (3) trustees, except the Treasurer, shall be elected separately by a majority ballot of the members every two even-numbers years at the annual meeting.

- a. The Treasurer shall be elected every four years.
- b. There shall be no voting by mail, online or proxy.  
(proxy means a person votes for another person and it is not allowed)

## **ARTICLE IX - Museum: Chair for the Museum is a Board position**

**Section 1.** The Georgia School for the Deaf Alumni Association Museum shall be renamed Alvin Edward "Ed" Steele, Jr. Museum (or Steele Museum).

- a. The Steele Museum shall have at least a Committee Chairperson who will serve as Curator and a Historian who must be GSDAA members.
- b. The Committee shall consist of three members and a permanent Historian.
  - i. They must be GSDAA members and shall assume the responsibilities of promoting the protection and preservation of artifacts, pictures and historical memorabilia relating to the Georgia School for the Deaf.
- c. The Alumni Association shall purchase property where GSDAA can own within five (5) years for a Museum.
- d. The Museum Chair and the President will be the Point of Contact for requests for tours or information about the Museum.

## **ARTICLE X - Auditors**

- a. The President of the Alumni Association shall pick two Auditors that are GSDAA members that are not Trustees or Board members.
- b. The Auditors are to check the Treasurer's financial report before each annual/general meeting and each Board meeting. This should be done thirty (30) days prior to its annual/general meeting.
- c. The two Auditors shall check the Treasurer's financial report and after any questions, review and approve with their signature and date and return to the Treasurer for his/her preparation for future meetings.

## **ARTICLE XI - Funds**

**Section 1.** There shall be permanent funds for the following committees.

- a. General
- b. GSD Sports/Homecoming
- c. Hall of Fame
- d. Museum \*
- e. Scholarships \*
- f. GSDAA Building

*\*Funds cannot be used for other funds.*

## **ARTICLE XII - Official Publication of the Association**

**Section 1.** The President shall appoint an Editor to be responsible for all publications and chair the Newsletter Committee.

**Section 2.** The official publication of this Association shall be the Georgia School for the Deaf (GSDAA) Newsletter.

**Section 3.** It shall be emailed or mailed provided to the members monthly or quarterly providing an Editor is available and GSDAA has sufficient funds and news.

**Section 4.** Subscription is included in the membership dues.

## **ARTICLE XIII - Meetings (Annual/General and Board)**

**Section 1.** The Order of Business of this Association shall be as follows:

- A. Invocation (optional)
- B. Reading of minutes from prior meeting
- C. Communications
- D. President's Report
- E. Report of Officers
- F. Report of Committees
- G. Unfinished Business
- H. New Business and/or Elections
- I. Announcements
- J. Adjournment

**Section 2.** The Board Meeting can be held as often as needed and shall be called by the President.

- a. The Board shall have the power to call a Special meeting whenever it deems necessary, or whenever 70% or more of GSDAA's active members of the Alumni Association make a petition for such a meeting.
- b. At the Special meetings which the 70% requested, such meetings should be attended by at least 55% of the 70%.
- c. Annual/General meeting will be held annually in the Floyd/Polk county areas in Georgia.
- d. At any Board meeting, there shall be at least five (5) board members present.
- e. If the majority of Board members agree, the Board of Directors are allowed to have a Board meeting in person, Video Phones, Zoom, Facetime, or other video method that allows the Board Members to see and communicate with each other.

**Section 3.**

At the Annual/General meeting, there shall be fifteen (15) members in good standing, beside the officers to constitute a quorum. (Fifteen (15) plus five (5) board members for annual/general meeting).

**Section 4.**

In all matters of business affecting the Alumni Association, except amendments to the Bylaws, a majority of the active members present shall be decisive. The majority is  $\frac{2}{3}$  of the members.

**Section 5.** The President shall, when necessary, appoint others to help preserve order during any meetings of the Alumni Association.

**ARTICLE XIV - Annual/General Meeting**

**Section 1.**

- a. The Annual business meeting of all the members of this Alumni Association shall be held on the premises of the Georgia School for the Deaf, or in the area of Floyd/Polk counties, Georgia.
- b. The Annual meetings shall be held anytime in the months of February, March, April, May or June.

## **ARTICLE XV - Locations**

**Section 1.** Locations for any Board meeting shall be decided by the Board.

## **ARTICLE XVI - Alumni Reunions and Class Reunions**

**Section 1.** There shall be an Alumni Association Reunion hosted by the Alumni Association every five (5) years.

**Section 2.** The Alumni Association shall host any Class Reunions and shall not be responsible for them.

## **ARTICLE XVII - Parliamentary Authority**

**Section 1.** The proceedings of all the meetings of the Alumni Association and the Board shall be governed to the Parliamentary Laws as set forth in Robert's Rules of Order, Revised Edition.

## **ARTICLE XVIII - Dissolution**

**Section 1.** In the event of a Dissolution, the assets of the Alumni Association shall be given to the Georgia School for the Deaf Alumni Association's Museum (Steele Museum), operating exclusively for charitable, educational, and moral welfare of the Deaf.