

VIRGINIA COMMONWEALTH UNIVERSITY
COLLEGE OF HUMANITIES AND SCIENCES
INCLUSION, INCLUSION, DIVERSITY, & EQUITY COMMITTEE
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 assist the College, administration, departments faculty, staff and students, in developing policy and practices that ensure an academic environment and work characterized by inclusive excellence. The College Inclusion, Diversity, & Equity committee will support the development, implementation, monitoring and ongoing refinement of the College’s Inclusion, Diversity, & Equity Plan. The Inclusion, Diversity, & Equity Committee is responsible to the College faculty and staff 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 co-chairs 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, the Inclusion, Diversity, & Equity 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) The IDEC provides content development of the College’s website focusing on diversity.
- 2) In collaboration with the College’s communications leadership team, the IDEC markets the College’s diversity programming, including the monthly content development of the ‘diversity spotlight corner’ in the College’s newsletter.
- 3) The IDEC produces an annual report that specifies the College’s diversity and inclusion goals and activities of the previous fiscal year and the budget and projected goals for the upcoming fiscal year.
- 4) The IDEC identifies, selects, and bestows annual diversity awards to faculty and staff for recognition and scholarship within the College.
- 5) The IDEC collaborates with other College affiliated units to assist in the identification of a diverse slate of nominations for College boards and committees.
- 6) Bi-annually, the IDEC assesses the views of faculty and staff on the status of diversity and inclusion priorities and initiatives in the college.
- 7) The IDEC offers support and analysis of the College’s diversity policies, procedures and initiatives on an annual basis.
- 8) The Committee hosts the College’s diversity programming and serves as an advocate voice for units, faculty and staff in defense of the intellectual value of diversity and inclusion in higher education.

Section 4 - The Dean will convene and charge the Committee.

ARTICLE II – MEMBERSHIP

Section 1 – Eligibility for membership: Application for IDEC membership shall be open to any CHS faculty and staff affiliated person supporting the mission and purposes of the College of Humanities and Sciences. *Membership is granted upon final approval of the Dean.*

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

Section 3 – Rights of members: Each individual member shall be eligible to vote in committee elections.

ARTICLE III - MEETINGS

Section 1 – Monthly meetings: A monthly 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 and staff in the College.

Section 2 – Special meetings: Special meetings may be called by the Co-Chairs, 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, more than 10% of the membership must be present.

Section 5 – Voting: All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. Electronic voting is accepted in case of emergency.

ARTICLE IV – COMMITTEE STRUCTURE

Section 1 – Committee role, size, and compensation: The 14-member committee (one member serving as a liaison to at least two CHS units) 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 and elected by all classified 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 and elected from the student body (1 undergraduate student, 1 graduate student). One

committee member will be elected at-large as a non-administrator representative of the entire college. The at-large member may not be a member of a department which is already represented.

After the faculty, staff and students have elected its 12 members, the former IDEC co-chairs and the President of Faculty Council can jointly appoint 2 additional persons to complete the committee's membership. These appointments will be submitted to the Faculty Council for approval.

An invitation to join the committee will be extended to a Dean representative that will act as liaison and will not have any voting rights in Committee decisions.

Section 2 – Terms: Elected members shall serve staggered, three-year terms.

Section 3 – Meetings and notice: The Committee shall meet at least two (2) times each fall/spring semester. Committee meetings shall be open to all members of CHS and other interested parties. An official Committee meeting requires two weeks advance notice.

Section 4 – Committee Election(s): Each department may nominate no more than one candidate per vacancy. Each faculty and staff member of the college may vote for one candidate for each vacancy; the person receiving the highest number of votes is then elected to the committee. No department may have an elected representative on the committee for consecutive terms.

Qualifications of Committee Members

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

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 help lead 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.

Section 5 – Quorum: A quorum must be attended by at least fifty-one percent (51%) of Committee members for business transactions to take place and to pass motions.

Section 6 – Maintain accountability and control of all IDEC property.

ARTICLE V – DUTIES OF CO-CHAIRS & SPECIAL CIRCUMSTANCES

Section 1 – Co-Chairs, Appointment and Duties: There shall be two co-chairs. Co-Chairs are elected by the committee, will serve for a two-year term and, as often as possible, will be from different employment categories. In instances where the Co-Chairs appointed by the Dean are not from different employment categories (e.g., faculty and staff), the identified co-chairs must 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).

Co-Chair duties are as follows:

Co-Chairs shall convene regularly scheduled IDEC meetings. The Co-Chair's duties include, but are not limited to the following:

- Serve as the principal representative for IDEC in its relations with other constituents
- 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 bi-annual reports
- Update IDEC on the state of the committee
- Provide leadership
- Meet monthly with the Dean

Section 2 – Vacancies: When a vacancy on IDEC or among the Co-Chairs 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 and leadership to the Dean for consideration. If neither occurs within 45 days, the vacancy automatically becomes an open seat for election with the general College membership at the next election.

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 Co-Chairs – Should a vacancy in the office of Co-Chairs occur, the Dean will make a replacement appointment within 45 days.

Section 4 – Special meetings: Special meetings of the Committee shall be called upon the request of the Co-Chair(s) or one-third of the Committee. Notices of special meetings shall be sent out by the Co-Chair(s) 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 Co-Chairs nominate 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, Chairs and Co-Chairs of said committees are responsible for hosting monthly meetings, in between the regularly scheduled monthly meetings of IDEC. Committees can meet electronically or in person or by whatever means necessary. Chairs who fail to convene two consecutive monthly meetings can be removed with cause from their

Chairperson role by the Co-Chairs. Should this action occur, the Co-Chairs, will recommend, upon approval of a majority of the Committee a new Chair of the sub/ad-hoc committee in question.

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 Co-Chairs 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.

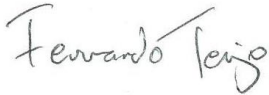
CERTIFICATION

These bylaws were approved on:

February 16, 2018

Co-Chairs' Signatures:

Fernando Tenjo, Ph.D.



Ravi K. Perry, Ph.D.

