



## AMERICAN SCHOOL FOR THE DEAF ALUMNI ASSOCIATION CONSTITUTION & BY-LAWS

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### CONSTITUTION

#### PREAMBLE

For the cultivation of fellowship and good feeling among us and for a spirit of loyalty to our Alma Mater, we, the graduates and former students at the American School for the Deaf, in good standing, **do** form ourselves into an association to be known as “**THE AMERICAN SCHOOL FOR THE DEAF ALUMNI ASSOCIATION**”, and for its better government, do hereby establish the following Constitution and By-Laws.

#### ARTICLE I – NAME

This Association shall be known as the **AMERICAN SCHOOL FOR THE DEAF ALUMNI ASSOCIATION (ASDAA)**.

## **ARTICLE II – MISSION**

**Section 1.** The American School for the Deaf Alumni Association is organized exclusively for the purpose of promoting the welfare of the American School for the Deaf, 139 North Main Street, West Hartford, Connecticut, 06107. Distributions from any ASDAA accounts like saving, checking, stock, mutual fund, and Endowment Funds made to the American School for the Deaf are strictly used to support its academic, vocational, athletic, residential programs and museum. By virtue of its sponsorship, the American School for the Deaf Alumni Association is regarded as an integral part of the American School for the Deaf.

## **ARTICLE III – OBJECTIVES**

**Section 1.** Notwithstanding any other provisions of these articles, the organization is organized exclusively for one or more of the purposes as specified in Section 501 (c) (3) of the Internal Revenue Code of 1986 and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under IRC501 (c) (3) or corresponding provisions of any subsequent tax laws.

**Section 2.** No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual shall be entitled share in the distribution of any of the organization's assets on dissolution of the organization.

**Section 3.** No substantial part of the activities of the organization shall be carrying on propaganda or otherwise attempting to influence legislation (except as otherwise provided by IRC 501 (h)) or participating in or intervening in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidates for public office.

**Section 4.** In any taxable year in which the organization is a private foundation as described in IRC509 (a), the organization shall distribute its income for said period at such time and manner as not to subject it to tax under IRC4942, and the organization shall not (a) engage in any act of self-dealing as defined in IRC 4941 (d), (b) retain any excess business holdings as defined in IRC 4943 (c), (c) make any investments in such a manner as to subject the organization to tax under IRC 4944, or (d) make any taxable expenditures as defined in IRC 4945 (d) or corresponding provisions of any subsequent Federal tax laws.

## **ARTICLE IV – MEMBERSHIP**

**Section 1.** There shall be three classes of membership: Active, Associate, and Honorary.

**Section 2.** All graduates and former students shall be eligible as active members upon the payment of the membership dues as determined by the Association. Active members in good standing shall be entitled to vote, to hold office, and to serve in the Association.

**Section 3.** All spouses of graduates and former students, and present/former staff members of the American School for the Deaf shall be eligible, as associate members upon the payment of the membership dues as determined by the Association. Associate members shall have all the privileges of membership in the Association, including serving on committees, except that no Associate member shall be eligible to vote or to hold any office in the Association.

**Section 4.** Honorary membership in this Association shall be bestowed only on descendants of Thomas H. Gallaudet, Laurent Clerc, the Superintendent/Executive Director of the School and his/her spouse, and such distinguished persons who have shown interest in and support for the American School for the Deaf.

**Section 5.** A Nominating Committee shall submit a list of nominees to the Core Circle for review. The final ballot of nominees shall be subsequently voted upon at the next Reunion. Honorary membership shall be confirmed by a two-thirds (2/3) majority vote. Honorary members shall have all the privileges of membership in the Association, including serving on committees, except that no honorary member shall be eligible to vote or to hold any office in the Association.

## **ARTICLE V– REUNION/HOMECOMING**

**Section 1.** The Association shall hold a Reunion/Homecoming every year in the fall. The purpose of each Reunion shall be determined by the Core Circle. Generally, the Reunion purpose will alternate between the transacting of election/business meetings and social events.

**Section 2.** The election of officers shall take place biannually.

**Section 3.** The business meeting agenda for such annual Reunion/Homecoming shall be as following:

- a) Odd-numbered years – Election/Reports from the Core Circle and Meta Circles (formerly committees).
- b) Even-numbered years – General Meeting

**Section 4.** If and when successfully implemented via online voting, secret balloting for election of Association officers will be conducted online and completed fifteen (15) days before the business/ election meeting during the Reunion/Homecoming whereby the results will be announced.

**Section 5.** In case of emergency, if the meeting cannot be held at ASD, it will be hosted via video conference.

## **ARTICLE VI – THE CORE CIRCLE (formerly THE EXECUTIVE BOARD)**

**Section 1.** The Core Circle shall consist of a President, a Director of Operations (formerly Vice President), a Director of Communications (formerly Recording Secretary and Executive Secretary), a Director of Finance (formerly Treasurer), a Director of Community Outreach, a Director of Public Relations, a Director of Archives, a Director of Hall of Fame, and a Director of Events.

**Section 2.** Between reunions, administrative power shall be vested in the Core Circle. The Core Circle shall have all the powers of the Association when the Association is not in regular session. It shall aim to carry out the expressed will of the Association as far as circumstances may render it wise and practicable. It shall have power to initiate and carry out policies tending to promote the welfare of the Association, provided; however, that such policies are not contrary to the previously expressed will of the Association. It shall have the power to appropriate or raise such money as may be necessary to give effect to these policies. It shall arrange for liability insurance coverage, including Directors and Officers, for the Association.

**Section 3.** The Core Circle shall turn over its successors all papers and documents, etc., which may belong to the Association. After the election of new officers, all former officers shall be required to mentor new officer(s) at the next day. Turning over all papers, documents, and paperwork from old to new officers are required to be

completed within 30 days after the election. For the Director of Finance, turning over all papers, documents, paperwork, and new bank signature cards/forms are required to be completed within 60 days.

**Section 4.** The President shall call at least three (3) meetings of the Core Circle per year at such place and time as he/she may designate. A meeting may be called at the request of any two members of the Core Circle.

**Section 5.** The Core Circle shall recommend the proposed amendments/changes in the Constitution and Bylaws at the Reunion/Homecoming meeting of the Association. Also, the Core Circle shall adopt appropriate operating policies/guidelines/standing rules such as Endowment Fund, Auditing, Hall of Fame – Achievement and Hall of Fame – Athletics.

**Section 6.** The Core Circle shall take the action on the recommendations of the Director of Finance.

## **ARTICLE VII – ELECTION OF OFFICERS**

**Section 1.** The following officers of this Association shall be elected by the members at a business meeting during Reunion/Homecoming: The President, the Director of Operations, the Director of Communications, the Director of Finance, the Director of Community Outreach, the Director of Public Relations, the Director of Archives, the Director of Hall of Fame, and the Director of Events.

**Section 2.** At least two officers shall reside in Connecticut.

**Section 3.** These Officers shall be elected by a majority vote (50% +1) at the Reunion. The Officers shall hold their offices for two (2) years of a term and up to three (3) terms, or until their successors are duly elected. All officers shall be voted through either by secret ballot or social media (on the ASDAA website). There will be no raised hand counts for election of officers.

**Section 4.** Any active member who has been in good standing with the Association for one year is eligible to hold any office. Up to three American School for the Deaf employees, family members, and/or relatives may serve on the Core Circle.

**Section 5.** The officers thus elected shall assume their respective offices after taking the oath following their election.

**Section 6.** All elected officers, before assuming their duties, shall take the following pledge:

“I promise to uphold the Constitution and By-laws of the American School for the Deaf Alumni Association and to promote its good name in the community. I do”.

For elected officers who are not present at the reunion/homecoming meeting or an event held after the election meeting can take their oath of office within a month after the election by submitting a short video of taking the oath or taking the oath during a Core Circle meeting.

## **ARTICLE VIII – DISSOLUTION**

**Section 1.** The Association may be dissolved by a two-thirds (2/3) majority vote of the members present and entitled to vote.

**Section 2.** In the event of dissolution, all the remaining assets and property of the organization shall, after payment of necessary expenses, thereof be distributed to such an organization as it shall qualify under section 501 (c) (3) of the Internal Revenue Code of 1986, in the following order of its existence:

1. American School for the Deaf, West Hartford, CT
2. Gallaudet University, Washington, DC

or corresponding to provisions of any subsequent Federal Tax Laws, or to the Federal government or State or local government for a public purpose, subject to the approval of a Justice of the Supreme Court of the State of Connecticut.

## **ARTICLE IX– AMENDMENTS**

**Section 1.** – The Constitution may be amended by a two-thirds (2/3) majority vote at a business meeting during the Reunion/Homecoming, a quorum being present, provided that such amendment be submitted in writing to the Director of Operations and the Director of Communications at least one (1) month before the Reunion/Homecoming. Such amendment shall be effective after the adjournment of the meeting when this amendment is approved.

### **Constitution**

Approved Amendments, October 5, 2024,  
Proposed Amendments, September 21, 2024  
Approved Amendments, February 27, 2021  
Proposed Amendments, August 20 and December 14, 2020.  
Approved, October 13, 2018  
Proposed Amendments, July 6, 2018  
Approved, October 5, 2017  
Technical Correction, September 25, 2017  
Approved, October 15, 2016  
Proposed Amendments, September 2016  
Established September 26, 1914  
Proposed, August 21, 1914

## **By-Laws**

### **ARTICLE I – DUTIES OF OFFICERS**

#### **Section 1. President**

**The President shall have the following duties:**

- a. To preside at all meetings of the Association and Core Circle.
- b. Be an ex-officio member of any Meta-Circle of the Association.
- c. To make a report at the Reunion covering the business of the Association during her/his term of office and shall make recommendations for the ensuing term in the report.
- d. To perform such duties as are assigned to her/his office.
- e. To appoint Parliamentarian, subject to the approval of the Core Circle.
  - 1) The Parliamentarian shall be familiar with the parliamentary meeting procedure.
  - 2) May be a member or nonmember of the Association who shall maintain neutral position in all meetings.
  - 3) Use Robert's Rules Of Order as reference; and
  - 4) As needed, he/she has an opportunity to receive orientation/training.
- f. To appoint all standing and ad hoc meta-circles of the Association, subject to the approval of the Core Circle.
- g. To appoint a Hall of Fame - Achievement Meta Circle and a Hall of Fame - Athletics Meta Circle, subject to the approval of the Core Circle.
- h. Automatically become a member of the ASD Board of Directors.

#### **Section 2. Director of Operations (formerly, Vice President)**

**The Director of Operations shall have the following duties:**

- a. To fill the office of the President in the absence of the President.
- b. To be responsible for the day-to-day minor decisions of the Association.
- c. To work with the President in matters pertaining to decisions that are brought to the Core Circle.
- d. To assist in keeping up the constitution and by-laws that may occur at reunions.
- e. To preside at the reunion concerning new amendments/revisions to the Constitution and By-laws.
- f. To chair a law committee that convenes from time to time pertaining to the proposed changes in the Constitution and Bylaws prior to the Reunion meeting.
- g. To assist the Director of Finance to collect fees and dues from the members and head membership drives to secure new members.

#### **Section 3. Director of Communications (formerly, Recording Secretary & Executive Secretary)**

**The Director of Communications shall have the following duties:**

- a. To record the minutes of all proceedings of the Association and Core Circle and keep such other records as may be required.
- b. To submit the official minutes within two (2) weeks after the Core Circle approves the minutes of the previous Board meeting.
- c. To post the meeting minutes for ASDAA members through social media.
- b. To attend to all correspondence of the association.

#### **Section 4. Director of Finance (formerly, Treasurer)**

**The Director of Finance shall have the following duties:**

- a. To receive and collect all initiation fees, dues, and all other monies belonging to the Association.
- b. To have charge of the funds, including Endowment Fund, belonging to the Association.
- c. To keep an accurate and careful account of all receipts and expenditures.
- d. To work closely with the Core Circle.
- e. To provide regular reports to Core Circle and alumni.
- f. To be responsible for seeing that required local, state, and Federal reports, including tax forms, are done in timely manner.

#### **Section 5. Director of Community Outreach**

**The Director of Community Outreach shall have the following duties:**

- a. To serve as a community liaison to the school and alumni chapters as partners.
- b. To manage fundraising efforts and supervise and work with a Fundraising Meta Circle.
- c. To assist the Director of Operations with membership drives to secure new members.
- d. To be a representative for ASDAA by attending meetings/functions of other organizations.

#### **Section 6. Director of Public Relations**

**The Director of Public Relations shall have the following duties:**

- a. To manage public relations such as alumni newsletter, publications, website, e-blast, and social media.
- b. To oversee Meta Circle work in the areas mentioned above in Section 6, a.
- c. To plan, develop and implement the organization's media relations strategies and communications.

#### **Section 7. Director of Archives**

**The Director of Archives shall have the following duties:**

- a. To collect the Alumni's ASD items to be placed in the Cogswell Heritage House (CHH).
- b. To achieve information through the E-blast, videos, booths, and ASDAA's website.
- c. To save documents digitally like Google Documents, Google Drive, Microsoft Word on the external drive (storage).
- d. To volunteer to work with the ASD staff at the Cogswell Heritage House.

#### **Section 8. Director of Hall of Fame**

**The Director of Hall of Fame shall have the following duties:**

- a. To serve on the Achievement and Athletic/Sports Hall of Fame Committee.
- b. To receive all nominations and review them with the committee.
- c. To have meetings at-site or online.
- d. To email a list of recommended Hall of Fame candidates to the Core committee (Board).
- e. To plan and organize a banquet for this event.
- f. To read and review the Guidelines of the Achievement and Athletics/Sports Hall of Fame with the Committee members yearly.

#### **Section 9. Director of Events**

**The Director of Events shall have the following duties:**

- a. To plan and organize the following major ASDAA events:
  1. an annual Basketball Evening event between the ASD Alumni and the ASD Varsity team.
  2. an annual ASD Seniors party.

3. an annual ASDAA Cookout.
  4. ASDAA Food Booth and ASDAA Exhibit Booth during the annual ASD Homecoming.
- b. Other major ASDAA events as approved by the Core Circle.
  - c. To count revenue raised with the Event Treasurer at the end of such major events.
  - d. To plan and organize an ASDAA Committee for each of various major ASDAA events.
  - e. As part of good planning, to request appropriate funding from the Core Circle in advance of the ASDAA events and to work with the Director of Finance on managing finances.

## **ARTICLE II – VACANCIES IN OFFICE**

**Section 1.** All resignations shall be made in writing to the President, except the resignation of the President. In case of the President's resignation, it shall be put in writing and addressed to the Director of Operations. The Director of Operations shall become President when the office of the President becomes vacant by resignation or otherwise. All vacancies between Reunions shall be filled by the Core Circle for the unexpired term. If any office in the Core Circle becomes vacant by resignation or otherwise, the remaining officer or officers, though less than a quorum, shall fill such vacancy for the balance of the term.

## **ARTICLE III – QUORUM**

**Section 1. QUORUM FOR THE ASSOCIATION MEETING.** Twenty-five **(25)** members in good standing shall constitute a quorum.

**Section 2. QUORUM FOR THE CORE CIRCLE MEETING.** A majority vote **(50% +1)** of the elected officers shall constitute a quorum of the Core Circle meetings.

**Section 3. MAJORITY VOTE.** With a quorum, a majority vote **(50% + 1)** of the members present and entitled to vote shall be required for any business/action by the Association and the Core Circle.

**Section 4. TWO-THIRDS (2/3) MAJORITY VOTE.** With a quorum, an affirmative vote of two-thirds **(2/3)** of the members present and entitled to vote shall be required for any business that requires two-thirds (2/3) majority vote; for example, an amendment to the Constitution requires a 2/3 majority vote.

## **ARTICLE IV – PUBLICATIONS**

**Section 1.** The Alumni Newsletter, Website, E-Blast, and social media shall be the publications of the Association. The ASD Alumni Newsletter/ASDAA Website shall be the official organs of the Association.

**Section 2.** Alterations (changes) to the Constitution and By-Laws shall be published in the ASD Alumni Newsletter/ASDAA Website following the adjournment of the Reunion.

## **ARTICLE V- PARTICIPATION**

### **Section 1. Participation in ASDAA Events, Programs, Meetings, and Activities**

ASDAA members, other alumni, friends, visitors, and guests may participate in ASDAA events, programs, meetings, activities on and/or off campus of the American School for the Deaf (ASD).



## **Section 2. Membership Dues**

To be considered a member in good standing and to participate in the ASDAA Reunion/Homecoming event and meeting and other ASDAA activities, membership dues shall be paid as determined by the Core Circle, subject to the approval of the Association members at the Reunion/Homecoming meeting.

## **Section 3. Membership Dues For Different Membership Classifications**

A. There shall be two types of membership dues:

- 1) **an annual membership fee** for a period starting with the initial Reunion/Homecoming event and expiring before the next Reunion/Homecoming meeting;
- 2) **a one-time lifetime membership fee** by a member who shall be considered in good standing for life without the need for future annual dues.

B. There shall be membership dues for the following classes of membership:

- 1) **Active Member: \$20 per year.**
- 2) **Associate Member: \$15 per year.**
- 3) **Active Senior Member: \$15 per year.**
- 4) **Associate Senior Member: \$10 per year.**
- 5) **Lifetime Active Member: \$200.**
- 6) **Lifetime Associate Member: \$100.**

## **Section 4. Expectation of Good and Responsible Behavior**

ASDAA events and activities reflect ASD, the Alumni Association, and the Deaf Community. Accordingly, individuals participating in ASDAA events and activities are expected to conduct themselves in an appropriate manner, demonstrating responsible and courteous behavior. Any individual who is not able to conduct himself/herself appropriately at any such events and activities may be requested or required to leave at the discretion of ASDAA officers.

## **Section 5. Good Standing**

ASDAA events and activities are open only to individuals who are in good standing with ASD and the Alumni Association. If ASD determines that an individual is not in good standing with the school, such an individual may not participate in ASDAA events, programs, meetings, and/or other activities wherever on or off campus of the American School for the Deaf. Individuals may be determined not to be in good standing for conduct that is illegal, counter to the mission and purpose of the school, or for behavior or conduct that substantially and negatively impacts ASD and/or the Alumni Association. Any individual who has been barred from campus by ASD is presumed not to be in good standing.

## **ARTICLE VI – AMENDMENTS**

### **Section 1. – AMENDMENTS.**

The By-Laws may be amended by a majority vote (50%+ 1) at a business meeting during the Reunion/Homecoming, a quorum being present, provided that such amendment be submitted in writing to the Director of Operations and the Director of Communications at least one (1) month before the Reunion/Homecoming. Such amendment shall be effective after the adjournment of the meeting when this amendment is approved.

### **By-Laws**

Approved Amendments, October 5, 2024,

Proposed Amendments, September 21, 2024

Approved Amendments, February 27, 2021

Proposed Amendments, August 20 and December 14, 2020