



BYLAWS OF UNIVERSITY DIVERSITY, EQUITY AND INCLUSION COMMITTEE

ARTICLE I – GENERAL

I. Name. The name of the Committee shall be the University Diversity, Equity and Inclusion Committee (hereinafter the “DEI Committee” or “Committee”).

II. Purpose. The purposes of the Committee shall be:

To oversee the programs and initiatives of the University relative to accomplishing the institution’s interest recruiting, retaining, and supporting a diverse faculty, staff, and student body.

To monitor the University’s progress towards achieving its diversity and inclusion goals through on-going assessment and to provide direction for improvement where necessary relative to efforts and progress made in recruiting, retaining, and supporting a diverse *faculty, staff and student body*.

To develop and implementing a diversity and inclusion strategic plan for the University.

To advocate and facilitating D&I efforts across all Colleges of the University.

Each college or program shall set and has the responsibility to achieve its own DEI goals. The Committee shall assist each college or program in meeting the DEI goals set by the college or program.

III. Reporting. The Committee is administratively housed in the Office of Institutional Effectiveness and Accreditation. The OIEA will provide administrative support to the Committee to assist it in carrying out its purpose as defined in Section 2.

IV. Restrictions. All policies and activities of the Committee are consistent with applicable federal, state, and local requirements, the Bylaws of the Board of Trustees, the Bylaws of the University, and the Bylaws of the Faculty Senate.

ARTICLE II – MEMBERSHIP

I. Voting Members. Voting members shall consist of the following:

At least one faculty or staff member from each College in the University recommended by the Dean of the College or other governing body of each college. These members are responsible for addressing college concerns with the committee and letting their respective colleges know about committee proposals and goals.

- At least one student member from each College recommended by the student body appointed by t



Dean of the College or their designee. If the student member is unable to attend a meeting, they may send another student from their college in their place.

- One member from University Human Resources
 - Vice President of Institutional Effectiveness and Accreditation or their designee (*Ex-officio*)
 - One member from Legal/Public Relations Office (*Ex-officio*)
 - *Director of CNU Continuing Education*
 - Vice President of Student Affairs, Admissions and Outreach (*Ex-officio*)
- II. Term. Voting Members shall serve one (2) year terms and may be reappointed for a second term. Terms coincide with the academic year. In the initial year, 1/2 of the appointed membership will serve for 1 year, 1/2 of the membership will serve for 2 years.
- III. Resignation. Members may resign at any time by written notification to the Chair/Co-Chairs of the Committee and to the Dean of their College.
- IV. Removal of members.

Members missing three or more meetings per term of the Committee due to unexpected absence may be removed for cause by two-thirds vote of all the members of the Committee.

- V. Vacancies. In the event of resignation, or removal of a member from the Committee, a new member shall be appointed from the respective area that the person formerly represented (i.e. by the Dean; University President; selected by the Associate Dean of Student Affairs, Admissions and Outreach from the College(s); Student Body; selected by the Chair of the Committee if the vacated position is from non-health system clinical entities, etc.) as appropriate, to serve until the end of the term of the member vacating a position on the Committee.

ARTICLE III – MEETINGS

- I. Regular Meetings.

The committee will meet on the 3rd Wednesday of each month during the academic year.

Notice of regular meetings shall be given to each member, by email, not less than five (5) business days before the meeting. Notice shall also include a draft agenda for the meeting.

- II. Voting. Whenever the members must vote on a matter under these Bylaws or otherwise, this section will apply. Those voting at Committee meetings must be either present in person physically or attending via electronic media with each voting member having a single vote. A majority of the members voting in person or electronically where a quorum is present carries an action. Members may vote without a meeting in elections or on any matter presented by the Committee where a quorum participates and the votes are submitted in writing by postal or other delivery, facsimile, e-mail, or any other electronic means. A quorum for membership voting is 50 percent + 1 of the voting members.



III. Special Meetings.

Special meetings may be called by the Chair/Co-Chairs or Vice Chair in the absence of the Co-Chairs.

The dates of any special meetings shall be set by the Chair/Co-Chairs who shall also set the time and place.

Notice of special meetings shall be given to each member, by last known email, not less than one (1) business day before the meeting. Notice shall also include the reason for the special meeting.

- IV. Participation. All meetings of the Committee are open to the other members of the faculty, staff and student body who may attend. Students will work with their student representative who will present student concerns to the committee.

ARTICLE IV – OFFICERS, APPOINTMENTS/ELECTION, AND DUTIES

I. Chair or Co-Chairs of the Committee.

The Chair/Co-Chairs of the Committee shall be appointed by the Vice President of Institutional Effectiveness And Accreditation with recommendations from the Committee membership.

The Chair/Co-Chairs shall preside and give notice to the other members of the Committee regarding Regular and Special meetings of the Committee.

A week before the next Committee meeting, the Chair/Co-Chairs shall prepare and provide an agenda for each Committee meeting. They will do so with input from the entire Committee and with emphasis/ongoing focus on the committee's purpose.

The Chair/Co-Chairs will publish the agenda of the Committee meetings on the University Events Calendar.. The minutes shall be published on a to be determined location on University Sharepoint.

Section 2: Vice-Chair of the Committee (should there be one).

The Vice-Chair of the Committee shall be elected by the committee.

The Vice-Chair shall serve as Chair in the event that the Chair/Co-Chairs are unable to perform his/her duties.

The Vice-Chair may call Special meetings of the Committee.



ARTICLE V – SUBCOMMITTEES AND TASK FORCES

- I. Definitions. Subcommittees and task forces are established when the full committee has decided to engage in specific projects or initiatives that can be designed more effectively through a smaller group of dedicated committee members. The Committee may create subcommittees and task forces, as necessary. The Chair/Co-Chairs of the Committee appoints all subcommittee and task force chairs. (Subcommittees are standing and task forces are considered temporary).
- II. Membership. At least one member of the Committee must serve on a subcommittee or task force if there are not enough subcommittees available for that duty. Other members of the subcommittee or task force need not be members of the Committee.
- III. Power. Subcommittees and task forces may only make recommendations to the Committee and may not take independent action.

ARTICLE VI - MISCELLANEOUS

- I. Bylaws of Other University Organizations. The Bylaws of the University Diversity and Inclusion Committee were designed to be in conformity with, and are not to supersede, any other Bylaws of the University, including the Bylaws of the Board of Trustees, the Bylaws of the College's, and the Bylaws of the Faculty Senate.
- II. The authority of this Committee is delegated from the University and actions of this Committee reflect either actions or recommendations to the University and its Colleges based on the authority granted by the College, the University President's Office, and/or the Board of Trustees to meet College and University level goals for Diversity and Inclusion.
- III. Amendments. Recommendations for Committee Bylaw changes may be made by a two-thirds majority vote of the members of the Committee. Proposed amendments must be submitted to the Chair/Co-Chairs to be sent out with the agenda of the Meeting. Recommendations for Committee Bylaws changes must be approved by a two-thirds majority vote of a quorum of a meeting of the President's Executive Council.