

# **Jacksonville Community Center for the Deaf**

## **Constitution & Bylaws**

**02/02/2024**

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# **JCCD Constitution & Bylaws**

## **ARTICLE I. NAME**

The name of this organization, Jacksonville Community Center for the Deaf (JCCD) shall be in accord with the name filed in the Articles of Incorporation under the Illinois General Not for Profit Corporation Act.

## **ARTICLE II. PURPOSE**

In accord with the Articles of Incorporation filed by this organization under the Illinois General Not for Profit Corporation Act, the purposes of this organization are as follows:

### **SECTION 1:**

- A.** Said corporation is organized exclusively for charitable, non-denominating religious, social, educational, and scientific purposes within the meaning of Section 501 c (3) of the code.
- B.** To maintain a center where the Deaf, Hard of Hearing and Deafblind individuals in Jacksonville, IL and surrounding areas may meet to foster other purposes set forth herein.
- C.** To serve as a place for information on the special needs of Deaf, Hard of Hearing and Deafblind individuals and on the equipment serving those needs.
- D.** To provide advocacy and referral services to the Deaf, Hard of Hearing and Deafblind individuals, and to parents, families, and guardians of Deaf, Hard of Hearing and Deafblind children and adults.

- E.** To provide community programs that will educate and entertain the membership and the general public that will result in more positive communication, understanding, employment opportunities, health, recreation, networking, and others.
- F.** To solicit, receive, and spend funds for the accomplishment of the purposes as specified.
- G.** This corporation cannot carry on any other activities not permitted to be carried out (a) by a corporation exempt from Federal Income Tax under Section 501 c (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by a corporation, contributions, to which are deductible under Section 170 c (2) of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Law).

**SECTION 2:**

- A.** This corporation is a nonprofit, non-political, non-sectarian organization. No officer, board member, or individual member of the corporation shall receive any compensation for services, except for travel expenses, including lodging, and meals while performing JCCD services.
- B.** JCCD shall operate on a nondiscriminatory basis. It shall not discriminate against members, prospective members or visitors based on race, religion, color, creed, ancestry, gender, sexual orientation, nationality, age, physical or mental disability, citizenship, and immigration status.

## **ARTICLE III. MEMBERSHIP**

### **SECTION 1:**

- A.** JCCD has open membership with annual dues to be decided by the JCCD Board with the members' consent.
- B.** The annual dues shall be paid by or at the first meeting of the year in January.

### **SECTION 2:**

The Board, by a two thirds (2/3) vote, shall suspend or expel a member or officer upon evidence of serious violation of the by-laws or any regulation or practice of the organization. The member or officer in question shall be entitled to defend his/her case to the Board before any action is taken.

### **SECTION 3:**

- A.** Members are allowed to attend Board meetings except when those meetings are announced as "closed" for state/federal funded programs/vendors or any other personnel issues. They are privileged to make motions but cannot vote.
- B.** See Guidelines Attachment: **G- Membership**

## **ARTICLE IV. AFFILIATES MEMBERSHIPS**

- A.** Any organization may become an affiliate of JCCD.
- B.** The annual dues shall be determined by both the Board and members.

## **ARTICLE V. THE BOARD**

### **SECTION 1:**

- A.** The Board shall be made up of four (4) officers: President, Vice-President, Secretary, and Treasurer, and five (5) Board members.
- B.** The Board shall be comprised of all Deaf, Hard of Hearing and DeafBlind individuals.

**SECTION 2:**

The Board shall assist in policy making and monitor the finances, programs, and general functions of the organization.

**SECTION 3:**

The President shall conduct Board meetings monthly.

**SECTION 4: Quorum**

Five (5) members of the Board shall constitute a quorum.

**SECTION 5: Vacancy**

In the event a Board member cannot complete his/her term of office, the President shall recommend to the Board a replacement for the remainder of the term.

**SECTION 6:**

No member shall hold more than one (1) office at the same time.

**SECTION 7: Attendance**

Board members are expected to attend all JCCD Board and JCCD general meetings.

- A.** Board members shall participate in all emergency meetings. Those unable to attend shall be allowed to share their votes through electronic means and documented.
- B.** Board members are expected to represent JCCD by participating in social/non-business affairs of JCCD such as committee meetings, Board/JCCD retreats, workshops, and other community-related events.

## **SECTION 8. Absenteeism**

- A.** The President of JCCD shall determine if a Board member should be excused from a Board meeting. Failure to notify the President (except in emergency cases) of such is an unexcused case.
  
- B.** Three unexcused or successive absences from both JCCD Board and JCCD general meetings within a year is a reason for dismissal and eventual replacement on the Board.

## **ARTICLE VI. DUTIES OF THE BOARD**

### **SECTION 1: The President shall:**

- Preside at all general, Board, and emergency meetings.
- Appoint chairpersons and members of all standing committees.
- Act as an Executive Officer of the Corporation, sign all official documents of the Corporation, and in general, perform the duties usually associated with the office of President as stated in Robert's Rules of Order.
- Inform JCCD issues to the general membership.
- Perform other duties as necessary or as instructed by the Board.
- Appoint two auditors to work with Treasurer and audit/verify financial accounts.
- Appoint a Corresponding/Membership Secretary to handle announcements, membership dues, and acknowledgement notes.

### **SECTION 2: The Vice-President shall:**

- Succeed the President in case of an absence or vacancy in that office and/or perform the duties of the President.
- Undertake other responsibilities as assigned by the President when needed.

- Be knowledgeable with the Bylaws.
- Always keep a copy of the JCCD Bylaws/Guidelines.

**SECTION 3: The Secretary shall:**

- Record proceedings of all JCCD Board and JCCD general meetings.
- Keep minutes, electronic records, and financial reports of all meetings.
- File all original records at JCCD office for safekeeping.
- Mail/e-mail agenda and draft minutes for Board & general meeting one week prior.
- Request e-reports from standing committees before each scheduled general meeting.
- Have a record of JCCD members.
- Keep track of the Board members' terms.
- Conduct important correspondence.

**SECTION 4: The Treasurer shall:**

- Prepare monthly and annual financial reports.
- Receive membership dues from Corresponding/Membership Secretary and make deposit within five (5) business days.
- Receive audited financial statements for any events and deposit within five (5) business days any proceeds.
- Perform any duties as assigned by the President.
- Update JCCD's finances with the President.
- Along with the President sign checks.
- Transfer all financial records and related items to his/her successor in a timely manner.



- Work with two (2) auditors selected by the President to ensure financial reports are accurate. Only one auditor needs to sign each month's treasury report.
- Be responsible for building rental reservations, collection of rental fees, and provision of building keys.

**SECTION 5: Vacancies on the Board**

- A.** In the event the JCCD President is unable to complete his/her term, the Vice-President moves up to fill the vacancy and the Board elects a new Vice-President to complete the term.
- B.** In the event there is a Board officer vacancy (other than President), the Board shall immediately select a replacement upon the President's recommendation to complete the term.
- C.** Vacancy of Treasurer shall be filled by one of the Auditors and will serve until the completion of term.

**ARTICLE VII. ELECTIONS**

**SECTION 1:**

The President shall appoint a nominating committee of three (3) in September prior to the November meeting to select possible candidates for officers and Board positions.

**SECTION 2:**

The nominating committee shall post a proposed slate of officers in October through any electronic devices.

**SECTION 3:**

- A.** The officers and Board members shall be elected by the membership at the November meeting.
- B.** Nominations shall be permitted from the floor.
- C.** In the event the position lacks eligible candidates, a motion may be made to allow anyone with less than one year (12) membership be nominated from the floor.
- D.** No family members/relationships shall hold the offices of President and Treasurer simultaneously.

**SECTION 4:**

- A.** The four (4) officers shall be elected for a staggered 2-year term and five (5) Board members for a staggered 3-year term, commencing on January 1.
- B.** The President and Secretary shall be elected in odd-numbered years.
- C.** The Vice President and Treasurer shall be elected in even-numbered years.

**ARTICLE VIII. STANDING COMMITTEES**

The President shall, as early as possible, select committees with chairpersons to serve JCCD. (See Guidelines for listing of committees)

**ARTICLE IX. MEETINGS**

**SECTION 1: General Meetings**

General meetings shall be held the first Saturday every month and at the President's discretion, second Saturday if needed.

**SECTION 2: Special Meetings**

The President shall call special meetings five (5) days prior to a meeting date. Business conducted at the special meeting shall be limited to that specific purpose set forth in the notice.

**SECTION 3: Quorum**

General and special meeting quorum shall consist of 1/3 of active members.

**SECTION 4: Cancellation**

The president shall cancel Board or general meetings as deemed necessary.

**ARTICLE X. FUNDS**

All monies belonging to this organization shall be deposited in a banking institution located in Jacksonville, IL.

**ARTICLE XI. FISCAL YEAR**

The membership year of JCCD is January 1 to December 31. The fiscal year is July 1 to June 30.

**ARTICLE XII. AMENDMENTS**

Amendments to the Bylaws may be proposed at a general meeting and must pass with a 2/3 vote of those presented.

### **ARTICLE XIII. DISSOLUTION**

In the event the Corporation ceases to carry out the objectives and purposes set forth, all the property and assets of the Corporation, except as mentioned below, shall, after payment of its liabilities, be distributed to any organization whose goals and purposes are harmonious with those set forth in Article II, Section 1. Because this organization is duly qualified as a tax-exempt organization under Section 501 c (3) of the United States Internal Revenue Code as now enacted and designated, under no circumstances shall any of the property and assets of the Corporation upon the dissolution be distributed to any officer or member of this Corporation.

Exceptions:

- a) Such equipment, which has been purchased solely or in part of by grant monies, shall be disposed of following such guidelines as established by the grant contract which purchased said equipment.
- b) Proceeds from auction(s) on the property and assets shall be distributed to certain charities harmonious with Article II, Section 1 that serve Deaf, Hard of Hearing, and Deafblind individuals upon assignment by the Board.

### **ARTICLE XIV. EFFECTIVE DATE**

#### **SECTION 1:**

These Bylaws shall precede all prior Bylaws and the Constitution of this organization.

#### **SECTION 2:**

These Bylaws, upon acceptance by the Board, shall mail/e-mail to the membership at least two weeks before the business meeting for consideration. The Bylaws must be approved by two-thirds (2/3) of the membership present.

Accepted and ratified by the JCCD membership:

Date: 02/02/2024