

Commission on Human Diversity
Mission Statement and Bylaws
of
KUTZTOWN UNIVERSITY
Kutztown, PA 19530

MISSION

The Commission on Human Diversity reports directly to the Administrative Council and is established to:

- Facilitate the development of an environment in which members of the university community are valued and their differences honored.
- Provide understanding for and among all groups pursued through the arrangement and support of special activities such as open forums, diversity dialogues and education workshops that promote awareness and honor of each other's differences.
- Educate, be consulted on policy, and provide recommendations in all areas of diversity. In particular, the committee is charged by the President to specifically consider issues related to Religion, Sexuality, and Disability Awareness.

BYLAWS

I. COMPOSITION AND TERMS OF APPOINTMENT

A. Composition

1. The following are appointed by the Committee on Committees
 - 6 Faculty (one from each of the 4 colleges, and two at-large)
 - 4 Staff (one from SCUPA, one from AFSCME, and two at-large)
 - 1 Academic Dean or Director
2. The following students are appointed by their respective student organizations:
 - 5 students appointed by the SGB Diversity Council (at least one shall be from a religious based student organization).
 - 1 non-traditional student (appointed through SGB/KUnited process)
 - 1 Graduate Student (appointed through SGB/KUnited process)
3. The following offices/groups may select a faculty, staff, GA, or student as liaisons (non-voting members) to the CHD:
 - Disability Services Office
 - GLBTQ Resource Center
 - Women's Center
 - Multicultural Center
 - Office of International Admissions
 - Student Affairs/Dean of Student's Office
 - Lambda (Faculty/Staff GLBTQ Caucus)
 - Commission on the Status of Minorities
 - Commission on the Status of Women

4. Volunteer Members

To be as welcoming and inclusive as possible other staff, faculty, students, and community members are welcome to be non-voting volunteer members of the Commission on Human Diversity. Volunteer members are generally past members of the CHD whose terms have expired or others who are interested.

B. Terms of Appointment

- Members who are appointed by the Committee on Committees shall serve a two-year term. Terms shall be staggered by the Committee on Committees.
- Student representatives shall serve a one year term, renewable by the student organization they represent.
- Liaisons shall be selected annually by their respective office/group. Renewable annually.

II. DUTIES

A. Duties of Committee Members are:

- Review the Mission Statement and Bylaws on an annual basis.
- Attend meetings on a regular basis.
- Inform the Chair if you unable to attend a meeting.
- Perform committee duties as assigned.
- If serving as a representative or liaison of a department, college, student organization, or other group, provide regular feedback to appropriate constituency.
- Participate actively in the activities, events, and objectives of the CHD.

B. Duties of Chair are:

- Distribute Mission Statement and Bylaws and to members at the first meeting of the year for information and review.
- Submit any revision of the Mission Statement and Bylaws to Administrative Council for approval.
- Ensure that the University Senate Office and Administrative Council have a copy of the Mission Statement and Bylaws.
- Call meetings on a regular basis.
- Set the agenda and distribute prior to the meeting.
- Present an interim report to the Administrative Council or Senate as requested.
- Request administrative expertise to attend specific meetings as needed.
- Coordinate with the Commission on the Status of Minorities and the Commission on the status of Women.
- Inform Administrative Council and University Senate if proposing any changes in structure, membership, or mission.
- Appoint co-chairs, sub-committees, or event chairs as needed.
- Present a written annual report to the Administrative Council outlining accomplishments and activities.

C. Duties of Vice-Chair

- Chair meetings if the Chair is unable to attend.
- Coordinate with the Commission on the Status of Minorities and the Commission on the status of Women and the Institutional Climate Committee as needed.
- Represent the Commission in conjunction with the chair or as needed if the chair is not available.
- Take on the duties of the chair if the position becomes vacant until a new chair can be elected.

D. Duties of Recording Secretary are:

- Record the minutes of each meeting.
- Record the names of those attending and those not attending at each meeting.
- Submit copies of minutes to the University Senate Office for archival purposes.

III. Officer Elections

- A. The Commission shall elect a Chair (from the COC appointed positions) and a Vice-Chair, and recording secretary among the faculty or staff members (appointed, liaison, or volunteer) on the Commission.
- B. This election shall take place at the last meeting of the spring semester for the following academic year. If no one is elected to one of the positions, another election to fill the vacancy shall take place at the first meeting of the fall semester.
- C. The Chair shall be elected for a two year term. The Vice-Chair and Secretary are elected for a one year term. No officer shall serve more than three consecutive terms in the same position.
- D. If the Chair becomes vacant, a new election will be held at the next regularly scheduled meeting.
- E. If the Vice-Chair or Secretary position becomes vacant, the Chair will make an appointment for the rest of the academic year.

IV. MEETINGS

The Commission on Human Diversity will meet a minimum of 3 times per semester (fall and spring). Additional meetings may be held during or between semesters as needed.

Members of the Commission on Human Diversity who cannot attend a meeting for whatever reason must find a qualified substitute from their constituency. Members who miss two regularly scheduled meetings, without cause in any given semester may be assumed to have withdrawn from the Commission and in such a case the Commission on Human Diversity will inform the Committee on Committee or the organization which that person represents to find an appropriate replacement.

V. AGENDA

- A. The Agenda shall consist of the following order of priority:
 - Call to Order
 - Approval of Minutes
 - Concerns & Celebrations
 - Old Business
 - New Business
 - Reports from Representatives and Liaisons (as needed)
 - Announcements
 - Adjournment

- B. A call for agenda items will be sent out to all members of the committee with a copy of the minutes and a draft agenda at least one week prior to the meeting.
- C. The final agenda for the meeting will be available for the members of the committee on the day of the meeting.

VI. VOTING

- A. Appointed members of the Commission have full voting privileges. Liaisons and volunteer members have a voice, but no vote.
- B. If an appointed member is absent and sends a qualified substitute from their constituency, the substitute may vote as a representative of the appointed member.
- C. If an item of business is presented in the agenda and sent out prior to the meeting; a member who is absent may submit a proxy vote on that item of business to the chair by email prior to the meeting.
- D. All items being voted on need only a simple majority of those voting to pass, except for bylaw amendments. (Described in Section VIII.C).
- E. The Chair may choose to use electronic voting (via email) on issues that cannot wait until the next meeting or otherwise judge as needed. Any electronic votes shall be affirmed at the next meeting so the action may be entered into the minutes.

VII. RULES OF ORDER

- A. Robert's Rules of Order will govern the committee's procedures in all cases where applicable.
- B. In order to have a vote, there must be a quorum of voting members. A quorum will consist of a simple majority of the voting members of the full committee. A quorum is needed conduct business; but not to hold a meeting.

VIII. AMENDMENT OF BYLAWS

- A. Amendments of the Bylaws must be presented in writing. At the meeting the amendment is presented it will be discussed and can be revised, but not voted on. It must be then tabled for at least one meeting.
- B. Amendments that have been presented, discussed, and tabled will be sent out with the agenda at least one week before the meeting they it will be voted on.
- C. Amendments need 2/3 majority of those voting members present.
- D. Submit any revision of the Mission Statement and Bylaws to Administrative Council for approval.

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Revised May 12, 2016 – *Ratified by CHD: 9/15/16*

Reviewed by Committee on Committee 9/29/16

Admin Council Approval September 30, 2016