

BY LAWS

The President's Council on Diversity, Equity, and Inclusion at New Mexico Highlands University

Unanimously passed January 5, 2022

ARTICLE I - NAME

The name of this organization shall be The President's Council on Diversity, Equity, and Inclusion at New Mexico Highlands University.

ARTICLE II – VISION & MISSION

The President's Council on Diversity, Equity, and Inclusion at New Mexico Highlands University (NMHU) embraces, respects, and values diversity to create and maintain an inclusive and equitable campus environment through cultivating cultural competence and responsiveness with, by, and for students, faculty, staff and community members.

The President's Council on Diversity, Equity, and Inclusion (NMHU-PC DEI) promotes an all-inclusive campus that provides a culturally responsive education, celebrates differences as assets to our community, and is dedicated to systemic transformation. The Council mission emphasizes awareness, collaboration, safety, and social activism to liberate and empower all constituents.

ARTICLE III - OBJECTIVES

As a group dedicated to improving the status of diversity at New Mexico Highlands University, The President's Council on Diversity, Equity, and Inclusion will undertake the following functions.

ARTICLE IV – MEMBERSHIP, COMPOSITION RESPONSIBILITIES AND MEETINGS 1. MEMBERSHIP

Appointments to the Council shall be made by the Chair from a list of recommendations submitted by the Nominating Sub-Council, approved by the Council and forwarded to the Chair.

The Nominating Sub-Council shall consist of six (6) Council Members, for a total of six (6) members, who:

- 1.) Shall serve one (1) year terms with the option to renew up to three (3) years.
- 2.) Shall be voted on by the Council. Individuals may submit their names to the Chair AND nominations will be taken from the floor at the first or second meeting in the fall semester as well as from the larger NMHU campus community.
- 3.) Shall have a Team Leader, who is appointed by the Chair of the Council. The Team Leader will alternate each year from the Region campus to the main campus.
- 4.) Shall determine procedures for the actual selection of candidates to be recommended for Council membership.
- 5.) Shall include one Student, one Staff, and one Faculty Senator to serve as liaisons from each senate

Terms - All appointments to the Council, with the exception of the Chair, shall be one (2) year term with the option to renew up to two (2) terms. Any member can be removed from the Council by a 2/3 majority vote of the membership.

Quorum - For the transaction of business at all meetings a quorum of two-thirds (2/3) of all members must be present.

COMPOSITION

The Council shall reflect diversity with regard to staff, student, and faculty status, people of age, race, ethnicity, color, gender, non-binary identity and expression, national origin, ancestry, sexual orientation, religion, disability, and civil relationship status, discourse and other diverse diversities.

The Council should consist of at least twelve (12) members with at least one (1) from each regional center campus appointed by the PC DEI Chair. The following considerations shall be applied:

- a) Council membership shall be open to all members of the faculty, staff and student body.
- b) The Council shall include at least one (1) member of the student body as a representative of the NMHU Student Senate
- c) The Council will form standing and/or ad-hoc Sub-Councilor teams to accomplish special projects and/or functions that further the goals and objectives of the President's Council on Diversity, Equity, and Inclusion. The PC DEI Chair shall have the authority to approve through other or self-nomination Team Leaders when the Sub-Council is formed. The Sub-Council shall be abolished when its purpose is served. Team Leaders may solicit members or they may be recommended by the PC DEI Chair to assist in accomplishing projects.

RESPONSIBILITIES

- a) Be in good academic/employment standing at the University.
- b) Adhere to the guidelines set forth in the Policy Statements and Compliance Procedures on Equal Education and Employment Opportunity and Sexual Misconduct (Title IX) policies. Allegations of violations of these policies will immediately suspend membership of the President's Diversity Council; founded allegations will terminate membership.
- c) Regularly attend PC DEI meetings (including sub-council meetings, if applicable) and Council sponsored events. If unable to attend, members have the responsibility to contact the Council Chair or Parliamentarian of their anticipated absence. In this event, a video recording of the meeting will be available for review and comment.
- d) Inform their department heads and colleagues of all Council activities and encourage them to provide their ideas and recommendations.
- e) Provide feedback about the concerns of all colleagues to the Council.
- f) Serve as an advocate for the concerns of the diverse workforce within the department they represent.
- g) Serve as role models within their respective department(s) and community to enhance the visibility and branding of the University.
- h) Serve as ambassadors from the University to the regional area and beyond (e.g., prospective employees, students, etc.)

- i) Advise the President (through the executive committee) about issues from respective communities including, but not limited to: needs, perceptions of the University and awareness of University resources/programs.
- j) Help the University develop partnerships to serve the regional communities.

Meetings

- a) The Council shall meet once a month during the regular academic year. Special meetings for urgent matters may be called when necessary.
- b) The Chair or Vice Chair shall officiate at meetings.
- c) A notice of meetings shall be released to the campus community through an email announcement.
- d) Meetings shall be open to the entire University community as long as there is space to accommodate visitors. Individuals wishing to express their views will be permitted to do so by placing the item on the agenda through the Chair.
- e) Before a member of the Council begins sabbatical leave, his/her intentions should be made known to the Council in writing.
- f) Three (3) unexcused absences shall result in the termination of that member from the Council (Chair will determine) after the person has been notified.

ARTICLE V – OFFICERS AND REPRESENTATIVES

At the first meeting of the academic year, the Council shall elect the executive committee: one (1) Chair; one (1) Vice Chair who shall preside in the absence of the Chair; one (1) historian/scribe or Parliamentarian. The executive leadership may also consist of Co-Chairs as long as each co-chair represents staff and faculty.

The Chair or Co-Chairs shall serve a two (2) year term with the option to serve one consecutive term, if elected. If the Chair resigns, is removed from the Council, or is otherwise unable to fulfill the duties of the Chair, the Vice Chair shall become the Chair for the rest of the academic year. In the case of a vacancy of the Vice Chair, a new Vice Chair will be elected by the council at the next meeting.

Any officer can be removed from their post by a 2/3 majority vote of the Council. In this event, a special election for a new vice-chair would occur.

The Chair or Co-Chairs shall:

- 1.) Conduct meetings
- 2.) Determine the schedule of meetings
- 3.) Appoint Sub-Councils
- 4.) Meet and report regularly along with the executive team to the President
- 5.) Perform such other duties as the Council may direct or as specified in Robert's Rules of Order

- a) No person may serve more than two (2) consecutive terms as Chair or Co-Chair of the Council, for a total of 4 years.
- b) The Council shall select a new Vice Chair every two years.
- c) No person may serve more than two (2) consecutive years as Vice Chair of the Council.
- d) Elections shall be open to all members of the Council inclusive of previous officers.

ARTICLE VI – AGENDA, MINUTES AND REPORTS

1. AGENDA AND MINUTES

- a) The agenda shall consist of the following in order of priority:
 - 1.) Matters considered by the Chair to be of an urgent nature
 - 2.) Approval of Minutes
 - 3.) Old Business
 - 4.) New Business
 - 5.) Council Sub-Council Reports
 - 6.) Announcements
 - 7.) Adjournment
- b) A copy of the minutes shall be sent to the members of the Council as soon as possible following the meeting, between two to seven days prior to the following meeting. All minutes will be housed in NMHU Sharepoint folder.
- c) Agenda items should be submitted to the Chair no later than one (1) week prior to the next scheduled meeting.
- d) A copy of the agenda for the meetings shall be sent to the members of the Council at least two (2) days in advance if possible.

2. REPORTS

- a) Sub-Councils are responsible to the Council through the Chair.
- b) Recommendations developed, by the Council, shall be presented to the President through the Chair & Executive committee.
- c) The Council shall utilize the full range of communications with the University community to project the ongoing concern for the diversity status at NMHU and the need to make NMHU a community that is sensitive to, and caring of, all of its members with regard to of age, ethnicity, race, gender, gender identity and expression, national origin, ancestry, sexual orientation, religion, creed, disability, or marital status.

Article VII – PARLIAMENTARY APPROVAL

Robert's Rules of Order shall guide the Council's procedures in all cases where applicable. All members of the Council shall have full voting rights. Voting shall require a simple majority of a quorum of the membership in all cases except:
Actions which normally require an extraordinary majority according to Robert's Rules of Order, e.g. by-laws, amendments, to shut-off debate or suspend the rules, removal of members or chair, etc.

ARTICLE VIII – AMENDMENTS TO THE BY-LAWS

The By-Laws may be amended at any time with the approval of two-thirds of the full membership of the Council.