

National Bylaws

Revised November 13, 2006



Mission Statement

The mission of the Internal Revenue Service/Deaf Empowerment and Advocacy Forum is to create a work environment free of discrimination and other barriers to Deaf and Hard of Hearing employees.

ARTICLE I

NAME OF ORGANIZATION

Section 1. the name of the national organization shall be the Internal Revenue Service Deaf Empowerment and Advocacy Forum, hereafter referred to as "IRS/DEAF".

Section 2. the seal of the national organization shall be in the large size form of words "IRS/DEAF" and small size form of words "Deaf Empowerment and Advocacy Forum" underneath the large form. There are also small pictures in fingerspelling of "deaf" above the large form of word "DEAF".

ARTICLE II

PURPOSE

The purpose of IRS/DEAF is to:

Section 1. promote understanding of issues affecting Deaf and Hard of Hearing employees in IRS.

Section 2. serve as a resource group to the Commissioner on issues of concern to Deaf and Hard of Hearing employees.

Section 3. establish a network for gathering and distributing information for Deaf and Hard of Hearing employees in IRS.

Section 4. work for the creation of a diverse work force that assures respect and civil rights for Deaf and Hard of Hearing employees.

Section 5. facilitate and enhance the professionalism and advancement opportunities of Deaf and Hard of Hearing employees within IRS.

Section 6. represent a unique cultural and linguistic minority group.

Section 7. be involved in teaching American Sign Language (ASL) and Deaf Culture classes for IRS employees.

Section 8. be involved in the selection process for hiring qualified interpreter(s).

Section 9. evaluate and provide feedback on equipment and reasonable accommodations for Deaf and Hard of Hearing employees.

Section 10. support Personnel's effort to ensure that Deaf and Hard of Hearing employees receive equal opportunity in regard to recruiting, hiring, retention, promotions, transfers, training, details or other actions facilitating career enhancement.

Section 11. support EEO's efforts to identify and eliminate discrimination and other barriers to fair employment in IRS.

Section 12. ensure that Deaf and Hard of Hearing employees are involved in planning special events such as Deaf Heritage Month and Disability Awareness Month.

Section 13. work in partnership with IRS Deaf and Hard of Hearing employees in campuses and field offices, and other IRS locations to promote the above objectives.

ARTICLE III MEMBERSHIP

Section 1. Individual Membership: Members must be current IRS employees who are in accord with the philosophy, principles, and objectives of this organization, and agree to adhere to the same. Membership is by consent of the officers of this organization. There are no membership dues.

Section 2. Membership Categories. There shall be two categories of individual membership: Regular and Associate.

A. Regular Membership:

- 1) Any employee of the IRS who is in accord with the principles, policies, and objectives of the organization and who agrees to adhere to the same, may become a regular member of this organization with the consent of the officers.
- 2) Regular members shall be accorded all privileges of membership.
- 3) Any person who, at the time of being separated – with prejudice – from employment by IRS and such separation is grieved, and the person is a regular member in good standing, is eligible for continued regular membership in this organization until such grievance is resolved.

B. Associate Membership:

- 1) Any person who is not eligible for regular membership and is in accord with the principles, policies, and objectives of the organization and who agrees to adhere to the same, may become an associate member of this organization with the consent of the officers.
- 2) Such members shall be accorded all rights and privileges of membership except those of voting and holding elective offices.

ARTICLE IV
OFFICERS AND DUTIES

Section 1. The IRS/DEAF shall be comprised of six officers who offer all services on a voluntary basis.

Amended August 19, 2004

(1) President

Amended November 1, 2005

- A. keep members informed and updated on IRS/DEAF's liaison with Departmental representatives and issues of interest as they affect the IRS/DEAF mission;
- B. advise and/or assist the officers whenever deemed necessary;
- C. organize, direct, and coordinate all IRS/DEAF activities to meet defined goals and objectives;
- D. develop the agenda and preside at all meetings;
- E. serve as the official representative and spokesperson for IRS/DEAF; and
- F. sign and execute all agreements and obligations voted by a majority of the members in attendance at meetings.

(2) Vice President

Amended November 1, 2005

- A. advise and assist the President in the execution of his or her responsibilities;
- B. execute the functions of the President in the absence, or upon the resignation, of the President; and
- C. arrange social activities for IRS/DEAF members.

(3) Recording Secretary

- A. circulate and maintain minutes of all general meetings;
- B. maintain a list of attendees in general meetings;
- C. reserve a meeting room for general meetings; and
- D. schedule interpreter(s) for guests in the general meetings if needed.

(4) Corresponding Secretary

- A. circulate and maintain all official correspondence and documents;
- B. develop or coordinate reports and correspondence as may be assigned by the President and Vice President;
- C. notify members and interpreters of all meetings and activities;
- D. update and maintain the TTY directory of IRS/DEAF members and interpreters;
- E. distribute the updated TTY directory to the IRS/DEAF members;

- F. maintain archives of IRS/DEAF; and
- G. maintain and oversee the membership database.

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(5) Treasurer

Amended August 19, 2004

- A. maintain the organization's finances

Amended August 19, 2004

- B. countersign with the President or Vice President all checks and requisitions for the disbursement of organization funds

Amended August 19, 2004

- C. provide financial statements as often as required to President and Vice President

Amended August 19, 2004

- D. give quarterly report at the general meeting

Amended August 19, 2004

- E. prepare the annual financial report

Amended August 19, 2004

(6) Webmaster

- A. create and maintain the IRS/DEAF Web page; and

- B. select IRS/DEAF members to be on Web team to carry out the various duties.

ARTICLE V

NOMINATION AND ELECTIONS OF OFFICERS

Section 1. The term for each officer shall be two years.

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Section 2. The IRS/DEAF members will nominate and elect officers from among themselves at the general meeting every February. The officers will be nominated and elected by a simple majority vote of members attending the election meeting.

Section 3. The Nominating Committee shall implement and maintain the staggering of terms of elected offices. A President, Recording Secretary and Treasurer will be nominated and elected on every even-numbered. A Vice President, Corresponding Secretary and Webmaster will be nominated and elected on every odd-numbered year.

Amended November 1, 2005

Section 4. When an officer resigns, transfers, or gains employment outside the Department, he or she will notify the President or Vice President prior to leaving IRS/DEAF.

Section 5. In the event, the President is the resigning officer; the Vice President shall assume the President's responsibilities for the remainder of the term. A new Vice President shall be nominated and elected by members at the next general meeting.

ARTICLE VI MEETINGS

Section 1. Regular meetings will be held at a time and place determined by the officers or members at the National Office and will be open to all IRS employees and their invited guests.

Section 2. The President may call special meetings.

Section 3. All meetings should have an agenda, and business shall be conducted in the following sequence:

- A. Call to order
- B. Approval of minutes of the prior meeting
- C. Reports from the officers and committees
- D. Open Discussion Forum (time limit determined by President and is off the record)
- E. Old business
- F. New business
- G. General announcements of interest
- H. Adjournment

Section 4. Committee chair/co-chairs may conduct committee meetings as necessary.

ARTICLE VII VOTING

Section 1. Votes by a majority of members present at IRS/DEAF meetings shall constitute a quorum. All issues regarding significant changes to the IRS/DEAF shall be presented as a voting issue and voted on by at least majority of the active members.

ARTICLE VIII EXECUTIVE COMMITTEE

Section 1. The officers serve as the members of the Executive Committee. Except for the power to amend the articles of incorporation and bylaws, the Executive Committee shall have all the powers and authority in the intervals between meetings of the general membership, and is subject to the direction and control of the full IRS/DEAF organization.

Amended August 19, 2004

Section 2. The Executive Committee will confirm the establishment of committees and appoint committee chair/co-chairs.

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Section 3. Standing and ad hoc committee chair/co-chairs may be ex-officio members of the Executive Committee with full voting privileges.

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ARTICLE IX COMMITTEES

Section 1. Any IRS/DEAF member may recommend that a committee be formed to work on a specific issue of interest upon approval by IRS/DEAF members.

Section 2. Any IRS/DEAF member may nominate another member to be on the chair/co-chair on a committee.

Section 3. The President will confirm the establishment of committees and appoint committee chair/co-chairs.

Section 4. Committee chair/co-chairs will report the status of committee efforts at general IRS/DEAF meetings.

ARTICLE X DEPARTMENTAL LIAISON

Section 1. The Director, National Office EEO, or a representative appointed by the Director, will serve as the official liaison between the IRS/DEAF and the Department. The role of the liaison will be to advise and assist in accomplishing IRS/DEAF objectives.

ARTICLE XI GOVERNMENT

Section 1. Regulations of this organization shall consist of these bylaws and additional guidelines adopted by the IRS/DEAF.

ARTICLE XII RULES OF PROCEDURE

Section 1. Rules of procedure as stated in Robert's Rule of order, Newly Revised, shall govern the IRS/DEAF except as otherwise provided herein.

**ARTICLE XIII
AMENDMENTS**

Section 1. Any amendments or changes to the Bylaws will be made by a majority of vote of members present at general meetings.

Section 2. The proposed amendments must be presented in writing using the form with registration number four (4) weeks in advance of any vote.

Amended August 19, 2004

**ARTICLE XIV
DISSOLUTION**

Section 1. Upon dissolution of the IRS/DEAF, the members shall, after paying or making provision for payment of all liabilities of the IRS/DEAF, distribute all of the assets of the IRS/DEAF to such organization or organizations, organized and operated exclusively for charitable, educational, or scientific purposes, as shall at the time qualify as an organization or organizations exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, as the members shall determine.

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