

## BYLAWS OF THE DIVERSITY AND EQUITY COMMITTEE

### Article I (Name)

The Diversity and Equity Committee is a standing committee of the Faculty Senate. (Senate Bylaws, Art. II, Sec 3, (J6))

### Article II (Objective)

The Diversity and Equity Committee:

- a. reviews and recommends policies and procedures pertinent to age, disability, ethnicity, gender, marital status, national origin, political affiliation, race, religion, and sexual orientation.
- b. reviews and recommends policies and procedures pertinent to quality support programs for students with special needs including, but not limited to, those with physical impairments, behavior disorders, and learning disabilities. (Senate Bylaws, Art. II, Sec. 3, (J6))
- c. promotes and/or initiates programs and on-going projects in order to build a more inclusive community grounded in respect for difference based on age, disability, ethnicity, gender, marital status, national origin, political affiliation, race, religion, and sexual orientation.
- d. works with other groups and organizations across campus and the surrounding communities to promote and initiate activities with the goal of increasing diversity on our campus.

### Article III (Members)

#### Section 1:

##### Selection:

Members of the Diversity and Equity Committee are nominated by the Committee on Committees and approved by the Senate. Membership is assigned to properly represent each College, Odum Library, OASIS, and the Student Government Association. (Senate Bylaws, Art. II, Sec 3, (A))

#### Section 2:

##### Membership:

- a. Two of the Members must be Senators, one of whom is the chair.
- b. Ex officio members may be appointed by the Committee on Committees. All ex officio members will be voting members. The Diversity and Equity Committee may nominate ex officio members to the Committee by sending a request in writing to the Committee on Committees. Ex officio members are: the Assistant to the President for Equal Opportunity Programs and Multicultural Affairs; the Director of Counseling; the Director Personnel; and the Special Services Coordinator.
- c. Subcommittee members do not need to be faculty or Senators and are chosen solely by the Diversity and Equity Committee.

#### Terms:

- a. All committee members serve three year staggered terms which are staggered by the Committee on Committees. (Senate Bylaws, Art. II, Sec 5 (A, B, C)) Terms of Committee members and chairperson begin on August 1 and ends July 31.
- b. Subcommittee terms are determined by the Diversity and Equity Committee.

#### Resignations:

Resigning members must submit to the chair of the Diversity and Equity Committee a written resignation. A copy of all resignations must be submitted in writing to the Committee on Committees within one week of receipt of the resignation by the Committee chair. The Committee on Committees has the responsibility for appointing replacements. (Senate Bylaws, Art II, Sec 5 (H))

#### Article IV (Officers)

- a. Chair: Must be a Senator, serves a one year term. The Chairperson will be elected by the Committee on Committees.
- b. Subcommittee chairs will be determined by the chairperson of the Diversity and Equity committee.
- c. Secretary: At the first meeting, committee members shall select one of its members to serve as secretary.

#### Article V (Subcommittees)

- a. The Diversity and Equity Committee may create subcommittees. At least one member of each subcommittee will also be a member of the Diversity and Equity Committee-
- b. The Committee on Committees will be informed by each committee chairperson of the membership of subcommittees in time to include them in the Fall listing in the Faculty Handbook.
- c. Subcommittee chairs will give Diversity and Equity Committee advance notice of meetings, provide minutes of meetings, and submit recommendations and reports as determined by the Committee.

#### Article VI (Procedures)

- a. On or before September 1, the Diversity and Equity committee will discharge the following responsibilities:

1. Set a schedule of the regular meetings and inform the Committee on Committees.
  2. Submit to the executive Committee of the Faculty Senate a report containing an assessment of their charge and the goals they wish to achieve in the coming year.
  3. Submit written rules governing their procedures to the Executive Secretary of the Faculty Senate and place these rules on reserve in Odum Library.
- b. Reports, recommendations, and proposals must be sent in writing to the committee chair at least two (2) weeks before the next meeting. The Committee chair is responsible for setting the agenda for meetings.
  - c. All Committee and subcommittee meetings are open. Members will decide whether or not guests will be heard and under what conditions.
  - d. The Committee will keep substantive minutes or recordings of its deliberations. Copies of Committee minutes or recordings, reports, proposals, recommendations, and all other documents are to be placed on reserve in Odum Library no later than two weeks (2) after a Committee meeting.
  - e. The Committee will prepare an annual report and submit it to the Executive Secretary of the Faculty Senate by May 1.
  - f. A quorum shall consist of half the committee membership.
  - g. Proxies will not be accepted for committee members who are unable to attend meetings.
  - h. Any member may request a paper ballot vote on any issue.
  - i. Student Government Association members of the committee have voting rights.
  - j. The chair of the committee only votes to break a tie.
  - k. A motion will be carried by a majority of members in attendance and voting.
  - l. The chair will present a copy of these Bylaws to the succeeding chair by May 1.

#### Article VII (Amendments to Bylaws)

- a. Advanced notice of proposed amendments to the bylaws of the committee must be submitted in writing to the Committee chair at least four (4) weeks in advance of the next scheduled meeting.
- b. A majority vote by those in attendance and voting will be required to amend the committee bylaws.

Last updated: November 16, 2018