



# Equity and Inclusion Advisory Council Bylaws

## Article I. **Name**

The name of this organism shall be "Equity and Inclusion Advisory Council".

## Article II. **Mission**

The Office of Equity and Inclusion seeks to support and advance the University's mission, vision, and values by providing guidance for the development and implementation of proactive diversity, access, inclusion, research, and retention initiatives.

The office serves to promote an environment where people come first, are treated with dignity and respect, and are encouraged and supported to achieve their full potential.

The office will collaborate with university and community partners on matters associated with equity and inclusion to foster relationships and advocate for underrepresented populations.

## Article III. **Goals**

- Be a visionary body at East Tennessee State University (ETSU) and throughout the community.
- Be dynamic leaders of the institutional climate.
- Be transformative influencers of curricular and co-curricular programs and materials.

## Article IV. **Strategic Objectives**

As a group dedicated to improving the status of Equity and Inclusion at ETSU, the Equity and Inclusion Advisory Council will undertake and support the following functions:

- Foster a welcoming, supportive and inclusive living, learning, and working environment for all faculty, staff, students and visitors.
- Assess and monitor institutional progress on access, diversity, equity, and inclusion efforts.
- Provide personal and professional development and public programming related to enhancing understanding of diversity and inclusion.
- Recruit, retain, and graduate increasing numbers of students from underrepresented and underserved populations and international students.
- Recruit and retain greater number of individuals from underrepresented populations into administrative, faculty, and staff positions, and especially into leadership roles across campus, including chairs, deans, and vice presidents.
- Promote undergraduate curricular requirements to include significant intercultural perspectives.
- Develop and strengthen partnerships with diverse communities locally, regionally, nationally, and globally.

## **Article V. Membership, Composition, Responsibilities, and Meetings**

### **Section 5.01 Membership**

- A. Appointments to the Council shall be made by the Vice President of Equity and Inclusion from a list of recommendations submitted by a Sub-Committee and approved by the Council.
- B. The Sub-Committee shall consist of three (3) Council Members who:
  - Shall serve three (3) year terms with the option to renew for an additional three (3) year Term.
  - Shall be voted on by the Council. Individuals may submit their names to the Co-Chairs and nominations will be taken from the floor at the first or second meeting in the fall semester.
  - Shall determine procedures for the actual selection of candidates to be recommended for Council membership.
- C. Terms - All appointments to the Council, with the exception of the Co-Chairs and

student members, shall be three (3) year terms with the option to renew up to three (3) years. The Co-Chairs shall serve a three (3) year term with the option to serve a consecutive three (3) year term. Student members' terms will begin at the appointment and end at graduation.

- D. The Council shall reflect diversity with regard to people of age, race, color, gender, gender identity and expression, national origin, ancestry, sexual orientation, religion, creed, disability, genetic information, veteran status, and marital status.
- E. Quorum - All members shall have voting privileges. For the transaction of business at all meetings, a quorum of two-thirds ( $\frac{2}{3}$ ) of all members must be present. Additional Sub-Committees shall be formed and disbanded on an ad hoc basis.

## **Section 5.02      Composition**

The Council shall be representative of the diversity of the University's student, staff and faculty population. The Council shall consist of at least 15 members appointed by the Vice President of Equity and Inclusion. The following considerations shall be applied:

- A. Council membership shall be open to any nominated member of the faculty, staff, student body, University retirees, and community representatives. The Council shall include at least or up to three (3) members of the student body.
- B. The Council will form standing Sub-Committees or teams to accomplish special projects and/or functions that further the goals and objectives of the Equity and Inclusion Council. The Sub-Committee shall be abolished when its purpose is served. Sub-committees shall make a report of their progress at regularly scheduled Council meetings.
- C. Officers shall include two (2) Co-Chairs.
- D. The Council will work to identify a diversity champion from each major unit on campus; these diversity champions will not be members of the Council but will serve as conduits of information between colleges and non-academic units and the Council.

## **Section 5.03      Responsibilities of the Members**

- A. Be in good academic/employment standing at the University.
- B. Adhere to the guidelines set forth in the *Policy Statements and Compliance Procedures on Equal Education and Employment Opportunity* and *Sexual Misconduct (Title IX)* policies. Allegations of violations of these policies will

immediately suspend membership; founded allegations will terminate membership. (Policies located at: <https://www.etsu.edu/universitycounsel/compliance/resources/universitypolicies.php>).

- C. Regularly attend Equity and Inclusion Council meetings (including Sub-Committee meetings, if applicable).
- D. Inform their department heads and colleagues of all Equity and Inclusion Council activities and encourage them to provide their ideas and recommendations.
- E. Provide feedback about the concerns of all colleagues to the Equity and Inclusion Council.
- F. Serve as an advocate for the concerns of the diverse workforce within the University they represent.
- G. Serve as role models within their respective class, department(s) and community to enhance the visibility and branding of the College.
- H. Serve as ambassadors within the university, region, and beyond.
- I. Advise the Vice President for Equity and Inclusion (through the Co-Chairs) about issues from respective communities including, but not limited to needs, perceptions of the University.

#### **Section 5.04 Meetings**

- A. The Council shall meet once a month during the regular academic year. Special meetings for urgent matters may be called when necessary.
- B. Either Co-Chair shall officiate at meetings.
- C. Meetings shall be open to the entire University community as long as there is space to accommodate visitors. Individuals wishing to express their views will be permitted to do so by placing the item on the agenda through one of the Co-Chairs.

#### **Article VI. Officers and Representatives**

- A. The Co-Chairs shall:
  - a. Conduct meetings
  - b. Determine the schedule of meetings
  - c. Appoint Sub-Committees
  - d. Meet and report regularly to the Vice President for Equity and Inclusion

- e. Perform such other duties as the Council may direct or as specified in Robert's Rules of Order
- B. No person may serve more than six (6) consecutive years as Co-Chair of the Council.
- C. The Council shall elect one (1) Vice-Chair who shall preside in the absence of the Co-Chairs and one (1) Secretary who will keep and distribute minutes of the meetings and monitor attendance/absences.
- D. The term for Vice-chair and Secretary shall be two (2) years. No person may serve more than two (2) consecutive terms as Vice-Chair of the Council.
- E. Elections for officers shall be open to all members of the Council inclusive of previous officers.

## Article VII. **Agenda, Minutes and Reports**

- A. The agenda, minutes and reports shall be distributed to the council members one week prior to scheduled meetings.
- B. Meeting minutes will be posted on the ETSU server and published through the Office of Equity and Inclusion website.

## Article VIII. **Ratification and Amendment of Bylaws**

- A. The bylaws govern the council and its practices. Changes to the bylaws can be proposed by any council member or sub-committee provided that any notice of proposed alteration, amendment or repeal shall be given to all voting members twenty (20) working days in advance of the date of the meeting at which the bylaws are to be altered, amended, or repealed.
- B. The Advisory Council by a vote of two-thirds (2/3) of the voting membership shall have the power to alter, amend, or repeal the bylaws at any regular or special meeting of the council.
- C. If there is a conflict between the bylaws and *Robert's Rules of Order, Revised*, the bylaws prevail.