



Deaf Women of Rochester, P.O. Box 92455, Rochester, New York 14692-0455

**By-Laws (pages 1 – 7)**

**Standing Rules (pages 8 – 10)**

PETLAG Guideline

PETLAG Form

Deaf Women of the Year Letter Template

High School Graduate Award Information Form

By-Laws Committee Notification Letter Template

By-Laws and Standing Rules approved on October 19, 2024

**Deaf Women of Rochester, Inc.  
By-Laws**

**ARTICLE I NAME**

**Section 1.1 Name**

- 1.1.1. The name of this organization shall be Deaf Women of Rochester (DWR), Inc.

**ARTICLE II PURPOSE**

**Section 2.1 Purpose**

- 2.1.1. DWR will be organized to bring together Deaf\* Women in the Greater Rochester, New York area for the purpose of networking, professional development, and promoting personal growth.

**Section 2.2 Objectives**

- 2.2.1. To provide a meeting place for the organization of Deaf Women.
- 2.2.2. To enhance the health, economic, social, vocational and intellectual standing as well as the general welfare of Deaf Women.
- 2.2.3. To foster a deeper appreciation and recognition of the role of Deaf Women in deaf culture among the deaf as well as the general public.
- 2.2.4. To provide accessible information regarding legal, financial, health, family and vocational topics to Deaf Women.

\*By Deaf, we include Women who are deaf and hard of hearing

**ARTICLE III AFFILIATION**

**Section 3.1 Affiliation**

- 3.1.1. DWR shall affiliate with any organization whose objectives are consistent with the objectives of DWR.

**ARTICLE IV – MEMBERSHIP**

**Section 4.1 Membership Categories**

- 4.1.1. There shall be two membership categories: regular membership and associate membership.
- 4.1.1.1. All Deaf Women shall be eligible for regular membership.



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4.1.1.2. An ally for Deaf Women shall be eligible for associate membership.

#### **Section 4.2 Membership Privileges**

- 4.2.1. Regular members shall be able to hold office, serve on DWR committees and be entitled to one vote each on DWR matters during the annual general meeting.
- 4.2.2. Associate members shall not be eligible to vote or hold office but may serve on committees.
- 4.2.3. Both regular and associate members shall receive admission and special announcement privileges to DWR events.

#### **Section 4.3 Membership Dues**

- 4.3.1. The Board of Directors shall determine the regular and associate membership dues.
- 4.3.2. Regular and associate members shall pay annual membership dues by September of each year.
- 4.3.3. New members who pay their membership dues at the annual general meeting for the upcoming year shall be allowed to vote at the present meeting.
- 4.3.4. Deaf Woman of the Year (DWY) recipient for the current fiscal year only shall be waived of membership dues.

### **ARTICLE V MEETINGS AND QUORUM**

#### **Section 5.1 Annual General Meetings**

- 5.1.1. The annual general meeting shall be held once a year in October. The annual meeting shall be held at least 30 days after the annual kick-off gathering.
- 5.1.2. A quorum shall be at least thirty percent (30%) regular members at the annual general meeting.
- 5.1.3. Regular members shall have voice and vote during annual general meetings.
- 5.1.4. At the annual general meeting, the following order of business shall be observed as a general rule:
  - Reading of minutes of previous annual general meeting
    - Regular members to vote the minutes as read
  - Reports of Board Members
    - President
    - Treasurer
    - Recorder
    - Event Coordinator
    - Website/Social Media Coordinator
    - Ad Hoc position (if any)
  - Reports of Ad Hoc committees (if any)
  - Annual audited financial report provided by Treasurer
    - Regular members to vote on the audited financial report
  - Unfinished Business
    - Regular members to vote
  - New Business
    - Regular members to vote
  - Election of Board Members
    - Regular members to vote facilitated by Past Board of Director
  - Announcements
    - Any announcements



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### **Section 5.2 Board Meetings**

- 5.2.1. There shall be a minimum of four (4) board meetings a year.
- 5.2.2. The presence of at least two-thirds (2/3) of the board members shall be necessary to meet the quorum.
- 5.2.3. Special meetings may be called at any time by the President or by a petition of five (5) regular members.
- 5.2.4. Regular members shall have voice but cannot vote during board and special meetings.
- 5.2.5. The date/time/location and agenda of the board and special meetings shall be announced to regular members two weeks in advance.

## **ARTICLE VI BOARD OF DIRECTORS**

### **Section 6.1 Board of Directors**

- 6.1.1. The Board of Directors shall be responsible for the general management of DWR and show support by:
  - 6.1.1.1. attending and participating in DWR programs/events.
  - 6.1.1.2. being responsible for its fundraising efforts to generate revenue for the treasury.
  - 6.1.1.3. submitting their individual typed reports to the Recorder at each Board meeting.
- 6.1.2. The Board shall be composed of five (5) directors. The five directors are three officers (President, Recorder, and Treasurer) and two coordinators (Event Coordinator and Website/Social Media Coordinator).
- 6.1.3. The Board shall appoint a qualified regular member to fill a vacancy on the Board when the number of elected members falls below three (3). This member shall serve for the remainder of the said term.
- 6.1.4. The positions of President, Recorder and Treasurer shall not be vacant at any time.

### **Section 6.2 Terms**

- 6.2.1. Each term shall begin after the annual general meeting for a term of (2) years.

### **Section 6.3 Elections**

- 6.3.1. Election of Board members shall take place every year. This shall take place at the annual general meeting.
  - 6.3.1.1. The election for President and Treasurer shall occur in even numbered years.
  - 6.3.1.2. The election for other positions than President and Treasurer shall occur in odd numbered years.
  - 6.3.1.3. The nominees for a specific position who receive the highest number of votes shall be elected. A regular member may cast only one vote for each position to be elected.
- 6.3.2. Nominees for the Board of Directors shall be DWR regular members in good standing by holding membership for at least six (6) months.



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#### **Section 6.4 Appointed Position**

- 6.4.1. The President shall appoint a Past Board of Director (Advisor).
- 6.4.2. The Past Board of Director (Advisor) has served a minimum of two (2) years on the board.

#### **Section 6.5 Appointed Committee**

- 6.5.1. The Nominating Committee shall be appointed by the Board of Directors.
- 6.5.2. The Nominating Committee shall be composed of at least five (5) regular members including:
  - 6.5.2.1. one (1) member selected by the board.
  - 6.5.2.2. one (1) present board member.
  - 6.5.2.3. one (1) past board member who has not served on the Board of Directors at least the previous two (2) years.
  - 6.5.2.4. two (2) members selected from the membership who volunteer on or before the annual kick-off gathering of each year.
- 6.5.3. The Nominating Committee shall select (1) one nominee for each Board of Director position and send a list of such nominees to the Recorder twenty (20) days prior to the annual general meeting and the Recorder immediately shall post said list. See section 7.1.2 (j and k) on announcing the slate with the names of all nominees.
- 6.5.4. After the Nominating Committee completed the task (see section 6.5.3), two (2) or more regular members may nominate another nominee for any elective office and send to the Recorder at least ten (10) days prior to the annual meeting a written nomination signed by them and a statement signed by said nominee.
- 6.5.5. After the Nominating Committee completed the task (see section 6.5.3), a regular member may self-nominate, then the self-nominee member seeks two (2) or more regular members to support the self-nominee and send to the Recorder at least ten (10) days prior to the annual meeting a written nomination signed by the regular members who are supporting the nominee and a statement signed by said nominee.

#### **Section 6.6 Proxy Voting, Principal, and Proxy**

- 6.6.1. The proxy voting period shall take place between four (4) days and twenty-four (24) hours prior to the annual general meeting.
- 6.6.2. It is generally advised that the regular members do their best to attend the annual general meeting and vote on their own behalf. If the regular member is unable to attend in person or virtually, then that regular member known as "principal" will delegate their voting power to a representative known as "proxy" to enable the vote in absence.
- 6.6.3. The proxies shall be the Board of Directors: President and Treasurer in the odd years and other positions than President and Treasurer in the even years.
- 6.6.4. To assist in casting the proxy vote, the proxies shall arrange in advance of time to provide a brief statement (written/video/or both) by the nominees to the principals.
- 6.6.5. The principal shall delegate their vote to the proxy at least twenty-four (24) hours prior to the beginning of the annual general meeting. The principal shall provide a signed written statement of the name of the nominee to the proxy. The proxy shall make arrangements to count the votes in a clear and orderly manner during the annual general meeting's election process.



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- 6.6.6. The proxy shall not share the nominee's brief statement with any regular members or other nominees. This confidentiality ensures regular members are encouraged to attend the annual general meeting to hear the nominee's presentation firsthand.

## **ARTICLE VII DUTIES OF THE BOARD OF DIRECTORS**

### **Section 7.1 Duties**

#### **7.1.1. The President shall:**

- a) be the presiding officer of DWR and oversee its general management.
- b) be prepared with a written prevote note in case of a tie vote.
- c) be an ex officio member of all committees.
- d) preside at all meetings of the Board of Directors.
- e) set an agenda for board and annual general meetings.
- f) provide leadership in carrying out the work of the Board of Directors and DWR.
- g) facilitate committee projects.
- h) appoint a Parliamentarian for the annual general meeting.
- i) be responsible for the safekeeping of the DWR banner.
- j) guide the Board of Directors to craft an annual report.
- k) oversee photo/video documentation of DWR programs/events.
- l) can create and remove an ad hoc position and its duties or/and ad hoc committee and its charges to take place during President's said term (i.e. Vice President, non-profit Sponsorship Director, and etc.) and requires unanimous support from the Board of Directors. Any ad hoc position has no voting power at Board meetings.

#### **7.1.2. The Recorder shall:**

- a) maintain minutes of all board and annual general meetings.
- b) notify members of future board and annual general meetings.
- c) send copies of minutes to each Board member within one week after each board and annual general meeting.
- d) write newsletter(s) at a minimum of once a year.
- e) store digital files of DWR newsletter and annual report.
- f) oversee all mailings.
- g) send out mass emails to all members.
- h) send copies of approved minutes to any regular member upon their request.
- i) back up all minutes and other important documents on Google Drive or similar.
- j) send a notice of the annual meeting with the names of all nominees for Board of Directors by the Nominating Committee (see section 6.5.3) to the regular members at least fifteen (15) days before the annual general meeting.
- k) send a notice of another said nominee's name and its position (see 6.5.4 and 6.5.5) to the regular members no later than five (5) days prior to the annual general meeting.
- l) perform other duties as agreed between Recorder and President.
- m) assume the President's duties when President is absent.

#### **7.1.3. The Treasurer shall:**

- a) be responsible for all financial operations of DWR.
- b) submit the DWR organization's financial report at each Board meeting.
- c) arrange to have the annual financial report to be audited by two (2) regular members prior to the annual general meeting.
- d) ensure that admission fees are collected at each DWR program/event.
- e) submit a financial report of each program/event at the next Board meeting.
- f) collect membership dues.
- g) maintain the membership list.
- h) provide a copy of updated membership list to the Recorder for admissions at every program event.
- i) collect receipts of expenses for DWR related events from the Board of Directors.



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- j) perform other duties as agreed between Treasurer and President.
- 7.1.4. The Event Coordinator shall:
- a) handle all aspects and logistics of the event (such as room setup, reservations, decorations, entertainment, and/or food).
  - b) act as the main point of contact for all issues related to the event.
  - c) work closely with the speaker and establish a realistic budget after approval from the board.
  - d) design and create fliers for all events and pass them on to website/social media coordinator to be posted on website and social media platforms.
  - e) evaluate results after each event.
  - f) coordinate the annual kick-off gathering on the weekend after Labor Day. If there is a holiday taking place on the weekend after Labor Day or for another reason the weekend after Labor Day is not possible, then the Event Coordinator shall propose a different date and receive the board's approval.
  - g) coordinate a minimum of four (4) events a year.
  - h) appoint assistant(s) to serve on Event Committee.
  - i) perform other duties as agreed between Event Coordinator and President.
- 7.1.5. The Website/Social Media Coordinator shall:
- a) create, curate, and manage all published content (images, video, and written).
  - b) oversee social media accounts' layout.
  - c) stay up-to-date with changes in all social platforms ensuring maximum effectiveness.
  - d) is responsible for posting fliers to all social media platforms in a timely manner.
  - e) ensure that payment(s) are made in a timely manner for the use of our website.
  - f) can appoint assistant(s) to serve on Website/Social Media Committee.
  - g) perform other duties as agreed between Website/Social Media Coordinator and President.
- 7.1.6. The Past Board of Director (a.k.a. Advisor) shall:
- a) facilitate the election at the annual general meeting.
  - b) serve as chair of the Award Committee, composed of two (2) appointed members: the past recipient and a regular member. The Award Committee shall be approved by the Board of Directors.
  - c) consult the Board of Directors.
  - d) have no voting power at Board meetings.
  - e) perform task(s) at the discretion of the President.
  - f) maintain the By-Laws.

## **ARTICLE VIII – FISCAL YEAR**

### **Section 8.1 Fiscal Year**

- 8.1.1. Fiscal year shall be from September 1 to August 31.

## **ARTICLE IX LOGO**

### **Section 9.1 Logo**

- 9.1.1. The DWR logo with motto shall be used on all official DWR documents. The logo shall remain unchanged.

## **ARTICLE X AMENDMENTS**

### **Section 10.1 By-Laws and Standing Rules**

- 10.1.1. The Board of Directors shall have the responsibility for all final amendments to the By-Laws and Standing Rules subject to ratification of regular members at the annual general meeting.
- 10.1.2. The By-Laws and Standing Rules Committee shall send a notice of the proposed amendments to the general membership no less than thirty (30) days prior to the next annual general meeting.



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- 10.1.3. Regular members shall be entitled to a fifteen (15) day turnaround time for response back to the By-Laws and Standing Rules Committee.
- 10.1.4. The By-Laws and Standing Rules Committee shall then submit the proposed revised amendments to the Board of Directors for action.
- 10.1.5. The By-Laws amendments approved by 2/3 of the Board of Directors shall be ratified by 2/3 of the general membership at the annual general meeting.
- 10.1.6. The Standing Rules amendments approved by majority of the Board of Directors shall be ratified by the majority of the general membership at the annual general meeting.

#### **Section 10.2 Robert's Rules of Order**

- 10.2.1. Robert's Rules of Order shall govern the organization whereas not mentioned in the DWR By-Laws.

### **ARTICLE XI DISSOLUTION**

#### **Section 11.1 Dissolution**

- 11.1.1. The DWR may be dissolved by a vote of two-thirds (2/3) of the regular members present at a special meeting called by the DWR Board of Directors.
- 11.1.2. In the event of the dissolution of Deaf Women of Rochester, Inc., all remaining assets and property of the Corporation shall, after necessary expenses thereof, be distributed to another organization exempt under Section 501 (c)(3) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws, or to the federal government, or state or local government for public purpose upon approval of a justice of the Supreme Court of the State of New York.

Recommended by the DWR Ad Hoc Committee to be presented and voted by the general membership at the annual general meeting on April 26, 2002: The committee consisted of Chair Wendy Dannels, Vicki Hurwitz, Cindy Mann, Mary Mowl, and Sally Taylor

Recommended by the DWR By-Laws Committee to be presented and voted by the regular members at the special meeting on June 22, 2020: The committee consisted of Chair Wendy Dannels, Vicki Campos-Hamilton, Sharon Lott, Elissa Olsen, and Barbara Stanislow.

Recommended by the DWR By-Laws Committee to be presented and voted by the regular members at the annual general meeting on October 19, 2024: The committee consisted of Chair Wendy Dannels, Lezlie Button, Brooke Erickson, Kelly Matthews, Brenda Palmigiano, Sara Smania, Susan Searls, and Eileen Todesco.



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## STANDING RULES

### Section 1 Affiliation

- 1.1. DWR is an honorary organizational member since 1995. (see below is blurb from DWR newsletter.)

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...ference in 1995, approximately twenty Rochesterians attended the fifth conference, and DWR was given an honorary membership status as an organization. It was recognized as the longest existing Deaf women's organization, surpassing Deaf Women United by several years. DWR also successfully won the bid to host the next conference in Rochester in July 1997 which was chaired by Colleen Daviton, assisted by her large committee of DWR members. Many successful fundraisers were held prior to the conference to help defray expenses.

One of the highlights of the Rochester conference was the gathering of 356 Deaf women's

### Section 2 Membership Dues

- 2.1. Annual regular and associate annual membership dues shall be \$15.00 effective September 1st.

### Section 3 Robert's Rules of Order

- 3.1. The appointed parliamentarian for the annual general and board meetings shall use Robert's Rules of Order online.

### Section 4 Archives

- 4.1. All documents, written and visual, shall be given to the NTID Librarian for future RIT archives.

### Section 5 Banner

- 5.1. DWR banner shall be displayed at the following:
  - Kick-off Gatherings
  - Community Wide Events
  - Exhibitions
  - Conferences
  - Annual General Meetings

### Section 6 Flyers

- 6.1 DWR Logo shall be on all program flyers.
- 6.2. DWR shall include contact person's email address(es) on all DWR flyers.

### Section 7 Sponsorship by DWR

- 7.1. The order of priorities for funds donated by DWR to other sources shall be:
  - Local Deaf Women/Girls in the Monroe County
  - Deaf Women outside Monroe County
  - Deaf Organizations outside Monroe County with emphasis on Deaf Women
- 7.2. No funds shall be donated to individuals for personal purpose not related to DWR.





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### **Section 8 Awards**

- 8.1. DWR shall sponsor the awards in the Greater Rochester Area.
- 8.2. The awards listed shall be:
  - Young Woman Leadership
  - Youth Leadership Summer Camp
  - Deaf Woman of Rochester High School Graduate of RSD and/or other school in Greater Rochester if it has deaf young woman student
  - Deaf Woman of the Year
- 8.3. The committee shall be composed of Award Chair (advisor), last year's Deaf Woman of the Year recipient, and one DWR member.
- 8.4. The criteria for the awards and the procedures shall be used under the Award Guidelines approved by the DWR Board.

### **Section 9 Annual Kick-off Gathering**

- 9.1. The annual kick-off gathering shall take place on the weekend after Labor Day. If there is a holiday taking place on the weekend after Labor Day, then the Event Coordinator shall propose a different date and receive board's approval.
- 9.2. The Deaf Women of the Year Award shall be announced and awarded during the kick-off gathering.
- 9.3. The date/time/location of the annual general meeting shall be announced during the kick-off gathering.
- 9.4. The tentative agenda handouts of the annual general meeting and/or handouts by the By-Laws and Standing Rules Committee shall be shared during the kick-off gathering.
- 9.5. Hearing women who sign and demonstrate allyship are welcome to the annual kick-off gathering.
- 9.6. Family members of the Deaf Woman of the Year recipient are welcome to the award session only at the annual kick-off gathering.
- 9.7. See section 10 – preparing for the election starts at or prior to the annual kick off gathering.

### **Section 10 Preparing for the Election**

- 10.1 Example on the timeline to prepare for the election at the annual general meeting for the Board members starting at the annual kick-off gathering:
  - a) The annual kick-off gathering is on the weekend after Labor Day (unless it's on a holiday or for another reasons the weekend after Labor Day is not possible, it will take place on a different day). Let's say it is September 1<sup>st</sup>.
  - b) The annual general meeting has to be at least 30 days after the annual kick off meeting in October (can take place between October 1<sup>st</sup> and 31<sup>st</sup>) Let's say it is October 15<sup>th</sup>.
  - c) On or before annual kick-off gathering, the Nominating Committee shall be composed of at least five (5) regular members. So, it would be on or before September 1<sup>st</sup>.
  - d) At least twenty (20) days prior to the annual general meeting, the Nominating Committee sends a list of such nominees to the Recorder. So, it would be on or before September 25<sup>th</sup>.
  - e) At least fifteen (15) days before the annual general meeting, the Recorder sends a notice of the annual meeting with the names of all nominees for Board of Directors to the voting members. So, it will be on or before September 30<sup>th</sup>.



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- f) At least ten (10) days prior to the annual meeting, two (2) or more regular members may nominate another nominee for any elective office by sending to the Recorder. It has to be a written nomination signed by them and a statement signed by such a nominee that person will serve if elected. So, it will be on or before October 5<sup>th</sup>.
- g) No later than five (5) days prior to the annual general meeting, The Recorder sends a notice of said nominee's name to the to the voting members. So, it will be on or before October 10<sup>th</sup>.
- h) The proxy voting period shall take place between four (4) days and twenty-four (24) hours prior to the annual general meeting. So, it will be between October 11<sup>th</sup> and 14<sup>th</sup>.
- i) To assist in casting the proxy vote, the proxies shall arrange in advance of time provide a brief statement (written/video/or both) by the nominees to the principals.
- j) The principal shall delegate their vote to the proxy at least twenty-four (24) hours prior to the begin of the annual general meeting. So, it will be on or before October 14<sup>th</sup>.
- k) At the annual general meeting, the nominees for a specific position receive the highest number of votes shall be elected. So, it will be on October 15<sup>th</sup>.
- l) The Board of Directors should make sure a quorum shall be at least thirty percent (30%) regular members presented at the annual general meeting.



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### **Guideline for PELTAG Fund**

This guideline is defined as Professional Educational, Leadership, Training, Advocacy and Grant (PELTAG) and it is contemplated for usage of the funding source for some specific purpose in the organization named Deaf Women of Rochester (DWR).

#### **Criteria:**

- Deaf Women over 18 years old.
- Member of DWR.
- In good standing with 3 years membership and contribution for DWR. For example, volunteer work or coordination of an event or program.

#### **When to Apply:**

Any time with two months advance notice except June, July, and August.

#### **How:**

Letter of at least 100 words stating why the financial support is needed. It must be accompanied with attached documentation proving the sponsoring event or the assignment outlined for consideration. It also will need to show the breakdown of expenses and explain how the expectations will apply towards the community in return. Examples for the expectations are selected in the following as (can submit others if not shown below):

- Write-up articles for some newsletters or journals
- Provide a workshop
- Develop videotape for DWR archives
- Do a project
- Take an active role on committee

For scholarship, money awarded will go directly to the sponsors for a registration fee. The DWR Board will make the decision of the application acceptance.

#### **Limitations:**

1. Expectations shall be accomplished within one year's timeframe.
2. The financial support is limited up to \$750.00 per applicant.
3. DWR will honor no more than two applicants every board's term; (June 1 to May 31).
4. Each applicant is allowed only a one-time opportunity.

[illegible]



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This financial support is limited up to **\$750.00**. Please list the breakdown of expenses to show your funding needs.

**Needs:**

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**How much?**

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**Total:** \$ 

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If this is for a scholarship awarded for any event, money will go directly to the sponsor(s) for a registration fee. If so, please include the sponsor's name and address.

Sponsor's Name: 

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Sponsor's Address:

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Please explain how the expectation(s) will be applied towards the community in return. Examples for expectations are selected in the following as (can submit others if not indicated here): Write-up articles for newsletters or journals, provide a workshop, develop videotape for archives, do a project, or take an active role on committee.

**Note:** Expectation(s) shall be accomplished within one year's timeframe.

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The DWR Board will make the decision of the application acceptance. I verify that all information in this application is accurate and to the best of agreement if the financial support will be awarded to me.

Signature 

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Please mail or return to **Deaf Women of Rochester**

**Attention: PELTAG**

**P.O. Box 92455**

**Rochester, New York 14692-0455**



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### **Deaf Woman of the Year 20XX Award Nomination**

The Deaf Woman of the Year 20XX Award recognizes and honors a Deaf Woman whose life and work reflects her lifelong commitment to the enlightenment of Deaf women. Deaf Women of Rochester presents this award annually, and will be presented at the Annual Kick Off on Friday, September X, 20XX.

If you know of someone who has contributed to the community in her unique ways, we want to hear from you! Please take the time to fill out and e-mail the nomination form to DWR event coordinator: Xxxxxx Xxxxxxxx (dwreventcoordinator@gmail.com).

***Deadline: Xxxday, August XX, 20XX***

#### **Criteria for the Deaf Woman of the Year Award:**

- Is 21 years of age or older
- Demonstrates good leadership skills
- Is active and devotes her time in a positive way to one or more Deaf organizations
- Has made a unique accomplishment that benefits the Deaf community
- Has extensive volunteer experience in the Greater Rochester area

I wish to nominate \_\_\_\_.

The nominee's e-mail address: \_ VP: \_\_\_\_

1. Why do you feel she deserves this award? Give details of her accomplishments.

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2. Name of organization(s) she has been and currently is involved in.

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3. How does her leadership skills inspire you and/or others?

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4. Are there other areas in the Rochester Community that she volunteers in? Please list.

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Submitted by (your name) \_\_\_\_



Deaf Women of Rochester, P.O. Box 92455, Rochester, New York 14692-0455

May XX, 20XX

High School Principal

Rochester School for the Deaf (or other school if it has deaf young woman student) 1545 St. Paul Street

Rochester, New York 14621

Dear Mx. XXXXXX,

Deaf Women of Rochester (DWR) is pleased to offer its annual award to a deserving young deaf woman who resides in the Greater Rochester area and attends Rochester School for the Deaf. Please see the enclosed form for more information about the award.

A \$100.00 check may be given to the recipient at the awards ceremony prior to the Commencement.

If you have any questions or need more information, please feel free to contact me at 585-XXX-XXXX or [DWRPresident@gmail.com](mailto:DWRPresident@gmail.com). Thank you very much.

Sincerely,

XXXXXX XXXXXX  
DWR President

Enclosure



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## 20XX HIGH SCHOOL GRADUATE AWARD INFORMATION FORM

Please complete this form and send by May XX, 20XX

Criteria for the award:

- Is a high school student who will graduate by the end of current academic year
- Is an all-around leader and excellent role model
- Shows leadership skills
- Demonstrates good sportsmanship
- Displays awareness for needs of the Deaf community at large
- Indicates potential for becoming a leader in the Deaf community
- Is female and deaf or hard-of-hearing

Student's name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Describe briefly the student's contributions and activities that earn her the High School Graduate Award.

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Please mail this form to: Xxxxx Xxxxxxx

Deaf Women of Rochester

P.O. Box 92455

Rochester, New York 14692

or email to Xxxxx Xxxxxx at [DWRPresident@gmail.com](mailto:DWRPresident@gmail.com)





Deaf Women of Rochester, P.O. Box 92455, Rochester, New York 14692-0455

Xxxx XX, 20XX

Dear DWR regular members:

The DWR board appointed me to be the Chair of the By-Laws committee. They asked us to focus on xxxx. I appointed Xxxx, Xxxx,... to be on the committee.

As stated in the By-Laws, you are entitled to a fifteen day turnaround time for response back to the By-Laws committee. If you support the proposed changes, then there's no need for you to reply to this email. If you do not agree with certain proposed changes, then please send to us in writing your explanation within 15 days. Then By-Laws committee will recommend the final revision of the new changes to the DWR board. If 2/3 of the board approves it, then it will be presented at the meeting which will be held on Xxxx, Xxxx Xx, 20xx and regular members will vote on it.

DWRly Yours,

Xxxxx XXXXX

DWR By-Laws Committee Chair

Xxxxx XXXXX

DWR President

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Name:

Reason(s) for your disagreement:

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Email it to [xxxx@xxxx.xxx](mailto:xxxx@xxxx.xxx)