VIRGINIA COMMONWEALTH UNIVERSITY

COLLEGE OF HUMANITIES AND SCIENCES

INCLUSION, DIVERSITY, & EQUITY COMMITTEE

DRAFT BYLAWS

ARTICLE I – NAME AND MISSION

*Section 1 – Name:* The name of the committee shall be the **Inclusion, Diversity, & Equity Committee (IDEC)**.

*Section 2 – Mission*: The mission of the College of Humanities and Sciences Inclusion, Diversity, & Equity Committee is to highlight, coordinate, promote and institute efforts across all units within the College that foster respect, greater understanding, engagement and inclusion of all its members. IDEC is responsible to the College faculty, staff, and students, and serves an advisory capacity for the Dean of the College of Humanities and Sciences. The Committee should attend to and report on developments that are of interest to the College. The Committee leadership shall meet regularly with the Dean and submit an annual report to both the dean and the Faculty Council on its activities.

*Section 3 – Purpose*: Said Committee, IDEC, is organized exclusively to support the College’s diversity and inclusion goals by engaging in a myriad of activities, including but not limited to the following:

1. IDEC provides input on the content of the College’s website focusing on diversity.
2. IDEC communicates its needs for events and awards to the College’s communications leadership team.
3. IDEC produces an annual report that specifies its goals regarding inclusion, diversity, and equity as well as the activities of the previous fiscal year and the budget and projected goals for the upcoming fiscal year.
4. IDEC identifies, selects, and bestows annual diversity awards to faculty, staff, students, and organizations for recognition within the College.
5. IDEC offers support and analysis of the College’s diversity policies, procedures and initiatives on ] as needed basis.
6. The Committee hosts diversity programming and serves as an advocate voice for units, faculty and staff constituencies in promoting the intellectual value of diversity and inclusion in higher education.

ARTICLE II – MEMBERSHIP

*Section 1 – Eligibility for membership:* IDEC membership shall be open to any CHS faculty, staff, and student affiliated person supporting the mission and purposes of the College of Humanities and Sciences.

*Section 2 – Member categories*: IDEC membership categories include all faculty, staff, and students within the College.

*Section 3 – Rights of members*: Eligible members will have the right to vote in Committee elections.

ARTICLE III - MEETINGS

*Section 1 – Monthly meetings*: A meeting of the members shall take place once a month, beginning in August of each academic year, and ending in May. At the meetings, the members shall receive reports on the activities of the Committee and help determine the direction of the Committee for the coming year. The monthly meetings are open to all faculty, staff, and students in the College.

*Section 2 – Special meetings*: Special meetings may be called by the Chair, the Dean or representative, or a majority of members.

*Section 3 – Notice of meetings:* Printed or electronic notice of each meeting shall be given to each voting member not less than two weeks prior to the meeting.

*Section 4 – Quorum*: To have a quorum at any properly announced meeting, at least one third of the voting membership must be present.

*Section 5 – Voting*: All issues to be voted on shall be decided by a simple majority (i.e., 51%) of those present at the meeting once quorum has been established. Electronic voting is accepted.

ARTICLE IV – COMMITTEE STRUCTURE

*Section 1 – Committee role, size, and compensation:* The Committee will be fully constituted late in the spring semester preceding the upcoming fall semester wherein the committee work for that academic year is expected to commence in August annually.

Five of the members will be drawn from and elected by all faculty (tenure, term, adjunct, admin/professional). Five of the members will be drawn from all classified and academic professional staff in the college. In each case, (faculty and staff), equitable representation across the humanities, the social sciences, and the mathematical and natural sciences must be ensured. Two of the members will be drawn from the CHS student body (1 undergraduate student, 1 graduate student).

After the faculty, staff and students have selected its 12 members, two members may be appointed following nomination by the Dean’s or Dean’s office designee (e.g., Associate Dean) and approval by IDEC.

An invitation to join the Committee will be extended to a Dean’s office representative, and the president of CAPS Council, who will act as liaisons and will not have any voting rights in Committee decisions.

The Past Chair may be invited to join the Committee as a non-voting member.

*Section 2 – Terms: Faculty* and staff members shall serve staggered, three-year terms. Student members shall serve one-year, renewable terms.

*Section 3 – Committee Election(s) & Appointments*: Each department/unit may nominate no more than one candidate per vacancy. Each faculty member of the college may vote for one faculty candidate for each vacancy; the person receiving the highest number of votes is then elected to the Committee. No elected or appointed member may serve consecutive terms; however, members may be re-appointed or re-elected after a one-year gap between terms.

*Section 4 – Qualifications and Expectations of Committee Members*

IDEC continually seeks Committee members who have a willingness and a desire to advance the goals and mission of the College, particularly as it relates to IDEC and diversity, equity, and inclusion more broadly.

Committee Members must be:

* thoroughly familiar with the mission and vision of CHS
* capable of materially advancing IDEC
* able and willing to commit the necessary time to attend and engage in Committee meetings.

In addition, the membership of IDEC should bring a broad range of experiences to the Committee. The overall ability and experience of individual Committee candidates should determine their suitability.

Lastly, members should maintain accountability and control of all IDEC property.

ARTICLE V – DUTIES OF CHAIR, CHAIR-ELECT & SPECIAL CIRCUMSTANCES

*Section 1 – Chair & Chair-Elect: Appointment and Duties:* There shall be one Chair and one Chair-elect. Both Chair and Chair-elect are elected by the Committee, will serve a staggered two-year term and, as often as possible, will be from different employment categories. In instances where the (Chair and Chair-Elect are not from different employment categories (e.g., faculty and staff), they should, to the extent possible, be from different areas of expertise in the College (i.e., equitable representation across the humanities, the social sciences, and the mathematical and natural sciences).

*The Chair and Chair-Elect* shall convene regularly scheduled IDEC meetings. The Chair and Chair-Elect duties will be divided as follows:

* Serve as the principal representative for IDEC in its relations with other constituents (or designate these responsibilities)
* Call and preside over meetings
* Decide all questions of order
* Offer consideration for all motions regularly made
* Recommend sub-committee and ad-hoc committee formation when necessary
* Prepare annual reports
* Update IDEC on the state of the Committee
* Meet monthly with the Dean

*Section 2 – Vacancies*: When a vacancy on IDEC membership occurs prior to the spring semester’s conclusion, the Dean may appoint individual(s) to serve the remaining term of the said vacancy within 45 days. IDEC members are encouraged to offer nominations for IDEC membership to the Dean for consideration. If neither occurs within 45 days, the vacancy automatically becomes an open seat for consideration before the next Committee is re-constituted in the late spring.

*Section 3 – Resignation, termination, and absences:* Resignation from IDEC must be in writing and received by the Dean or representative. An IDEC member shall be terminated due to dereliction of duties, and/or excessive absences, which is defined as more than two (2) consecutive unexcused absences from IDEC meetings in one (1) academic year. A Committee member may be removed for other reasons by a supermajority vote of the remaining IDEC members (greater than 75%), subject to approval by the Dean.

Resignation/Vacancy of Chair and/or Chair-Elect – Should a vacancy in the office of Chair or Chair-Elect occur, a suitable replacement will be identified within the Committee. Should such a replacement not be identified within 45 days, the Dean will make a replacement appointment.

*Section 4 – Special meetings:* Special meetings of the Committee shall be called upon the request of the Chair or one-third of the Committee. Notices of special meetings shall be sent out by the Chair to each IDEC member at least two weeks in advance.

ARTICLE VI – SUB/AD-HOC COMMITTEES

*Section 1 – Committee formation: Sub/Ad-Hoc* Committees are formed based upon the strategic plan and needs of IDEC. The Chair nominates all sub/ad-hoc committee chairs, subject to the ratification of the Committee. The Committee may create ad-hoc committees as needed.

*Section 2 –* For each sub/ad-hoc committee, (co)chair(s) of said committees are responsible for hosting meetings as needed, including in between the regularly scheduled monthly meetings of IDEC. Sub/Ad-Hoc Committees can meet electronically or in person or by whatever means necessary. (Co)Chair(s) who fail to convene as needed, or conduct the work of the sub/ad-hoc committee in the appointed time may be removed with cause from their role by the Chair of IDEC. Should this action occur, the Chair or IDEC will recommend, upon approval of a majority of the Committee a new (co)chair(s) of the sub/ad-hoc committee in question.

Any routine duties needed to carry out the sub/ad-hoc committee’s charge can be carried out by that sub/ad-hoc committee. Any matters that will impact the full Committee’s charge should be voted on by the entire Committee for approval.

ARTICLE VII – AMENDMENTS

*Section 1 – Amendments*: These Bylaws shall constitute the officially recognized procedures governing IDEC and may be amended, when necessary, by two-thirds majority of the Committee. Proposed Amendments shall be circulated to the membership at least two weeks prior to the next scheduled meeting. Amendments must be approved by two-thirds (2/3) of the members present and voting at the meeting. In case of an emergency the Chair can make changes to the Bylaws prior to a regularly scheduled meeting but they must receive a two-thirds Committee vote and the change must be brought to the next meeting for a two-thirds vote.

*Section 2—Amendment Review Period*: These bylaws shall be reviewed for potential revisions minimally every five years

CERTIFICATION

These bylaws were approved on:

MONTH, DAY, 2024