Equity and Inclusion Advisory Council Bylaws

Article I. **Name**

The name of this organization shall be “Equity and Inclusion Advisory Council”.

Article II. **Mission**

The Office of Equity and Inclusion collaborates, promotes, supports, and advances the University’s mission, vision, and values by guiding the development and implementation of proactive diversity, access, inclusion, research, and retention initiatives for all faculty, staff, and students.

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:

- Promote 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 a 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 the Membership Sub-Committee and approved by the Council.

B. The Membership 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 shall be a two (2) year term with the option to renew up to two (2) years.

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. The Vice President for Equity and Inclusion, Coordinator for Equity and Inclusion, and Office Coordinator for the Office of Equity and Inclusion shall be ex-officio members of the council.

F. Quorum - All members shall have voting privileges. For the transaction of business at all meetings, a quorum of two-thirds (⅔) of all members must be present. Members are considered present at the business meeting either in person, by telephone, or by other electronic means, as long as they can hear and respond during the meeting.

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 and approved 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, which includes undergraduate and graduate

B. The Council will form standing sub-committees and ad hoc/task force to accomplish special projects and/or functions that further the goals and objectives of the Equity and Inclusion Advisory Council and the Office of Equity and Inclusion. The ad hoc/task force team shall be abolished when its purpose is served. All sub-committees and ad hoc/task force 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 Advisory Council meetings (including sub-Committee and ad hoc/task force meetings, if applicable).

D. Inform their department heads and colleagues of all Equity and Inclusion Advisory 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.

D. In the instance of a tie vote, the Vice President of Equity and Inclusion will decide the vote.

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 Vice President for Equity and Inclusion shall preside in the absence of the Co-Chairs. The Office Coordinator for the Office of Equity and Inclusion will serve as the Secretary who will keep and distribute minutes of the meetings and monitor attendance.

D. Elections for officers shall be open to all members of the Council.

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.

D. The bylaws will be reviewed and approved annually.

Approved: 1/16/2020
Revised and Approved: 2/25/2021
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