

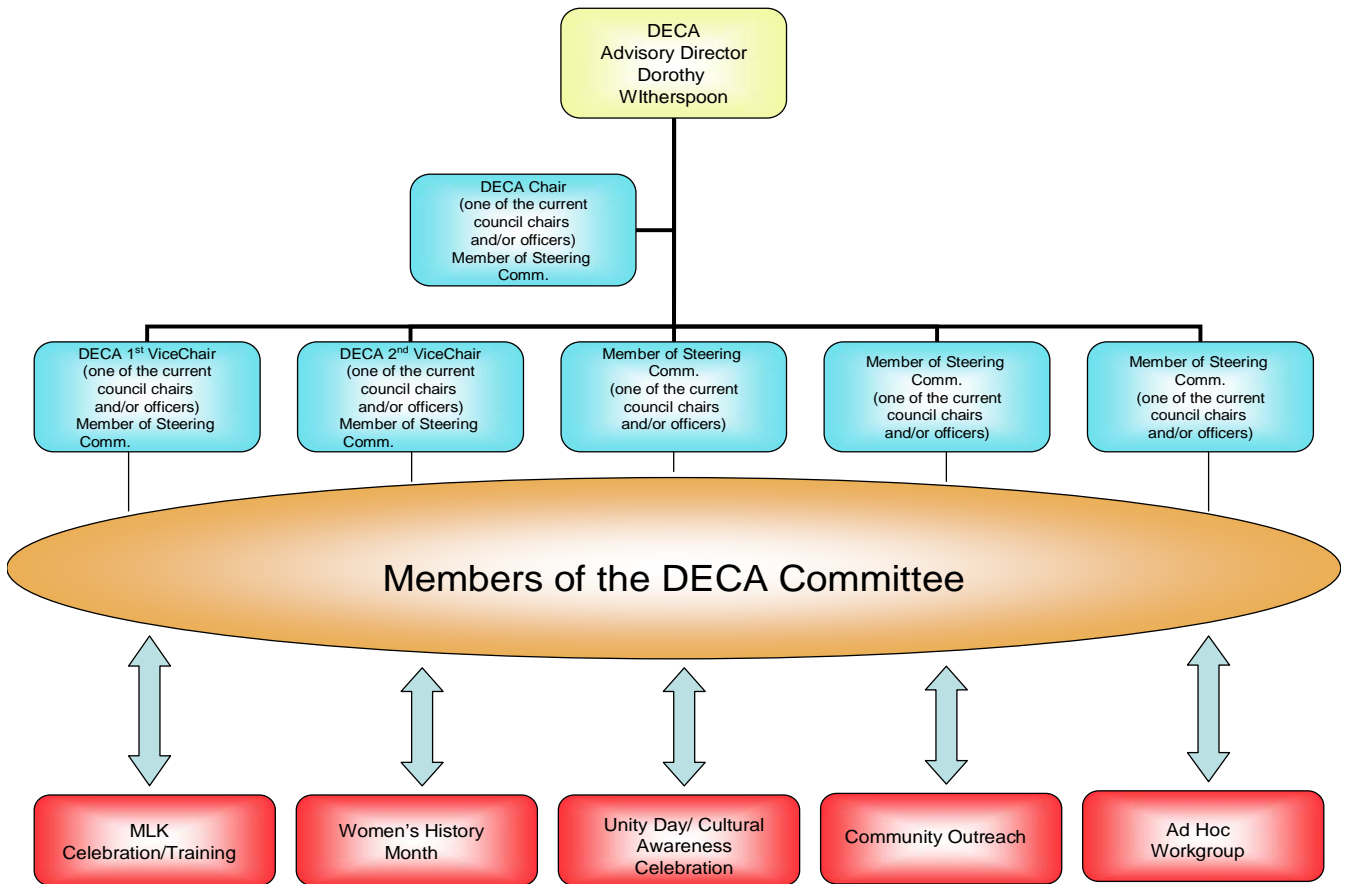
Diversity Education and Cultural Awareness (DECA) Committee

ARTICLE I - NAME

The name of this organization shall be Diversity Education and Cultural Awareness (DECA) Committee, hereinafter referred to as DECA.

Draft Structure:

FY2009 Diversity Education & Cultural Awareness Committee Organizational Chart



ARTICLE II – PURPOSE/MISSION

To foster cultural awareness, develop leadership skills and cultivate the diverse heritage of the government community while promoting equal opportunity and fair treatment for all persons.

ARTICLE III – OBJECTIVES

Section 1: Through the support of the Federal Executive Board (FEB), continue to promote awareness, understanding and education about diverse cultures and diversity issues to federal agencies, managers/supervisors and federal employees.

Section 2: The DECA shall direct its cooperative programs and activities to developing diversity, education and cultural awareness programs.

Section 3: Maintain an integrated effective communication network with agency representatives, the general Federal community, and the public at large.

Section 4: Provide outreach services to area educational institutions and communities.

Section 5: Provide/coordinate training sessions to Federal and other agencies on diversity issues and subjects in support of achieving the DECA mission and goals.

ARTICLE IV - MEMBERSHIP

Section 1: Membership of DECA shall consist of designated representatives from member agencies of the FEB.

Section 2: Federal agencies may designate up to six (6) employees on their staff to participate in activities undertaken by the DECA or work on committees under the DECA. Such assignments will not constitute membership on the FEB.

Section 3: Members shall:

- Actively participate in activities and programs of the committee
- Attend at least 80% of meetings (2 unexcused absences)
- Serve on at least one standing committee or workgroup
- Maintain visibility of the work of the DECA Committee among employees and community

ARTICLE V - OFFICERS

Section 1: The OFFICERS of the DECA shall be: Advisory Director - appointed by FEB; Chair, 1st Vice Chair; 2nd Vice Chair, and a Steering Committee which shall be comprised of the three DECA officers and three others elected from DECA Committee Members-at-Large.

Section 2: The term of office for the Chair, First and Second Vice Chairs shall be for one year. These officers may be reelected for one additional term.

Section 3: The term of office for the Steering Committee members of the DECA shall be one year. These members may be reelected for one additional term.

Section 4: Elections of officers shall be held annually in September at a regular meeting of the DECA. Officers will assume their duties October 1. Unexpired terms of all vacancies of the DECA are to be appointed by the Advisory Director.

Section 5: It shall be the duty of the Chair to appoint a nominating committee of not less than three members who place in nomination one or more names for each elective office. In order to permit full consideration of the candidates, a listing of the nominees will be transmitted to the members with the notice of the meeting at which the election will be held. After formal presentation of the nominations at the meeting, the Chair will provide an opportunity for additional nominations from the floor.

Section 6: Elections shall be by ballot. In all instances, the candidate receiving the greatest number of votes for an office shall be declared elected to the office. If, however, there is only one candidate for an office, the ballot may be dispensed by unanimous consent. A quorum of 51% of active members is required to hold the elections.

ARTICLE VI - DUTIES OF OFFICERS

Section 1: The DECA Advisory Director is appointed by the FEB and serves in an advisory capacity to the DECA and acts as spokesperson for DECA at meetings of the FEB.

Section 2: The Chair shall preside at DECA meetings and assist in the efficient operation of the committee, appoint members to chair standing and ad hoc committees and call special meetings as may be required. Provide liaison services, as assigned by the DECA Advisory Director, between the DECA and other federal, non-profit and community-based agencies in the community. Provides directional support for standing and adhoc committees

Section 3: The 1st Vice Chair shall preside at DECA meetings in the absence of the Chair. The 1st Vice Chair shall function as directed by the Chair to assist in the efficient operation of the DECA. The 1st Vice Chair shall prepare an annual report of the accomplishments and progress for the prior fiscal year in relation to the DECA annual work plan.

Section 4: The 2nd Vice Chair shall function as directed by the Chair to assist in the efficient operation of the DECA. The 2nd Vice Chair's duties include assisting in the preparation of notices of all meetings, preparing and keeping minutes of all meetings, and keeping such records as required. The 2nd Vice Chair shall coordinate and organize administrative and technical tasks for DECA events and functions.

Section 5: The Steering Committee shall explore opportunities to undertake with diligence and serious purpose those DECA activities in the areas of Government-wide diversity programs, service to the community, and improving the quality of the Federal Government service in Kansas City and vicinity.

ARTICLE VII - MEETINGS

Four or more meetings per year of the full DECA committee will be held upon notice by the Chair.

ARTICLE VIII - ANNUAL WORK PLAN/PROGRAMS

For each fiscal year, the Chair, in consultation with the (FEB) and Steering Committee, shall prepare a plan of objectives of the DECA for the ensuing year of activities and projects in the areas of diversity, cultural awareness, and service to the community. The DECA workplan is subject to the approval of the FEB.

ARTICLE IX - REPORTS

The 1st Vice Chair, in consultation with the DECA committee, shall prepare an annual report of the accomplishments and progress for the prior fiscal year in relation to the annual work plan referred to in Article VIII.

ARTICLE X – STANDING AND ADHOC COMMITTEES

The Steering Committee and Adhoc Committees shall develop programs such as:

Unity Day diversity training event (even years)

Cultural Awareness training event (odd years)

Women’s History Month (annual)

Martin Luther King (annual)

Community Outreach (annual projects)

Ad Hoc Committees (as assigned)

ARTICLE XI - AMENDMENTS TO THE BYLAWS

Amendments to the Constitution and Bylaws shall be referred to the DECA Steering Committee, and upon a favorable report by that Committee, shall be submitted to the DECA members for their approval and adopted with the concurrence of the majority of those replying and the FEB.