

**COLORADO SCHOOL OF MINES
PRESIDENT'S COMMITTEE ON DIVERSITY
BYLAWS**

The Colorado School of Mines President's Committee on Diversity, hereinafter the "Committee" and the Diversity Executive Committee, "Executive Committee" do hereby adopt the following Bylaws to govern the internal operations and procedures of both the Committee and the Executive Committee.

I. Responsibilities

The responsibilities of the Committee shall include, but not be limited to, the following areas:

- A. Providing guidance and making recommendations to the Office of the President on campus diversity issues.
- B. Upholding the *CSM Statement of Commitment to Diversity*.
- C. Aiding in the implementation of the annual CSM Diversity Plan.
- D. Exploring and reviewing campus diversity issues.
- E. Serving as an advisory body to the President
- F. Serving as a consultative body for any CSM group or organization whose policies and/or procedures affect the diversity of the Colorado School of Mines.

II. Membership

The organization of the Committee shall include, but not be limited to, the Executive Committee, the Committee and ad hoc task force groups and subcommittees as necessary.

A. Executive Committee

1. Membership

The Executive Committee shall be comprised of the following executive officers: Diversity Committee Chair, Chair-Elect, Past Chair, Secretary, Treasurer, Communication and Marketing Coordinator, and Programming Coordinator(s). The executive officers will be elected by the members of the Diversity Committee. In addition to the elected officers, the Executive Committee will include the appointed Special Advisor to the President for Diversity.

2. Elections & Terms of Office

In May of each year, the Chair-Elect will assume the role of the Diversity Committee Chair. Nominations for the remaining executive officer positions shall be taken during the April meeting of every year. The elections shall take place during the May meeting of each year. A simple majority vote of the Diversity Committee members at the meeting shall be needed for election, provided that the quorum requirement outlined in Section IV

of these Bylaws is satisfied. The executive officers will serve one-year terms, but may be re-elected for additional years of service. No Executive Committee member may serve more than three consecutive terms.

3. Responsibilities of the Executive Committee Members

The Diversity Committee Chair shall schedule and preside over regular and special Diversity Committee and Executive Committee meetings, work in collaboration with the Special Advisor to the President for Diversity, be responsible and have signatory authority for the Diversity Committee budget and report to the President as needed on campus diversity issues and Committee activities. The Chair will prepare the annual Diversity Committee Budget request in partnership with the Special Advisor to the President for Diversity, who will submit the budget to the President on the behalf of the Committee. The Chair shall collaborate with the Chair Elect to provide an annual report to the President in June of each year.

The Diversity Committee Chair-Elect shall serve as a liaison for developing and implementing the CSM Annual Diversity Plan; assist with the coordination of the Diversity Breakfast(s); serve as Chair of the Speaker Subcommittee, report to the President as needed on campus diversity issues and Committee activities; serve in place of the chair if he/she is absent from a meeting.

The Diversity Committee Past Chair shall serve as an advisor to the current executive committee with regards to policy and procedures from the previous year.

The Diversity Committee Secretary shall prepare agendas for all Diversity Committee meetings and record and distribute to Committee members the official minutes of all Committee meetings.

The Diversity Committee Treasurer shall be responsible for processing tracking, and reporting on the Committee's finances under the approval of the Chair. The Treasurer will process all invoices, reconcile the budget, and report the balance and activities monthly to the Chair and at the Committee meetings.

The Diversity Committee Communication and Marketing Coordinator shall disseminate promotional information regarding Diversity Committee events and activities, update and maintain the official Diversity Committee website and list-serve, and work the Public Relations Office. Both the website and list-serve should be updated on a monthly basis.

The Diversity Committee Programming Coordinator(s) shall coordinate all functions associated with the Martin Luther King, Jr. Celebration, the Diversity Committee booth for Celebration of Mines and other programming efforts of the Diversity Committee. The Programming Coordinator has the authority to assign Subcommittee Chairs as needed in order to oversee multiple programming initiatives each semester.

The Special Advisor to the President for Diversity shall attend all Diversity Committee and Executive Committee meetings, work in partnership with the Committee to achieve the diversity goals and initiatives of the institution, and serve as a liaison between the Office of the President and the Diversity Committee.

The Executive Committee members shall also serve as liaisons to the campus committees and Diversity Committee subcommittees and task force groups as necessary and appropriate.

B. Committee

1. Membership

The Committee shall be comprised of no fewer than ten (10) members. Membership of the Committee shall include representation from each of the following: Academic Faculty; Administrative Faculty; Classified Staff; Department Heads/Division Directors; Undergraduate Students; and Graduate Students. Membership shall include permanent representation from each of the following offices: Human Resources; Minority Engineering Program (MEP); International Student and Scholar Services; and Women in Science, Engineering and Mathematics Program (WISEM).

2. Terms of Office

All Committee members shall serve two-year terms, with the possibility of reappointment by a majority vote of the present Diversity Committee members at the meeting. All terms of appointment shall be on a May-to-May schedule.

3. Responsibilities of the Committee

The Committee shall be convened by the Diversity Committee Chair. Committee members may be assigned to Committee ad-hoc task-force groups and subcommittees for the purpose of handling projects. Such groups and subcommittees shall meet as necessary for the proper handling of their business and will make periodic progress reports to the Committee as appropriate.

III. MEETINGS

A. Executive Committee

The Executive Committee will meet as needed to conduct business. Any Executive Committee member may call a meeting at any time with the provision of reasonable notice to all Executive Committee members. Executive Committee meetings shall be open to attendance by any interested party.

B. Committee

1. Regular Meetings

The Committee will meet at least once a month throughout the year to conduct business. A schedule of meeting times and dates for the year shall be provided to all members of the Diversity Committee by the August meeting. Committee meetings shall be open to attendance by any interested party.

2. Special Meetings

Special Committee meetings to consider urgent business may be called by any Executive Committee member at any time with the provision of reasonable notice to all Committee members. Special meetings shall be open to attendance by any interested party.

IV. COMMITTEE OPERATING PROCEDURE

A. Quorum

At a regular or special Committee meeting, one half of the Committee members, including two Executive Committee members, shall constitute a quorum for the transaction of business. At a regular or special Executive Committee meeting, three members shall constitute a quorum. When a quorum is not present, meetings may proceed for the limited purpose of discussing agenda items, but no votes may be taken.

B. Meeting Procedure

An agenda will be circulated to Committee members in advance of each meeting. Meetings shall be conducted by the Diversity Committee Chair. Minutes of each meeting will be recorded and circulated to all Committee members within a reasonable period of time following the meeting by the Secretary.

C. Committee Voting

Resolutions and other matters requiring a vote of the Committee shall be decided by a majority vote of present Committee members, provided that the quorum requirement is satisfied.

V. APPOINTMENT OF NEW MEMBERS

A. Executive Committee

When an Executive Committee position is vacant, the members of the Diversity Committee will solicit nominations and elect a replacement. Nominees for the executive committee should have served on the Diversity Committee for at least one year before being elected. A simple majority vote of the present Diversity Committee members at the meeting shall be needed for election, provided that the quorum requirement is satisfied.

B. Committee

The Diversity Committee annually will solicit nominations for membership on the Diversity Committee following Spring Break of each academic year. Nominations may be solicited, as needed, from the Faculty Senate, Administrative Faculty Council, Association of Classified Employees, Alumni Association, the Associated Students of Colorado School of Mines, and the Graduate Student Association, and industries with interests in CSM's areas of specialization. Nominees must be approved for membership by a simple majority vote of the present Diversity Committee members at the meeting, provided that the quorum requirement is satisfied.

VI. BYLAWS AMENDMENT PROCEDURE

An amendment to the Bylaws may be adopted at a regular or special meeting of the Committee by a majority vote of present Committee members, provide that the quorum requirement as outlined in Elections IV of the Bylaws is satisfied. Once adopted, an amendment shall be effective on the date specified therein.