CONSTITUTION

ROCHESTER RECREATION CLUB FOR THE DEAF, INC.

ARTICLE I
NAME

This organization shall be known as the Rochester Recreation Club for the Deaf, Inc., hereafter named RRCD, a non-profit organization.

ARTICLE II
PRINCIPAL OFFICE

The principal office for the transaction of the business of RRCD is fixed and located in the County of Monroe, New York. The Board of Directors of RRCD may at any time or from time to time change the location of the principal office from one location to another in this county.

ARTICLE III
STATEMENT OF TAX EXEMPTION COMPLIANCE

Notwithstanding any other provision of the Bylaws, RRCD is organized exclusively for the activities as specified in Section 501(c)(3) of the Internal Revenue Code of 1954, and shall not carry on any activity not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954.

ARTICLE IV
PURPOSE

1. To provide a meeting place for the organization of, by, and for the Deaf, Hard-of-Hearing, Deaf-Blind, Deaf-Disabled, and Late-Deafened.
2. To enhance the health, economic, social, and intellectual standing as well as the welfare of the Deaf, Hard-of-Hearing, Deaf-Blind, Deaf-Disabled, and Late-Deafened.
3. To engage in social, civic, and cultural activities focused on current issues affecting the Deaf, Hard-of-Hearing, Deaf-Blind, Deaf-Disabled, and Late-Deafened community, and to foster a deeper appreciation and recognition of Deaf Culture among its members.
4. To preserve and promote the use of American Sign Language and other communication tools in the Deaf, Hard-of-Hearing, Deaf-Blind, Deaf-Disabled, and Late-Deafened community.
5. To collaborate with other organizations to promote the general public's understanding of deafness, Deaf culture, Hard-of-Hearing, Deaf-Blind,

Deaf-Disabled, and Late-Deafened individuals, as well as the various communication modes employed by each.

ARTICLE V
MEMBERSHIP
A person in good standing who supports the purpose of RRCD and pays dues is eligible to be a member.

ARTICLE VI
EXECUTIVE OFFICERS
The officers shall be President, Vice-President, Secretary, and Treasurer, who shall be elected at the Election Meeting of the Club. The President, Vice-President, Secretary, and Treasurer shall hold their respective offices for the rest of the term or until their successors are duly elected and qualified. The Executive Officers shall appoint Bylaws Chair, Social Chair, and at least two (2) Members-At-Large and one (1) Trustee to serve on the Executive Board.

ARTICLE VII
MEETINGS
The member meeting of the Club shall be held annually at the Executive Board's discretion, in accordance with the Standing Rules. The election meeting of the Club shall be held annually on a different date from the member meeting. Additional meetings may also be held at the discretion of the Executive Board.

ARTICLE VIII
QUORUM
A quorum for member meetings shall consist of one-third (1/3) of the active membership, excluding board members. No official business may be conducted unless a quorum is present, and a majority of the board members are also in attendance. The business during meetings shall follow the same procedure as outlined in Robert's Rules of Order.

ARTICLE IX
AMENDMENTS
The Constitution may be amended at any regular meeting or special meeting of the Club by a two-thirds (2/3) vote of the members present and voting.

ARTICLE X
PARLIAMENTARY RULES

The current edition of Robert's Rules of Order Newly Revised shall be the recognized authority in all questions of the Parliamentary Law not being covered by this Constitution and Bylaws.

ARTICLE XI
DISSOLUTION

In the event of the dissolution of this organization, all remaining assets, real estate, and personal property, of whatever nature, shall be transferred to another organization that has been organized exclusively for the activities as specified in Section 501(c)(3) of the Internal Revenue Code of 1954. Specifically, RRCD has declared that Rochester School for the Deaf shall be the recipient of this dissolution clause.

END OF CONSTITUTION

March 10, 2018 (UPDATED)
September 7, 2024 (PASSED)
October 4, 2025 (PROPOSED)
October 25, 2025 (PASSED)

Bylaws
ROCHESTER RECREATION CLUB FOR THE DEAF, INC.

ARTICLE I: MEMBERSHIP DUES

Section 1: Membership Dues
The Executive Board, with the approval of the members at the regular meeting, shall have the authority to determine membership dues.

Section 2: Annual Membership Due Date
The annual membership dues are due on Januray 1st.

ARTICLE II: DUTIES OF EXECUTIVE OFFICERS

Section 1: Composition
The Executive Officers shall consist of the President, Vice-President, Secretary, and Treasurer. The President or Vice-President is authorized to conduct Club business on short notice or during emergencies. Minutes from Executive Officers' meetings shall be summarized and read at the regular meetings.

Section 2: President
The President shall preside over Club and the Executive Board meetings, maintain order, and appoint a Parliamentary representative for regular meetings. In the event of a vacancy, the President may fill the unexpired term of office, subject to Executive Board approval. Upon completing their term, the President may serve as an ex officio advisor as needed.

Section 3: Vice-President
In the absence of the President, the Vice-President shall assume presidential duties. If the President's office becomes vacant, the Vice-President shall succeed the President until the next regularly scheduled election. The

Vice-President shall oversee all Standing Committees and Managers of RRCD and shall preside over meetings of the Board of Directors.

Section 4: Secretary

The Secretary shall record and preserve the minutes of all meetings, including those of the Board of Directors, and shall conduct all necessary correspondence. A copy of the minutes from all business meetings shall be kept on the Club premises and made available to members upon request.

Section 5: Treasurer

The Treasurer shall be bonded and responsible for receiving, maintaining, and disbursing all Club funds. The Treasurer shall pay all bills, maintain the Club's bank account, and present financial reports at regular and Executive Board meetings. The Treasurer shall also maintain records of all possessions and investments. Copies of all financial reports shall be stored on the Club premises and made available to members upon request.

ARTICLE III: DUTIES OF THE EXECUTIVE BOARD

Section 1: Composition

The Executive Board shall consist of the Executive Officers, Law Chairperson, Social Chairperson, Trustee, and two Members-at-Large, totaling nine members. The President or Vice-President may act on behalf of the Board during emergencies. Minutes from Executive Board meetings shall be summarized and read at regular meetings. The Board may require the Treasurer to post a bond as determined by the Board.

Section 2: Purpose

The Executive Board shall uphold the principles of the Constitution and adhere to the Bylaws in accordance with the Club's values. The Board shall carry out tasks assigned through member-approved proposals and maintain transparency regarding Club finances, minutes, proposals, and other matters related to Club operations.

Section 3: Law Chairperson's Role

The law chairperson is responsible for maintaining the Bylaws and overseeing their legal work, which must be approved by both the Members and the Executive Board. Due process shall include a fair and speedy trial. The chairperson is responsible for

implementing the organization's new policies and staying current with the Bylaws. The chairperson shall observe all officers' practices in accordance with The Constitution. The chairperson shall collect all incident reports from members. The chairperson shall conduct the judicial process in accordance with Robert's Rules of Order. The Law Chairperson, who will lead the Rules Committee, will help organize meetings, guide discussions, and make sure the group stays focused on its goals.

Section 4: Social Chairperson's Role

The social chairperson is responsible for promoting social events through the media and announcements. The Social Chairperson, who will lead the Social Committee, will help organize meetings, guide discussions, and make sure the group stays focused on its goals.

Section 5: Trustee's Role

The trustee is responsible for auditing and reviewing all the treasurer's financial documents, including money flow charts and reports, to be presented to the Member and the Executive Board. The Trustee, who will lead the Trustee Committee, will help organize meetings, guide discussions, and make sure the group stays focused on its goals.

Section 6: Member Suspension

The Executive Board may suspend any member with a two-thirds vote. A suspended member has the right to appeal to the Rules Committee and to the general membership at the next regular meeting. A two-thirds vote of the membership present is required to uphold the suspension.

Section 7: Quorum

A quorum for conducting business at Board of Directors meetings shall consist of a majority of the current board members. This quorum requirement applies specifically to board meetings and is separate from the quorum rules governing general membership meetings outlined in **Article VII** of the **Constitution**.

ARTICLE IV: DUTIES OF STANDING COMMITTEES

Section 1: General Responsibilities

Standing Committees support the Executive Board and uphold the Club's mission. Each committee is led by a Chairperson appointed by the President and approved by the Executive Board. Chairpersons shall coordinate meetings, report on committee activities, and may create roles within their committee, subject to approval by the Executive Board. All members are eligible to volunteer for committee roles.

Section 2: Purpose

Standing Committees promote the Club's integrity and values, including health, social education, and bilingualism in the Deaf Community. Chairpersons may appoint committee members and shall serve on the Board of Directors.

Section 3: Rules Committee

The Rules Committee, led by the **Law Chairperson**, is responsible for maintaining and updating the Constitution and Bylaws, providing governing documents to members upon request, collecting incident reports, and overseeing disciplinary actions in accordance with *Robert's Rules of Order*. The Chairperson shall propose policy changes and ensure compliance with Club rules. The purpose of the Rules Committee is to maintain the Club's integrity and provide a fair and speedy trial in all disciplinary matters. All legal decisions require approval from both the membership and the Executive Board.

Section 4: Social Committee

The Social Committee, led by the **Social Chairperson**, is responsible for organizing and promoting social or athletic events, as well as publicizing them through media and announcements. The Chairperson may create roles within the committee, subject to approval by the Executive Board.

Section 5: Trustee Committee

The Trustee Committee, led by the **Trustee**, shall appoint at least two auditors, subject to approval by the Executive Board. The committee is responsible for reviewing and verifying the Treasurer's financial reports and documentation and reporting findings at membership and Board of Directors meetings. The Chairperson may create roles within the committee, subject to approval by the Executive Board.

Section 6: Members-at-Large Committee

The Members-at-Large Committee supports the Executive Board and is led by a Chairperson appointed by the Executive Officers or elected by the committee members, with approval from the Executive Board. The committee assists with Executive Board tasks and serves as a liaison between the general membership and the Board. Only two committee members may serve as voting Members-at-Large on the Executive Board at any time. Other committee members, including designated substitutes, may attend Board meetings in a non-voting capacity. The Executive Officers must approve any roles created by the Chairperson.

ARTICLE V
ELECTIONS

Section 1: Qualifications

To be eligible for election to the Executive Board, a candidate must be a member in good standing with the club and meet the following criteria:

- **President & Treasurer:** 3 years of membership and hosted two events or attended two general meetings in the previous 2 years.
- **Vice-President & Secretary:** 2 years of membership and hosted two events or attended two general meetings in the previous 2 years.
- **All candidates** must possess the necessary skills and passion for the role, have no prior or current felony convictions, and must not have any related written warnings. **Warnings stay on record and don't expire.** If a related warning involves serious misconduct, neglect of duties, or shows a lack of skills or passion for the role, the member isn't eligible for the Executive Office positions. **Lifetime bans are permanent.**

Nepotism and Conflict of Interest Disclosure: Candidates are required to disclose any potential conflicts of interest with the current board, including the possibility of nepotism. If a candidate with a disclosed conflict is elected, they are deemed to have met the qualifications for office. This ensures transparency and fairness in the election process.

Section 2: Election Procedure

The positions of the **President** and **Secretary** will be elected every **EVEN** year and serve a 2-year term. The positions of **Treasurer** and **Vice-President** will be elected every **ODD** year and serve a 2-year term. The voting shall be by written ballot, a

majority constituting an election. Should a lack of majority prevail, a runoff election shall be held to reduce the number of nominees to two. All officers, as elected, shall be installed with active members as witnesses in January.

Section 3: Election Committee
The Board of Directors shall appoint an Election Chair for the elections of the President, Vice President, Secretary, and Treasurer in September for positions that are due for election. The Election Chair shall recruit to form an Election Committee. The Election Committee shall canvass the members for candidates willing to serve. All candidates must email the Election Committee a statement of qualifications no later than **five business days before the election** to be included on the ballot. The Election Committee must then review the qualifications of all candidates with the Executive Board before their names can be posted on a prominent bulletin board.

Section 4: Absentee Voting
Active members who are unable to attend an election due to a valid reason may request to vote by absentee ballot. A member requesting an absentee ballot must contact the Election Committee via email or in writing at least **three (3) business days** before the scheduled election. The specific list of valid reasons and all other relevant procedures for absentee voting shall be defined in the "Election Guidelines." The Election Committee shall administer all absentee voting in strict accordance with those guidelines. It shall ensure that all absentee ballots are counted in a clear and orderly manner during the election.

Section 5: Election Guidelines
The Election Committee is authorized to develop, maintain, and enforce detailed "Election Guidelines" to govern all aspects of the election process. The Executive Board must approve these guidelines and shall be consistent with these Bylaws.

Section 6: Oath of Office
The oath of office is as follows: “I do hereby pledge myself to abide by the Constitution and Bylaws of the Rochester Recreation Club for the Deaf and to faithfully perform the duties of my office to the best of my knowledge and ability.”

ARTICLE VI
CONFLICT OF INTEREST AND ABSTENTION POLICY

Section 1: What Is a Conflict of Interest
A conflict of interest occurs when someone on the board or a committee could personally benefit from a decision made by the Club. This includes money, family, or close relationships.

Section 2: What To Do If There Is a Conflict
If someone has a conflict, they must disclose it to the board before any discussion or vote. That person must not join the discussion or vote on that issue**.**

Section 3: Family Members on the Board
If two family members are on the board and one is involved in a decision that affects the other, both should abstain from voting unless the board agrees that there is no conflict.

Section 4: Keep It in the Minutes
All conflicts and abstentions (i.e., not voting) must be recorded in the meeting notes.

Section 5: Elections
If a candidate for office has a conflict (like being related to a current board member), they must disclose this before the election. If they are elected, they are still qualified as long as they were honest about the conflict.

ARTICLE VII
AMENDMENTS

Section 1: New Proposed Laws
Members and visitors shall abide by the rules as explicitly stated in the Constitution and Bylaws. New proposed laws passed by the Executive Board and Rules Committee, which have not been adopted into the Bylaws, shall be posted within 20 business days for members to review and vote on at the next general meeting. Posting may include email, direct mail, notices on bulletin boards, and/or on the bar countertop, as well as handouts. Amendments to the Bylaws shall be adopted by a two-thirds (2/3) vote of the members present and voting at a regular or special meeting.

Section 2: Robert’s Rules of Order (RRO)
Before approval of the amendment, the Law Chairperson must ensure the new amendment(s) conform to Robert’s Rules of Order.

Section 3: House Rules
There may be policies that shall be referred to as “House Rules” which contain information regarding the daily operation of the club. Membership dues and rules of etiquette will also be included in the House Rules. The House Rules shall be prominently displayed in a visible location within the clubhouse, easily accessible to members.

Section 4: House Rules Changes
Only the Executive Board may post, amend, or remove wording under the House Rules.

Section 5: Standing Rules
Standing Rules are rules of procedure that govern the day-to-day operations of meetings, elections, and other internal processes not covered in the Constitution or Bylaws. These rules may be adopted, amended, or rescinded by a majority vote of the members present at any regular or special meeting. Standing Rules must not conflict with the Constitution, Bylaws, or House Rules. Once adopted, they shall remain in effect until amended or rescinded and shall be made available to all members.

ARTICLE VIII: STANDARDS BOARD
Section 1: Purpose of the Standards Board
A standards board has the responsibility of holding our members accountable for their actions in a way that maintains the standards of Rochester Recreation Club for the Deaf while redirecting these actions in a positive and educational way.

Section 2: Organization of Standards Board
The Standards Board is composed of 4 non-board members in addition to the Rules Committee. Once the board is assembled, remind these members of the importance to act responsibly and remain their neutrality to set a good example for RRCD.

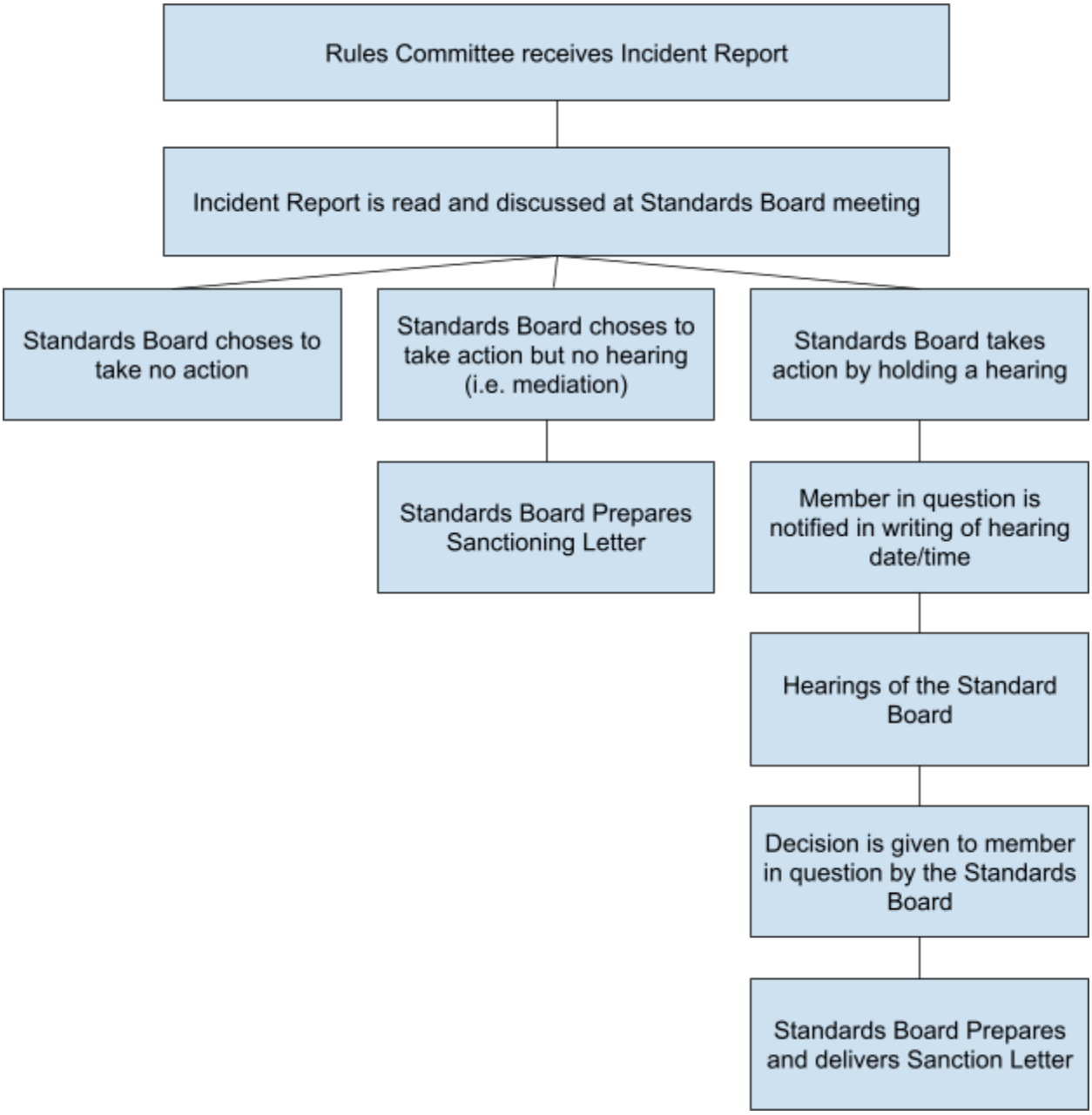
Section 3: Duties of the Rules Committee

- Serve as the Standards Board Chairperson
- Select 4 non-board members of RRCD to form Standards Board
- Establish a meeting time for the Standards Board when deemed necessary
- Notify members, who must appear before the board, in writing, 7 days in advance
- Serve as the tiebreaker should the vote end in a tie
- Create an environment of unity, accountability, and pride

Section 4: Judicial Roles

The standards board has three roles within the judicial process:

1. Mediation
2. Hearing
3. Educational sanctions



ARTICLE IX
REMOVAL OF AN OFFICER/BOARD MEMBER

Section 1: Removal of an Officer/Board Member
An officer/board member may be removed for the following cause(s): failure or unfulfillment of their assigned duties, and/or acting in a way that harms the reputation and/or members of RRCD.

Any member may bring a charge against an office/board member and request that the officer/board member be removed from office for the causes listed above. The process of bringing a charge is as follows:

1. The member must write a letter to the Rules Committee listing the cause(s) for removal and describing what the officer/board member did.
2. The Rules Committee must investigate the charges thoroughly within 30 days of receiving the letter.
3. The Rules Committee shall report its findings to the Board of Directors. If the charge is found to be true, the Board of Directors shall remove that officer/board member from office by a ⅔ vote from membership present and voting during a general or special meeting.

ARTICLE X
REMOVAL OF A MEMBER
Section 1: Removal of a Member of the Club
Members of the Club found guilty of conduct unbecoming of a member of the Club shall be disciplined in the following manner:
Severity of Misconduct:

- Level 1: Probation
- Level 2: One to six months suspension
- Level 3: Six months to one year suspension
- Level 4: Expulsion

The Executive Board shall determine the status of the accused member by a two-thirds (⅔) vote. A member who has been disciplined may appeal the decision in writing to the general membership or to the Secretary within thirty (30) days from the date of the decision. The appeal shall be brought up no later than thirty (30) days after the Secretary receives the written appeal. At the meeting, the accused member shall have the right to present their side of the matter at issue for consideration by the membership. A two-thirds (⅔) vote shall be required by the membership attending the meeting and voting to uphold the Executive Board’s decision.

Section 2: Pardon By the President
The President may pardon any expulsion with the approval of ⅔ **of the Executive Board**. The Executive Board may impose limitations on the reinstated member's participation as appropriate, according to the offense for which the member was expelled.

May 16, 2008 (AMENDED)
May 10, 2010 (AMENDED)
January 10, 2014 (AMENDED)
June 1, 2017 (REQUEST)
July 12, 2017 (REVISED and REQUEST)
August 22, 2017 (REVISED and REQUEST)
August 24, 2017 (REVISED based on PROPOSALS from members in the meeting of August 23.)
October 18, 2017 (REVISED)
October 28, 2017 (REVISED)
October 30, 2017 (REVISED)
September 15, 2018 (PASSED)
September 7, 2024 (PASSED)
October 4, 2025 (PROPOSED)
October 25, 2025 (PASSED)
June 12, 2026 (PASSED)