



Bylaws of the Council on Diversity and Community

The College of Natural Science (NatSci) Council on Diversity and Community (CDC) is an action and advisory council to the dean.

Definitions

- **Member:** a person on the council who is a faculty member (fixed term, regular, visiting or adjunct), specialist, academic staff, support staff, research associate, post-doc, graduate student, or undergraduate student whose appointment, responsibilities or affiliation is within the College of Natural Science.
- **Diversity:** includes, but is not limited to, representing differences in race, gender, sexual orientation, class, ability, belief and discipline.
- **Regular meeting:** monthly meetings scheduled at the beginning of the academic year. All members are expected to attend and participate in regular meetings.
- **Special meeting:** meetings called by a member of the Executive Board or by a subcommittee/task force focused on a specific topic. Members of the subcommittee/task force calling the meeting are expected to attend, but regular members are not.
- **Majority:** unless otherwise specified, majority is defined as a simple majority (greater than 50%). When voting on an action, a majority of a quorum is needed. A quorum shall consist of those CDC voting members in actual attendance. A ballot of the complete CDC membership shall be required if requested by more than one-third of those present. A quorum for a mail/electronic ballot shall be those ballots returned (marked or unmarked). The tally will be made ten calendar days after the last ballot is sent out unless a different deadline is specified within ballot instructions.

1. Name and Purpose

- 1.1. The name of the council shall be the Council on Diversity and Community (CDC). It shall be an action and advisory council under the dean of the College of Natural Science (NatSci) at Michigan State University (MSU). It shall be guided by the following beliefs:
 - 1.1.1. Diversity is key to maintaining the scientific leadership of the College and University.
 - 1.1.2. Departments and programs must create and nurture respectful, inclusive and supportive communities to foster work-life balance and diversity.
- 1.2. CDC exists for scientific, advisory, and educational purposes
 - 1.2.1. The purpose of this council is to:
 - 1.2.1.1. Advise the dean of the college and administrators in NatSci units on issues pertaining to diversity and community.

- 1.2.1.2. Facilitate the creation of programs and workshops for faculty, students and staff within NatSci aimed at addressing issues related to fostering and maintaining diversity.
- 1.2.1.3. Support seminars highlighting the efforts of individuals engaged in issues relating to diversity.
- 1.2.1.4. Create virtual and real forums through which information relevant to communities within the college is communicated.

2. Membership of the CDC

2.1. Composition

- 2.1.1. The council will be comprised of faculty (fixed term, regular, visiting and adjunct), specialists, academic staff, research associates, post-docs, graduate students, and undergraduate students whose appointment or affiliation to the university includes appointment in the College of Natural Science.
- 2.1.2. The CDC membership shall not exceed 20 persons to facilitate communication and coordination among members.
- 2.1.3. The minimum number of members is 10. If membership is at or below the minimum, the effectiveness of maintaining the council will be evaluated.
- 2.1.4. The number of represented departments/academic units shall be at least equal to half of the current membership. If a situation arises where the condition is not met, current members will seek out individuals from unrepresented departments to fill vacancies.

2.2. Terms of Membership

- 2.2.1. Membership on the council is dependent on a person's affiliation with NatSci. If a member of CDC changes units or leaves the university, their formal membership on the council will end coincident with the change in appointment.
- 2.2.2. The term of membership in CDC is two years, except for undergraduate students whose term is one to two years. To maintain membership, individuals must participate in regular meetings of the CDC at least four times per academic year. Temporary leave of absence from the university (e.g. sabbatical, family leave) does not affect membership if less than one academic year. There is no limit to the number of terms an individual can server, however, reappointment will be considered along with new member selections.
- 2.2.3. Membership on CDC will be terminated if the council finds by majority vote that an individual's actions are contrary to the mission of the council.
- 2.2.4. Any NatSci individual, who is eligible for CDC membership and whose duties include regular attendance at CDC meetings, retains all the

privileges as any other eligible CDC member including seeking election to an officer position.

2.3. Selecting New Members

- 2.3.1. New members must meet the above criteria for affiliation. Individuals may self-nominate or be nominated by their department or program.
- 2.3.2. Individuals seeking membership should submit a statement of interest to a current CDC member. Priority may be given to individuals who would add to the diversity of the council in terms of racial, department/academic unit and as defined in the mission statement and in the definition section of these bylaws. Individuals must be committed to support values outlined in the CDC mission statement.
- 2.3.3. Individuals meeting the criteria of membership in NatSci will be considered for membership by the current council. If available positions exist and the individual adds to the diversity of the current group, they will be invited to join. In the instance that the number of people interested exceeds the available openings, individuals adding most to the current diversity will be given preference.

3. Structure and Organization

- 3.1. The CDC shall elect its own Chairperson, Vice-chairperson, Secretary, and Communications Officer.
- 3.2. Election shall occur immediately upon ratification of the bylaws by the members of the CDC, and then every year thereafter at the last regular meeting of the Spring semester or at the first meeting of the academic year if necessary.
- 3.3. Each term of office runs one academic year. There will be a two-year consecutive term limit for each office. If there are no persons able and interested in running for a given position, the incumbent may run again irrespective of term limit.
- 3.4. Election of officers shall occur by simple majority of votes collected by secret ballot of the CDC. Elections will occur via electronic submission or with written ballots conducted by two individuals not currently seeking office.
- 3.5. Ballots for officer positions must insure a similar diversity of appointment types as held by the current membership of the CDC. Preference should be given to a faculty and non-faculty pairing for chairperson and vice-chairperson.
- 3.6. Vacant or Unfilled Positions: If the chair position is open for an expected duration of less than six months, then the vice-chair shall temporarily assume the chair's duties. Otherwise, if the chair position is open for six months or more, then the vice chair vice-chairperson becomes the chairperson. If an executive position other than the chair is open for any duration after an election, the chair shall seek a volunteer to assume the responsibilities until the officer returns or until the next election whichever occurs first.

- 3.7. The Executive Committee is a standing subcommittee consisting of the four officers and the dean of NatSci, *ex officio*. Duties are as outlined below:
 - 3.7.1. Dean: Facilitate the scheduling of meetings in conjunction with the chair, attend regular meetings pertaining to core functions of the council, provide guidance and support for activities/actions proposed by the council
 - 3.7.2. Chair: The chair shall convene regular meetings, shall preside or arrange for other executive officers to preside in the following order: vice-chair, secretary, communications officer, dean
 - 3.7.3. Vice-chair: The vice-chair presides over committees on special subjects as designated by the council. The vice-chair will serve as chair of the membership committee.
 - 3.7.4. Secretary: The secretary is responsible, with the assistance of NatSci office staff, for keeping records of regular meetings, including taking minutes at all regular meetings, posting meeting minutes, and sending out meeting announcements. The secretary will serve as chair of the grants and awards committee.
 - 3.7.5. Communications Officer: The communications officer is responsible for facilitating communications and publicity between the council and the college and will be the person within the council through whom dissemination and advertisement of council activities and events will be coordinated. The communications officer will serve as chair of the communications committee.
- 3.8. Standing Subcommittees
 - 3.8.1. Membership Committee
 - 3.8.1.1. The Membership Committee shall be formed each year and chaired by the vice chair of the CDC.
 - 3.8.1.2. The Membership Committee shall be composed of members not seeking renewal of membership if possible.
 - 3.8.1.3. A vice chair currently seeking reappointment to the council cannot be involved in discussion concerning his/her own reappointment.
 - 3.8.1.4. The Membership Committee is charged with recruiting members, reviewing applications, and making recommendations to the council.
 - 3.8.1.5. Individuals must announce any conflicts of interest regarding candidates and may be asked to excuse themselves from deliberations. Grants and Awards Committee
 - 3.8.2. Grants and Awards Committee
 - 3.8.2.1. The Grants and Awards Committee shall be formed each year and chaired by the secretary of the CDC.
 - 3.8.2.2. The Grants and Awards Committee is charged with orchestrating the grants and awards for which the CDC is directly responsible, and to facilitate submissions to other

- agencies or organizations for grants and awards that contribute to the objectives of the CDC.
- 3.8.2.3. The committee is responsible for maintaining an on-going list of relevant grants and awards, and their requirements and timelines (e.g. Outstanding Woman Association in January, Creating Inclusive Excellence at MSU in early Spring).
 - 3.8.2.4. Final submission, approval or selection is to be made by the CDC body. The Executive Committee may approve an action with a report to CDC body at the next meeting if timeline requires.
- 3.8.3. Communications Committee
- 3.8.3.1. The Communications Committee shall be formed each year and chaired by the communications officer.
 - 3.8.3.2. The communications committee is charged with maintaining, reviewing and updating information contained within the on-going communications of the CDC (e.g. website, ANGEL, widget).
 - 3.8.3.3. The committee is responsible for coordinating communication and activities with the College and University (e.g. WAC to Provost, AWIS, DREW, Office of Inclusion, Women's Resource Center, Residence Life, LGBT, ADVANCE-ADAPT).
 - 3.8.3.4. Approval of final content of all communication is to be made by the CDC body. The Executive Committee may approve content on behalf of the CDC with a report to the CDC body at the next meeting if timeline requires.

4. Meetings

- 4.1. Regular meetings will be held monthly at a specific time and place designated by the chair in conjunction with the dean. A quorum consisting of the smaller of 1/3 the membership (rounded up) or five members is required to hold a regular meeting.
- 4.2. Regular meeting dates will be scheduled before the beginning of each academic year and adjusted prior to the beginning of each semester if more than 1/3 of the membership cannot attend or if any officer or the dean cannot attend. Notice of meetings will be sent along with the agenda no less than 24 hours prior to the meeting time.
- 4.3. Additional meetings may be called at times beyond the normal schedule by the chair or the dean.
- 4.4. The chair of the CDC shall prepare the agenda for each meeting in consultation with the dean. The agenda shall be distributed to members no less than 24 hours prior to the meeting via electronic mail, ANGEL, or some other similar system. Members wishing to propose agenda items must submit them to the chair at least 72 hours prior to the meeting.

- 4.5. Special meetings of subcommittees and task forces will occur as needed with time and location specified by the chair of the subcommittee/task force. A quorum of not less than 2/3 the membership is required. Notice of special meetings will be made at least three days in advance and notes from that meeting shall be made available to the chair or secretary of CDC prior to the next regular meeting.

5. Subcommittees and Task Forces

- 5.1. Subcommittees and task forces will be formed as needed by CDC. These groups will meet outside regular meetings as specified by the chair of the subcommittee or task force and minutes from the meetings will be made available to the chair of CDC prior to the next regular meeting. All subcommittees will be evaluated at the end of the academic year to determine if the committee need be dissolved, refocused, or maintained.
- 5.2. Members of CDC may serve formally on any subcommittee/task force but no member may hold a formal position on more than three subcommittees/task forces within the council.
- 5.3. Regular members are expected to assist the subcommittees and task forces as needed. Requests by the subcommittees and task forces for assistance shall be made at regular meetings.
- 5.4. Subcommittees: Subcommittees will be formed to address a defined topic or problem whose duration is expected to last one year or longer. Membership in a subcommittee will be a minimum of three members.
- 5.5. Task forces: Task forces will be formed to address a defined topic or problem whose duration is expected to last one year or less. An example is the coordination of speakers or workshops. Membership in a task force will be a minimum of two members.

6. Functions

- 6.1. The CDC shall institute programs and disseminate information as per its charge and mission.
- 6.2. The CDC shall have delegated authority to institute such new programs as necessary for it to achieve its charge and mission.
- 6.3. The CDC shall also work with NatSci administrators in an advisory capacity on matters of diversity and community as they are defined broadly within the CDC charge and mission.
- 6.4. The CDC shall act as a study group on problems presented to it by the faculty and shall have shared responsibility with the dean of NatSci to present to the NatSci faculty or to the NatSci Faculty Advisory Council any diversity or community matters deemed appropriate for their discussion or action.

7. CDC Bylaw Interpretation, Amendment, and Review

- 7.1. The interpretation of these bylaws shall be the responsibility of the CDC, which shall have final authority on interpretation.
- 7.2. Amendments to these bylaws can be made by the following process:
 - 7.2.1. The NatSci Faculty Advisory Council will initiate an amendment and bring the proposed amendment to a NatSci faculty meeting.
 - 7.2.2. After discussion of the proposed amendment, the NatSci faculty can by majority vote choose to do one (only) of the following (3) alternatives:
 - 7.2.2.1. Vote down the amendment.
 - 7.2.2.2. Send the amendment back to the NatSci Faculty Advisory Council.
 - 7.2.2.3. Submit the amendment to the voting NatSci faculty at large (as defined in 1.2) for a mail or electronic vote. A yea by the majority of the respondents to the vote will be an approval of the amendment and the amendment will be enforced.
- 7.3. These bylaws shall be reviewed by the NatSci Advisory Councils at intervals not to exceed five years and by the University Committee on Academic Governance at its discretion. Decisions of the University Committee on Academic Governance can be appealed to Academic Council.
- 7.4. These bylaws replace the bylaws of the Council on Diversity and Community as approved August 27, 2009.

Approved: September 10, 2014