

University Council on Equity, Inclusion and Intercultural Awareness By-Laws

ARTICLE I: NAME

Section 1: The Gonzaga University Council on Equity, Inclusion and Intercultural Awareness.

ARTICLE II: PURPOSE

Section 1: To create and sustain a learning, living and working community where human differences thrive.

- A. This University Council is a major guardian and advocate for developing and sustaining high standards and practices of equity, inclusion and intercultural awareness.
- B. The University Council is the primary advisory body to the Chief Diversity Officer, the President's Cabinet and President. It is charged with making policy, programmatic, and procedural recommendations in the following areas:
 - Campus Climate
 - Cultural Awareness and Sensitivity
 - Strategic Planning
 - Recruitment and Retention
 - Culturally Inclusive Pedagogies and Curriculum
 - Evaluation and Accountability
 - Domestic Diversity and Global Cultural Engagement

ARTICLE III: MISSION STATEMENT

Section 1: The University Council on Equity, Inclusion and Intercultural Awareness is the primary institutional mechanism to manifest the intentions and desires articulated in the Gonzaga University Mission Statement to create an educational experience that fosters a mature commitment to dignity of the human person, social justice, diversity and intercultural competence. At the heart of this desire is to create a university environment that supports a deep appreciation for, and respect of, individual differences; a learning, living and working environment free from discrimination; and an educational experience that prepares its graduates to competently enter a world of increasing diversity.

ARTICLE IV: MEMBERSHIP COMPOSITION

Section I: The Council membership shall include a total of 29 voting and 2 non-voting members.

The voting members shall include:

- a. Two faculty members from the College of Arts and Sciences

- b. One member from the Faculty Senate
- c. Two members from the Staff Assembly
- d. GSBA President or a designee
- e. One member from the Student Athletic Advisory Council
- f. Four undergraduate students with representation from multi-cultural student groups
- g. Two graduate students – one from the Graduate Student Council and one from the Student Bar Association
- h. One member from the Athletics Department
- i. One member from the Office of the Academic Vice President
- j. One faculty member each from: the School of Education; the School of Professional Studies; the School of Law; the School of Engineering and Applied Sciences; the School of Business; the School of Nursing and Human Physiology; the Foley Library
- k. One staff member each from Admission; University Advancement; Finance and Budget; Student Development; the Center for Global Engagement; the Center for Student Academic Success; and the Office of Mission and Ministry.

The non-voting members shall include:

- a. The Associate Academic Vice President and Chief Diversity Officer shall serve as the co-chair in an ex-officio capacity and shall be a non-voting member.
- b. The Assistant Director of Human Resources, Office of Equity & Inclusion shall serve as the co-chair in an ex-officio capacity and shall be a non-voting member.

ARTICLE V: MEMBER APPOINTMENT AND VOTING PROCEDURES

Section 1: Nominations for new members shall be solicited in March of each year. An ad hoc committee will be formed to review the nominations and compose a list of recommended appointees to fill vacancies on the Council. The co-chairs will make final decisions on recommendations to be forwarded to the President.

Section 2: A list of recommended appointees shall be submitted in April of each year to the President's Office based upon recommendation of the Co-Chairs, and all members shall be officially appointed to the Council by the President.

Section 3: The length of appointment shall be three (3) years for faculty; staff; professional; and administrative members, and one to three (1-3) years for graduate and undergraduate students. Terms will begin in September and end in May of the appropriate year. Terms will be staggered to allow for greater continuity. Ex-officio members are exempt from this rotation.

Section 4: After serving a three-year appointment, an individual must wait one year before being considered for another three-year appointment. Graduate and/or undergraduate students can serve an additional year without any waiting period.

Section 5: If a member wishes to resign, the request is made in a letter of resignation to the Co-Chairs. In the event that an unexpired term is vacated, a replacement shall be recommended to the President by the Co-Chairs based upon recommendations from the Council. The replacement will only serve through the end of the term, but may be considered for appointment to a full term when nominations are solicited in March of each year.

Section 6: Voting on a motion can only be done when a quorum of Council members is present. Fifty percent of the membership will be deemed a quorum. Motions shall pass with a majority vote of those present unless otherwise noted. If a quorum is not achieved and a vote is required, the Council may choose to have an electronic vote and a simple majority is required to approve all motions.

ARTICLE VI: FREQUENCY OF MEETINGS AND PROCEDURAL PROTOCOLS

Section 1: The Council will hold at least seven (7) monthly meetings during the academic year (September through April). The day and time shall be determined prior to the beginning of the academic year by the Co-Chairs, taking into account the teaching, class and work schedules of Council members. The Co-Chairs may call special meetings. All members should be notified at least seven (7) days in advance of a special meeting.

Section 2: A recorder shall be present at all Council meetings to archive the proceedings.

Section 3: The Council Co-Chairs will determine the agenda of meetings. Council members may request that items be placed on the agenda by a recommendation of the appropriate standing committee and submitted to the Co-Chairs at least 3 days prior to the meeting date.

Section 4: The Council shall issue an annual report to the President and Cabinet by May 31 of each year.

Section 5: The proceedings of the Council shall be governed according to Robert's Rules of Order unless suspended by the Co-Chairs or Chair if only one is present.

ARTICLE VII: ATTENDANCE

Section 1: Regular attendance will be encouraged and is expected. However, in circumstances where teaching, class or work schedule conflicts occur and are unavoidable, a Council member will be supported to participate in either their assigned standing committee or the Council meetings if they can't meet both commitments at the regularly scheduled times.

Section 2: After three (3) consecutive unexcused absences of either a Council or a Standing Committee meeting, the Co-Chairs will contact the Council member to affirm their commitment to serve or invite them to resign and assist with filling the position. An “unexcused” absence is defined as not notifying one of the Co-Chairs in advance of meeting.

ARTICLE VIII: COMMITTEES

Section 1: The following standing committees and their task focus are hereby ordained:

- A. **Campus Climate:** Collaboratively coordinate the interpretative analysis and use of institutional assessment data on campus climate to create and sustain a safe, supportive, and inclusive campus environment for students, faculty, and staff to learn, work and live as valued members of the university committee.
- B. **Intercultural Intelligence, Pedagogies and Curriculum:** The strategic focus of this committee is to address the need and desire to increase the cultural competence, intercultural awareness, sensitivity, and intelligence among administrators, staff, faculty, and students throughout the university. This committee will support the efforts of entities such as the Unity Multicultural Education Center (UMEC), the Lincoln LGBTQ+ Resource Center, University Ministry, Human Resources, as well as the opportunities offered through the Center for Teaching and Advising (CTA) to expand the engagement and education of faculty and staff in developing more culturally responsive and inclusive curriculum and pedagogies.
- C. **Strategic Planning, Evaluation and Accountability:** This committee will work to support alignment, synergies, and efficiencies of divisional level diversity action plans with the university’s strategic plan and applicable accountability measures that strengthen a culturally inclusive university campus climate. On a systematic basis, assess progress and evaluate outcomes related to organizational change and improvement in the areas of equity, inclusion and intercultural competence. Such an evaluation will form the basis for making policy and procedural recommendations to the President and Cabinet for continuous improvement.
- D. **Recruitment and Retention:** This committee will identify and recommend evidence-based strategies to recruit and retain a diverse faculty, staff and student population for undergraduate, graduate and law programs. This includes assessing policies, procedures, and practices both written and unwritten as they pertain to attracting applicants, interview processes, feedback mechanisms, resources and support systems available, developmental programming, and hiring motivations.

- E. **Global Awareness and Connections**: This committee serves as a resource to expand and strengthen interactions between domestic and international communities at Gonzaga University through our campus-based diversity initiatives and the programs offered through the Center for Global Engagement. Specifically, we aim to advise on promoting awareness, building competencies, and providing opportunities to engage across cultural and linguistic difference, both locally and internationally.

Section 2: All committees are recommending bodies to the Council, and ad hoc committees may be established by the Co-Chairs, as need or interest requires. Non-Council university members may be asked to serve on committees.

Section 3: All voting Council members will be required to serve on at least one standing committee per academic year. The selection of members and committee chairs will occur at the first meeting during each academic year.

ARTICLE IX: BY-LAWS AMENDMENTS AND REVIEW

Section 1: These by-laws may be amended by two-thirds vote of the Council members, either at a regular or a called meeting, or through an email ballot. Proposed amendments must be circulated via mail or email to Council members at least two weeks before the voting will be conducted. Amendments may be proposed by Council Co-Chairs, a majority of Council members, or by an ad hoc committee established for that purpose.

Section 2: Every two years, in odd numbered years, the Co-Chairs will form an ad hoc committee to review the bylaws, make revisions, and bring forward its recommendations to the Council for a vote.

Adopted: On January 24, 2017

Revised/Amended: _____