**Western Nevada College**

**Diversity, Equity, and Inclusion Committee**

**Bylaws**

**ARTICLE 1: NAME, REPORTING CHAIN, AND OPERATIONAL CONTACT**

The Diversity, Equity, and Inclusion Committee is a college committee that reports directly to the College Council. The Chief Diversity Officer serves as the operational contact for this committee.

**ARTICLE 2: MISSION AND GOALS**

The mission of the Diversity, Equity, and Inclusion Committee is to develop, support, and encourage diversity, equity and inclusion, and belonging of all people participating within our college community at WNC, including but not limited to those of different ethnicities, national or regional origins, gender identities, sex, sexual orientation, religious beliefs, and abilities as it relates to the mission of the institution.

The committee accomplishes this by:

* Promoting institutional excellence by ensuring all support programs and services meet the needs of the WNC community
* Serving diverse communities by promoting access to higher education and community connections.
* Promoting personal and community enrichment through cultural and quality of life events and activities sponsored by WNC

**ARTICLE 3: COMMITTEE MEMBERSHIP, SELECTION AND RECALL**

A. The membership of the committee is ideally composed of representatives from the various programs, services, and degree pathways offered at WNC:

* 1 - Counseling Services
* 1 - Disability Support Services
* 1 - Liberal Arts Faculty
* 1 - Veterans Resource Center
* 1 - Professional and Applied Technology
* 1 - Nursing Faculty
* 1 - Latino Outreach Coordinator (Has this position been renamed?)
* 1 - ACCEL College and Career Readiness Staff
* 2 - Fallon Campus (Fallon Campus Director?)
* 1 - Classified Staff
* 2 - student representatives.

B. Membership may be reduced temporarily due to external constraints (e.g., funding, reductions for personnel, etc.)

C. The president of WNC formally appoints members to all college-wide committees from the annual volunteer list. Students are appointed through the Associated Students of Western Nevada.

D. Committee members serve staggered two-year terms starting in August, after the Spring appointments. Committee members may serve more than one term.

E. Committee members are expected to contribute to the activities and goal attainment of the committee. Any committee member who misses three unexcused meetings in an academic year is subject to recall by the committee

F. If a committee member is unable to serve out the full-term, the college President will appoint a replacement member within thirty working days of the individual’s resignation. If requested by the President, the committee will assist in recruiting new members.

**ARTICLE 4: OFFICERS**

A. The committee elects its officers by majority vote at the May meeting of the preceding academic year.

B. Officers serve one-year terms and may serve more than one term.

Chair - is elected from the committee membership by a majority vote. The DEI Chair:

1. Shall be the chief administrator of and spokesperson for the DEI committee.
2. Shall preside over all DEI meetings.
3. Shall enforce the responsibilities mandated by the bylaws relating to the administration of the work of the committee.
4. Shall prepare, with the Secretary, an agenda for each meeting.
5. Shall not vote at any meetings, unless a tie occurs.
6. Shall be the representative to communicate directly with the Board of Regents and other official NSHE institutions.
7. Shall perform other duties as needs arise for the committee

Vice Chair - is elected from the committee membership by a majority vote. The vice chair :

1. Shall be elected to serve one year as Vice Chair; the following year, the Vice Chair will have the opportunity to advance to serve as Chair with majority vote of the committee.
2. Shall serve as Chair in the event of the Chair’s absence.
3. Shall attend all meetings with the Chair, and assist with the planning and facilitation of all meetings.
4. Shall be responsible for informing all councils about elections for representatives, including the sending of notifications to all NSHE institutions when a vacancy arises.
5. Shall be responsible for keeping records of all appointments made by the NSHE Classified Council.
6. Shall perform other duties as needs arise for the committee.

Recorder/Web Liaison - is elected from the committee membership by a majority vote. The recorder/web liaison:

1. Shall prepare records, posts, and maintain agendas and minutes of all DEI meetings.
2. Shall maintain the official roll of members of the committee and the attendance records of members and proxies at all quarterly meetings.
3. Shall hold responsibility for the maintenance and sharing of the DEI shared electronic file drive.
4. Post approved minutes to Westnet.
5. Shall perform other duties as needs arise for the committee

Treasurer- Elected from the committee by a majority vote. The treasurer:

1. Shall manage the budget for funds that can be used to promote events.

**ARTICLE 5: MEETINGS**

1. The committee shall meet monthly (August – May) and as needed throughout the year:
2. In accordance with the meeting calendar established at the beginning of the academic calendar year.
3. Upon the call of the chair.
4. Agendas shall be posted to the committee website in advance of each meeting.
5. These bylaws, the Western Nevada College Bylaws, and the Nevada System of Higher Education Code shall govern the committee’s activities.
6. *Robert’s Rules of Order* shall be the authority in all matters not covered by the bylaws.

**ARTICLE 6: QUORUM AND VOTING**

1. A quorum consists of fifty percent (50%) of the voting committee membership.
2. Voting may take place when a quorum of the membership is present or by e-mail.
3. A motion passes when it receives a majority of the votes cast.
4. Email voting
5. The chair sends an email to the voting members stating exactly what is to be voted on. The subject line should contain the term “vote” or “ballot,” and the body should clearly designate the choices available.
6. Replies to the email calling the vote should contain the member’s vote only. The member’s vote reply should clearly state ‘Aye’ or ‘Nay,’ or if required, a full sentence beginning ‘I vote for’ or ‘I vote against’ followed by one of the options contained in the email that called the vote.
7. Unless stated otherwise in the e-mail calling the vote, voting shall be concluded one week after the e-mail vote is sent.
8. An e-mail vote passes if (1) votes are received from a quorum, and (2) it receives a majority of the votes cast

**ARTICLE 7: AMENDMENT OF BYLAWS**

1. A. These bylaws comply with WNC College Bylaws, NSHE Code and all State and Federal rules and regulations.
2. Any member of the Diversity, Equity, and Inclusion Committee may propose a change to the bylaws.
3. College Council may propose changes to the bylaws, for amendment by the Diversity, Equity, and Inclusion
4. Committee.
5. These bylaws must be amended by a two-thirds majority of the committee.
6. No amendment of the bylaws may be both introduced and passed at the same meeting.
7. Once amended, the bylaws are to be reviewed and approved by College Council.

Approved by the committee:

Approved by SPFIE: November 8, 2018