



LAFAYETTE ATHLETIC ASSOCIATION OF THE DEAF

Rules & Regulations

LAAD's Official Logo

The logo above shall be LAAD's Official Logo.

Mascot and Colors

The mascot of the LAAD shall be the Crawfish as shown in the logo with a map of the State of Louisiana (green) with the Acadian Flag inside, and a red Crawfish floating above. The official colors of the LAAD are yellow, red, white, and black.

Membership Dues

- The bona-fide member is in good standing from September 1 to August 31. The dues are \$60.00 annually, and youth membership is \$20.00 annually with no vote.
- Regular membership dues are \$60.00 annually.
 - *H.S. graduates may receive one free full membership.*

Board of Directors Roster

LAAD officers shall be photographed biennially and posted in the designated area with other documents, licenses, and other information related to the facilities.

General Meetings of the Membership

Meetings shall be held on the third Sunday of every month with exception of June, July, and December.

Visitor(s): A visitor may attend the initial meeting at no charge. Visitors will be charged \$5.00 per meeting after the initial visit, excluding holiday events.

Social Events:

- **Members' Admission Policy (unless otherwise specified):**
 - Members: FREE

- **Non-members Admission Policy:**
 - Regular (13 yrs. and up): \$5.00
 - Child (6 to 12 years of age): \$3.00
 - Under 6 yrs. Of age: FREE
- **Food & Beverages Prices:**
 - The Operations Manager will maintain an accessible record of prices.
 - Price subject to change by Operations Manager with members' approval.
- **Booth Rental on LAAD's property**
 - \$ 25.00 for Individuals (Non-organizational and Non-corporate vendors)
 - \$50.00 for Organizational vendors.
 - \$100.00 for Corporate vendors. (i.e.; Sorenson)

Clubhouse Rental:

- \$850.00 for 8 hours, or extended rental for \$1,500.00 (Friday 6pm to Sunday 11 am), or meeting package at \$500.00 for 4 hours on any day of the week, with a \$500.00 security deposit. \$100/hour for extra time beyond agreement.
 - ***Members Rate:** \$450.00 with \$250.00 security deposit with no set, but reasonable, timeframe.*

Pavilion Rental:

- \$500.00 for 8 hours, or \$750.00 for extended rental with \$250.00 Security deposit. \$100/hour for extra time beyond agreement. *This rental package includes the use of the Kitchen and Restrooms.
 - ***Members Rate:** \$100.00, \$250.00 if the event is a fundraiser; with \$100.00 security deposit with no set, but reasonable, timeframe.*

Security Deposit Policy for Rentals:

- The security deposit shall be refunded within 2 weeks after rental.
- If damages occurred during rental, cost will be deducted from Security deposit before it is refunded.
- If there are any damages beyond \$500.00, the renter will be liable and billed accordingly after an assessment within 2 weeks.

Cleaning Policy for Rentals:

- A clean mop and bucket should always be readily available for the renter if there is a spill.
- The kitchen should be left in a clean manner with all used cutlery/utensils cleaned.
- All dirty trash bins shall be taken out and a new bag shall be put in then all dirty trash bags shall be placed in the dumpster at the end of the rental.
- A cleaning fee of \$150.00 shall be deducted from the Security deposit if renters do not clean up after themselves.

Cancellation Policy for Rentals:

- If the event is canceled for any reason at least two (2) weeks in advance, LAAD will keep \$250.00 of the security deposit.
- If an event is canceled with less than two (2) weeks' notice, the full security deposit is non-refundable.

General Rules for Use of LAAD's facilities

- Any organization, non-members, and/or members are not allowed to use any kind of equipment for personal use.
- Other organizations cannot use the Board's Conference Room when the issue is related to their own needs.
- Any other organizations that are not related to LAAD should pay the full deposit and rental as same as the policy shown below.

***NOTE:** Any member of LAAD with a membership with another organization will be charged the member rate on rentals.*

Access to LAAD's facilities including Security Systems, Cameras, and Gate

The following persons shall have authorized and unlimited access to the LAAD's facilities, alarm system, security cameras, and gate:

- **President**
- **Treasurer**
- **Secretary**
- **Operations Manager**
- **Cajun Camp Director**

Access to Funds

Only the Treasurer and the Operations Manager shall possess LAAD's debit card for purchases and be allowed access to Cash On Hand.

Staff

Operations Manager

1. The Operations Manager is appointed by the President of the Board with the approval of the membership. He/she shall report to the LAAD President at all times.
2. The Operations Manager shall be a paid employee of the LAAD, subject to all conditions of employment (including disciplinary rules) as may be imposed on other LAAD employees and therefore, cannot serve on the Executive Board at the same time.

3. The Operations Manager shall be authorized to rent LAAD's facilities to members or outside parties and is responsible for the maintenance and upkeep.
4. The Operations Manager shall be responsible for recording all financial transactions and maintaining accurate financial records of the LAAD's General Fund Account related to Business Operations. Submit all receipts to the Treasurer for auditing purposes.
5. The Operations Manager shall have the authority to make purchases up to **\$500.00** per month for Clubhouse purposes without Board's approval and shall be authorized to sign any checks for the General Fund for business-related expenses. Any expense more than \$500.00 shall require approval from the Board of Directors. Any **new** expense shall require approval from the membership.
6. The Operations Manager shall have the authority to supervise, hire, and fire persons who work at the LAAD, including but not limited to the determination of pay for work performed.
7. The Operations Manager shall interview and retain personnel for positions previously approved by the Board of Directors. The Operations Manager shall be responsible to be present during any kind of events, repairs, or emergencies that occur at LAAD.

The Operations Manager's other general duties include:

- *Being the point of contact and/or the authorized person, if required other than being listed as "LAAD", of all business-related accounts, utilities, and such.*
- *Handle LAAD's official mail and email correspondence.*
- *Pay all utilities, insurance premiums, licenses, and fees associated with Business Operations.*
- *Maintain a secure Master Folder in LAAD's Google Drive with all information with log-in information, payment amounts, due dates, frequency of payments, etc.*

But not limited to the following which may be delegated:

- *Maintain LAAD's office and cleaning supplies inventory.*
- *Maintain correspondence (emails and calls) related to LAAD's business operations.*
- *Run errands on behalf of LAAD's Business Operations needs.*

Cajun Camp Director

Cajun Camp will take place every summer during an agreed-upon calendar date by the Board and the Cajun Camp Director. The Director is a paid position and the budget for the camp will be determined by registration fees collected.

The Director's duties include:

- Hiring and Interviewing staff.

- Budgeting camp monies.
- Planning activities for camp days.
- Communicating effectively and timely with the Board President and Treasurer regarding all camp functions and funds.
- Communicating with stakeholders as appropriate.
- Maintaining the building during the days of camp.
- Maintain accurate records of camp information *(All formal camp-related documentation will be shared with the LAAD President via Google Drive folder for accountability and shared collaboration)*

Financial Compensation*

Membership shall be required to earn pay, and all paid positions are contractors (1099).

- Operations Manager: Salary shall be determined by the Board of Directors
- Cleaning/Housekeeping:
 - The range between \$50.00 to 150.00 Flat Rate after EACH rental event. (Operations Manager shall determine pay)
 - \$50.00 Flat Rate for regular cleaning
- Lawn Maintenance:
 - \$25.00/hour for pruning, edging, weedeating, and blowing. *(If two workers, no more than 2 hours each for each job)*
 - Mowing is **not** compensated. *(No more than 1.5 hours for each complete mow.)*
- Tactile Interpreter:
 - \$15.00/hour *(Upon request.)*
- **Cajun Camp**
 - Camp Director: \$1,000.00/each camp
 - Camp Staff: \$100.00/day

**Volunteering is always encouraged.*

Public Relations/Publisher

- The Public Relations/Publisher shall be appointed by the President with approval by the membership and shall be responsible to promote, advertise, and design LAAD flyers for events.
- The Public Relations/Publisher shall be responsible to distribute information about any events via email and/or on social media. maintain updated records of subscribers.
- The Public Relations/Publisher shall maintain updated records of subscribers.

Event Chair:

- The Event Chair shall plan social events and activities for the LAAD. He/she shall turn over all financial receipts to the Treasurer, Operations Manager, or Head Auditor at the conclusion of such social events/activities.

The Event Chair shall be responsible for counting the money and shall not be allowed to take the money away from LAAD property. He/she shall be responsible to leave the facilities in order.

Contribution in Memory of the Deceased (Recognition)

Member Death

Upon the death of a member, the LAAD membership shall send a contribution to the deceased's family based on the number of years of membership as follows:

- | | |
|---|---|
| ● 30 years+: \$250.00 | Served as a Board member: \$400.00 |
| ● 20 years to 29 years: \$150.00 | Served as a Board member: \$250.00 |
| ● 10 to 19 years: \$100.00 | Served as a Board member: \$150.00 |
| ● 1 to 9 years: \$50.00 | Served as a Board member: \$75.00 |

NOTE: Upon the death of a member's biological, step, foster parents, or guardian, or upon the death of a member's biological, step, or foster children, the membership may send a donation of up to \$50.00 to the family of the deceased, or towards a Deaf-centric nonprofit the family wishes.

Contributions from Individuals, Businesses, and Organizations

- *The Treasurer shall be responsible to keep a record of all contributions and produce receipts.*
- *Archivists shall be responsible to record such events on applicable plaques and such.*
- *The Secretary shall be responsible to respond to every contribution with an official letter of gratitude on behalf of the Board and include a receipt provided by the Treasurer for tax-deductible purposes.*

Donors shall be recognized appropriately as follows:

- \$1,000 or more - Gold Patrons
 - *Individual contributions shall be given a lifetime membership and their name engraved onto LAAD's plaque recognizing lifetime members.*
- \$500 - \$999.99 - Silver Patrons
- \$100 - \$499.99 - Bronze Patrons

Annual Anniversary

The LAAD shall celebrate its anniversary every **fifth** year managed by the Board of Directors. Officers shall be responsible for making arrangements for the anniversary celebration/picnic event, food, beverages, awards, and all other logistics.

Thanksgiving/Christmas Rules

- General Fund buys cookies and candies for kids during Christmas Party
- General Fund gives away \$100.00 for prizes on 2 adults (1 woman/1 man) and 2 kids (1 girl/1 boy with \$25.00 each)
- Covered Dishes: if a person did not bring a cover dish, it shall be \$10.00 per person during Thanksgiving dinner and Christmas Party.

Picnic Rules during May & June Events

- Parade Prizes are limited to \$700.00 unless otherwise specified by the membership
- Add \$100.00 extra from General Fund for blackout on Bingo

Emergency Situation

Due to weather not permitting, member/family death, or special events, the President shall have the authority to cancel or postpone a meeting. The Public Relations then shall inform all members and non-members.

Use of Office Equipment

Use of the copy machine that is not related to LAAD shall be charged 50 cents per black/white and \$1.00 per color on an 8x11 page \$1.00 per black and white and \$2.00 per color on an 11x17 page and a lamination charge is \$3.00 per piece for 8x10 and Fax 50 cents per page. The lamination charge is \$1.00 per piece for business card/driver's license size. Committee/Senior Citizens will be charged 20 cents for black and white per page and 20 cents for color per page and provide their own papers.

Potto

- \$500.00 goes to the winner with the exact number, the closest number wins \$25.00
- During Annual Picnic, if LAAD has over \$500.00, unlucky will be \$100.00.

Archives

- Those who are appointed to Archive the LAAD's History will keep Members' Records, Death Memoir, honorary and anniversary years of memberships- all records, officers' years, and more important information to be filed in the records.
- Archives are to ensure that records be kept for members in good standing, anyone who has been a member for at least 5 years and any deceased members pictures are included in the LAAD photo album.
- Awards will only be presented to those who have been a member for 5 years or more.

Zero Tolerance Policy

Zero Tolerance Policy for Harassment, Discrimination, and Retaliation.

It is the policy of LAAD to maintain a model workplace free from harassment and other forms of discrimination based on race, color, religion, sex, national origin, age, disability, and sexual orientation. Accordingly, LAAD has zero tolerance for harassment or any other form of unlawful discrimination. In addition, LAAD will not tolerate retaliation against any employee for reporting matters under this policy or procedure, or for assisting in any inquiry about such a report.

Definition of Unlawful Harassment.

Unlawful harassment includes unwelcome intimidation, ridicule, insult, comments, or physical conduct based on race, color, religion, sex (whether or not of a sexual nature), national origin, age, disability, sexual orientation, or retaliation where:

- *an employee's acceptance or rejection of such conduct explicitly or implicitly forms the basis for an employment decision affecting the employee; or*
- *the conduct is sufficiently severe or pervasive as to alter the terms, conditions, or privileges of the employee's employment, or otherwise create an abusive work environment.*

This type of harassment typically does not involve discrete personnel actions such as denial of promotion.

Conduct Covered By this Order. The conduct covered by this Order is broader than the legal definition of unlawful harassment listed above. It includes hostile or abusive conduct based on race, color, religion, sex (whether or not of a sexual nature), national origin, age, disability, sexual orientation, or retaliation, even if the conduct has not risen to the level of illegality. This is because the goal of this order is to avoid – or, at least, limit – harm to any employee subjected to unwelcome hostile or abusive conduct based on a protected characteristic by ensuring that appropriate officials are notified of – and have the opportunity to promptly correct – such conduct before it becomes so severe or pervasive as to violate the law, or as soon as possible thereafter.

Revisions to LAAD's Rules & Regulations

Any such amendments to these Rules & Regulations as noted above require approval by the membership and shall be effective immediately.

Rev. 5/21/2023

Revisions to LAAD's Bylaws

Amendments to LAAD's Bylaws shall be limited to every 6 years.

(See below for Committees to be incorporated into LAAD Bylaws in August of 2025.)

Section 1. Ways and Means

The Ways and Means Committee shall consist of the Treasurer as Chairperson, Liaison Officer, one or more Board Member(s), and one or more Association Member(s) elected by the members. The committee's duties shall include but are not limited to, developing and/or reviewing the annual budget, assisting any Event Coordinator and Liaison Officer in developing the budget prior to the scheduled event, submitting any budget from event and/or athletic request to the General Membership for approval, and assist Treasurer to review financial assets and make recommendations or proposals. The Chairperson shall report any injuries or damaged equipment to the Board immediately.

Section 2. Investments Committee

The investment committee shall consist of the Treasurer as chairperson, one board member, one or more auditors, and one or more association member(s). They shall be appointed in any General Meeting, except only the President can appoint one or more association member(s) to fill in, with the majority approval of the Board Members in a Board Meeting. All reports shall be reviewed during the investment committee meeting at least two times per year. All relevant data, including the plan advisor's report, shall be provided, along with an agenda, to committee members before the meeting. The Treasurer shall be the point of contact for our association's investment advisor.