



DEAF WOMEN UNITED
BOARD HANDBOOK

2019-2021
DEAF WOMEN UNITED, INC. BYLAWS

ARTICLE 1 – NAME

Section 1.1 | *Name*

1.1.1 The name of the organization shall be known as Deaf Women United, Inc., hereinafter referred to as DWU or the organization.

ARTICLE II – PURPOSE

Section 2.1 | *Purpose*

2.1.1 The purpose of DWU shall be to promote and maintain the interests of Deaf, Hard of Hearing, DeafBlind, and DeafPlus women in North America nationwide.

2.1.2 DWU shall function as a central organization and support group as well as a clearinghouse of information on Deaf, Hard of Hearing, DeafBlind, and DeafPlus.

2.1.2 DWU shall function as a central and inclusive organization for resources and information related to Deaf women from all walks of life.

2.1.3 DWU shall carry out such other purposes and programs to enhance connections and experiences of their members.

2.1.4 DWU shall embrace Deaf Womanhood through ongoing connections, advocacy and awareness.

ARTICLE III - MEMBERSHIP

Section 3.1 | *Membership Categories*

3.1.1 Membership in DWU is composed of: Regular (under 62); Senior Citizen (62 and over); Student (proof of student status); Youth (under 18); Affiliate (Deaf women organizations); and Supporters (organizations and individuals not identifying as Deaf women).

Section 3.2 | *Membership Privileges*

3.2.1 Regular, Senior Citizens, and members of DWU may hold office, serve on DWU committees, and are entitled to one vote each on DWU matters during the biennial National Conferences.

3.2.2 Youth members of DWU may not hold office, but may serve on DWU committees.

ARTICLE IV - MEETINGS

Section 4.1 | *National Conference Community Meeting*

4.1.1 Date and Place. Meetings of the DWU shall be held

biennially at the National Conference at such time and place as determined by the Board, to count ballot cast and determine election of Board members and to transact other business as may properly come before the meeting.

4.1.2 Meeting notice. At least 90 days prior to the biennial National Conference meeting, notice of the time and place of such meeting shall be distributed to each member entitled to vote at such meeting.

4.1.3 Prior knowledge. Members with prior knowledge of the parliamentary process are best able to contribute in a meaningful manner, thus a brief parliamentary review in the form of a workshop shall be given in the beginning of the community meeting.

Section 4.2 | *Meetings of the Board of Chairs*

4.2.1 Meetings of the DWU Board of Chairs shall be held at least twice a year in person at such time and place as shall be determined by the Board.

ARTICLE V - QUORUM

Section 5.1 | *Membership*

5.1.1 Presence of twenty-five (25) percent of regular members registered for a biennial DWU National Conference shall constitute a

quorum for the Community meeting.

Section 5.2 | *Board of Chairs*

5.2.1 Two-thirds of the current Board of Chairs shall constitute the quorum for the official Board meetings.

ARTICLE VI - VOTING

Section 6.1 | *Voting by Members*

6.1.1 Regular members in good standing with DWU shall be entitled to one (1) vote each on each matter properly submitted to a vote at every biennial National Conference meeting of the membership.

6.1.2 A specially coded voting system shall be used to identify members by casted ballot.

ARTICLE VII - STRUCTURE

Section 7.1 | *Structure*

7.1.1 The business, property, and affairs of DWU shall be managed by the Board of Chairs of the organization.

7.1.2 The Board of Chairs shall be elected by the general members during biennial National Conference meetings. Each Chair shall hold office for the term for which she is elected.

7.1.3 Each Chair shall serve for a term of four (4) years and shall commence when the DWU Board convenes during the biennial National Conference for election of members of the Board.

Section 7.2 | *Election of Board Members*

7.2.1 In the election of the DWU Board of Chairs during the biennial National Conference meeting, voting shall be made by ballot. Election results shall be determined by majority count, that is, the highest vote shall become the elected members of the DWU Board of Chairs for the new term.

7.2.2 At every biennial National Conference meeting a total of three (3) DWU Board members shall be elected for terms of four (4) years.

Section 7.3 | *Election of the Chairs*

7.3.1 The members of the DWU Board of Chairs shall elect the roles/positions of the Board, at their first board retreat.

7.3.2 The officers of the DWU Board of Chairs shall be composed of: Chair, Vice Chair, Communications Chair, Finances Chair, Events Chair, Program Development Chair, Outreach Chair, Youth Chair, and National Conference Chair.

Section 7.4 | *Vacancies*

7.4.1 For any vacancy on the Board, the DWU Board of Chairs shall be responsible for appointing a new Board member to fill the vacancy.

ARTICLE VIII - DUTIES OF THE BOARD

Section 8.1 | *Board Member's Powers and Duties*

8.1.1 The DWU Board of Chairs shall have the power to determine the general policy of the organization between meetings. The Board may make all the laws and regulations for the guidance of this organization.

Section 8.2 | *Chair Duties*

8.2.A The Board of Chairs will work collaboratively in leading the transformation of Deaf Women United (DWU) from its current stage to a sustainable organization capable of delivering on its projects and long-term visions, keeping up with current trends. Each Chair is to maintain a committee, with two or three committee members, that accomplishes the Chair's purpose. All positions may be assigned other duties deemed necessary.

8.2.1 The Chair, will work collaboratively with the Board of

Chairs in leading and transforming the Deaf Women United, (DWU) capable of delivering on its projects and long-term visions, evolving with the current trends. The Chair shall ensure that DWU's fiscal, operations, fundraising, marketing, technology, and programmatic strategies are effectively implemented across all segments of the organization.

8.2.2 The Vice Chair shall be responsible for the following: revisions, maintenance, and overseeing changes to the ByLaws and Standing Rules. She shall also have oversight responsibility of the Board's success, archives, awards, and may be assigned to other duties. This Chair has the duty of planning board meetings, which includes but are not limited to: establishing meeting agendas, leading meetings, and coordinating the logistics such as location, timing, and scheduled local correspondences. In the event where the Chair may be unable to perform her duties, the Vice Chair assumes the Chair's responsibilities.

8.2.3 The Communications Chair shall ensure that internal communications among the Board of Chairs are clear, continuous, and conductive. She also shall maintain regular communication with the affiliates and members, including writing and distributing monthly newsletters. She shall keep relevant meeting minutes and other relevant records for DWU's files. Additionally, she is to maintain the affiliates/membership database.

8.2.4 The Finances Chair shall be responsible for all financial transactions and keep meticulous, updated financial books on different budgets set forth for national organization and its fundraising events, programs, and conferences, including the National Conference. She shall also continuously monitor financial balances for these budgets. Additionally, she shall set a two years' strategic plan on fundraising goals for each area as appropriate, create, execute, and monitor those initiatives, and report the earnings.

8.2.5 The Program Development Chair shall be responsible for the duties that may include the following: planning, executing, monitoring, and closure of various projects as determined by the board. When deemed appropriate, she shall also help assist other Chairs with predetermined duties set forth in large- scale, long-term projects.

8.2.6 The Outreach Chair shall oversee all social media accounts, keep the DWU website up to date, and conduct general public relations duties including maintaining social media and outreach trends. The maintenance extends to cultivating opportunities to enhance the organization's engagement with the members and all other Deaf women. She also shall ensure that the media information is distributed in a timely manner as appropriate.

8.2.7 The Events Chair shall plan and execute events to promote and enhance the National Organization's various projects,

relationships, and budgets. She also shall focus on the Events, including Regional Conferences, assist in appointing local Events hosts, and perform duties required in supporting the host of Events and/or hosting the Events. Additionally, she shall support the logistics aspect for the Finances Chair's fundraising goals for each area as appropriate and help develop and monitor those goals. She also shall set and schedule specific goals on events for the next two years, along with meeting these goals.

8.2.8 The National Conference Chair shall perform essentially the umbrella duties on hosting a National Conference, including leading and overseeing committees in areas that may include presenters, workshops, budgets, fundraising and other relevant conference logistics. She shall serve two years of planning for the upcoming National Conference, and after the National Conference, she shall serve the next two years on.

Section 8.3 | *Removal of Officers/Board Members*

8.3.1 Any officers or DWU Board member may be dismissed by the members of the organization, or the board, for two (2) unexcused absences*, and/or unethical conduct in the current term. *See standing rules for specifics

Section 8.4 | *Delegations of Powers and Duties*

8.4.1 For any reason deemed sufficient by the DWU Board of

Chairs, whether occasioned by absence or otherwise, the Board may delegate all or any of the powers and duties of any officers or chairs.

Section 8.5 | *Compensation*

8.5.1 Board members' transportation to and from, and lodging, while attending Board meetings or biennial National Conference meetings shall be paid by DWU. Payment of other expenses shall be determined by the DWU Board of Chairs.

ARTICLE IX - FISCAL POLICY

Section 9.1 | *Fiscal Year*

9.1.1 The fiscal year of the organization shall begin on the first (1st) day of July and end on the thirtieth (30th) day of June in the following calendar year.

Section 9.2 | *Payment of Money*

9.2.1 All checks, drafts, and orders for payment shall be signed in the name of DWU by such officers or agents as the DWU Board of Chairs shall from time to time designate for that purpose.

9.2.2 All original receipts for reimbursement must be submitted to the Finances Chair within 30 days from the date of purchase.

Section 9.3 | *Fiscal Executions*

9.3.1 The DWU Board of Chairs shall have the power to designate the officers who have authority to execute any legal documents on behalf of DWU.

Section 9.4 | *Audit*

9.4.1 The DWU Board of Chairs shall have three auditors, and call on the services of a certified public accountant (CPA) when needed. DWU shall submit a biennial financial statement reviewed by three DWU members.

Section 9.5 | *National Conference Proceeds*

9.5.1 Fund balance carryover earned (not proceeds after expenses) by a host resulting from a biennial conference shall be divided with the corporation on the following basis: 40% to the local host, 40% to the DWU Board of Directors, and 20% seed money toward future biennial conference purposes.

9.5.2 The membership dues shall be built into all National Conference registrations.

Section 9.6 | *Federal Tax ID*

9.6.1 DWU's federal tax ID (501c3) is reserved solely for DWU's purposes and operational needs and cannot be borrowed/used by any other organization(s).

ARTICLE X - STANDING OR SPECIAL COMMITTEES

Section 10.1 | *Committees*

10.1.1 The DWU Board of Chairs shall be responsible for establishing and selecting members or standing and/or special committees when necessary. * See standing rules for specifics

ARTICLE XI - AWARDS

Section 11.1 | *Purpose*

11.1.1 The purpose of the awards is to recognize the contribution of Deaf Women to society, to significant groups within society, and to the empowerment of Deaf Women.

Section 11.2 | *Award Categories*

11.2.1 Giving awards geared toward: Deaf Women of Achievement, Recognition for Proclamation Award to Hosts of National Conference, Recognition Awards for Affiliates, and Scholarships.

Section 11.3 | *Selection of Recipients*

11.3.1 For the criteria to select recipients of awards, see Standing Rules, Section VI: Awards

Section 11.4 | *Means of Recognition*

11.4.1 For the means of recognition of recipients, see Standing Rules, Section VI: Awards

ARTICLE XII – AFFILIATE

Section 12.1 | Affiliate

12.1.1 Any Deaf women organization, professional groups, agency or advocacy services whose objectives are aligned with DWU may join as an Affiliate.

12.1.2 The Affiliate shall be approved by the DWU Board of Chairs.

12.1.3 At least 75% of the affiliate's membership and/or employees shall be comprised of Deaf Women.

ARTICLE XIII - AMENDMENTS

Section 13.1 | *Amendments*

13.1.1 These by-laws may be amended (altered, changed, added to, or repealed) by the affirmative 2/3 vote of regular members present at the biennial National Conference Community meeting, the motion will become effective immediately.

13.1.2 Logo Usage: The DWU logo shall be used on all official DWU documents, publications, including conference-related materials. Affiliates recognized by the Board of Chairs may also elect to use the DWU logo on their documents and printed materials with the intent of these materials aligning with the nature of the organization and the mission, vision, and values.

13.1.3 DWU logos cannot be altered in any way, including slanting and distorting, drop shadows, covering with type or other graphics, or use of any but official DWU colors.

ARTICLE XIV - RULES OF ORDER

Section 14.1 | *Rules of Order*

14.1.1 The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the organization may adopt.

Note: The DWU By-Laws and interim guidelines will govern the affairs of DWU as a whole, with fall back on Robert's Rules Of Order only where there is no mention in the By-Laws or Guidelines. Robert's Rules are only standardized guidelines in themselves, and not set in concrete.

ARTICLE XV - DISSOLUTION

Section 15.1 | *Dissolution*

15.1.1 The DWU may be dissolved by a vote of two-thirds of the members present at a special meeting called by the DWU Board of Chairs for that purpose.

Section 15.2 | *Distribution of Assets*

15.2.1 Upon the dissolution of the DWU and after payment of all existing debts and liabilities, all remaining assets shall be distributed as directed by the DWU Board of Chairs, and as approved by the members.

Revised in accordance with mandate passed during the 1990 DWU Conference, April 1992.

2nd revision (proposed by-laws), approved by the DWU Board of Directors, August 20, 1993.

Approved with revisions by DWU membership, October 16, 1993.

Revised in February, 1995 by the DWU Board of Directors with approval by members on July 29, 1995.

Revised in April 1997 by the DWU Board of Directors with approval by members in July 1997, in Rochester, NY Conference.

Revised in February 1999 by the DWU Board of Directors pending approval by members in June 1999 at the San Diego, CA conference.

Revised in June 1999 by the DWU Board of Directors with approval by members in June 1999 at the San Diego, CA Conference.

Revised in February 2001 by the DWU Board of Directors pending approval by members in June 2001 at the Austin, TX Conference.

Revisions proposed by the DWU Board of Directors in May, 2009.

Revisions approved by the DWU members present at the 2009 DWU Biennial General Meeting on July 25, 2009, in Portland, OR.

Revisions proposed by the DWU Board of Directors in March 2011.

Revision pending approval by members at the Portland, Maine conference July 1, 2011.

Revisions approved by the DWU Board of Directors at the 2011 DWU Biennial General Meeting on July 2, 2011, in Portland, Maine.

Revised in November 2012 by the DWU Board of Directors.

Revised in May 2013 by the Board of Directors.

Revisions proposed by the DWU Board of Directors and approved in June 2013.

Revised by the DWU Board of Directors in November 2014.

Revised in March 2015 by the DWU Board of Directors with approval by members on July 17, 2015, at the National Conference in Berkeley, CA.

Revised in August 2015 by the Operations Chair with approval by the

members in July 2017.

Revised in July 2019 by the DWU Board of Chairs with approval by the members in July 2019 at the National Conference in Phoenix, AZ.

STANDING RULES

SECTION I: MEMBERSHIP DUES

1.1 | Annual dues shall commence from the date of joining, and shall expire two (2) years later, unless a renewal payment is made by or prior to the expiration date.

1.2 | All members, with the exception of Supporting Membership, must identify as a deaf woman. The identity of “deaf” includes the spectrum of deafness and hard-of-hearingness. The identity of “woman” includes anyone who identifies with this term, including trans women.

Membership rates for the following categories are:

MEMBERSHIP CATEGORIES BIENNIAL DUES REQUIREMENTS

REGULAR MEMBERS \$55 UNDER 62 IN AGE

SENIOR CITIZENS \$35 62+ IN AGE

STUDENT \$35 WITH PROOF OF STUDENT STATUS/VALID ID

YOUTH MEMBERSHIP \$25 UNDER THE AGE OF 18

SUPPORTING MEMBERSHIP \$45 HEARING WOMEN ONLY

SUPPORTING AFFILIATES \$95 OTHER ORGANIZATIONS

SECTION II: CONFERENCES

A. NATIONAL CONFERENCE

2.1.A | National Conference Bids: An organization/agency that meets the affiliates requirements and is interested in bidding for the biennial DWU National Conference four (4) years hence shall submit to the DWU Board of Chairs: a) a letter of intent, with names of appropriate parties involved—including the name of the proposed chair, b) a nonrefundable application fee of \$25, and c) post an initial bond of \$350 at least thirty (30) days prior to the biennial conference during which they plan to bid. DWU affiliates shall be given preference in selection of a conference location.

The initial \$350 bond will be returned to losing bidders within thirty (30) days after the National Conference bid decision. The winning bidder will be required to post an additional bond of \$500 within ninety (90) days of the conference bid decision. Both bonds (initial \$350 and additional \$500), shall be returned to the chosen conference host when the post National Conference final audit report and financial settlement is accepted by the DWU Board of Chairs.

2.1.B | If there shall be no bids, the DWU Board of Chairs may appoint a national conference chair in the city selected by the DWU members. Upon appointment, the conference chair is to proceed with building their committee accordingly.

2.2.A | National Conference Reports: All National Conference reports (membership, registrants, program activities, and related documents) shall be in writing and shall be submitted to the DWU Board of Chairs as soon as possible, but no later than six (6) months after the close of the conference.

2.3.A | National Conference Proceeds: Any joint fundraising revenue and fund balance carryover earned (not proceeds after expense) by a host resulting from a biennial National Conference shall be divided on the following basis: 40% to the local sponsor, 40% to the DWU Board of Chairs, and 20% seed money toward future biennial conference.

2.4.A | Any future National Conference chair who has been to at least 1 DWU National Conference is preferred.

2.4.B | Any National Conference chair must work proactively with different organizations to ensure the prevention of scheduling conflicts of various conferences.

2.5.A | For each National Conference, one affiliate representative can register at a reduced rate.

2.6.A | All Power-points presentations must be done with a white background and black print.

2.7.A | All national conferences registrations must have a

checkbox with the option of obtaining a hard copy or electronic program books.

2.8.A | All National Conference publications must have the DWU logo on everything.

2.9.A | The DWU Tagline must be added to all national conference materials.

2.10.A | All National Conferences must provide a first-timers orientation to strengthen the attendees' welcome.

2.11.A | The National Conference shall prohibit the serving or promotion of consuming alcohol, to promote inclusion of all members, at provided events such as general presentations, workshops, and galas. Attendees may consume alcohol outside of the events that are hosted, sponsored, or promoted by DWU.

B. REGIONAL CONFERENCES

2.B | The purpose of Regional Conferences is to establish, cultivate, and enrich relationships with regional communities throughout the nation to fulfill the missing connections the National Conference is not able to provide.

2.1.B | The DWU board shall have total oversight of all expenses pertaining to the Regional Conferences.

2.2.B | If applicable through direct collaboration with a regional community organization, profits after fees from the regional conference shall be split 75% to DWU and 25% to the host.

2.3.B | If applicable, profits after fees from the Cake and/or silent auction shall be split 50% to DWU and 50% to the host.

2.4.B | DWU shall handle all the registrations, payments, and conference expenses.

2.5.B | Any expenses done by board members or hosts/committees must submit the receipt to be reimbursed.

2.6.B | Any regional conference can only be held three months before and six months after the National Conference.

SECTION III: OFFICIAL PUBLICATIONS

3.1 | The official publication of DWU shall be known as Deaf Women United Biennial Report, also referred to as the Annual Report.

3.2 | The design and layout of the Biennial Report shall be designed by the Board of Chairs. The Biennial Report shall be distributed prior to each National conference electronically and some hard copies at the National Conference Community meeting.

3.3 | The Annual Report may include, but not be limited to:

excerpts of the minutes of the meetings of the DWU Board of Chairs and membership, financial reports (which include breakdowns of the expenses), committee reports, affiliate activities and any other reports deemed for inclusion by the DWU Board.

3.4 | The Board of Chairs must submit their annual report and the previous conference minutes forty-eight (48) hours prior to the conference.

SECTION IV: AMENDMENTS

4.1 | Standing Rules: This document may be amended by the majority vote of the Board of Chairs at any Board meeting. Note: This statement is with the exception of Section I: Membership Dues, which is considered by the members of DWU at biennial conference community meetings.

SECTION V: AWARDS: purpose, criteria and nomination process

5.1 | The categories of the awards shall be: Recognition Awards for Affiliates, Proclamation Award from the DWU Board, and Deaf Woman of Achievement (DWOA).

5.2 | Communications Chair will order and bring plaques for all above award recipients.

5.3 | Qualification, Nomination and Selection of Recipient(s):

Recognition Award for Affiliate –

Purpose: Recognition and appreciation of outstanding performance.

Nomination Process: The Chairs working directly with qualified affiliates shall nominate to the DWU Board two months prior to each biennial National Conference.

Selection of Recipient(s): DWU Board approval of the affiliates to receive recognition award at each biennial National Conference.

Proclamation Award from the DWU Board –

Purpose: The Affiliate who hosts the biennial National Conference will be recognized and appreciated for their commitment towards hosting the DWU biennial National Conference.

Selection of Recipient(s): Automatically awarded to the Affiliate hosting the receive the Proclamation Award at each biennial National Conference.

Deaf Woman of Achievement (DWOA) –

Purpose: As part of our mission to recognize the leadership, empowerment, education and inspiration that Deaf women contribute to the Deaf community, DWU has developed a lifetime achievement award to be given every 2 years during the biennial DWU National Conference. An award to be given to one Deaf or hard of hearing woman who contributed significantly to the Deaf community and Deaf

women.

Qualifications: Deaf, Hard of Hearing, or Deaf-Blind woman; Reside in the United States of America; Can't have won this award before; Must demonstrate leadership, empowerment, education and inspiration that Deaf women and contributes to the Deaf community.

Nomination Process: Anyone can submit a nomination. There will be no fee for Deaf Women Of Achievement Award nomination Nominations can be done via form online or video submission There is no limit on the number of times a Deaf woman may be nominated

DWU Board to send out Call for Nominations eight months prior the biennial National Conference. Nominations to close four months prior the biennial National Conference.

Selection of Recipient(s): DWU Board to filter and evaluate nominations based on qualifications and select the recipient of DWOA three months prior the biennial National Conference. Once selection has been made, send an invitation to the recipient to accept the award at the biennial National Conference award ceremony.

Scholarships –

Purpose: To provide opportunities to attend and experience DWU Conference(s).

Qualifications: Deaf, Hard of Hearing, or Deaf-Blind woman;

Reside in the United States of America; Applicants must be a DWU member or be a member by the application deadline.

Application Process: The DWU Board shall advertise for scholarship applicants nine months prior to the biennial National Conference for National Conference scholarships, and four months prior to the Regional Conference scholarships. Applications will include: Application form to be filled out by applicant by stated deadline; Either ASL video or English written response explaining how they, as Deaf women, will benefit from attending the National conference; Provide two references from Deaf women with their phone numbers and/or email addresses.

Selection of Recipient(s): The DWU Board shall filter and select applicants meeting all qualification criteria to be added to the lottery pot. Once a recipient is awarded a DWU Conference scholarship, they cannot qualify for future conference scholarship funds.

For the National DWU conference the DWU board will cover registration and lodging. The recipients will be responsible for their own transportation.

The DWU board will have a written agreement with the recipients whereas the recipients shall disseminate information about DWU through different media avenues. DWU will not announce the recipient's names without the recipient's consent.

Youth Scholarship Funds –

Purpose: To provide opportunities for Deaf girls who wish to attend a Deaf leadership camp, program, or training, when funds are available.

Qualifications: Deaf, Hard of Hearing, or Deaf-Blind girls; Reside in the United States of America; Applicants must be 13-18 of age; Enrolled and/or accepted into a Deaf leadership camp, program, or training.

Selection of Recipient(s): Applicants are screened and selected by the DWU Board of Chairs based on qualifications.

SECTION VI: BOARD MEETING/TRAINING

6.1 | The first official DWU Board of Chairs Retreat post biennial National Conference shall include a group process workshop, which shall be facilitated by female facilitator who is not a current DWU board member. 6.2 | The beginning of each new term the DWU board are required to receive training in person on multi-cultural diversity. 6.3 | The Board of Chairs have adopted a specific way to discuss on certain items. Consensus respects individual opinion while simultaneously establishing one collective decision that everyone agrees with and supports. It is an effective means to advance an issue.

SECTION VII: REMOVAL OF OFFICERS/BOARD MEMBERS

7.1 | The board members shall volunteer their own resignation if they are unable to comply with their assigned duties stated in their

DWU contract.

7.2 | Any officers or DWU Board member may be dismissed by the members of the organization, or the board, for two (2) unexcused absences*, and/or unethical conduct in the current term (*excused absences: death in family, work related, medical emergency and/or family emergency and illness).

7.3 | Any board member who departs from the organization is expected to continue their responsibilities for 30 more days past the resignation notice in order to maintain the effectiveness of operations.

7.4 | Any departing board member is to remain expected to fulfill the monetary obligation to honor the Scholarship fund or to refund the financial coverage the organization has extended for the now-former member through flights, accommodations, et cetera.

SECTION VIII: FINANCES

8.1 | Any revenue opportunities such as events, fundraising cake auction, etc., The treasurer is required to appoint another DWU board member to do immediate audit of the revenue at the location at the closing of the event and must be signed off by the treasurer and the current board member appointed before a deposit is made.

8.2 | Any events or fundraisers and biennial conferences each DWU Board member is responsible to pay for their own ticket to event

and registration.

8.3 | All DWU board members must book flights to meetings or conferences, 2 months in advance, and must pay the difference if over \$300.

8.4 | Any DWU joint event directly collaborated with a DWU affiliate or regional community organization all proceeds shall be divided 50% — 50%.

8.5 | The DWU bank account must be signed and accessible by two people: the Chair and the Finances Chair at all times.

8.6 | All DWU board members must contribute \$500 per term personally for the Conference scholarship fund. This can be done through different methods, such as direct payments, payment plans, or individually organized fundraisers.

8.7 | PayPal fees must be automatically added to any registrations, tickets, or donations for any DWU related events.

8.8 | All DWU events will include a payment plan option.

SECTION IX: NATIONAL DWU COMMUNITY MEETING FORMAT

9.1 | All community meeting minutes must have a record of all the names of people involved in the process: including who motioned,

the language of the motion and who seconded and if passed or failed. This includes showing old business from the last National Conference community meeting and the outcomes of that old business.

9.2 | During the community meeting, someone should be simultaneously typing what the motion is, to make sure the language and meaning is correct.

SECTION X: ORGANIZATION

10.1 | Sociocracy is a method of governing organizations that produces greater commitment, higher levels of creativity, distributed leadership, deeper harmony, and dramatically increased productivity. The principles and practices, based on the values of equivalence, effectiveness, and transparency, are designed to support both unity and respect for the individual.

10.2 | For the Board Voting Process: The aim of sociocracy is inclusive decision making because it has proven to be more effective. Both consensus and consent are collaborative processes that result in unified, harmonious actions.

10.3 | All videos or pictures in social media arena must have transcripts and image descriptions.

SECTION XI: CHAIR OBLIGATIONS

11.1 | The Chairs will individually ensure the success of the Organization after their departure, through the expired term,

resignation, or dismissal, through two ways: crafting a manual to pass onto the next Chair and providing support by answering all questions via email or video within 48 hours for sixty days after the end of the National Conference. The manual may be in either English of a .PDF file or in American Sign Language of a .MOV file. The manual is to be consisted of: all projects assigned to the position; five accomplishments; five misadventures; five yet-to-be-accomplished desires; login information; and details under the Chair's description to fulfill accordingly. The manual shall be handed in the day before Registration Day at the Conference by uploading the clearly-marked file to DWU's Google Drive with the sharing setting set to "Anyone with the Deaf Women United login can view."

11.2 | The committee under the Chair shall be consisted of one former Chair, one former Board Member, and one Deaf Woman that serves as an advisory group.

11.2a | The transition manual must include all the above, along with: term history of collaboration and/or conflicts with organizations, affiliates, and/or events; resignations and dismissals; and leadership successes and vices.

11.3 | The committee under the Vice Chair shall serve as a Bylaws committee where the members ensure the quality, execution, and maintenance of the Bylaws.

11.3a | The transition manual must include all the above, along

with: the annual report; bylaws; and standing rules.

11.4 | The committee under the Communications Chair shall serve as a connection reservoir where the communications with the members are enriched and cultivated at its best.

11.4a| The transition manual must include all the above, along with: the membership database, links to all the previous newsletters, and the access link to the meeting minutes.

11.5 | The committee under the Finances Chair shall serve as an Events team where fundraising initiatives are created and secured with logistics.

11.5a | The transition manual must include all the above, along with: the financial report, banking information, and the organization's physical checkbook.

11.6 | The committee under the Programs Chair shall serve as a Programming team where programs are executed in a manner of promoting the mission of Deaf Women United.

11.6a | The transition manual must include all the above, along with: history reports on the programs for the past two years, successes, misadventures, and uncompleted goals that are desired to be achieved for the next term.

11.7 | The committee under the Outreach Chair shall be dedicated to executing social media campaigns to connect with the organization's community.

11.7a | The transition manual must include all the above, along with: information for all accounts and an update to the recovery information where it is changed to one of the current board members' information.

11.8 | The committee under the Events Chair shall be satisfied through collaborative work with regional hosts, organizations, and/or locations.

11.8a | The transition manual must include all the above, along with: a summary of each event hosted, including what, why, who, when, where, and how. The summary shall include the outcome of the event and feedback to keep in mind.

11.9 | The committee under the National Conference Chair shall be fulfilled through the local conference planning committee.

11.9a | The transition manual must include all the above, along with: the conference financial report.

Standing Rules Deaf Women United, Inc.

Modified by the DWU Board of the term 2017-2019

GENERAL EXPECTATIONS FOR THE BOARD

Review Bylaws Section 8 and Standing Rules for Board Expectations. Enclosed below are some general expectations and protocol for quick reference.

CONSENSUS

The Board of Chairs have adopted a specific way to discuss on certain items. Consensus respects individual opinion while simultaneously establishing one collective decision that everyone agrees with and supports. It is an effective means to decision making scale of 1-5 is the primary decision-making scale.

We also use Group Process to check in with the group to ensure our communication and working relationship is on the same page. More information on Consensus and Group Process are attached and will be discussed during the Board retreat.

ATTENDANCE

Any officers or DWU Board member may be dismissed by the members of the organization, or the board, for two (2) unexcused absences, and/or unethical conduct in the current term.

Each Chair is expected to attend all on-line and in-person Board meetings. On-line monthly meetings will occur once per month on specific day and time upon agreement among the Board of Chairs.

Each Chair will be expected to attend various DWU events such as fundraisers, partnership/sponsorship events, Regional Conferences, National Conferences and any other events determined by the Board of Chairs.

Each Chair is expected to chime in approximately 10-20 hours per month to DWU.

REPORTS

Each Chair is expected to complete Monthly Activity Report (MAR) one week before every monthly Board meeting.

MONETARY OBLIGATION

Each Chair is obligated to bring a \$500 Board contribution by end of each term.

Each Chair will be reimbursed up to \$300 per trip for Board Retreat & National Conference flights. Chairs are expected to pay the difference in airfare costs if your trip exceeds more than \$300. DWU

will not cover baggage fees as well. Not limiting to flights but expenses for fundraisers, some meals that are not covered by DWU and etc.

COMMUNICATIONS

EMAIL | You are expected to respond to emails within the span of 24-48 hours. All e-motions need to be responded within 24 hours. Transparency is vital, be sure to copy and/or report to the Board as a group when deemed necessary.

TEXT/GLIDE | Please be mindful on when to use text and glide for Board discussions. Use those two tools within reasonable measurements to be determined among the Board at the first retreat.

SOCIAL MEDIA | We represent DWU as a whole while serving our term. When we make posts on behalf of DWU, please be mindful of these general outlines when we engage in Social Media for DWU.

Any comments, inquiries, or messages sent directly to DWU to be responded by the Outreach Chair unless instructed otherwise. Forward any inquiries via Messenger to the appropriate individuals. Any questionable postings should be addressed/cleared by the board before posting.

Image description should be made available in every social media post in order to be sensitive to the DeafBlind population.

Be visible on Social Media platforms by doing those: Follow all current board members, current affiliates, and current Deaf Women's Circle members, "Like" DWU collaborative pages, "Like" photos and posts related to DWU, promoting Deaf-Womanhood, etc. "Share" & "Repost" DWU posts.

GROUP PROCESS

To analyze the progress of your group, we aim to check in with this guide. Have each member independently rate each variable on a scale of 1 to 5:

1- Missing completely

5- Operating ideally

1. Listening

Members don't really listen to one another

1 2 3 4 5

All members really listen try hard to They interrupt and don't try to understand others. understand.

2. Open communication

Members are guarded or cautious in discussions.

1 2 3 4 5

Members express both thoughts and feelings openly.

3. Mutual trust and confidence

Members evidence suspicion of one another's

1 2 3 4 5

Members trust one another and do not provoke fear, ridicule, or reprisal.

4. Attitudes toward difference within group

Members avoid arguments, smooth differences

1 2 3 4 5

Members search for, respect and suppress or avoid conflicts. accept differences and work through them openly; they are not pressured to conform.

5. Mutual support

Members are defensive about themselves

1 2 3 4 5

Members are able to give and receive and their functions.

6. Involvement- Participation

Discussion is dominated by a few members.

1 2 3 4 5

All members are involved, free to participate in any way.

7. Control Methods

Subject matter and decisions are controlled

1 2 3 4 5

All members accept responsibility for by the Chair. Productive discussion and for decisions.

8. Flexibility

The group is locked in on established rules

1 2 3 4 5

Members readily change procedures in and members find it hard to change procedures. Responses to new situations.

9. Use of members' resources

Individual's knowledge, abilities, and experience

1 2 3 4 5

Each member's knowledge, abilities are not utilized. and experience are fully utilized.

10. Objective or purposes

Objectives are not clear or not understood

1 2 3 4 5

Objectives are clear, are understood there is full commitment to them.

CONSENSUS

The Board of Chairs have adopted a specific way to discuss on certain items. Consensus respects individual opinion while simultaneously establishing one collective decision that everyone agrees with and supports. It is an effective means to decision making scale of 1-5 is the primary decision-making scale.

Consensus is collective agreement, a shared decision by all team members. A characteristic of consensus is willingness of team members to support the decision once it has been made. Commitment to supporting a decision is more than just living with it. People can agree to something, but unless they are committed to supporting it, they may later disclaim it, i.e., “I didn’t agree with that.”

DECISION MAKING SCALE

- 1 | Total Disagreement (completely opposed)
- 2 | Leaning towards to (need more information)
- 3 | Not sure yet (still thinking)
- 4 | Can live with (Consensus)
- 5 | Total Agreement (Consensus)

DISCUSSION

PROPOSAL

TEST FOR NO CONSENSUS

YES

MODIFICATIONS TO PROPOSAL

CONCERNS

STAND ASIDE

CONSENSUS RAISED

(TABLED)

ACHIEVED

ACTION PLAN/ BLOCK

POINTS

BOARD MEMBER CONTRACT

I, _____, understand that as a member of the Board of Chairs of ***Deaf Women United***, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward. I will honor the Bylaws in alignment with my role, participation, and commitment.

As part of my responsibilities as a Board member:

1. I will interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
2. Each participating term I will make a personal financial contribution of \$500.
3. I will actively participate in all Deaf Women United (DWU) fundraising activities.
4. I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
5. I will stay informed about what's going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on

issues, policies and other Board matters.

6. I will work in good faith with staff and other Board members as partners towards achievement of our goals.

7. If I don't fulfill these commitments to the organization, I will expect the Board Chair to call me and discuss my responsibilities with me.

In turn, the organization will be responsible to me in several ways:

1. Opportunities will be offered to me to discuss with the Board Chair the organization's programs, goals, activities, and status; additionally, I can request such opportunities.

2. The organization will support me to perform my duties by keeping me informed about issues in the Deaf community.

3. Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and moral responsibilities to this organization. Board members will work in good faith with me towards achievement of our goals.

4. If the organization does not fulfill its commitments to me, I can call on the Board Chair to discuss the organization's responsibilities to me.

DWU Board Member (Name and Signature):

Elected Position Title:

Date (Month, Day, Year):

DWU CHAIR:
