

# 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/NTID, including faculty, professional staff and general staff, as members of DPG.

## 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. Serve as Chair for DPG meetings
  - ii. Serve as Chair of the Executive Board
  - iii. Represent deaf and hard of hearing employees to the Institute
- B. Vice-Chair
  - i. Assume the duties of Chair if the Chair is resigns, is removed, or otherwise unable to perform the duties listed above
  - ii. Serve as Chair of Award of Excellence committee
  - iii. Works with Director of Communications to handle nominations and elections of Executive Board officers
  - iv. Oversees standing and ad-hoc committees
  - iii. Assists the Chair as needed
- C. Director of Communications
  - i. Records minutes of DPG Executive Board and general meetings
  - ii. Ensure that appropriate 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 oversees the DPG webmaster
- D. Director of Events
  - i. Schedules and coordinate events hosted by DPG
  - ii. Provides one social event per quarter
  - iii. Recruits and coordinates volunteers for events as needed
  - iv. Works with Director of Communications to promote DPG-sponsored activities
- E. At-Large Member
  - i. Represents deaf and hard-of-hearing employees in DPG Executive Board and general meetings
  - ii. Serves as liaison between DPG and faculty-related meetings and events

## *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 At-Large Member 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.

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

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

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

Must be a full-time employee of RIT/NTID. Full time employment is defined as 80% to 100% time capacity. The individual can not be a probationary employee.

### *Section II. Eligibility to Vote*

Any DPG member that fits the criteria in Article VI, Section I may vote in any DPG-related elections.

### *Section III. Nomination and Election Process.*

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

### *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 in June.

## **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. Duties and Responsibilities of General Meeting*

- A. Provide a forum to discuss any DPG or deaf employee-related issues.
- B. Meet at least once per academic quarter (excluding summer).
- C. The agenda of general DPG meetings and any specific materials that will be voted on shall be distributed to all DPG members at least 48 hours prior to the DPG meeting.
- D. Members who cannot attend the DPG meeting have the option to email their opinions (but not votes) to the Director of Communications 12 hours or more prior to the meeting. The Director of Communications will read the opinions to the members present at the meeting during discussion prior to voting.
- E. General meetings are open to DPG members only.

### *Section III. Quorum*

- A. Executive Board meetings: Four of the five Executive Board members must be present, including either or both the Chair and Vice-Chair.
- 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 standing committee
  - a. The Award of Excellence (AoE) Committee.

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

Decisions related to revision of the by-laws must be voted in a general DPG Meetings. The majority vote wins. There must be at least four of five Executive Board Members present and five DPG members present for quorum to be achieved.

DPG By-laws Committee

1. Peter Hauser
2. Denise Kavin
3. Regina Kiperman Kiselgof
4. Marsha Wetzel