

Phoenix Association of the Deaf, Inc

Policy & Procedure Manual

Ratified by the members on November 13, 2010
Revision 002 by the members on March 12, 2011
Revision 003 by the members on November 12, 2011
Revision 004 by the members on November 12, 2012
Revision 005 by the members on May 11, 2013
Revision 006 by the members on September 10, 2016
Revision 007 by the members on January 14, 2017

Phoenix Association of the Deaf, Inc
Policy & Procedure Manual
November 12, 2012 - Revision 04

Article I - Housekeeping

- 1.1 This organization may also be known as PAD, or the Association as an abbreviation that substitutes the Phoenix Association of the Deaf, Incorporated.
- 1.2 The State of Arizona also has the authority over our By-Laws and PPM; hence we are subject to their new rules at any given time. PAD is required to send annual report to Arizona Corporation Commission every year. Send updated list of Officers, their addresses and date taking office. Send updated Balance Sheet financial report. Fill out the form printed from the website: www.azcc.gov
- 1.3 This PPM is designed as groundwork for Board of Directors and Members to follow for the general practice not found in PAD By-laws. Also, it is to compensate over-simplified By-Laws rules and assist us in running the meeting more smoothly through standard agreements.
- 1.4 Some of PPM writing may be abridged slightly from By-Laws, as long as we are not off from the basic concept due to higher order of law that we must subject ourselves to. This is to offset the cost incurred in filing with the State of Arizona if we have to change any part of the By-Laws.
- 1.5 These rules may be changed at the discretion of the Members, not Board of Directors.

Article II - Compliance

- 2.1 Although PAD is a publicly supported organization and is not a private foundation, the Association shall retain its objectives as priority over individual who does not comply with our goals.
- 2.2 This corporation is organized NOT FOR PROFIT and is in compliance with Section 501(c)(3) of the Internal Revenue Service Code of 1954.
- 2.3 That no part of the net earnings of the incorporation shall be used to the benefit of or be distributable to its members, board, officers, or other private persons, except that the incorporation shall be authorized to pay reasonable compensation and expenses for services rendered.
- 2.4 We intend to engage in any lawful act of activities for which the incorporation may be organized to increase our rights both in education and livelihood, and engage in charitable endeavors to enhance our needs and others.

Article III - Financial

- 3.1 Any purchases require Financial Committee's approval within the pre-approved proposed budget or the balance in the fund. The Financial Committee has the final decision to approve the purchase order forms submitted from the member of the Board of Directors or the Committee.
- 3.2 To get the reimbursement, a receipt is required to be submitted within thirty (30) days. If no receipts submitted, then there shall be no reimbursement.
- 3.3 Payments shall require one signature by the Treasurer with two back-up by President or Vice President with President's initial on the check to proceed. Treasurer, President, and Vice President shall fill in the bank's signature card.
- 3.4 The checkbook shall have the duplicate form.
- 3.5 Shall print "Void After 90 days" on the checks.
- 3.6 Treasurer shall submit an audited monthly report from minimum of two auditors approved by the members at its regular Meetings.
- 3.7 The Treasurer must make a note if there is any outstanding checks, any comments, or any discrepancy related to the financial record.
- 3.8 The auditors' duty is to match the receipts, duplicate checks, purchase order forms and balance sheet with the Bank Statements. The Financial Committee shall determine if the expenses are justified with final decision by the members.
- 3.9 The audit of the financial record must be done every month and complete within two weeks after receiving the Bank Statement.
- 3.10 Minimum of two Auditors' signatures is required to approve the financial record. If there is a tie, third auditor will be called to complete the auditing within 5 business days.
- 3.11 If an auditor disagrees with the auditing, s/he may write a letter of dispute or concern to the President. The President shall bring the attention to the Board of Directors.
- 3.12 There shall be a \$25 fee imposed to any party for any NSF (Non-Sufficient) checks plus bank fee. The member, who wrote NSF check, shall be suspended and cannot attend PDCC until the fee is paid. The non-member, who wrote NSF check, cannot attend PDCC until the fee is paid.
- 3.13 There shall be no debit card allowed for general use. Only debit card can be used with vendor companies and utilities. PAD shall not have any credit card.

3.14 Any organization or individual make a donation to PAD cannot ask for a refund.

Article IV - Membership

4.1 The General Membership may become an active member of PAD, upon payment of active membership dues, \$10 for 1 year from starting January 1st to ending December 31st in same year. The dues can be prorated at \$1 per month if one joins in between months of January and December.

4.2 The Gold Membership may become an active member of PAD, upon payment of active membership dues, \$100 for 12 years from starting January 1st to ending December 31st in 12 years.

4.3 PAD shall send the renewal membership notice in form of post card to the members sixty (60) days prior to the membership expiration. The member shall be responsible to notify the PAD any mailing address and email changes.

4.4 If a member does not renew the membership more than sixty (60) days of expiration date, the membership shall be considered as a new membership.

Article V - Organization Membership

5.1 The Non-Profit and Profit Organization may become an organization member of PAD for 1 year from month of January to month of December.

5.3 The standing rules for Organization Members using the building;

5.3.1 Organization members shall not be allowed to use the office, laptop, LCD projector, playing cards, chips and property of PAD.

5.3.2 PAD shall have highest priority to reserve the hall and conference room before the organization members to schedule and reserve the hall before the beginning of the calendar year.

5.3.3 During the election year; elected officers shall make the hall and conference room scheduling and reservation before the organization members meeting no later than December 31st.

5.4 The Organization Membership Guideline attach with the PPM may determined the use of PDCC with a schedule of fees and specific rules, Attachment A.

5.5 Privileges of organization members in good standing shall have the right to voice and one (1) vote in all meetings on the issue related.

5.6 Organization members shall send a representative with a letter to verify that s/he is represented.

Article VI - Special Interested Group (SIG)

- 6.1 The purpose of the Special Interested Group (SIG) is for a group of people who has same interested and common goal to promote their goals and events.
- 6.2 The Special Interested Group (SIG) may become an arm of PAD, upon approval of the Board of Directors and the members.
- 6.3 The Special Interested Group (SIG) may rescind at anytime, upon approval of the Board of Directors and the members.

Article VII - Board of Directors

- 7.1 PAD should be limited to nine (9) positions within the Board of Directors.
- 7.2 Any position of Board of Directors may fill in the vacancy unless it is only few months left to the upcoming election.
- 7.3 Minimum number of Board of Directors meetings at least five (5) times a year.
 - 7.3.1 In case of emergency Board of Directors shall call the meeting within 48 hours, the notice must be sent out by e-mail.
 - 7.3.2 Once the issue had been discussed at the Board of Directors meeting, the same issue cannot be repeated at next Board of Directors meeting until the issue has been brought up to the attention of the General meeting.
- 7.4 Board of Directors Member shall abstain when there is a conflict of interest.

Article VIII - Duties of Board of Directors

- 8.1 The board of directors shall consist of a Chairman, Vice Chairman, President, a Vice-President, a Secretary, a Treasurer, and three (3) boards who shall be elected by the members at the election meeting during month of November at even-number year.
- 8.2 The officers of the Phoenix Association of the Deaf shall be Deaf or Hard of Hearing, fluent in American Sign Language.
- 8.4 The candidate for the position of the Board of Directors shall have the background experience in the committee, officer, board, and/or overall leadership.

8.5 Duties of the President (2-year term):

The President shall:

- 8.5.1 Preside at all meetings of PAD and the Board of Directors, to see that the rules of PAD are enforced under the By-Laws and Policy and Procedure Manual (PPM); to cast the deciding vote where there is a tie except in the election of the officers; to appoint such committees as may be necessary for carrying out the business of PAD; and to perform the other duties usually assigned to this office.
- 8.5.2 In the event that any officers are absent or unable to perform duties, the President shall have the power to appoint member(s) to perform temporary official duties.
- 8.5.3 Make sure that all minutes are posted.
- 8.5.4 Make sure the annual report each year on or before the deadline is sent to Arizona Corporation Commission.

8.6 Duties of the Vice President (2-year term):

The Vice-President shall:

- 8.6.1 Assume the duties of the President in case of the President's absence or inability to serve and to perform such other duties as may be required.
- 8.6.2 Be responsible for oversight of all Standing and Ad-Hoc Committees.

8.7 Duties of the Secretary (2-year term):

The Secretary shall:

- 8.7.1 Keep a record of the proceedings of PAD Board of Directors Meetings and other meetings.
- 8.7.2 Keep a record of the e-motions thru the email proceedings of PAD Board of Directors and to ratify at the meetings.
- 8.7.3 Keep a complete list of the officers and board members with their home addresses for Arizona Corporation Commission and other agencies. The list shall show date of office taken.
- 8.7.4 Give ample notice to each member of upcoming meeting of PAD.
- 8.7.5 Maintain on the database of all members, addresses, and any.
- 8.7.6 Maintain all Organization Membership paperwork and other on basis need.

- 8.7.7 In the event the Vice President is absent, unable to perform, or is moved up to the position of the President, the Secretary shall take the duties of the Vice President temporarily.
- 8.7.8 In the event of both the President and Vice-President being absent or unable to perform duties, the Secretary shall take the duties of the President temporarily.
- 8.8 Duties of the Treasurer (2-year term):
- The Treasurer shall:
- 8.8.1 Receive all monies belonging to PAD, and to keep an accurate account, verified by claim forms, letters or vouchers, of all its receipts and expenditures.
- 8.8.2 The fund withdrawals or issue a check from any accounts over \$100 must be approved by the Financial Committee, before Treasurer can issue the payments exclude utilities.
- 8.8.3 The fund withdrawals or issue a check from the account must be approved by the President, before Treasurer can issue the payments for the utilities and office supplies only.
- 8.8.4 Submit an audited monthly report approved by minimum of two auditors selected by the members at its election meetings.
- 8.8.5 Submit a proposed annual Budget and Balance Sheet at the Board of Directors meeting.
- 8.8.6 Shall report itemize list of the PAD's expenses/income at every Board of Directors and general meeting.
- 8.8.7 In the event the Secretary is absent or unable to perform duties, the Treasurer may take the duties of the Secretary.
- 8.8.8 In the event both Vice-President and Secretary are absent or unable to perform duties or the Vice President and Secretary have assumed the next higher role of their positions, the Treasurer shall take the duties of the Vice President temporarily.
- 8.8.9 In the event of all three ranking officers are absent or unable to perform the duties, the treasurer shall take the duties of the President temporarily.
- 8.8.10 Receive any and all membership dues and inform the membership director or secretary of any necessary changes or additions.

- 8.8.11 Bill Pay on online banking is not allowed, Easy Payment (EFT) is allowed. Paper checkbook must be used with NCR copies intact. Treasurer's name and home address shall not be printed on checks, use PAD name and official address only. Treasurer cannot sign checks payable to treasurer.
- 8.8.12 All revenues and expenses shall be recorded with names, dates and description. All cash and checks shall be deposited in five business days with names, dates and description recorded.
- 8.9 Duties of the Board of Directors Members (2-year term):

The Board of Directors Members shall:
 - 8.9.1 Act as an expert in his/her field that helps PAD as a whole for certain needs as Board of Directors see fit.
 - 8.9.2 May be a committee liaison to at least one committee.
 - 8.9.3 Board of Directors Member shall accept on assigned task by the President.

Article IX - Standing and *Ad-Hoc* Committee

- 9.1 Committee members working during an assigned shift shall not be under the influence of alcohol or narcotic during the said meeting and event.

Section A - *Ad-Hoc* Committee

- 9.2.1 The Chair shall be appointed by the President and Board of Director Chair subject to the approval of the Board of Directors has been defined in the By-Laws of the PAD.
- 9.2.2 The committee shall be responsible for the special task defined by the Board of Directors or the members at the General meeting.
- 9.2.3 When the special task has been completed, the committee shall be dissolved.
- 9.2.4 The numbers of members on the committee shall be minimum of 3 members and maximum of 5 members.
- 9.2.5 The Chair shall appoint the members to the committee with approval of the Board of Directors.

- 9.2.6 The Ad-Hoc: Special Project-Grant Chair shall be screened and appointed by the Board of Directors with the members' approval. The Special Project-Grant Chair shall recommended committee members, treasurer, and auditors for the Board of Directors' approval.

Section B - Auditing Committee

- 9.3.1 The Committee consists of 3 auditors which are elected by the members has been defined in the By-Laws of the PAD.
- 9.3.2 The third year elected auditor shall be the Chair and the second year elected auditor shall be Vice-Chair.
- 9.3.3 The auditors shall match the receipts with the Bank Statements with Balance Sheet and report to the members at the General meeting with satisfaction or non-satisfaction. When there is a satisfaction, the auditors shall sign off the financial record.
- 9.3.4 If the auditors find the mismanaged in the financial record, the Chair of auditing committee or Vice-Chair shall report to the Board of Directors immediately regardless the receipts matched with the Bank Statement.

Section C - Building Committee

- 9.4.1 The Chair shall be appointed by the President and Board of Director Chair subject to the approval of the Board of Directors has been defined in the By-Laws of the PAD.
- 9.4.2 The committee shall maintain and manage the PDCC report to the Board of Directors.
- 9.4.3 The members shall submit or propose any changes to the committee for approval.
- 9.4.4 The numbers of members on the committee shall be minimum of 5 members and maximum of 9 members.
- 9.4.5 The committee shall have a separate bank account, the building fund.
- 9.4.6 The committee shall develop the budget and determine the expenses to keep up with the PDCC building and surrounding.
- 9.4.7 The committee shall hire the staff(s) to maintain the PDCC.

9.4.8 The meetings of the committee shall be a minimum of 4 times per year.

Section D - Law Committee

9.5.1 The Chair shall be appointed by the President and Board of Director Chair subject to the approval of the Board of Directors has been defined in the By-Laws of the PAD.

9.5.2 The committee shall be responsible for the well-kept of the PAD By-Laws and PPM (Policy & Procedure Manual).

9.5.3 The numbers of members on the committee shall be minimum of 3 members and maximum of 9 members.

9.5.4 The Chair shall appoint the members to the committee with approval of the Board of Directors.

9.5.5 The members shall submit the amendment to the By-Laws and/or PPM. After review by the committee, the committee shall submit the proposal to the members at the General meeting for a vote.

Section E - Election Committee

9.6.1 The Chair shall be appointed by the President and Board of Director Chair subject to the approval of the Board of Directors has been defined in the By-Laws of the PAD.

9.6.2 Election Chair receives a membership list in Good Standing from the Treasurer a day before meeting.

9.6.3 The committee shall be responsible for screen qualified candidates.

9.6.4 The numbers of members on the committee shall be minimum of 3 members and maximum of 5 members.

9.6.5 Committee shall be responsible:

- A. For Tally Count.
- B. Set up boundary line for the eligible members only.
- C. Non-Members will be seated behind the boundary line.
- D. Sign in membership sheet.
- E. Member shall receive a name tag or wrist band.

F. Gate to be closed before each vote to be counted.

G. Members must be tallied before each vote.

Section F - Financial Committee

9.7.1 The Chair shall be appointed by the President and Board of Director Chair subject to the approval of the Board of Directors has been defined in the By-Laws of the PAD.

9.7.2 The committee shall be responsible for the well-kept of the PAD Financial.

9.7.3 The numbers of members on the committee shall be minimum of 3 members and maximum of 5 members.

9.7.4 The Chair shall appoint the members to the committee with approval of the Board of Directors.

Section G - Arbitrary Committee

9.8.1 The Committee consists of three (3) arbitrators and three (3) alternatives which are elected by the members has been defined in the By-Laws of the PAD.

9.8.2 The third year elected arbitrator shall be chosen as the Chair by the committee.

9.8.3 The Chair must be neutral, initiates the arbitrary process after receiving a formal request from member(s). In the case the Chair is the one being on the case, the job of the Chair falls to the third-year alternative.

9.8.4 The arbitrary processing shall be:

A. The complaint(s) must submit formal request with documents to the Arbitrary Committee Chair within 30 days from day of the incident. The Chair shall give a copy of the formal request with documents to the accuser(s).

B. The Arbitrary Committee Chair is responsible to establish a schedule for the complaint(s) and accuser(s) to meet at same time.

C. At least 15 days prior to the on-site meeting, the local parties will jointly provide the Arbitrary Committee representatives with an agenda and all available relevant information.

- D. The Chair of the Arbitrary Committee has 90 days exclude months of June, July, and August to complete the processing the hearing.
 - E. The committee shall give resolution to both parties after hear the complainant(s) and the accused(s).
 - F. The complaint can appeal the decision to the Arbitrary Committee via letters to the Chairperson for further recommendation.
 - G. If either parties make an appeal, the committee shall re-convene and re-consider the case once.
 - H. Once the committee had met and completed their assignment, the report will be given to the members at the next general meeting.
 - I. The Chair will notify the finding of the Arbitrary Committee to the members at the next general meeting with recommendation.
- 9.8.5 The Chair shall preside over the meeting, keep peace, and break tie, if there is any. In the case the Chair is the one being on the case, the job of the moderator falls to the third-year alternative.
- 9.8.6 The committee makes a decision and submits the results in a seal to the President to be read at the general meeting. In case the President is the one being on the case, the job of accept the results in a seal falls to the Vice-President.
- 9.8.7 The filing party must first go through the chain of command. If the complainant(s) do not agree with the decision from the committee, the complainant(s) make formal request in written via e-mail message or a letter to the Board of Directors for the second appeal process.
- 9.8.8 Appropriate grounds for impeachment include failure to discharge the responsibilities of a post and/or conduct unbecoming of a board of directors member or member of the association.
- 9.8.9 In order to bring about the impeachment of a board of directors member or member of the association:
- A. Evidence shall be presented on both sides.
 - B. By secret ballot, each committee member present shall vote on whether to impeach or not impeach. For impeachment vote to take place a 2/3 of the committee members present must be represent.
 - C. Impeachment is a process, authorized by the By-Laws, to bring charges against certain **Board of Directors member(s)** for misconduct while in office. The Board of Directors member(s) shall be removed from office

on impeachment for and conviction of bribery, theft, misuses of facilities or other crimes and misdemeanors regard to PAD.

- D. Impeachment is a process, authorized by the By-Laws, to bring charges against certain **member(s)** for misconduct while in office. The member(s) shall be removed from membership on impeachment for, and conviction of bribery, theft, misuses of facilities or other crimes and misdemeanors.

Article X - Event Committee

- 10.1 The event committee chair shall be appointed by the President and Board of Director Chair subject to the approval of the Board of Directors, or Members.
- 10.2 The event committee chair shall appoint the volunteers to the committee. Only the chair must be the PAD member in good standing. The committee members may either members or non-members.
- 10.3 The event committee shall develop a budget for the event. The budget of the event shall be determined at the discretion of the Treasurer with approval of the Board of Directors.
- 10.4 If the event committee need monies for the startup the event, the financial committee may make the determined based on the committee's request and budget.
- 10.5 After the event, the event committee is required to fill out or create a financial report. The minimum of three (3) event committee members are required to verify the receipts and monies from the event with signatures.
- 10.6 The event financial form is required to be completed within 5 days.
- 10.7 The monies tally is required to be completed at the end of event and signed with minimum of three (3) event committee members. The monies shall hand over to the PAD officer who is on the duty at the event and sign on tally to receive the monies.
- 10.8 No nepotism is allowed to work on the financial report and sign the monies tally.
- 10.9 No event committee member shall purchase the items for their personal use combined with the items for the event on a single receipt.
- 10.10 The event committee shall determine which fund the fundraiser monies will proceed to. If the fundraiser monies will go to fund other than the General Fund, 25% of the fundraiser is required to go to the General Fund.
- 10.11 Proceed to which fund shall be published on the advertisement.

- 10.12 Event committee members working during an assigned shift, the event chair, appointed officer, and any co-event chair shall not be under the influence of alcohol or narcotic during said event.
- 10.13 When any participant at the event causes some problem, the chairperson shall fill out an incident report and turns in the report to the Board of Directors. The Board of Directors shall consider and makes the decision.

Article XI - Athletic Program

- 11.1 The requirements for the Athletics to participate in the PAD athletic sports.
 - 11.1.1 The Athletics shall pay the PAD membership dues.
 - 11.1.2 The Athletics of a team or individual team shall host the fundraiser events.
 - 11.1.3 The Athletics shall attend the general meetings.

Article XII - Meetings

- 12.1 Parliamentarian and Monitor
 - 12.1.1 The President shall appoint the Parliamentarian. The Parliamentarian shall have the experience and long years of running the meeting and an organization. Certificated Parliamentarian preferred.
 - 12.1.2 The President shall appoint the member, who shall act as Sergeant and Timer to assist the flow of the meeting.
 - 12.1.3 The President shall appoint the member, who shall act as Member Advocator to assist the motion writing and explain the parliamentarian process.
- 12.2 The President shall create the final agenda for each meeting.
- 12.3 All individuals attending the general meeting shall be required to wear badges or wrist bands so as to be admitted to the business meeting.
- 12.4 The minutes of all meetings and association meetings shall be published in the newsletter if feasible and in the website.
- 12.5 The handwriting of the minutes and the motions shall be kept in the record for three (3) years.
- 12.6 The minutes of all minutes of all meetings shall not be reported verbatim. Instead;
 - 12.6.1 Public notice of minutes shall be posted on the PAD website and copies shall be posted in a conspicuous place at PDCC at least two weeks prior to the meeting in which minutes are to be approved.

- 12.6.2 And minutes shall be shown on the screen by using projector during the meeting in which minutes are to be approved.
- 12.6.3 Except in the situation where projector cannot be used due to electric failure or no electric available.
- 12.7 Any meeting shall be held at PDCC (Phoenix Deaf Community Center), not at the member's residence. In case of PDCC closed due to any reasons, the meeting shall be held at any public places, not the member's residence.
- 12.8 The new motions in writing shall be hand in to the Secretary before the New Business of the meeting begins. The motions shall not be accept during the new business.
- 12.9 The debate at the meeting shall be limited to three (3) pros, three (3) cons, and three(3) point of information, and ten (10) minutes time-limit per motion.
- 12.10 The motion shall include which funds will be used regard the motion.

Article XIII - Election

- 13.1 It is strongly recommended that the Election committee chairperson does not plan to run for any position of the Board of Directors. S/he shall remain neutral and shall lead the election procedure at the election meeting.
- 13.2 Any eligible members in good standing may nominate themselves or anyone who are current members of the PAD. The nomination is strongly recommended to be presented to the committee at least one month before the start of the elections. If there is lack of qualified candidates, they may submit during the election meeting.
- 13.3 The election committee shall conduct the nominating procedure before the election meeting.
- 13.4 The election committee shall review the nominees to ensure their current standing as a member. The committee shall inform ask those nominees if they are interested in running for their official position. Unless the information is unavailable, the announcement of the nomination shall be published in the newsletter and/or website prior to the election.
- 13.5 Voting shall be done by secret ballot, unless otherwise agreed to by the Board of Directors. Active members shall not vote more than once during the election. Active members may vote for themselves. The nominating ballots shall begin on the first business of the meeting, lasting until the election hour.
- 13.6 Vote Recounts/Grievance; in the event of a tying vote, close decisions or the appearance of impropriety during the election, the nominees shall have the right to have a vote recount.

13.7 In the event of a tie, the nominees shall give a brief presentation no more than five minutes each to the members as to why they want the position. Then the ballots shall be cast and counted immediately.

Article XIV - Quorum

14.1 The quorum has been defined in the By-Laws of the PAD.

Article XV - Policy

Section A - House Rules

15.1 The House Rule Policy shall be posted at the PDCC (Phoenix Deaf Community Center);

- No Glass Allowed!
- You shall be **RESPONSIBLE** for your action(s) and consequence(s) on and outside of PDCC and/or at PAD's event.
- Weapons, drugs, and fighting are **PROHIBITED** on PDCC property.
- We operated by Federal, State, and City Laws by required.
- Parents are **RESPONSIBLE** for their children's action(s) and supervision.
- Smoke in the designated smoking area only.

15.2 As per the House Rule Policy;

- Participants will refrain from smoking, using illegal drugs or excess consuming alcohol on the premise. Persons who are inebriate will be asked to leave immediately.
- Persons doing physical damage to the building, furnishing or property will stop immediately and be held financially responsible for any damages.
- Abusive language, flagrant profanity and disruptive behavior are not allowed.
- No weapons, violence or threats to personal safety will be tolerated.

Section B - Behavioral and Conduct

15.3 Behavioral and Conduct Policy shall be available at all time when requested;

- No Yelling: Talk with a normal voice/sign, not in anger tone. Be calm and process thinking appropriately.

- No Physical Contacts: No pushing, no confrontations in any threatening forms.
- No Verbal Abuses: No swearing, no personal vendettas, no verbal harassments, or threatening in any form.
- No Disruptive Behaviors: Coming to the Center should be considered a peaceful and a safe environment for all members. No meetings or social events should be misaligned or disarrayed by a person or persons who would cause discomforts for members internally or externally.
- No Harassments In any Form: No verbal mental, emotion, physical or sexual harassments will be permitted.
- No Controlling of Members, Policy, or Rules in an Abusive Form: There must be a general consensus among all members to abide by the rules and policies. No one person shall refuse or disobey whatever request is made by members.
- No Pressure In any Form: Persons should be capable of independent decision-making.

Section C - Cultural Diversity

- 15.4 All of people at the Phoenix Association of the Deaf shall accept and respect all Deaf and Hard of Hearing Adults from all cultures, races, ethnic backgrounds, genders, sexual orientations, and faiths or religions in a manner that recognizes, affirms and values the worth of individuals, families, tribes and communities and protects and preserves the dignity of each.
- 15.5 This organization shall strive to provide services and activities that are culturally appropriate to the target population, which is Deaf, hard of Hearing and Hearing population. All Deaf, hard of hearing and hearing people shall have opportunity to communicate in a language that they feel comfortable with and their nature of Deafness, if applicable, is respected and valued. They shall have ready access to services and programs considering the language and culture of the target population. They shall not be harassed, discriminated against or ridiculed in any way that may be misconstrued as a negative behavior.
- 15.6 To accomplish this mission, each member and guest of this organization shall communicate to be understood and can understand what others are communicating with him or her. His or her social, ethnical, personal and educational background shall be respected and shall be put in consideration to make his or her participation in this organization a successful one, to his or her best ability.

Section D - Hall / Conference Room Rental

- 15.7 Hall shall rent to the public and the charge based on the guideline, Attachment A.

15.8 Conference Room shall rent to the public and charge based on the guideline, Attachment A.

Section E - Sponsoring

15.9 We shall not favor any sponsoring agency or group over others. It shall be remaining neutral and has no favoritism. All agencies/groups shall be given equal consideration

Section F - Statutory Agent

15.10 The new president shall notify Arizona Corporation Commission that he or she is to be a statutory agent of the PAD as soon as possible.

Section G - Games

15.11 We shall have all kind of games offered and follow the city, state, and federal gambling laws.

Article XVI - Amendments

16.1 Any proposed amendment to the PPM (Policy & Procedure Manual) from the Law Committee shall be effective at end of the general meeting.

16.2 Any proposed amendment to the PPM (Policy & Procedure Manual) from the Law Committee shall be amended by a 60% aye vote of the members present at the general meeting.

Article XVII - Authority, Code of Conduct

17.1 Unless specified in the Policy and Procedures Manual (PPM), the current Robert's Rules of Order shall be the parliamentary authority governing the deliberations of this organization.

17.2 All Board of Directors shall abide by all rules established by the By-Laws and PPM.

17.3 Violations of By-Laws and PPM shall be reported to Law Committee or Vice-President.

17.4 Any members in good standing shall have the right to impeach any officers who have violated the By-Laws and PPM.

17.5 Resignation in writing, or by email as an attachment with signature, shall be submitted to the President and Board of Directors.

17.6 In the event should the President resign from PAD, s/he shall submit the resignation letter to the Board of Directors.

17.7 Once the resignation letter has been submitted, s/he has 72 hours (3 days) to withdraw the resignation letter. Otherwise the resignation letter will go into effective immediately.

17.8 Once the resignation letter has been withdrawal for first time and s/he submit a resignation letter second time in same term. The second resignation letter will go into effective immediately.

Article XVIII - Dissolution

18.1 The dissolution has been defined in the By-Laws of the PAD.

THIS IS TO CERIFY THAT THE POLICY AND PROCEDURES MANUAL OF THE
PHOENIX ASSOCIATION OF THE DEAF, INC RATIFIED BY MEMBERS:
NOVEMBER 13, 2010

THIS IS TO CERIFY THAT THE POLICY AND PROCEDURES MANUAL OF THE
PHOENIX ASSOCIATION OF THE DEAF, INC REVISED BY MEMBERS:
NOVEMBER 13, 2010 - REVISION 001
MARCH 12, 2011 - REVISION 002
NOVEMBER 12, 2011 - REVISION 003
NOVEMBER 17, 2012 - REVISION 004
MAY 11, 2013 - REVISION 005
SEPTEMBER 10, 2016 - REVISION 006
JANUARY 14, 2017 - REVISION 007

ATTACHMENT A:

Phoenix Association of the Deaf, Inc

**Organization/Affiliate Membership
Policy and Procedure Manual/Guideline**

ATTACHMENT A: continue...

The Affiliate Organization is now called Organization Membership. The organization membership is for, of, and by the deaf, both non-profit and profit, excluding big corporation.

The Organization Membership Benefits are as follows:

- ❖ Discounted Rental Rate
- ❖ PAD website Link to your website
- ❖ Events Announcement: PAD Email Tree and list on PAD Website
- ❖ Liability Insurance
- ❖ Annual Membership Fee
- ❖ Vote on organization motion at general meeting (1 Representative)
- ❖ Volunteer at CenterPlate/Rojo Program

Mona Kitson Hall Rental

- ❖ Up to 10 hours including set up and cleaning
- ❖ Utilities
- ❖ Kitchen Usage
- ❖ Barbeque Grill
- ❖ 2 Reservations per quarter* (submit request of 2 dates a month before each quarter and pay upon approval)
- ❖ May request more dates when they are available
- ❖ Cancellation Notice: two weeks or more in advance will refund the rental fee. If the notice is less than two weeks, the rental fee will be forfeited.

*1st Quarter: January-March, 2nd Quarter: April-June, 3rd Quarter: July-September, and 4th Quarter: October-December.

Conference Room Rental

- ❖ Up to 4 hours
- ❖ Limit to 20 people
- ❖ For small workshop/training or meeting

Special Interest Group (SIG)

- ❖ PAD Member
- ❖ \$2 fee to join SIG and monies belong to its SIG
- ❖ SIG shall follow PAD By-Laws and PPM
- ❖ SIG shall have a chairperson and up to 4 committee members
- ❖ SIG shall report to Board of Directors
- ❖ SIG shall maintain financial report and turn monies to PAD Treasurer

Rental Fee Schedule

Organization Membership

Annual Membership	\$50
Deposit per day	\$100
Mona Kitson Hall per 10 hours	\$75
Conference Room per 4 hours	\$50
Overtime Hour	\$50

PAD Members

Deposit per day	\$100
Mona Kitson Hall per 10 hours	\$75
Conference Room per 4 hours	\$25
Overtime Hour	\$50

Big Corporation and Renters

Note: 1. Renters are required to show proof of Liability Insurance
2. Required to have PAD staff on premise and staff will be paid \$100

Deposit per day	\$150
Mona Kitson Hall per 10 hours	\$450
Conference Room per 4 hours	\$75
Overtime Hour	\$50

- ★ **The deposit will be returned after PAD staff inspects and approves the condition of rental agreement.**

Renter's Guideline

- ❖ Return tables/chairs to original setting
- ❖ Cleaning up, put in trash bags, replace with clean trash bags in trash cans, then place dirty trash bags in trash bin outside
- ❖ Washing and drying dishes and return to cabinets
- ❖ Cleaning up bathroom
- ❖ Sweep and washing the floor when food or liquid spills or broke glass on the floor
- ❖ Picking up and cleaning up outside around the premise and parking lot
- ❖ Report any damage/broken furniture or things such as bowl, glass, or drawer