

University Senate Diversity Committee By-Laws

Article I: Name (Per University Senate Rules)

- A. Diversity Committee

Article II: Purpose/Duties & Responsibilities of the Committee (Per University Senate Rules)

- A. The committee shall study issues that relate to the implementation of the university nondiscriminatory policy. It shall recommend policies that foster an environment of civility, tolerance, and mutual respect. It shall perform the following functions with appropriate administrative support from the office of academic affairs and the office of human resources.
 - a. Study and evaluate issues affecting diversity from an overall university perspective.
 - b. Be informed on external requirements on the university affecting diversity.
 - c. Advise the president, the executive vice president and provost, the associate vice president for human resources, and the vice president for student life about the institutional climate, policies, and priorities for ensuring justice, fairness, and equitable treatment to all members of the university.
 - d. Educate and inform the university community on issues of diversity, including the letter and spirit of all Ohio and federal rules regarding members of protected classes.
 - e. Oversee administration of university affirmative action grants and awards.

Article III: Membership (Per University Senate Rules)

- A. The diversity committee shall consist of sixteen members.
 - a. Eight regular tenure-track faculty.
 - i. Six regular tenure-track faculty selected by the faculty council.
 - ii. Two regular tenure-track faculty appointed by the president.
 - b. Three staff members.
 - i. Two staff members selected by the university staff advisory council. The term of service is three years.
 - ii. One staff member appointed by the president. The term of service is three years.
 - c. Three students.
 - i. One graduate student.
 - ii. One professional student.
 - iii. One undergraduate student.
 - d. Two administrators, non-voting.
 - i. The executive vice president and provost, or designee.
 - ii. The associate vice president for human resources, or designee.

Article IV: Officers

- a. Diversity Committee officers shall consist of chair and chair-elect
- b. Qualifications of Officers
 - i. Chair-Elect shall be a faculty member serving in their second year of a

- three-year term on the Diversity Committee
- ii. No person shall be eligible to hold office that has not been present annually at 50% of the meetings in the preceding year.
- c. Elections
 - i. Nominations for office must take place by the second to last meeting of the spring semester of each year
 - ii. Committee members can self-nominate or receive an outside nomination from a committee member
 - iii. Those nominated must submit a CV and a platform statement of up to 500 words to the acting Chair to be circulated to the entire Diversity Committee body within 15 days of the nomination
 - iv. Voting
 - a. The committee will accept absentee votes from members that are not in attendance on voting day
 - b. Voting shall take place during the last meeting of the spring semester
- d. Terms in Office
 - i. Officers shall serve for a one (1) year term beginning July 1 of each fiscal year.
 - ii. Officers shall serve until their successors are elected and installed prior to June 30.
 - iii. No person shall hold the same office for more than two consecutive terms.
 - iv. Upon completion of the term, the chair-elect shall assume the role of chair for the next consecutive fiscal year.
- e. Vacancies
 - i. In the event of a chair vacancy, the chair-elect shall assume the duties of the chair.
 - ii. An officer who resigns shall turn over all records to the chair within fifteen days of the resignation.
 - iii. It shall be the duty of the Officers of the Diversity Committee to act upon the resignation of any officer and make recommendations to Diversity Committee to fill an unexpired officer's term.
 - iv. The election of officers shall take place by secret ballot at a Diversity Committee meeting no later than the end of the spring semester.

Article V: Duties of Officers

- f. Chair
 - i. The chair shall be the principal executive officer, providing leadership and vision for the Diversity Committee with responsibility for supervising the affairs of Diversity Committee and serving as the spokesperson in any official matters. The chair shall preside at all regular meetings and special meetings. As the presiding officer, the chair has the authority to assign duties as needed or as necessary to officers, committees and members of Diversity Committee.
 - ii. Report annually to the university senate.
 - iii. File an End of the Year Report with the University Senate

- g. Chair-Elect
 - i. The chair-elect shall assume the duties of the chair during the chair's absence, removal or inability to serve and shall assist the chair in his/her duties. The vice-chair shall arrange programs and workshops for Diversity Committee, subject to the approval of the Diversity Committee and in accordance with the interests of the membership. The vice-chair shall oversee the Diversity Committee calendar.
 - ii. The chair-elect shall handle all general correspondence of Diversity Committee and keep accurate records of Diversity Committee regular meetings, including attendance. It is the responsibility of the chair-elect to follow university and committee protocol for the approval of meeting agenda and minutes and distribution to the membership.

Article VI: Meetings

- a. Diversity committee will meet at least once per month during the academic year.

Article VII: Parliamentary Authority

- a. The rules contained in the current edition of Robert's Rules of Order Newly Revised (RONR), shall govern Diversity Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order Diversity Committee may adopt.

Article VIII: Amendment of Bylaws

- h. The bylaws shall be subject to continuing review and revision. At a minimum, the bylaws should be reviewed every three (3) years and any necessary changes made pursuant to the following.
- i. Bylaws shall be amended at any regular meeting of Diversity Committee by a majority vote of the present quorum. A quorum consists of a majority of total membership, including the presiding officer.
- j. Proposed amendments are submitted in writing and reviewed by the Diversity Committee Officers prior to coming before the general Diversity Committee membership to insure the proposed amendment does not conflict with or override other articles in the Diversity Committee bylaws.
- k. Written notice regarding intent to vote and the proposed amendments shall be distributed to Diversity Committee at least one week prior to the next scheduled business meeting.