

Lehigh University Council for Equity and Community Bylaws

Article I: Mission and Purpose

Mission: The Mission of the Council for Equity and Community (the “CEC” or “Council”) is to

- foster, encourage, and emphasize the importance of diversity and inclusion through recognizing, understanding, and celebrating differences and successes within the Lehigh campus community,
- to help the campus uphold the University’s commitment to the *Principles of our Equitable Community* and to create an equitable experience for all community members.

Purpose: The CEC seeks to achieve its mission by reviewing and recommending policies and initiatives on diversity and inclusion, coordinating related activities across the community, proposing implementation mechanisms and measurements for progress at the university and unit levels, and promoting achievements in these arenas.

Article II: Authority

The CEC is a Standing Committee of the University established under the University Policy on Harassment and Non-Discrimination, with a direct reporting line to the President and oversight by the Board of Trustees Subcommittee on Diversity and Inclusion. The CEC has the authority and charge to:

1. Advise
 - a. Review and evaluate institutional policies, procedures and practices with respect to diversity and inclusion.
 - b. Make recommendations to administration, faculty, staff, students, and the Board of Trustees on matters pertaining to diversity and inclusion.
2. Facilitate projects and campus coordination
 - a. Monitor campus climate and diversity and inclusion issues and design and oversee an assessment process to evaluate the University’s progress in this area.
 - b. Engage the Lehigh community in dialogue and activity on issues of equity, diversity, and inclusion.
 - c. Develop and implement mechanisms for interpersonal, institutional, and cultural improvements at the University that advance the CEC’s mission.
 - d. Gather, maintain, and communicate the breadth of diversity and inclusion initiatives/projects occurring across campus in an effort towards better coordination, less repetition, increased participation, and increased awareness of good work being done.
 - e. Offer support for projects related to diversity and inclusion across campus.

3. Build Capacity
 - a. Create operating procedures that govern the CEC's structure, composition, and short and long term functions.
 - b. Develop and implement short and long-term initiatives that include specific ways to promote the CEC's mission and support Lehigh's goals regarding diversity and inclusion, and that identify specific issues and make recommendations for change.
 - c. Educate, demonstrate, and model behavior that reflects the University's commitment to diversity, inclusion, and equity.
 - d. Celebrate the progress and successes achieved across campus and encourage others to celebrate their successes with respect to diversity and inclusion.
4. Ensure Effective and Transparent Communication
 - a. Promote activities on campus that addresses issues related to diversity and inclusion.
 - b. Provide the internal and external dissemination of information regarding campus climate on diversity and inclusion issues.
 - c. Contribute to communications in event of crisis.
 - d. Communicate the celebrations of progress and success made by the university with respect to diversity and inclusion.
5. Be Ambassadors for Equity and Community
 - a. Promote the cause of Lehigh community members whose voice is being marginalized or unheard due to racial, ethnic, national origin, religious preference, sexual orientation, gender identity, physical ability, or any other historically underrepresented or oppressed identity protected by the University's Policy on Harassment and Non-Discrimination.

Article III: Composition, Members and Membership

Section 1: Composition

The CEC is a university-wide body comprised of **students, faculty, staff, and administrators (Senior Officers)** that strives for inclusive representation across the entire Lehigh University community. The CEC shall have at least 20 and no more than 30 members. All members are voting members. This section outlines **proposed** representation and terms of service.

1.1. Faculty Members

Recommended faculty membership includes four to six faculty members comprised of:

- 1 representative from each college, elected by faculty
- 2 at large faculty positions from any college, also elected.

Faculty terms should be 2-3 years and should be overlapping and staggered by college when practical.

It is also recommended that each college identify or elect one faculty member to be part of the "First Circle" to strengthen faculty engagement and succession.

1.2 Staff Members

Recommended staff membership includes representation from each functional stem or department on the organizational chart, with consideration of stem/department size to determine the appropriate number of representatives from each each stem/department.

Staff terms should be from 1-3 years and should be overlapping and staggered within stem and department representatives.

1.2.1 Recommended number and representation for standing staff memberships:

At least one representative from each of the following departments/stems:

- Admissions/Financial Aid
- Student Affairs
- International Affairs
- Communications
- Advancement
- Athletics
- Finance and Administration
- Human Resources
- General Counsel
- Research & Graduate Studies
- Provosts Office
- Library & Technology Services

1.2.2 Requested representation

Given the small size of certain departments, the Council welcomes representative(s) from the following departments, but does not require membership.

- Investment
- Institutional Research
- University Registrar

1.2.3 Position-based Members

Due to the nature of the work and roles on campus, the following staff positions will have a standing membership to the CEC. These include the:

- Chair of the Employee Relations Advisory Committee
- Equal Opportunity Compliance Coordinator

1.3 Senior Officer Members

There will be two Senior Officer members on the CEC who will serve as liaisons to the senior leadership of the university. Senior officers will submit nominations of at least 3 senior officer candidates, and the CEC will elect the Senior Officer members by vote. The elected Senior Officers will serve staggered and overlapping three year terms. In addition, one Senior Officer shall be elected by the CEC to serve as a Tri-Chair of the CEC as noted in Article IV, Section 1.

1.4 Ex-officio Members

Individuals in the following positions will be expected to serve as ex-officio members to the CEC. These members are not included in quorum calculations and do not vote on CEC matters, and are expected to attend CEC meetings whenever possible:

- Vice Provost for Academic Diversity
- Provost
- President

Section 2. Student Representation

The CEC will seek input and guidance from students through a standing student sub-committee. This group will be comprised of at least 4 undergraduate and 2 graduate students and representation from historically underrepresented student groups will be considered in determining the students selected for the sub-committee. Students may volunteer for the sub-committee or be appointed; undergraduate and graduate student senates may aid in the recruitment and selection of the student subcommittee. Students on this sub-committee will be asked to serve 1-3 year terms that are staggered and overlapping. These students are not members of the CEC and are not required to attend meetings or uphold any other membership responsibilities. They may however, work with CEC working groups and/or work on specific CEC initiatives.

Section 3. General Member Responsibilities and Expectations

Members are expected to participate in meetings, serve on at least one working group, serve as role models for diversity and inclusion, and support the purpose and goals of the CEC.

Article IV: Governing and Operating Structure

Section 1. Tri-Chair Council Leaders

The CEC shall be chaired by three individuals to oversee the council and its functions. The Tri-Chairs should include a Senior Officer, Faculty member, and Staff member. The Tri-Chairs are elected by the members of the CEC and serve 1-2 year terms. Tri-chairs establish the agenda and conduct meetings, coordinate administrative functions of the CEC, and report progress and recommendations to senior leadership and the Board of Trustees on a regular basis.

Section 2. Executive Committee Members

The Executive Committee is established to ensure the strategic direction of CEC is sustained over the long term and shall be comprised of the Tri-Chairs and 4 additional members of CEC elected by vote of the entire CEC membership for 2-year terms. The Executive Committee is also charged with managing the overall budget of the CEC.

Section 3. Governance Committee

The Governance Committee shall manage the membership and composition of CEC, including invitations, orientation, and separation of members, with a consideration of the distribution of

target and non-target groups among the membership. The Governance Committee shall also ensure the renewal and succession planning of members.

Section 4. Working Groups or Sub-committees

It is recommended that CEC members organize into working groups or sub-committees to more efficiently and productively accomplish goals and to accomplish specific objectives. Working groups should be organized around current campus needs, and each Working Group should appoint a lead or chair.

It is recommended that the student subcommittee be a standing subcommittee of the CEC.

Section 5. First Circle and First Circle Coordinator

The First Circle consists of members of the campus community who do not hold a seat on the CEC but who, by their interest or existing work, want to be involved in helping the CEC fulfill its mission. First Circle members may be recruited by existing CEC members or may volunteer their services by contacting CEC members. First Circle members may be involved with CEC Working groups/subcommittees, may work on separate initiatives, and/or may serve as volunteers for various existing campus programs or events. First Circle members may be future CEC members.

The First Circle Coordinator, can be a member of CEC, and appointed by the Executive Committee. The First Circle Coordinator serves as a liaison between the CEC Executive Committee and the First Circle to connect and coordinate those on the First Circle with CEC Working Groups or facilitate other modes of engagement. The First Circle Coordinator may participate in CEC meetings as needed.

Article V: Decision Making and Amendments to Bylaws

All members of the CEC may vote on proposals brought before the Council. Votes will typically occur during regular meetings and proposals will pass by simple majority vote of a quorum of at least 51 % of members. The Tri-Chairs, as a group, will cast the deciding vote in case of a tie. Typically, proposals or issues will be decided by an open vote by voice or with a show of hands. However, any member of the CEC may request a vote by ballot for a particular matter and the Executive Committee will determine whether a ballot is necessary or appropriate under the circumstances.

Proposals to amend these bylaws must be announced to the CEC membership at least 10 days before a vote on changes is made. After the 10 day period the changes can be made by a simple majority vote of a quorum of 51% of members.