

## **DEAF PROFESSIONAL GROUP BY-LAWS**

### **Article I: Name**

The name of this group shall be the Deaf Professional Group, hereafter referred to as DPG.

### **Article II: Purpose**

- A. To represent the collective and diverse voices of deaf and hard-of-hearing employees at RIT.
- B. To advocate for the rights of all deaf and hard-of-hearing employees in formal and informal contexts of the RIT community.

### **Article III: Goals**

- A. To foster mentorship, networking and professional development opportunities for deaf professionals.
- B. To assist the RIT community in promoting an optimal and healthy environment in which diversity and pluralism is valued, encouraged and supported.
- C. To provide a forum for deaf professionals to discuss issues related to their roles as professionals and employees in the RIT working environment.
- D. To serve as an advocacy group for deaf professionals at RIT.

### **Article IV: Membership**

DPG recognizes all deaf and hard-of-hearing individuals employed at RIT as members of DPG. This does not extend to student employees who are employed through RIT's Student Employment office.

### **Article V: Officers**

#### *Section I.* Executive Board

DPG shall have an Executive Board, consisting of the following:

- A. Chair
- B. Vice-Chair
- C. Director of Communications
- D. Director of Events
- E. At-Large Member

#### *Section II.* Duties and Responsibilities of Executive Board Officers

- A. Chair
  - i. Serves as Chair for DPG meetings.

- ii. Serves as Chair of the Executive Board.
  - iii. Represents DPG to the community.
- B. Vice-Chair
- i. If the Chair resigns, is removed, or is otherwise unable to perform the duties listed above, the Vice-Chair will become Chair, and the Executive Board will select a new Vice-Chair.
  - ii. Works with Director of Communications to handle nominations and elections of Executive Board officers.
  - iii. Oversees standing and ad-hoc committees.
  - iv. Assists the Chair as needed.
- C. Director of Communications
- i. Records minutes of DPG Executive Board and general meetings.
  - ii. Ensures that information is shared with the membership.
  - iii. Works with Director of Events to promote DPG-sponsored events.
  - iv. Works with Vice-Chair to handle nominations and elections of Executive Board officers.
  - v. Selects and works with the DPG webmaster.
- D. Director of Events
- i. Schedules and coordinates DPG events .
  - ii. Provides at least one social event per quarter (excluding summer).
  - iii. Recruits and coordinates volunteers for events as needed.
  - iv. Works with Director of Communications to promote DPG activities.
- E. Member At-Large
- i. Represents deaf and hard-of-hearing employees in DPG Executive Board and general meetings.
  - ii. Serves as non-voting Chair of the Award of Excellence committee.

*Section III. Terms*

- A. The following positions shall have two-year terms. If a position is not successfully filled, existing officers may be elected for consecutive terms, one year at a time, until the position is filled with a new officer:
- i. Chair
  - ii. Vice-Chair
  - iii. Director of Communications
  - iv. Director of Events
- B. The Member At-Large shall have a one-year term. If the position is not successfully filled, the existing officer may be elected for consecutive terms, one year at a time, until the position is filled with a new officer.
- C. If a member of the Executive Board is unable to perform his/her duties for any reason, the board will move to select an interim replacement until the next voting period (with the exception of the Chair, as stated in Article V, Section II, B-i).

## **Article VI: Elections and Appointments**

### *Section I. Eligibility for Nomination and Elections*

To be nominated for elections and be elected to the DPG executive board, a candidate:

Must be a full-time employee of RIT. Full time employment is defined as 80% to 100% time capacity.

### *Section II. Eligibility to Vote*

Any DPG member may vote in any DPG-related elections.

### *Section III. Nomination and Election Process for Executive Board positions.*

- A. The election process shall be coordinated by the Vice-Chair and Director of Communications.
- B. DPG members may nominate individuals, and eligible individuals may self-nominate.
- C. The Director of Communications must obtain consent from nominees that they are interested in the position indicated.
- D. The nomination and election process will be entirely electronic.
- E. The individual with the majority vote wins the election.

### *Section IV. Dates for Nominations and Elections*

Nominations are solicited each March for open seats. Elections are held in April, with elected representatives beginning their terms on July 1.

## **Article VII. Meetings and Committees**

### *Section I. Duties and Responsibilities of Executive Board*

- A. Provide oversight of DPG activities.
- B. Meet at least once per academic quarter (excluding summer).
- C. Executive Board meetings are closed.

### *Section II. General Meetings*

- A. Meet at least once per academic quarter (excluding summer).
- B. General meetings are open to DPG members and invitees only.

### *Section III. Quorum*

- A. Executive Board meetings: Four of the five Executive Board members must be present, including either the Chair or Vice-Chair. A majority vote of those present is required.

- B. General Meetings: There is no quorum for general meetings. A majority vote of those present is required.

*Section IV. Committees*

- A. The Executive Board shall establish standing and ad-hoc committees as needed.
- B. Standing committees are defined as ongoing working groups, and Ad-Hoc committees are defined as short-term committees to achieve a specific objective.
- C. DPG has one standing committee: the Award of Excellence (AoE) Committee.

**Article VIII. Changes to By-Laws**

Decisions related to revision of the by-laws must be discussed in general DPG Meetings. The voting process to approve changes on the by-laws must be via an electronic distribution to all DPG members. Changes are approved with support from two-third of all votes.

**Article IX. DPG Position Papers**

- A. An ad-hoc committee must be formed to create a DPG position paper on any specific topics.
- B. The Executive Board must approve the position paper before it is distributed to DPG members for review and before the final version is distributed.
- C. Approval of the position paper by DPG members must be electronic.
- D. The paper shall show the percentage of DPG members that support the position paper and the number of individuals who have voted.