**Dialogue on Diversity and Inclusion Bylaws-** Adopted May 2018

1. **Name**

The name of this committee shall be the Rhode Island College Dialogue on Diversity and Inclusion Committee (hereinafter, "the Committee” or DDI). This document shall be the Rhode Island College Dialogue on Diversity and Inclusion Committee Bylaws (hereinafter, "Committee Bylaws”).

1. **Mission/Purpose**

The mission of the Dialogue on Diversity and Inclusion Committee is to support Rhode Island College's strategic initiatives on inclusive excellence by acting as a resource to the administration, by advising and identifying actionable outcomes for strengthening diversity, inclusion and equity.

The purpose of the Dialogue on Diversity and Inclusion Committee is to provide leadership, coordination, and recommendations for appropriate actions in furtherance of its commitment in this area.

1. **Committee Established**

There is hereby established a permanent Presidential Committee to be known as the Dialogue on Diversity and Inclusion Committee (hereinafter, "the Committee").

* 1. *Committee History*

In 1995, Rhode Island College (hereinafter, "the College") designed a comprehensive program that would "bring together advocates, scholars, teachers, and professors, politicians, the public, and students to reflect upon the challenges and opportunities inherent in educating people for life in a democratic and increasingly pluralistic society." This program recognized that society as a whole is characterized by its rich diversity, that this diversity is a basic strength, and that such diversity is expected to increase, both within society and within the College community. As an institution of higher education, the College committed to promoting an understanding of and appreciation for the increasingly diverse backgrounds and beliefs of those who comprise the College community, as well as the larger community of which Rhode Island College is a part. Accordingly, the College found the need for and established an ongoing program to be known as the Rhode Island College Dialogue on Diversity.

1. **Membership**

All membership of the Committee shall consist of current Rhode Island College students, faculty and staff. The committee shall reflect the diversity and composition of the Rhode Island College community.

* 1. *Leadership*

The Executive Committee of the Committee shall be its two Co-Chairs at least one of whom is a full-time faculty member, a Treasurer, and a Secretary to be formally appointed from among the membership of the Committee in March/April of the spring semester. The Director of the Unity Center shall also serve on the Executive Committee.

Recommendations for appointments of executive officers shall be made to the President through the Associate Vice President for Community, Equity and Diversity. A member of the Executive Committee shall be an ex-officio member of all sub-committees.

Positions & Duties

* + - * ***Co-Chairs***

The Co-Chairs shall call and preside over all meetings of the Committee and set agendas. The Co-chairs shall oversee compliance with the Committee Bylaws. Co-Chairs terms shall be staggered, designating one senior co-chair and one junior co-chair.

* + - * ***Treasurer***

The Treasurer shall review the activity of all the Committee’s financial accounts as authorized by the Committee. The Treasurer shall report to the Committee regarding the financial status of the Committee. The Treasurer and the committee Co-Chairs will be signatories and are authorized to sign on behalf of the committee for financial matters. The Treasurer shall perform duties assigned by the Co-Chairs as needed.

* + - * ***Secretary***

The Secretary with support from a graduate assistant, shall send meeting notices via calendar reminders, keep a record of the proceedings at all meetings and distribute records to the membership. The Secretary shall perform duties assigned by the Co-Chairs as needed.

* + - * ***The Director of the Unity Center***

The current Director of the Unity Center shall be present at Committee meetings and shall assume duties of other executive members in their absence. The Director shall serve as the liaison to the Community, Equity and Diversity Division.

* + 1. Eligibility

All current and former Committee members shall be eligible for nomination as a member of the Executive Committee upon the completion of a minimum of one year as a member of the Committee unless an exception is voted on with a quorum of the committee membership.

* + 1. Terms/Term Limits

The term for Executive Committee members shall be for two years. Executive Committee members shall serve for no more than three terms or six years.

* 1. *Membership Selection/Nominations*

Membership of the Committee shall consist of all individuals appointed by the President to serve in that capacity. The Executive Committee shall appoint a nominating committee to solicit nominations from the membership and provide recommendations to the office of the President through the Associate Vice President for Community, Equity and Diversity.

* 1. *Terms/Term Limits*

All term years shall coincide with the end of the academic year. Installation of officers and new members shall be made at the annual retreat to be held in May. Members shall serve a two-year term unless an exception is voted on with a quorum of the committee membership.

* 1. *Member Duties*

All members of the Committee are expected to

* + 1. Promote the mission of the Committee
    2. Fulfill the attendance requirement by attending no less than 2 monthly meetings per semester
    3. Attend local Committee sponsored events and workshops
    4. Serve on sub-committees when necessary
    5. Read and abide by the Committee Bylaws.

* 1. *Ex-officio Membership* 
     1. Current Unity Center Graduate Assistant

The Current Graduate Assistant in the Unity Center shall serve as a non-voting member of the Committee. Other Graduate Assistants working in conjunction with the Committee as a responsibility of their assistantship shall serve as a non-voting members of the Committee.

* + 1. AVP of Community Equity and Diversity

1. **Programming and Events**

The Committee shall hold events, programs and workshops that reflect the mission of the Committee. The Committee shall work with other areas of the College and community to co-sponsor and support initiatives that align with the mission of the Committee. All events shall be open to the Rhode Island College community and the surrounding community when appropriate.

1. **Meetings & Meeting Procedure**
   1. *Monthly Meetings*

Meetings shall be held at a time and place designated by the Committee and shall be held three to four times each semester unless additional meetings are called by the Executive Committee. The annual retreat shall be held in May.

* 1. *Special Meetings*

Special meetings of the Committee shall be called by the Executive Committee and shall be held at a time and place designated by the Committee. Any special meeting called at which a vote of the Committee is anticipated must be approved by the Executive Committee.

* 1. *Quorum*

A quorum of the Committee shall be equal to ten members of the committee; if a quorum is not constituted when a vote is required the vote will revert to the Executive Committee.

* 1. *Roberts Rules of Order*

The current edition of *Robert’s Rules of Order, Revised* shall be the parliamentary authority of the Committee as needed.

1. **Voting**

Each member of the Committee shall be entitled to cast one vote. Members must be present at meetings to cast a vote. A quorum shall be sought for all meetings requiring a vote.

1. **Committees**
   1. *Sub Committees and Task Forces*

When agenda items require research or further discussion and deliberation, a sub-committee or task force can be established by the Committee. Such sub committees and task forces will include members of the Committee and any additional members from the Rhode Island College community as seems appropriate to the matter under consideration. These working bodies will report back to the Committee. In accordance with the principles of openness, trust and shared commitment to the mission, these working bodies will deliberate and act in an inclusive, participatory fashion and seek consensus. Recognizing that consensus is not always achievable, these sub-committees and task forces will, when necessary, take votes (by secret ballot if requested) and the results of these acts will be reported back to the Committee for further action.

B. *Standing Committees*

Standing Committees may be established by a favorable vote of a Committee quorum.

1. **Funding**

The Committee is empowered to seek funding for its activities from College and external sources; such efforts shall be coordinated with the President's Office through the Associate Vice President for Community, Equity and Diversity. Increases to the annual budget shall be consistent with established practices of the Budget and Finance Office. The treasurer shall be responsible for coordinating all fiscal matters on the Committee's behalf and compiling budget requests for submission immediately following the annual retreat. Expenditures over $1000.00 must be voted on by a quorum of the Committee.

1. **Reporting**
   1. *Minutes*

Minutes shall be recorded by the Secretary or designee at each Committee meeting and sent out to the membership (at least) two weeks prior to the next meeting.

* 1. *Annual Report*

The Committee shall prepare and submit to the President through the Associate Vice President for Community, Equity and Diversity an annual report of activities not later than June 30th of each year. Such report shall include a summary description of all activities and events produced under its auspices, a listing of all members, and the source(s) of all funding and object(s) of all expenditures. The annual report shall be made available to the membership. Following the submission of the annual report, the DDI Executive Committee will request an in-person meeting with the President to discuss the contents of the report exclusively with the Executive Committee.

1. **Removal & Vacancy**
   1. *Removal of Leadership*

Any member of the leadership team may be removed from their position with just cause or for failure to perform duties of the position. Removal shall be by a two-thirds vote of the Committee members present at a Special Meeting of the Committee called for that purpose. Such removal shall be effective immediately.

* 1. *Removal of a Committee Member*

Any Committee member may be removed with just cause by a two-thirds vote of the Committee members present at a Regular or Special Meeting of the Committee. Such removal shall be effective immediately.

* 1. *Vacancy of a Leadership Position*

In the event that a vacancy arises, the Executive Committee shall nominate a current or past member of the Committee to fill the unexpired term, subject to a quorum vote of the Committee.

1. **Amendments & Reviews** 
   1. *Periodic Review*

The Executive Committee with input from the membership shall review the Bylaws of the Committee no less than once every two years. The Executive Committee may request that the membership create an ad hoc committee to assist with this task. The Executive Committee shall make a recommendation to the Committee regarding modification of the Bylaws, and shall present amendments to the document.

* 1. *Amendments*

The Bylaws may be amended at any meeting of the Committee at which a quorum exists. Amendments shall be made by a two-thirds vote of those present. Proposed amendments shall be provided to the members of the Committee in either paper or electronic form, prior to the meeting at which a vote on that amendment will occur.