

DEPARTMENT EQUAL OPPORTUNITY COMMITTEE BY-LAWS

JANUARY 2015

ARTICLE I – NAME

Section 1. The name of this organization shall be the Department Equal Opportunity Committee (DEOC) and shall serve as the Department of Military Affairs' State Affirmative Action advisory committee.

ARTICLE II – PURPOSE

- Section 1. The purpose of the DEOC shall be:
- A. To advise and recommend affirmative action policy to the Affirmative Action Officer and the Adjutant General of the Department of Military Affairs.
 - B. To investigate and analyze the Department's employment and service delivery activities for discriminatory practices.
 - C. To propose broad policies, action programs and procedures to achieve and maintain equal opportunity in the Department employment and services delivery activities.
 - D. To serve as initial points of contact for claims of discrimination or harassment, and assist in investigating those claims.

ARTICLE III – MEMBERSHIP

Section 1. **Representation.** The DEOC will be composed of a cross section of employees representing various levels and units, protected groups (sex, ethnic, handicapped, etc.) within the Department. Membership to the committee will consist of (7) members who will serve staggered two-year terms. The Department's Affirmative Action Officer is an ex-officio member of the committee.

Section 2. **Appointment.** The Department Affirmative Action (AA) Officer will nominate committee members from the Department of Military Affairs in Madison, from the Milwaukee area, the Camp Douglas area, or any other area. The Adjutant General confirms appointment to the committee.

Section 3. **Voting.** All appointed members shall be voting members. Ex-officio members shall not be voting members.

Section 4. **Resignation/forfeiture.**

- A. Resignation. If an individual's status changes whereby he or she can no longer serve on the DEOC, a notice of resignation should be provided to the DEOC Chair, who will notify the AA Officer, who will then notify the Adjutant General of the resignation. An appointment will be made of a new representative to complete the term of the resigning representative
- B. Absence. An individual must contact the Chair prior to meeting in order to be excused.

ARTICLE IV – MEETINGS

Section 1. Meetings will be held at least bi-monthly (every other month). An attempt will be made to hold one committee meeting at the Milwaukee area and one at the Camp Douglas area each year. The date and time of the meetings will be set by the committee. Members may attend via teleconferencing.

Section 2. The DEOC must have a quorum to conduct official business. A quorum consists of a majority of voting DEOC members.

Section 3. Special meetings may be called by the Chair or by a two-thirds majority of the general membership.

Section 4. A majority of voting members present decides any issue. Adequate discussion of the issue should precede any vote. In the event of a tie vote the Chair will cast the deciding vote.

ARTICLE V - OFFICERS

Section 1. The elected officers will be a Chair, a Vice Chair and a Committee Secretary/Treasurer. If a budget is developed and funded for the DEOC in the future, the Secretary/Treasurer officer position will be separated into two officer positions and the DEOC will have a Committee Secretary and a Committee Treasurer.

Section 2. The Chair, Vice Chair and Committee Secretary/Treasurer will serve for two-year terms beginning the next regular meeting after the election.

- A. Elections for the Chair, Vice Chair and Secretary/Treasurer will be held every two years, with the Chair and Vice Chairs' elections generally being held on staggered years. New members will be nominated at the last meeting of elected term and begin the following regular meeting.
- B. If elected officer positions are vacated prior to the end of their term, immediate elections will be held the next meeting following the position vacancy.

Section 3. Duties of the Officers:

A. The Chair shall:

- 1. Be a member of the DMA DEOC.
- 2. Report directly to the Adjutant General and /or the Affirmative Action Officer.
- 3. Be responsible for conducting DEOC meetings.
- 4. Submit all reports, recommendations and DEOC minutes to the Department AA Officer and to the Office of the Adjutant General of DMA.
- 5. Act as or appoint the DEOC's spokesperson.
- 6. Appoint members to fill in for absent officers during meetings.

B. The Vice Chair shall:

- 1. Report directly to the DEOC Chair.
- 2. Be responsible for the same duties above in the Chair's absence.
- 3. Be responsible for other duties as assigned by the Chair.
- 4. Be a voting member of the DEOC.
- 5. Become the next Chairperson of the committee upon the Chair's resignation of his/her term.

C. The Secretary/Treasurer shall:

1. Be a member of the DMA DEOC.
2. Prepare agendas for the DEOC meetings and distribute to committee members.
3. Reserve meeting room for each meeting
4. Send Open Records Law faxes out prior to each meeting
5. take minutes at each meeting and distribute to committee members
6. Be responsible for keeping any records, etc., that might arise from DEOC proceedings.
7. track all expenditures associated with AAAC activities

Section 4. Duties of All Members

- A. Attend and participate in scheduled meetings
- B. Disseminate information to represented areas
- C. Serve as initial point of contact for claims of discrimination or harassment and assist in investigating those claims.
- D. Participate in accomplishing action steps as identified in the Affirmative Action Plan
- E. Attend required diversity training as indicated in the Affirmative Action Plan, in the Auxiliary Requirements section.

ARTICLE VI – SUBCOMMITTEES

Section 1. Subcommittees shall be created and disbanded by resolution of the DEOC as the need for them arises.

Section 2. Subcommittees will consist of three members appointed by the DEOC Chair.

Section 3. Each subcommittee shall have a Chair who is appointed by the DEOC Chair.

Section 4. The subcommittee Chair shall:

- A. Report directly to the DEOC.
- B. Be a member of the DEOC.
- C. Be responsible for conduction subcommittee meetings.
- D. Appoint a secretary and assign individual responsibilities to members when necessary.
- E. Submit written and /or oral reports to the DEOC on the activities of the subcommittee.

Section 5. The subcommittee Secretary shall:

- A. Report directly to the subcommittee Chair.
- B. Keep subcommittee minutes.
- C. Perform other duties as assigned by the subcommittee Chair.

ARTICLE VII – AMENDMENTS

- Section 1. Any DEOC members or the Adjutant General may introduce proposed amendments to these By-Laws.
- Section 2. Proposed amendments shall be discussed by the DEOC.
- Section 3. Proposed amendments shall not be voted upon during the same meeting at which they are introduced, but shall be voted on at the next regular scheduled meeting at which a quorum is present.
- Section 4. Proposed amendments require a two-thirds vote of those present for adoption.
- Section 5. The Adjutant General will approve amendments to the By-Laws.

APPROVED BY:



DONALD P. DUNBAR
Maj Gen, Wisconsin National Guard
The Adjutant General



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