

DCCD I.D.E.A. Plan & Litmus Test

Section 1. Introduction

By satisfying the requirements of Article VI of the District of Columbia College Democrats (“DCCD”) Bylaws, this Inclusion, Diversity, Equity, and Accessibility (“I.D.E.A.”) Plan and Litmus Test serves to further the mission of promoting an equitable and inclusive organization for all members to be supported and empowered in our diversity. The I.D.E.A. Department, and DCCD as a whole, strives to create space for individuals to learn more about their values, grow in our current social, political, and global family, and create a culture of accountability to reflect the same diversity that exists in the District of Columbia.

Section 2. Online Events & Meetings

Whereas In light of the COVID-19 pandemic, DCCD has shifted most of its events and meetings to online platforms, such as Zoom. This scenario will most likely continue into Fall 2020. Additionally, virtual events and meetings will be continued to be used post-COVID-19 to facilitate involvement for students with busy schedules or lack of accessible transportation; and,

Whereas Bylaws Article VI Section 5 stipulates that “all Federation events shall make all reasonable accommodations for students with audio, visual, physical, and/or intellectual disabilities;” now, therefore, be it

Resolved,

1. All virtual events and meetings held over video conferencing services, such as Zoom, shall be accessible for d/Deaf/hard of hearing attendees on request by--
 - a. providing a qualified American Sign Language interpreter;
 - b. designating an individual to provide timely and accurate closed captioning for events;
 - c. using an automatic closed captioning service which is not less timely and accurate than the closed captioning provided in subparagraph b; or,
 - d. providing a transcript if we are unable to provide captions contemporaneously
2. All virtual events and meetings held over video conferencing services, such as Zoom, shall be accessible for all attendees by ensuring that the audio of all hosts, panelists, and participants is reasonably functional and understandable.

Section 3. In-Person Events & Meetings

Whereas DCCD will begin to shift its online programming to in-person programming when safe and logical to do so; and,

Whereas Bylaws Article VI Section 5 stipulates that “all Federation events shall make all reasonable accommodations for students with audio, visual, physical, and/or intellectual disabilities;” now, therefore, be it

Resolved,

1. DCCD events and meetings shall not be held in any building that is not compliant with the Americans with Disabilities Act;
2. Furniture in venues shall be arranged so that a wheelchair-user is able to navigate the space;
3. If food will be provided or served at an event or meeting, DCCD shall reasonably account for allergies, dietary restrictions, and/or chronic illnesses that any attendees may have; and
4. If food will be provided at an event or meeting, DCCD shall label all foods served.

Section 4. Presentations, Social Media, and the Website

Whereas At virtual and in-person events or meetings, presentations will often be utilized;

Whereas DCCD’s social media accounts and website are powerful tools for member engagement and advocacy;

Whereas Bylaws Article VI Section 5 stipulates that “all Federation events shall make all reasonable accommodations for students with audio, visual, physical, and/or intellectual disabilities;” and,

Whereas Bylaws Article VI Section 4 stipulates that “all Federation communication shall be accessible for students with audio, visual, physical, and/or intellectual disabilities;” now, therefore, be it

Resolved,

1. Presentations utilized in DCCD meetings and events shall use a light background with dark font upon request;
2. Graphics posted on DCCD’s social media accounts shall include image descriptions;
3. Presentations utilized in DCCD meetings, events, and printed documents shall use accessible font types and sizes which are--
 - a. no less than sixteen point font; and,
 - b. easily readable and clear; and,
4. Presentations utilized in DCCD meetings and events, social media posts, the website, and documents shall be compatible with screen-reading technology.

Section 5. Financial Restrictions

Whereas DCCD events provide members with valuable educational, advocacy, field, social, and networking experiences; and

Whereas DCCD events should be accessible to members regardless of financial circumstance; now, therefore, be it

Resolved,

1. Not more than fifteen percent of DCCD non-development events shall require an entry fee for members;
2. If a DCCD non-development event requires an entry fee, DCCD shall set aside a number of free or subsidized tickets;
3. If a DCCD non-development event requires an entry fee, DCCD shall ensure that the price is within reason;
4. All DCCD development events shall make available student pricing which is within reason
5. All DCCD development events shall include a “sponsor a student” option to distribute tickets to students who require their ticket to be free or subsidized; and,
6. If a DCCD event is for development, it shall be clearly expressed

Section 6. Spanish Translation

Whereas Spanish is the second most spoken language in the United States;

Whereas Many institutions across the country have lagged in providing language services to Spanish speakers;

Whereas Bylaws Article VI Section 3 stipulates that “all Federation communication shall have a Spanish option available; now, therefore, be it

Resolved,

1. The DCCD website shall have a Spanish translation option for all sections;
2. All public-facing DCCD official documents shall be available in Spanish;
3. All official DCCD internal communication shall be available in Spanish upon request;
4. The I.D.E.A. Department shall make Spanish translation available upon request at any DCCD event or meeting; and,
5. The I.D.E.A. Department is hereby authorized and directed to provide Spanish text for the requirements stipulated in paragraphs 1, 2, 3, and 4.

Section 7. Diverse Speakers & Candidates

Whereas Speakers at DCCD’s events should reflect the diversity of the District of Columbia and our country in terms of race, ethnicity, gender identity, sexual orientation, and religious beliefs, and other identities;

Whereas Candidates for which DCCD campaigns should reflect the diversity of the District of Columbia and our country in terms of race, ethnicity, gender identity, sexual orientation, religious beliefs, and other identities;

Whereas DCCD should be a place where all members, regardless of background, feel safe sharing their experiences; and,

Whereas DCCD stands in solidarity with Black, Asian American and Pacific Islander, Jewish, Latinx, Indigenous, Muslim, Women, LGBTQ+, disabled individuals, and other marginalized individuals as they share their experiences of discrimination across the nation; now, therefore, be it

Resolved,

1. DCCD shall ensure that speakers at its events reflect the diversity of the District of Columbia and our country in terms of race, gender identity, sexual orientation, religious beliefs, and other identities voices;
2. DCCD’s events shall especially uplift Black, Asian American and Pacific Islander, Jewish, Latinx, Indigenous, Muslim, Women, LGBTQ+, disabled, and other marginalized voices in such events; and,
3. The DCCD Field Director and I.D.E.A. Director are hereby authorized and directed to ensure that DCCD campaigns for a diverse slate of candidates that reflect the diversity of the District of Columbia and our country in terms of race, ethnicity, gender identity, sexual orientation, religious beliefs, and other marginalized voices,

Section 8. Caucus & Campus Affinity Group Outreach

Whereas DCCD should be a place where all members, regardless of background, feel safe sharing their experiences;

Whereas DCCD stands in solidarity with Black, Asian American and Pacific Islander, Jewish, Latinx, Indigenous, Muslim, Women, LGBTQ+, disabled individuals, and other marginalized individuals as they share their experiences of discrimination in College Democrat organizations across the nation;

Whereas DCCD’s membership should reflect the diversity of the District of Columbia and our country in terms of race, ethnicity, gender identity, sexual orientation, religious beliefs, and other identities;

Whereas Bylaws Article VI Section 2 stipulates that “the Inclusivity, Diversity, Equity, and Accessibility Plan shall establish meaningful steps towards making the Federation, its communications, and its events more inclusive for students of historically oppressed groups, Spanish speakers, and students with audio, visual, physical, and/or intellectual disabilities.”

Whereas DCCD should be a welcoming organization to marginalized individuals and groups by fully including DCCD caucuses and affinity groups in DCCD events; and,

Whereas It is DCCD’s responsibility to include caucuses and affinity groups in DCCD events, advocacy, campaigning, and internal processes; now, therefore, be it

Resolved,

1. When conducting outreach to caucuses, affinity groups, or individuals, DCCD shall conduct itself in a manner that facilitates genuine involvement and representation;
2. DCCD shall not recruit members of diverse identities for *image* or otherwise engage in tokenizing activities;
3. The DCCD Political Department and I.D.E.A. Department are hereby authorized and directed to conduct consistent outreach to caucuses and affinity groups;
4. When planning an event, DCCD shall only reach out to a caucus or affinity group if the event is relevant and uplifting to the group’s goals and purpose;
5. If a caucus or affinity group agrees to participate in a DCCD event, DCCD shall ensure that the caucus or affinity group’s leadership are genuinely involved in planning the event; and,
6. The DCCD I.D.E.A. Department is hereby authorized and directed to provide I.D.E.A. events when necessary.

Section 9. Official Statements

Whereas DCCD should speak out on national and local issues when they arise; and,

Whereas Official statements made by DCCD should seek input from a diverse group of individuals; now, therefore, be it

Resolved,

1. Any official statement drafted by the Legislative Department shall seek input from the Caucus Chairs of relevant caucuses;

2. Any official statement drafted by the Legislative Department shall seek input from affinity groups when necessary and possible;
3. Any official statement drafted by the Legislative Department shall be approved by the President, Vice President, Communications Department, and I.D.E.A. Department before it is released; and
4. The I.D.E.A. Department is hereby authorized and directed to provide the Communications Director with specific days or months that celebrate a specific group, anniversary, or event so that the Communications Director may plan accordingly.

Section 10. Executive Transparency

Whereas DCCD strives to be an organization that is fully transparent to its membership and staff;

Whereas DCCD will be a more effective organization if it reaffirms that transparency is a priority; and,

Whereas Transparency will hold DCCD leadership accountable; now, therefore, be it

Resolved,

1. DCCD Directors are hereby authorized and directed to provide regular updates on DCCD-wide planning and priorities to their staff;
2. The DCCD President and Vice President are hereby authorized and directed to provide Director meeting (commonly referred to as an Executive Board Meeting) minutes to any DCCD member, as defined in Bylaws Article IX Section 1e, upon request;
3. DCCD Directors are hereby authorized and directed to include any staffer in Director meetings (commonly referred to as Executive Board Meetings) upon request; and,
4. If a DCCD staff member is included in a Director meeting (commonly referred to as an Executive Board Meeting), shall be allowed full participation, excepting votes as defined in the Constitution and Bylaws, in said meeting.

Section 11. Accountability & Code of Conduct

Whereas DCCD should be a place where all members, regardless of background and identity, feel safe participating;

Whereas DCCD has a zero-tolerance policy regarding incidents of discrimination, sexual assault, and harassment (including, but not limited to violations of privacy, physical altercations, verbal altercations, intimidation, stereotyping, hate speech, and microaggressions);

Whereas Bylaws Article IX Section 3 stipulates that “the State Committee shall pass the Code of Conduct. The State Committee may amend the Code of Conduct as they see fit as long as any amendments go into effect after any ongoing Ethics Commission investigations are concluded;” and,

Whereas Bylaws Article IX Section 1a defines the Code of Conduct as “a statute which i. defines proper conduct of DCCD Members; ii. defines enforceable consequences for DCCD Members who breach the Code of Conduct; iii. maintains a zero-tolerance policy regarding incidents of discrimination, sexual assault, and harassment, including but not limited to (1) violations of privacy; (2) physical altercations; (3) verbal altercations; (4) intimidation; (5) stereotyping; (6) hate speech; and, (7) microaggressions; and iv. is available to the general public through the DCCD website;”

Whereas DCCD expects full accountability for DCCD members, as defined in Bylaws Article IX Section 1e, who violate the Code of Conduct; now, therefore, be it

Resolved,

1. Any individual who believes a DCCD member has violated the Code of Conduct is able and encouraged to submit an official and confidential complaint;
2. DCCD Members, as defined in Bylaws Article IX Section 1e, shall abide by and held accountable to this Code of Conduct;
3. The DCCD State Committee, President, Vice President, and other Federation officers are authorized and directed to implement this Code of Conduct to the fullest extent;
4. The Code of Conduct shall be publicly available through the DCCD website; and,
5. A Code of Conduct violation complaint form, as a PDF, shall be publicly available through the DCCD website.

Section 12. I.D.E.A. Trainings

Whereas Regular I.D.E.A. trainings are necessary for ensuring that DCCD is a welcoming organization to marginalized individuals and groups by fully including DCCD caucuses and affinity groups in DCCD events;

Resolved,

1. All DCCD Federation officers, Caucus Chairs, and DCCD Staffers, as defined in Bylaws Section IX 1c, shall attend all trainings provided by the I.D.E.A. Department;
2. The I.D.E.A. Department is hereby authorized and directed to schedule additional I.D.E.A. trainings when necessary;
3. The I.D.E.A. Department is hereby authorized and directed to hold one I.D.E.A. training within three weeks of formation and two I.D.E.A. trainings per semester;

4. I.D.E.A. trainings shall educate Federation officers, Caucus Chairs, and DCCD Staffers on issues relevant to racism, sexism, xenophobia, classism, ableism, homophobia, transphobia, best practices, and any other issue that the I.D.E.A. Department deems necessary; and,
5. I.D.E.A. trainings shall engage all participants.

Section 13. I.D.E.A. Litmus Test Authorization

Whereas The I.D.E.A. Director is required to provide timely feedback to Federation officers and staff to make their events and meetings more accessible; and,

Whereas DCCD does not yet have a timely and transparent process for vetting future events and meetings; now, therefore, be it

Resolved,

1. All DCCD events and meetings shall be subject to an I.D.E.A. Litmus Test that meets all the requirements stipulated in Sections 2–9; and,
2. The I.D.E.A. Director is hereby authorized and directed to enforce the I.D.E.A. Litmus Test below for all DCCD events and meetings.

I.D.E.A. Litmus Test

General Planning

6. Has a reasonable amount of time been provided to request accommodations?
 - a. If not, why not?
7. Does any issue we’re covering disproportionately affect a marginalized group more than others? Have we reached out to other organizations/affinity groups if the programming relates specifically to their members/mission?
 - a. If not, why not?
8. Are speakers selected from diverse identities?
 - a. If not, why not?
 - b. Who are the speakers? What backgrounds are they coming from?
9. If hosting a speaker for the purpose of a specific issue, is that speaker qualified to speak on that issue?
 - a. If not, why not?
10. Are multiple fair perspectives represented?
 - a. If not, why not?
 - b. What biases will be present?
11. Are the events accessible to everyone?
 - a. In Person Events:
 - i. Is it accessible via public transportation?

- ii. Does the location have elevators/ramps?
 - iii. Is it on the ground floor?
 - 1. If not, why not?
- 12. Non-development Events
 - a. Could attending this DCCD event be a financial burden to any attendees?
- 13. Development Events
 - a. Is student pricing reasonable?
 - b. Does the event have a “sponsor a student” option
- 14. Audio & Visuals
 - a. Does the event involve audio/visual?
 - b. If so, how can we accommodate for visually impaired and d/Deaf/hard of hearing members? Is closed captioning or ASL available?
 - i. If not, why not?
 - c. Is Spanish translation available upon request?
 - i. If not, why not?
- 15. If food is being served, do we take into account allergies and dietary restrictions? Are we labeling the food?
- 16. Potential Triggers
 - a. Has the event successfully conveyed the potential triggers in the advertisement?
 - b. Are all possible triggers conveyed at the beginning of the event?
 - c. If a member attends and becomes uncomfortable, what is the DCCD doing to make sure they feel supported/able to leave if they desire?
- 17. Campaigns
 - a. How are candidates chosen? Do they represent diverse backgrounds/identities?
 - b. Phonebanking
 - i. Are we looking for candidates from various regions of the country/various identities/backgrounds
 - c. Canvassing
 - i. Are we looking for candidates from various regions of the country/various identities/backgrounds
 - d. Internships
 - i. Are we looking for candidates from various regions of the country/various identities/backgrounds
 - e. Are a majority of the candidates we consider: White, Cisgender, Male, Heterosexual, Non-disabled?
 - i. If so, why? And what can we do to change those?

Statements

1. Did you seek input from relevant caucus(es) and affinity group(s)?

2. Was the final draft approved by the President, Vice President, Communications Department, and I.D.E.A. Department?