

**UNIVERSITY OF SCRANTON
COUNCIL ON DIVERSITY AND INCLUSION
BY-LAWS**

ARTICLE 1: PURPOSE AND FUNCTION

Section 1: Mission Statement

To lead the transformation to and sustainability of a welcoming, diverse, inclusive, and equitable campus culture characterized by respect and support for all members of the University community.

ARTICLE 2: MEMBERSHIP

Section 1: Ex-Officio Members:

- A) Executive Director, Office of Equity and Diversity, or their designee
- B) Director of the Cross-Cultural Centers, or their designee
- C) Dean of Students, or their designee
- D) Director of CTLE, or their designee
- E) Student Government President, or their designee from the Executive Board
- F) Provost, or their designee

Section 2: General Members:

- A) Four Faculty Members, recommended by Faculty Senate, one from each college and one from the library
- B) Two Staff Members, recommended by Staff Senate
- C) Two Student Members, recommended by the Student Government President
- D) At least Two Academic Deans, Associate Deans, Assistant Deans
- E) Other members as deemed necessary for specific interests in consultation with the Chair and Co-Chair.

Ex-Officio and General Members are hereinafter collectively referred to as “members”.

ARTICLE 3: MEMBERSHIP

Section 1: Terms

- A) Terms begin on June 1 and run through May 31
- B) Ex officio members are appointed by position, and as such serve as long as they are in that role.
- C) Designation by ex officio is for the full-term
- D) Faculty and Staff members serve a two-year term with the option of reappointment.
- E) Student members serve a one-year term with the option of reappointment.
- F) General members terms are staggered.

Section 2: Selection Procedures

- A) Ex-Officio members will advise the CDI when a change of position occurs.
 - (i) The new holder of the Ex- Officio position will be invited to the next meeting after the CDI is informed of the position being filled.
- B) General Member selection will take place in the spring semester, with terms beginning in June.
- C) Open positions are presented to the Provost, with a request for nominations made to the Provost or the Chair of CDI by a specified deadline. Each nominee must submit a paragraph explaining their reasons for wanting to serve on the Council and how they can contribute to diversity and inclusion efforts on campus. Applicants are also encouraged to speak to specific knowledge, skills, and expertise that may enhance contributions to the CDI. Incumbents must participate in the process to be re-appointed.
- D) If CDI receives no nominations from the consultative body by the CDI established deadline, then the CDI will begin its own search.
- E) If a seat opens due to an unexpired term, the CDI will go back to the most recent list of nominees for that category of membership and ask a person on the list to serve out the unexpired term. If there is no such list of nominees, then the CDI chairperson will work with the appropriate consultative body to nominate a new member.

Section 3: Participation and Contribution

- A) All members of the CDI are expected to:
 - (i) Attend a minimum of 6 meetings a year.
 - (ii) Volunteer/participate within at least one (1) subcommittee as needed
 - (iii) Maintain active communication via email, or other requested electronic participation.
 - (iv) Must be committed to the values outlined in CDI mission statement.
 - (v) Serve as an advocate for the concerns of campus' diverse community.
- B) If a member feels they cannot meet the expectations outlined in 3.3.A, they should discuss with the Chair and/or Co-Chair if it is better to find another person to fill that role, or if they can contribute in an alternate manner.

Section 4: Resignation and Removal

- A) Any member who does not meet the terms outline in ART. 3 Sec. 3, Participation and Contribution, can be removed by the Chair.
- B) Regular attendance and participation in Council activities is expected of all Council members. Members who are unable to participate and/or who miss three meetings in row without contact, may be asked to resign. Members who do not resign and who do not attend may be removed.
- C) Any general Council member may resign at any time by giving written notice to the Chair of the CDI. Resignation shall take effect upon written acceptance of the resignation by the Chair of the CDI.
- D) When a general Council member's resignation has been accepted by the Chair of the CDI, the Chair will first return to the last list of candidates as outlined in 2.2.F. If

- there is no list, or no suitable candidates remain, a replacement appointment may be requested by the Chair, from the corresponding senate.
- E) Membership on the Council will be terminated if the Council finds by majority vote that an individual's actions are contrary to the mission of the Council. A quorum is necessary, and the vote shall be conducted by written anonymous ballot.
 - F) Ex-officio members or their designee who are not attending or who are not contributing may be asked to provide an alternate designee to represent their office.
 - G) For Ex Officio members or their designee, when their participation meets these qualifications, or by reason of job duties or availability they are unable to meet the participation level, the council can request a new appointee from the appropriate office.

Section 5: Leaves of Absence

When a member is on sabbatical, FMLA, or other leaves for a period longer than three months, a new member will be selected to serve out their term.

ARTICLE 4: OFFICERS

Section 1: Chair

The Executive Director for the Office of Equity and Diversity will serve as chair of the Council on Diversity and Inclusion.

Section 2: Co - Chair

- A) The Co-Chair will be elected by Council members and must have served on the CDI for at least one year.
- B) The term of office for the Co-chair is two-years, with no term limit.
- C) The duties of the Co-chair include:
 - (i) convene and preside over CDI meetings, at the direction of the chair
 - (ii) assist the chair in their role as liaison to the administration
 - (iii) oversee the preparation of the end-of-the-year report, with Chair approval
 - (iv) assist the chair with preparing and submitting annual budget to the provost
 - (v) oversee sub-committees
 - (vi) in collaboration with the CDI record keeper, update and maintain the CDI Website
 - (vii) In the absence of the chair, the co-chair assumes the duties of the Chair.

Section 3: Record Keeper

- A) The record keeper will be elected by Council members
- B) The term of office for the record keeper is one-year, with no term limit.
- C) The duties of the record keeper include:
 - (i) Prepare, circulate among members, and post on the web site minutes of CDI meetings
 - (ii) Post the CDI meeting schedule on the CDI web site
 - (iii) In collaboration with the CDI chairperson, maintain the membership list
 - (iv) In collaboration with the CDI chairperson, update and maintain the CDI Website

- (v) In collaboration with the University's archivist, archive appropriate CDI records and documents

ARTICLE 5: MEETINGS

CDI will normally meet once a month during the academic year; during the summer CDI will meet at least once, with potential additional dates as needed to address on-going business. Monthly meeting dates and times during the academic year will be decided by the Council members. Meeting information will be distributed through email and posted on the CDI website.

Each meeting agenda will include at least two items to review or discuss related to the DEI Strategic Plan

Anyone interested in learning about the CDI, or wishing to be put on the agenda, should contact the chair at least 5 business days prior to the scheduled meeting. Anyone asking to be placed on the agenda will be asked to provide the chair with the topic they are proposing for discussion. Once a term, CDI will hold an open meeting to provide information about on-going discussions and to facilitate feedback.

Quorum for a CDI meeting shall be a simple majority (51% or more) of currently serving members including ex-officio members.

ARTICLE 6: SUBCOMMITTEES

Section 1: Standing Subcommittees

Standing committees are intended to address specific constituency issues, including issues and recommendations contained in the University's Diversity, Equity and Inclusion Strategic Plan. The standing committees shall be:

A) FACULTY INTERESTS COMMITTEE

Work collaboratively with the Deans and Departments to enhance the development and implementation of diversity and inclusion plans and to develop strategies that affect underutilization and under-representation of diverse Faculty. Faculty representation, increasing the number of diverse faculty; Faculty satisfaction and retention as it relates to diversity and inclusion; Support faculty satisfaction and retention for diverse populations.

B) STAFF INTERESTS COMMITTEE

Work collaboratively with Human Resources to enhance the development and implementation of diversity and inclusion plans and to develop strategies that affect underutilization and under-representation of diverse staff. Work collaboratively with Human Resources and Staff Senate to enhance the work life of diverse staff

members (social, economic, and professional diversity considerations in addition to gender/identity, language, disability).

C) STUDENT INTERESTS COMMITTEE

Work collaboratively with Student Life and academic units to enhance the development and implementation of diversity and inclusion plans which enhance student development and life; promote the development of cultural pluralism and leadership, work to develop strategies that affect underutilization and underrepresentation of diverse students as developing role models in the student community. Collaborate with students and student related organizations to provide support for student initiatives that reflect an inclusive educational environment.

D) CAMPUS ENVIRONMENT SURVEY TEAM

Gather information on diversity, campus climate and environmental issues from faculty, staff and students the monitoring of campus climate and diversity issues. Oversee the development and implementation of a needs assessment. Work with Office of Institutional Research and outside vendors as necessary.

The Faculty, Staff and Student Interest Subcommittees will meet collectively at least once a semester to review and report to the CDI on the status of projects, ideas, programs, etc. related to the DEI Strategic Plan.

These committees may include ex-officio members, general members, and/or appoint specific people to serve on the committee and provide valuable experience for the tasking of the committee.

Section 2: Ad Hoc Committees.

CDI may establish ad Hoc committees to address issues as deemed necessary and appropriate; and to accomplish specific administrative tasks including but not limited to the following:

- (i) Budget
- (ii) Research and Assessment
- (iii) Black History Project
- (iv) Faculty Development committee

Ad Hoc Committees should be given a clear delegation of power or clear tasking, with timelines or benchmarks as appropriate. Once the task is completed, the ad Hoc Committee should be dissolved, unless a new and separate task or delegation is provided. If deemed necessary, any ad Hoc committee can be moved to a standing committee by a majority vote to amend the by-laws.

These ad Hoc committees may include ex-officio members, general members, and/or appoint specific people who do not serve on the committee but provide valuable experience for the tasking of the committee. The ad Hoc committee shall be abolished when its purpose is served.

ARTICLE 7: REPORTING

The Council will provide summary reports of activities to the University at least once a year. A summary of the report will be made available on the CDI website after it is approved by the CDI.

ARTICLE 8: AMENDMENT OF BYLAWS

These Bylaws may be amended, altered or repealed at any meeting of the membership of the Council for Diversity and Inclusion with the approval of the Provost by an affirmative vote of a majority of the membership.

Effective May 22, 2022