

Eastern Kentucky University

ADA Awareness & Accessibility Committee



BYLAWS

February 11, 2011

Eastern Kentucky University
ADA Awareness & Accessibility Committee
Bylaws

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EASTERN KENTUCKY UNIVERSITY
ADA AWARENESS & ACCESSIBILITY COMMITTEE
BYLAWS

ARTICLE I

TITLE

ADA Awareness & Accessibility Committee

ARTICLE II

VISION STATEMENT

The University, as a public institution of higher learning, has an obligation to promote awareness of the skills, rights and individual worth of people with disabilities. It fulfills this obligation by promoting equal accessibility to all university programs, resources, activities and events for all students, faculty, staff, administrators and the public.

ARTICLE III

MISSION STATEMENT

To promote awareness and provide information to educate the university community of the unique challenges, legal rights and diversity of people with disabilities, both visible and hidden, provide information and resources, and promote respect of the various cultures within the disability community.

To assist and advise the university community on issues associated with compliance with state and federal disability access laws, including Section 504 and 508 of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act and subsequent revisions.

To strive for representation of the entire university community as members of the committee.

ARTICLE IV

FUNCTIONS

Promote awareness of our shared responsibilities to accommodate individuals with disabilities.

Support university-wide efforts to promote education about disabilities and people with disabilities, and to support efforts and make recommendations to enhance accessibility to programs, physical structures, policies, practices, educational resources, activities and events.

Serve as a resource to the university regarding plans and decisions that effect persons with disabilities.

ARTICLE V

MEMBERSHIP AND ELIGIBILITY

Section 1. Eligibility

Faculty, staff, and students of Eastern Kentucky University are eligible.

Section 2. Representation

- A. Representation on the ADA Awareness & Accessibility Committee shall follow the most current version of the Membership Representation Table (MRT). See Attachment A.
- B. In developing the MRT, the Committee shall consider the total number of staff within a particular unit and similarities of purpose served by specific units. This will be decided more clearly through communications of the committee.
- C. The Executive Committee of the ADA Awareness & Accessibility Committee will annually review the MRT to ensure accurate and appropriate representation.
- D. Modifications to the MRT shall require a two-thirds vote of a quorum of the full committee.
- E. Members of the public are welcome to attend all open meetings in a non-voting capacity.

Section 3. Size

The size of the full committee shall be representative of the needs of the University. An optimum size of 25 voting members is recommended. This number is not to include alternate and ex-officio members.

Section 4. Membership Classification

There will be three classifications of membership on the committee. These members may be voting/non voting as defined elsewhere in these by-laws.

- A. **Full Members**
The full membership consists of full voting members of the committee. Full members have rights and privileges as defined by these by-laws. Full members are expected to attend 60% of the official meetings of the committee.
- B. **Alternate Members**
Alternate members are appointed to attend committee meetings in place of a full member should the need arise. Alternate members are required to take information presented in committee meetings to their corresponding full member for consideration.
- C. **Ex-Officio (Non Voting) Members**
Certain members of the University, whether by knowledge or position, may be granted non voting membership to the committee. This type of membership may include, but is not limited to, members of the community, faculty, and staff. This type of membership shall include the current president of the University.

Section 5. Membership Establishment

- A. Full Members
Full committee members must be nominated by their respective unit and approved by the President of Eastern Kentucky University.
 - i. Student representatives shall be nominated at the discretion of the current executive committee or student government association president.
- B. Alternate Members
Alternate members are to be appointed by a full member. Every full member is expected to have one alternate member who may attend in their stead. Alternate members shall be approved by the executive committee.
- C. Ex-Officio Members
Ex-Officio members may be nominated by any full member of the committee at any time. Ex-Officio members shall be appointed/removed by a two-thirds vote of the full committee.

Section 6. Voting

Each full member shall receive one vote per motion.

Section 7. Removal from Committee

Any member of the committee that shows non-performance of committee duties or failure to support the mission of the committee may be removed upon recommendation and two-thirds vote from the full committee or may be asked to resign their position. The member will have an opportunity to defend their seat on the committee prior to vote.

Section 8. Management of Membership

Annually, an updated membership list must be sent to the Office of the President. The membership list will contain recommendations for addition to and removal from the full committee.

ARTICLE VI

ELECTIONS

Section 1. Nominations

Nominations shall be accepted prior to the last meeting of the spring semester.

Section 2. Elections Calendar

- A. Election of officers will be held prior to the end of the spring semester.
- B. Officers and committee members shall commence service at the first meeting of the fall semester.

Section 3. Term of Office

- A. Resignation of officers will be accepted by the chair.
- B. Terms of office will be for three years with one-third of the officers being elected each year.

Section 4. Term Limits

- A. Committee officers shall not serve in the same position more than two (2) consecutive elected full terms.

Section 5. Vacancies

A vacancy shall exist whenever any of the following events occur:

- 1. The person ceases to be eligible as defined by Article V, Section 1.
- 2. The person notifies the Chair of the Committee, in writing, that he/she no longer wishes to continue in such capacity.

Section 6. Filling Vacancies

Officer vacancies shall be filled by special election as soon as possible after the resignation of an officer. The elected replacement will serve the remainder of the resigned officer's term.

ARTICLE VII

OFFICERS

Section 1. Officers

- A. Offices shall include a Chair, Vice Chair and a Secretary.
- B. Officers will be elected from the membership of the committee and shall serve a three year term, or until their successor is elected and seated.

Section 2. Duties

- A. Duties of Chair.

The Chair shall preside at all meetings of the Committee and at all meetings of the Executive Committee. The Chair shall appoint all standing and special committees, subject to the approval of the Executive Committee, and shall be ex-officio member of all committees. Whenever necessary, the Chair shall act for the Committee between meetings, clearing important action with the Executive Committee by mail, e-mail, or telephone. The Chair or such alternate as he/she may designate, shall represent the Committee at meetings or other group where Committee representation is desired or required.

- B. Duties of Vice Chair.

The Vice Chair shall serve in the absence of the Chair and assist the Chair in performance of duties and activities of the Committee. The vice chair shall also provide leadership to the ADA Awareness Activities Subcommittee of which the primary responsibility is the coordination of "Disabilities Day."

- C. Duties of Secretary.

The Secretary shall attend all meetings of the Committee. He/She will record Committee meeting minutes and provide communications outside the Committee to all membership. Other duties include preparation of meeting agendas, publications, newsletters, correspondence among membership and various other tasks as needed.

ARTICLE VIII

VOTING

Section 1: Quorum

A quorum is one-third of the committee members. Business requiring votes cannot occur without a quorum.

Section 2: Decision Making

A motion requires a vote of 50% plus one of the members present to prevail.

Section 3: General Voting

The chair of the committee will ask for a first motion, a second, and an overall vote on any particular topic. If quorum is not met, the vote will be set aside until next meeting.

Section 4: Electronic Voting

Voting through an electronic means can consist of but is not limited to electronic mail (email), Blackboard (chats, message boards, etc.), website form submission, etc. For topic and/or motion to be decided, votes must consist of one-third vote resulting in quorum. All pertinent proof of votes must be catalogued for future reference by the secretary of the committee.

ARTICLE IX

SUBCOMMITTEES

Section 1. General

- A. All subcommittees serve at the will of the chair.
- B. Subcommittees may be formed/dissolved as required to accomplish mission of the committee

Section 2. Permanent Subcommittees

- A. Executive Subcommittee

The Executive Subcommittee consists of the past chair, current chair, vice chair, and secretary. This subcommittee will meet to conduct crucial business in absence of all voting members. Any member of the Executive Subcommittee can convene a meeting.

ARTICLE X

MEETINGS

Section 1. Regular Meetings

Regular meetings shall be held a minimum of three times per semester throughout the academic year and as necessary during the summer months. Meetings will be held the second Wednesday of every month at a time and place to be agreed upon by the majority of the full committee.

Section 2. Special Meetings

The Chair, a majority of the Executive Committee, or a quorum of the committee, can call a special meeting with a minimum of 24 hours notification.

Section 3. Closed Meetings

Meetings or portion of a meeting may be closed to invited guests at discretion of the chair.

Article XI

Expenditures

Section 1. Treasurer

The chair of the committee shall perform the functions of treasurer including providing intermittent reports on the status of the fund and being responsible for the dispersion of funds as approved by the committee.

Section 2. Expenditure Approval

- A. Expenditures less than or equal to \$250 shall be approved by the executive committee.
- B. Expenditures over \$250 must be approved by a majority vote of a quorum of the committee.

ARTICLE XII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order (<http://www.robertsrules.com/>) shall govern the conduct of meetings of the committee unless the committee shall adopt or suspend rules otherwise.

ARTICLE XIII

AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular meeting of the committee by a two-thirds vote of the full committee, if the amendment has been submitted in writing at the previous regular meeting.

ATTACHMENT A

MEMBERSHIP REPRESENTATION TABLE

UNIT	NUMBER OF REPRESENTATIVES
College of Arts & Sciences	2
College of Business and Technology	1
College of Education	2
College of Health Sciences	1
College of Justice and Safety	1
Admissions	1
Capital Planning	1
Continuing Education and Outreach	1
Deaf and Hard of Hearing Services	1
Equal Opportunity Office	1
Facilities Services	1
Information Technology	1
Services for Individuals with Disabilities	1
Libraries	1
Parking and Transportation	1
Student Affairs	2
Student Representatives	4
Members at Large	4
TOTAL	27

ATTACHMENT B

BY-LAWS REVISION TABLE

Date	Changes
2/11/11	Major revisions. On file with Secretary of Committee.