



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

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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 June 22, 2020

**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.



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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.
 - 4.1.1.2. 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 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 the DWR Newsletter and admission 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 due.

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

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.



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- 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 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 DWR 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 two years. This shall take place at the annual general meeting. The election shall occur in even numbered years.
- 6.3.2. Candidates for the Board of Directors shall be DWR regular members in good standing by holding membership for at least six (6) months.

Section 6.4 Appointed Position

- 6.4.1. An advisor shall be appointed by the Board of Directors.
- 6.4.2. The advisor shall be:
 - a) a past president with a minimum of two (2) years or,
 - b) co-founder or,
 - c) a long time dedicated DWR member who is familiar with the procedures.



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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) assign tasks to board members in contributing to newsletter(s) at least once a year.
 - k) oversee photo/video documentation of DWR programs/events.
- 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.
 - 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.
- 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) DWR 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 Board of Directors.
- 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 of after each event.
 - f) coordinate the annual kick-off gathering on Friday after Labor Day. If there is a holiday taking place on Friday after Labor Day, then the Event Coordinator shall propose a different date and receive board's approval.
- 7.1.5. The Website/Social Media Coordinator shall:
- a) create, curate, and manage all published content (images, video, and written).



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- 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.

7.1.6. The 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 DWR member.
- 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.
- 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.



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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 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 AdHoc 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.



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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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DWR newsletter is published four times a year and
...es. mailed out to her members.
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...nd
...DWR also involves itself on a nation-
...wide basis. Several members attended the
...1993 national conference of Deaf Women
...United in New Jersey and brought back some
...ideas for local programs. At the Seattle confer-
...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 organi-
...zation, 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.
...of
...s
...One of the highlights of the Rochester confer-
...ence 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.



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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.

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 Friday after Labor Day. If there is a holiday taking place on Friday 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.



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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.



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Professional, Educational, Leadership, Training, Advocacy and Grant (PELTAG) Fund

This form is to accompany documentation proving the sponsoring event or the assignment outlined for consideration. Please attach the provided document with this application and continue to filling out on the back. Thank you.

Application Form (Any time with two months in advance notice except June, July, and August)

Event date: _____ Today date: _____

Name: _____

Address: _____

City/State: _____ Zip: _____

- Over 18 years old? Y / N (circle one)
- Current Member of DWR? Y / N (circle one)
- In good standing with 3 years membership and contribution? Y / N (circle one)

Please state what activities or volunteering work that you do for DWR.

Please write at least 100 words stating why the financial support is needed.



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

<u>Needs:</u>	<u>How much?</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total:	\$ _____

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: _____

Sponsor's Address:

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.

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 _____

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.

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

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

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

Submitted by (your name) _____



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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. 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.

Please mail this form to: **XXXX XXXXXX**
Deaf Women of Rochester
P.O. Box 92455
Rochester, New York 14692

or email to **XXXX XXXXXX** at DWRPresident@gmail.com



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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,

Xxxxxx Xxxxxx

DWR By-Laws Committee Chair

Xxxxxx Xxxxxx

DWR President

Name: _____

Reason(s) for your disagreement:

Email it to xxxx@xxxx.xxx