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Bylaws

Article I – NAME

The name of the Association shall be Greater St. Louis Association of the Deaf, Inc. Greater St. Louis Association of the Deaf is referred to as GSLAD through the Bylaws.

Article II – INCORPORATION

2.1 STATE

GSLAD is a nonprofit corporation incorporated under the Missouri Nonprofit Corporation Act, RSMo. Chapter 355, as it may be amended from time to time (the “Act”).

2.2 FEDERAL

GSLAD is a nonprofit organization described in 501(c)(3) of the Internal Revenue Code of 1986, as amended, and as it may be further amended from time to time (the “Code”).

2.3 LOGO

GSLAD reserved the right to designate a club logo to be our official logo for all correspondences and signs.

2.4 CLUB COLORS

GSLAD’s designated club colors shall be red and blue.

Article III – OBJECTIVES

3.1 GSLAD is organized to promote and encourage community involvement through activities and meetings in:

1. fellowship,
2. charitable causes,
3. athletic, and
4. educational purposes

3.2 GSLAD shall promote to preserve and stimulate our Deaf and Hard of Hearing values, including being active in affairs toward our intercultural community and associations.

Article IV – AFFILIATION

4.1 GSLAD may be an affiliated member of any national and/or regional Deaf athletic associations of the Deaf, and any other Deaf associations as decided by GSLAD. GSLAD shall carry out the aforementioned associations’ objectives and purposes. All objectives must comply within the 501(c)(3) of the Internal Revenue Service Tax Code.

4.2 While the voting members of GSLAD control the Association, we have no control over the internal affairs or the finances of any affiliated associations.

Article V – MISCELLANEOUS PROVISIONS

5.1 FISCAL YEAR

The fiscal year of GSLAD shall be from the first (1st) day of January each year through the thirty-first (31st) day of December.

Article VI – MEMBERSHIP

6.1 ELIGIBILITY

a) **INDIVIDUAL MEMBER**

Any Deaf or Hard of Hearing person who has attained the age of eighteen (18) years shall be eligible to apply for membership to entitle all rights and privileges.

b) **ASSOCIATE MEMBER**

Any hearing person in good standing with Deaf and Hard of Hearing community shall be entitled to all rights and privileges, except the right to hold any office.

c) **COLLEGE ASL STUDENT**

Any college ASL student shall be eligible to apply for membership to entitle all rights and privileges.

d) **TEMPORARY MEMBER**

Any visitor/non-member who paid cover charge for that day only and shall not be entitled to any rights and privileges.

e) **LIFETIME MEMBER**

Any living member who deserves to be a Lifetime member is to be nominated by a GSLAD member at a general meeting and meets the criteria as follows:

- has been a loyal member to this club for consecutive 40 years or more,
- served as an officer,
- heavy donor,
- volunteered on different committees.

Special privileges –

- Free membership
- Free admissions to all GSLAD-related events

6.2 MEMBERSHIP DUES

The membership dues shall be determined by a majority vote of the membership. Each member shall pay membership dues upon becoming a member. Thereafter, dues are payable annually on the anniversary date of enrollment as member.

6.3 REINSTATEMENTS

Any former member applying to re-join GSLAD shall be treated in same manner as a new member.

6.4 MEMBER OATH

Anytime a new member wishing to join GLAD, she/she shall be required to fill out the Membership Application Form (which shall include the membership Oath - ***“On my honor, I solemnly promise to abide by the bylaws of the Greater St. Louis Association of the Deaf, Inc., be loyal and faithfully do my best to promote the best interest of this Association.”***) and place his/her initials to acknowledge the Membership Oath and pay the required membership dues.

6.5 CRITERIA OF GOOD STANDING MEMBERSHIP

The criteria of a good standing member shall:

- a) Be active member by paying membership dues.
- b) Attend at least three (3) general meetings of GSLAD per year.
- c) Active in GSLAD being involved in some committees and volunteering,
- d) Show leadership qualities,

- e) Be entitled to vote and hold office as President, Vice President, Secretary, or Treasurer in the organization with twenty-four (24) months of continuous membership.
- f) Be entitled to vote and hold office as Member at Large with twelve (12) months of continuous membership.

ARTICLE VII – OFFICERS

7.1 BOARD OF DIRECTORS

The Board of Directors shall consist of the following: President, Vice President, Secretary, Treasurer, and three (3) Members at Large elected by the voting members of GSLAD. These elected officers shall perform the duties prescribed by GSLAD’s bylaws/policies/manuals and the parliamentary authority adopted by GSLAD, and according to Robert’s Rules of Order Newly Revised (as, if, and when necessary).

7.2 TERM

Officers shall serve a period of two (2) years or until their successors are elected via Split Tier System* (see below) and Members at Large shall serve for a period of one (1) year or until their successors are elected. Their terms of office shall begin January 1st of the following calendar year after the meeting of which they are elected. No member shall hold more than one office at a time.

**Split Tier System shall be used for the election of officers on alternating years. On odd-numbered years, President and Secretary shall be elected. On even-numbered years, Vice President and Treasurer shall be elected.*

7.3 ELIGIBILITY

No member shall be eligible to serve on the GSLAD Board of Directors without being a member in good standing. All eligible candidates must be at least twenty-one (21) years of age. For good standing criteria & eligibility, refer to Article 6.5.

7.4 NOMINATIONS

During the month of September or sixty (60) days prior to November’s Election, the members shall vote for at least three (3) members by majority to be on the Nominating Committee. Refer to Article 10.1.4.

7.5 ELECTION PROTOCOL

Election of officers and members at large shall be held in November each year.

7.6 VOTING

The Board of Directors shall be elected by written ballot handled by the Nominating Committee. Election of candidates shall be determined by plurality vote. Election by acclamation shall be permitted when there is only one (1) nominee for an office.

7.7 OFFICER’S OATH

The newly elected Board members shall assume their respective positions effective January 1st of the new calendar year. They shall be sworn in by the most immediate past officer in attendance following the election. The new Board members shall repeat the following oath:

“I solemnly promise to observe and uphold the Bylaws and policies of Greater St. Louis Association of the Deaf, Inc., to protect it from those who would willingly harm it. I will at all times perform the duties of my office to the best of my ability, so help me God.”

7.8 RESIGNATIONS

a) Any elected Board member must submit a written resignation letter to the Board of Directors in care of the Secretary. In order to be respectfully relieved of duties, vacancies in office shall be appointed by the Board of Directors, subject to members' approval.

b) Upon the resignation by the Secretary and/or Treasurer, the secretary and/or treasurer must immediately return all possessions back to GSLAD. All account ledger(s), bank statements, and any related financial documents, which shall be subject to the acceptance and approval of GSLAD's appointed auditors. If any misuse of said funds and records is evident and true, and not recovered immediately within thirty (30) days of notification of said misuse(s), the Board of Directors may pursue the proper legal action allowed by the laws of the State of Missouri.

7.9 REMOVALS

- a) Any officers may be removed from office for good cause upon the unanimous vote of the Directors. Such removal shall be considered upon the request of at least four (4) members of the Board of Directors. Any such request shall be submitted in writing to the Board in care of the Secretary. Upon request of the officer subject to the removal action, a hearing shall be held at said meeting prior to the vote of the Directors.
- b) The officer in question shall receive written notice at least thirty (30) days in advance of the general meeting at which the issue of removal is to be addressed to the members for their votes.
- c) Upon any resignation/removal, all liable work and GSLAD's property must be turned over to the Board of Directors immediately.
- d) Any elected Board member may be removed from the Board of Directors if he/she misses three (3) consecutive Board of Directors meetings.

7.10 VACANCIES

In the event of a vacancy in the office of President, the Vice President shall fill the office for the unexpired term. Other vacancies shall be filled by appointment of the President, with approval of the members, for the unexpired term. In the event of the absence or inability to act of the President, the Vice President shall temporarily carry out the duties of the office.

ARTICLE VIII – BOARD OF DIRECTORS

8.1 DUTIES

The Board of Directors shall:

- a) have general supervision of the affairs of GSLAD between any meetings,
- b) make recommendations to GSLAD,
- c) perform such other duties as are specified in these bylaws,
- d) seek, appoint and oversee Clubhouse Associates and the committees created by the Board of Directors,
- e) oversee and solicit funds for specific GSLAD purposes, and
- f) be subjected to the orders of the GSLAD.

8.2 PRESIDENT

The President shall:

- a) call and preside meetings of GSLAD and its Board of Directors,
- b) oversee the members of GSLAD,

- c) be an ex-officio member of all committees except the Nominating committee,
- d) appoint the following with the approval from the members:
 - 1. Building manager
 - 2. Bar manager
 - 3. Kitchen manager
 - 4. Social director
 - 5. Membership coordinator
 - 6. Historian
 - 7. Three auditors for Audit committee
 - 8. Recreation director
- e) perform such additional duties as may be prescribed by the Board of Directors.

8.3 VICE PRESIDENT

The Vice President shall:

- a) perform the duties of the President in the absence of the President,
- b) succeed to the office of President in the event of a vacancy,
- c) oversee all committees and ensure their coordination and cooperation with the Board of Directors and GSLAD,
- d) be the chairperson of Bylaws Committee, and
- e) do any additional duties as may be prescribed by the Board of Directors.

8.4 SECRETARY

The Secretary shall:

- a) maintain the books on minutes, Bylaws, Policies, House Rules, manuals, correspondences, financial reports, committee reports, and roll calls in archive,
- b) maintain updated monthly official membership roll from the Membership Coordinator,
 - The *Membership Coordinator* shall:
 - i. work with and report to the Secretary,
 - ii. sit by the entrance before each general meeting to collect members' signatures on roll call list and monitor the roll call,
 - iii. collect membership dues annually, keep records thereof, and forward the monies received to the Treasurer,
 - iv. remind members for their renewal notice sixty (60) days prior to their anniversary date, and
- c) send out notices of meeting along with the general/special meeting minutes, Board minutes and financial reports electronically no later than Wednesday prior to the said general meeting to each member,
- d) collect all the Clubhouse Associates reports and present them at meetings,
- e) file any national/regional affiliation's correspondence/reports,
- f) prepare the meeting agenda,
- g) conduct the general correspondence for GSLAD,
- h) make the minutes and records of GSLAD before the general meeting by posting at a designated location,
- i) appoint Public Relations Coordinator with the approval by the Board.

The *Public Relations Coordinator* shall be responsible:

- i. for the GSLAD's webpage and email databases, and
- ii. forward meeting minutes, notification, flyers, information and announcements prior to dates.

- j) call the meeting to order and preside until the immediate appointment of a president pro tem in the absence of the President and Vice President. President pro tem shall be a past officer of GSLAD.
- k) Can also serve as Treasurer if there's no other interested, qualified person for that vacant position with members' approval.

8.5 TREASURER

The Treasurer shall:

- a) be entrusted with custody of the funds of GSLAD and maintain GSLAD's bank account(s),
- b) disburse funds upon the authority of the Board of Directors or the Bylaws,
- c) make such monthly reports as the Board of Directors or members may direct,
- d) ensure that all requirements are met that are necessary to maintain the tax-exempt status of GSLAD and the tax-deductible nature of contributions to GSLAD,
- e) be the chairperson of the Budget Committee,
- f) appoint Assistant Treasurer if necessary with Board of Director's consent and active members' approval, and
- g) make the financial reports of GSLAD before the general meeting by posting at a designated location.
- h) Can also serve as Secretary if there's no other interested, qualified person for that vacant position with members' approval.

The previous Treasurer shall:

- a) turn over his/her completed reports before the first quarter of new Treasurer's term, and
- b) submit the complete fiscal year financial book to Certified Public Accountant by May 15th for tax reporting.

8.6 MEMBERS AT LARGE

Each Member at Large shall:

- a) represent the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure,
- b) conduct projects to promote the goals of GSLAD or to develop services for the membership,
- c) serve as chair of any ad hoc committee formed to develop these projects,
- d) serve the needs of members and uphold the bylaws of GSLAD, and
- e) perform other duties as assigned by the Board of Directors.

8.7 TRANSITION MEETINGS

- a) At the end of each term, officers shall ensure all information is updated and current to pass on to the newly elected officers. A transition meeting shall be held by the Board of Directors with newly elected officers after the Election and before December 31st of the current calendar year. All information shall not be upheld in the outgoing Board of Directors. Everything must be turned in to the newly elected officers, unless being re-elected for another term in specific role.
- b) Transition provides for outgoing officers the opportunity to ensure that the projects, policies, and knowledge do not diminish with the next Board of Directors. It provides the newly elected officers the opportunities to learn about their responsibilities.

8.8 BOARD OF DIRECTORS MEETINGS

The Board of Directors shall meet on a monthly basis at a mutual date, time and place agreed by the Board of Directors.

8.9 SPECIAL BOARD MEETINGS

Special meetings of the Board of Directors may be called by or at the request of the President with affirmative agreement by the Board, and shall be held at mutual date, time and place agreed by the Board of Directors.

ARTICLE IX – MEETINGS

9.1 GENERAL MEETINGS

The general meetings of GSLAD shall be held on the second (2nd) Saturday of any month each calendar year. The general meetings are to be held at a minimum of five (5) times a year – January, March, May, September, and November*. If there will be a date conflict or unforeseen circumstance, the Board can reschedule the general meeting to another Saturday.

*After the November general meeting is adjourned, an Election will take place right after this.

9.2 SPECIAL MEETINGS

- a) Special meetings may be called by the President with the Board of Directors' approval or shall be called upon the written request of ten (10) members of GSLAD in good standing.
- b) The purpose of special meeting shall be stated in the announcement with at least fourteen (14) day notice and shall be given by posting on website, bulletin board, and email transactions.

9.3 ELECTION MEETING

Election meeting for the Board of Directors shall take place on the second (2nd) Saturday of November annually, at a time to be determined by the Board of Directors. The meeting is closed to the public.

9.4 QUORUM

The majority of members of GSLAD shall constitute a quorum of twenty percent (20%) of members in good standing for the conduct of any general, special, or election meetings of GSLAD.

9.5 AGENDA

The order of business at general meetings of GSLAD shall be as follows:

1. Call to order
2. Silent Prayer
3. Pledge of Allegiance
4. Recognition and oath of new members
5. Introduction of visitors
6. Approval of minutes of previous general meeting
7. Questions regarding to the minutes of the Board of Directors meeting(s)
8. Reading of correspondence
9. Reports of Officers
10. Reports of Committees
11. Unfinished Business
12. New Business
13. *Nominations announced by Nominating Committee**
14. *Additional nominations on the floor (if any)**
15. *Election of Officers and Members at Large**
16. *Swearing in the new officers**
17. Good of Order

18. Adjournment

19. Announcements

** Election only conducted during November's general meeting.*

9.6 MOTIONS

Any motions approved by members which has not been acted on for three months shall be declared 'null' (dead/void).

ARTICLE X – COMMITTEES

10.1 STANDING COMMITTEES

The standing committees of GSLAD shall be the Audit, Budget, Bylaws, Nominating, and Education Committees. A board member may concurrently serve as a committee chairperson or a committee member. The chairperson of any such committee shall report to the Vice President. The Vice President is the primary officer responsible for routine oversight of the committees, and for ensuring their coordination and cooperation with the Board of Directors and members of GSLAD.

10.1.1 CLUB AUDITOR

The Club Auditor shall:

- a) be a Certified Public Accountant (CPA) appointed by the President with the Board of Directors' and members' approval,
- b) serve two (2) years, in conjunction with President's term.
- c) make monthly audit and examine all GSLAD's financial records,
- d) check all receipts and disbursements for whatsoever purposes and by whoever made or authorized, and
- e) sign the audited report to the Treasurer with a filed report in the Secretary's Records.
- f) Sign all 990 forms.

10.1.2 BUDGET COMMITTEE

The Budget Committee shall:

- a) consist of four (4) active members – Treasurer as the Chairperson and three (3) active members selected by the Treasurer with Board of Director's and members' approval,
- b) serve a term of one (1) year with continuation allowed,
- c) work on an annual budget, consisting of anticipated income, fixed expenditures, and general expenditures, for adoption by the Board of Directors, with the consent of the members of GSLAD at any general meeting,
- d) perform a yearly review of GSLAD's investment portfolio, and
- e) make recommendations to GSLAD on any changes, if any, in the investment portfolio at any general meeting.

10.1.3 BYLAWS COMMITTEE

The Bylaws Committee shall:

- a) consist of at least three (3) active members appointed by the Vice President with Board of Director's and members' approval,
- b) work with the Vice President to review all proposed Bylaw amendments from the general meeting and/or to update the Bylaws,

- c) study problems concerning GSLAD's Bylaws, interpret bylaw questions, implement solutions to members' proposals and Bylaws-related problems, and
- d) maintain an official text of the Bylaws incorporating all changes as adopted by the membership and shall verify as correct all published texts of the Bylaws.

10.1.4 NOMINATING COMMITTEE

The Nominating Committee shall:

- a) consist of three (3) active members voted by majority of members sixty (60) days prior to Election, with understanding these three selected members shall vote for chairperson,
- b) search and nominate candidates for GSLAD office for Election,
- c) report the slate of candidates at the Election,
- d) additional nominations from the floor shall be permitted at the Election,
- e) is prohibited to run for an elected position at the Election,
- f) count the written ballots at the Election, and
- g) present each name of winner of each office to the President.

10.1.5 EDUCATION COMMITTEE

The Education Committee shall:

- a) consist of three (3) members, including the Vice President, who will appoint his/her committee members from GSLAD and
- b) provide educational programs, sessions, workshops, or continuing education programs in benefiting the Deaf/Hard of Hearing Community.

10.1.6 SPECIAL OR AD HOC COMMITTEE

The Board of Directors may establish Special or Ad Hoc committee deemed necessary or appropriate to serve the GSLAD. Special or Ad Hoc committee shall consist of any number of members, based on purpose and structure of task(s).

ARTICLE XI – HEARINGS AND TRIALS

11.1 PROCEDURES

In addition to the Robert's Rules of Orders procedures of hearing and trials, no elected or appointed Board of Directors who is involved in any controversy or who is related to any accused active member(s) shall serve on the Investigating Committee.

ARTICLE XII – DISSOLUTION

In the event that GSLAD is dissolved, after payment of all debts and liabilities, remaining assets shall be distributed to any 501(c)(3) organizations dedicated to the Deaf and Hard of Hearing people in the Metro St. Louis or in Missouri vicinity. GSLAD shall not have the power to dissolve itself while there are twenty (20) dissenting voting members.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The usual parliamentary rules governing deliberative bodies contained in the current edition of Robert's Rules of Order shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Organization may adopt.

ARTICLE XIV – AMENDMENT OF BYLAWS

Proposed amendment(s) to the Bylaws of GSLAD may be in writing and seconded at any general meeting of GSLAD. It will be automatically referred to the Bylaws Committee for study review. After the study review, proposed amendment(s) shall be presented to the members at the next general meeting. Approval of the proposed amendments requires a two thirds (2/3) vote at a meeting of members at which a quorum is present. Approved amendments shall be effective immediately after voting procedures, unless provided otherwise. The notice of any meeting at which the Board of Directors or the members seek to have an amendment approved by the members shall state that the purpose of the meeting is to consider the proposed amendment and contain or be accompanied by a copy of amendment.

Adopted on November 8, 2014

Revised on April 11, 2015.

Revised on October 10, 2015.

Revised on February 13, 2016.

Revised on September 10, 2016.

Revised on May 13, 2017.

Revised on November 11, 2017.

Revised on November 17, 2018.

Revised on October 1, 2022

House Rules

Members

1. Membership dues shall be \$30 for Individual and Associate. \$10 for ASL students.
2. Members who maintained 5 consecutive years of membership get 25% off from regular rental hall fee.
3. There will be a charge of \$2 for all non – members entering GSLAD. This \$2 charge is for Temporary Membership which is good for that day/night of admission and expires when the bar closes that same day/night.
 - a. Exceptions:
 - i. Paid admission to a GSLAD event
 - ii. Free admission to an event (with rent paid by the organization)
 - iii. GSS events on Wednesdays
 - iv. Participation in Dart/Shuffleboard leagues and Bingo players
 - v. Any Deaf clients with special needs
 - vi. Interpreting Training Program students with college ID who volunteer their time to work in GSLAD
 - vii. Children 12 years of age and under
 - viii. When a GSLAD/non-GSLAD organization uses the kitchen to sell food as part of their fund-raising efforts from 5pm – 7 pm.
4. All suggestions/requests/complaints with respect to the club matters only and management shall be made in writing to the Board, signed by a Club member and drop off in the Suggestion Box.
 - a. Names of those who placed suggestions/requests/complaints shall not be revealed to the membership.

Board Business

5. ELECTRONIC MEETINGS – The GSLAD Board may utilize the most appropriate electronic technology to conduct its GSLAD-related business and to address urgent issues. Results of motions that were made in such matter shall be announced by Secretary at the next General Meeting.

Bar

6. Bartenders shall be required to be a member of GSLAD in good standing and passed Missouri's SMART online certification.
7. Only drinks are to be consumed at the Club. Any drinks brought in from outside shall be asked to discard or leave in their vehicle.
8. Minors 20 years of age and under shall not be permitted to sit at the bar.
9. Customers can charge their drinks/food with their credit card with a minimum of \$5.
10. Bartenders shall not lend monies to anyone.
 - a. Exception:
 - i. GSS and GSLAD Cafe' are allowed to borrow up to \$50 to be used as change and the full amount shall be returned at the end of the event on the same day.
11. If there's 10 customers or less in the building, the Bar manager/bartender can declare 'bar closing' earlier than normal closing hours. Once the bar is closed, building is to be vacated.

Kitchen

12. Kitchen workers shall wear disposable gloves when preparing and serving food.
13. Kitchen workers shall clean up the kitchen, discard trash bags, and sweep clean and/or mop the floor.

Club

14. Smoking/e-smoking is banned inside the Club.
15. Pets are not allowed inside the Club, except for service dogs.
16. Minors 17 years and under are allowed into GSLAD with their parent(s) or a responsible adult.
17. Minors 15 years and under must evacuate GSLAD premises by 10:00 pm.
18. Club's committee chairpersons shall be required to be a member of GSLAD in good standing.
 - a) People on a committee shall not be required to be member of GSLAD.
19. Thermostats are to be regulated by a Board member or building staff.
20. The Club shall not be responsible for members and visitors' personal property.
 - a) Any personal item(s) found or left behind shall be given to the bartender who will place the item(s) in the Lost and Found box in the office.
21. Flyers/notices can be placed on the bulletin board stamped with approval and initials of the GSLAD Board.
22. Use of Club's premises for renters are to be scheduled through the Club's Hall Director and approved by the GSLAD Board; pay a full rental hall fee. Refer to Club's Rental Agreement for pricings.
23. Parental Policy – parents (members/non-members) are responsible for the actions of their children. If warranted for misbehavior/conduct, parent shall receive
 - a. Verbal warning
 - b. Written warning
 - c. Suspension for 6 months
24. Participation of drawings
 - a. A committee member who host the event shall not participate in **any** drawings.
25. Boisterous or dangerous/inappropriate conduct or language is prohibited. GSLAD has a '**zero tolerance**' platform (see in GSLAD's Bylaws).
26. Any GSLAD – related fundraising events shall contribute 20% of their earning to GSLAD's Administration Fund.
27. **NO SOLICITATION** – solicitation are **NOT** allowed on GSLAD's premises.

Any amendment to the House Rules may be adopted by a majority vote at a general meeting in two different ways:

1. Provided that the proposed amendment(s) has been submitted in writing with three members' signatures and read to the membership by the Secretary at a general meeting, referred to the Bylaws Committee for review and recommendation, and voted at the next general meeting or
2. Provided that the proposed amendment(s) from the Bylaws Committee has been submitted by to the members at the general meeting for approval with or without more revisions or rejection.

Approved by GSLAD members on October 11, 2014
Revised on November 17, 2018

Policies

1. Zero Tolerance Policy

GSLAD has and adheres to Zero Tolerance Policy. A member or visitor, while at any time on the Club's premises show/display one of the listed behaviors shall be reprimanded (see outline below) by the GSLAD Board. Once reprimanded, member or visitor can not appeal.

- Controlled substances
- Weapons
- Profanity
- Verbal/physical threats/assaults
- Sexual harassments
- Destruction of Club's property

Outline of reprimands:

- 1st incident – written warning
- 2nd incident – escorted out of premises & banned from the Club's premises for a set of time as followed:
 - 1st time banned – 6 months with a letter from the Board

After 6 months' time has been served, member/visitor is welcome to return to GSLAD's premises. If the member/visitor violates the Zero Tolerance policy again, this will result in as followed:

- 2nd time banned – 1 year with a letter from the GSLAD Board

Incident Form shall be used for all documentations.

2. Conflict of Interest Policy

Each member of the Board shall sign Conflict of Interest Policy form to acknowledge his/her understanding of this policy and to fully disclose any possible conflict of interest.

A conflict of interest occurs where individuals' obligation to further the organization's charitable purposes is at odds with their own financial interests. For example, a conflict of interest would occur where an officer, director or trustee votes on a contract between the organization and a business that is owned by the officer, director or trustee. Conflicts of interest frequently arise when setting compensation or benefits for officers, directors or trustees. A conflict of interest policy is intended to help ensure that when actual or potential conflicts of interest arise, the organization has a process in place under which the affected individual will advise the governing body about all the relevant facts concerning the situation. A conflict of interest policy is also intended to establish procedures under which individuals who have a conflict of interest will be excused from voting on such matters.

The minutes of meetings at which such votes are taken shall record such disclosure and abstention.

3. Whistleblower Policy

GSLAD requires all GSLAD members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. We must practice honesty and integrity in fulfilling our responsibilities and comply with GSLAD's Bylaws/Policies/Manuals and all applicable laws/regulations.

a. Reporting Responsibility

It is the responsibility of all GSLAD members to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

b. No Retaliation

No GSLAD members who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse consequence(s). A GSLAD member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership. This Whistleblower Policy is intended to encourage and enable members and others to raise serious concerns within GSLAD prior to seeking resolution outside of GSLAD.

c. Reporting Violations

GSLAD has an open door policy and suggests that GSLAD members share their questions, concerns, suggestions or complaints within the organization who can address them properly. In most cases, the GSLAD Board is in the best position to address an area of concern.

d. Accounting and Auditing Matters

The Audit Committee of GSLAD shall address to the Board of all reported concerns or complaints regarding GSLAD's accounting practices, internal controls or auditing. The Board shall immediately work with the Audit Committee until the matter is resolved.

e. Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

f. Confidentiality

Violations or suspected violations may be submitted to the Board on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Approved on January 10, 2015

Manuals

1. CLUBHOUSE ASSOCIATES

Building Manager, Bar Manager, Kitchen Manager, Hall Director, and Young Deaf Adults Program Coordinator shall constitute the Clubhouse Associates. The Building Manager shall serve as liaison between the Board of Directors and Clubhouse Associates.

1.2 DUTIES

1.2.1 The Clubhouse Associates shall:

- a) Meet to confer/discuss/maintain the general operation and maintenance of GSLAD's facility and its bar/kitchen operations and equipment on "need basis".
- b) Special Clubhouse Associates meeting shall be called by the Board of Directors.

1.2.2 Make and implement plans; develop and update hall, bar and kitchen policies and make final decisions (subjected to Board's approval) in regards to the operation of GSLAD's Bar and Kitchen with the Building Management Team.

- a) Building Management Team, including the Clubhouse Associates, shall consist additional personnel (if any):
 - i. Assistant managers
 - ii. Groundskeeper
 - iii. Housekeeping

1.2.3 Carry out authorized recommendations/plans with Board of Directors' and/or members' approval.

1.2.4 Present their reports at each general meeting.

1.3 TERM

The Clubhouse Associates shall serve a period of one (1) year. Their terms of duties shall begin after members approve the appointment of Clubhouse Associates by the Board of Directors, with approval of the general membership.

1.4 RESIGNATION

A Clubhouse Associate member must submit a written resignation letter to the Board of Directors in order to be relieved of his/her duties. Vacancies in Clubhouse Associate member shall be filled by the Board of Directors, subject to members' approval.

1.5 REMOVAL

A Clubhouse Associate member may be removed at any time with a cause if a majority of the Board of Directors votes for removal.

2. BUILDING MANAGEMENT TEAM (BMT)'S DUTIES

2.1 BUILDING MANAGER

The Building Manager shall:

- a) Have supervision of the general operation and maintenance of GSLAD's facility and its bar/kitchen operations.
- b) Implement plans to keep building operational with the Board's approval,

- c) Work with the Building Management Team consisting of Assistant Manager, Groundskeeper, Housekeeper, Kitchen Manager, Bar Manager, and Social Director which the Building Manager being chair. They shall be responsible for overseeing the property/building premises and implement the plans approved by the Board of Directors.

2.2 BAR MANAGER

The Bar Manager shall:

- a) Oversee the bar area and upkeep with its operations in timely and orderly fashion.
- b) Renew three liquor licenses annually through the city, county, and state.
- c) Be responsible for accommodating the services throughout the year based on events with appropriate members as volunteerism.
- d) Be sure inventory is stocked and able to operate throughout the events.
- e) Report revenues and expenses to the Treasurer.
- f) Perform any duties approved by the Board of Directors and/or GSLAD.

2.3 KITCHEN MANAGER

The Kitchen Manager shall:

- a) Oversee the bar area and upkeep with its operations in timely and orderly fashion.
- b) Be responsible for accommodating the services throughout the year based on events with appropriate members as volunteerism.
- c) Be sure inventory is stocked and able to operate throughout the events.
- d) Report to the Building manager to ensure all kitchen equipment have maintenance checkup and cleaning.
- e) Report revenues and expenses to the Treasurer.
- f) Perform any duties approved by the Board of Directors and/or GSLAD.

2.4 HALL DIRECTOR

The Hall Director shall:

- a) Be responsible to book and oversee events, hire and train all banquet/bar workers, review and set menus with customers, and promote the facility.
- b) Work with Building Manager to ensure the building is set up for events and in excellent condition.
- c) Be hired by GSLAD Board as Independent Contractor.

2.5 YOUNG DEAF ADULTS PROGRAM COORDINATOR

The Young Deaf Adults Program Coordinator shall:

- a) Coordinate, implement, and follow up on activities for young Deaf adults.
- b) Build awareness and encourage young Deaf adults to join GSLAD.
- c) Coordinate and oversee events and fund-raising efforts.
- d) Develop leadership experiences in different areas.

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