

University of Louisville
Commission on Diversity and Racial Equality (CODRE)

Bylaws
10-21-2011

ARTICLE I. NAME.

The name of this Commission shall be the Commission on Diversity and Racial Equality ("CODRE" or the "*Commission*").

ARTICLE II. PURPOSE.

The Commission is a Presidential advisory group composed of faculty, staff, administrators, and students from different racial/ethnic, social statuses, genders, sexual orientations, abilities and religions that reflect the diversity within the university community.

The purpose of CODRE is to serve and advise the University President as the primary policy advisor on issues of diversity and racial equality at the University of Louisville. These issues include, but are not limited to: recruitment, retention, and promotion of faculty, professional and administrative staff, and university staff of color; group based inequalities and inequities; the academic success of students of color (retention, curricular concerns, and Campus Environment Team); and addressing oppression; specifically, sexist and racist conduct that impedes the educational mission of the university; and the development of strategies and practices that support "education that is multicultural."

CODRE will serve as the Campus Environment Team for the University of Louisville. CODRE will 1) advise the University President, the Council on Post-secondary Education (CPE) and relevant organizations by gathering information on diversity, campus climate and environmental issues from UofL faculty, staff and students; 2) provide the internal and external dissemination of information on the campus climate and environment with regards to diversity issues; and 3) monitor campus climate and diversity issues.

CODRE will monitor and assess university unit actions to develop and implement plans which enhance and promote inclusion, equity, and campus diversity. Specific unit actions in the areas of affirmative action and gender pay equity will be monitored as well as any other unit actions that relate to the enhancement of campus diversity. CODRE will report periodically

on the progress in these and related areas, and will evaluate them and recommend appropriate courses of action to the University President, Board of Trustees and other concerned university officers.

CODRE will develop and implement collaborative initiatives focused on students, faculty and staff in support of an inclusive educational environment.

CODRE will recommend strategies, policies, and practices for new, revised, and modified initiatives to the University President to make the university an inclusive environment for under-represented groups with a history of discrimination; to improve the working environment for peoples of color and members of other diverse groups; to develop dialogues across campus constituencies (faculty, staff, students, and community) to promote acceptance of and a common commitment to diverse perspectives; and to attain acknowledgment as a preeminent metropolitan research university.

ARTICLE III. MEMBERSHIP.

The CODRE, is a Presidential advisory group composed of faculty, staff, administrators, and students that reflect the diversity within the university community. The University President will appoint members of the Commission and the Chairperson of CODRE. All terms of membership shall be from July 1st to June 30th of the fiscal year.

Section 1. Active members.

Active voting members shall be faculty, staff, and administrators, who shall serve two year terms and students who will serve annual terms. Active members shall be representative of the diversity of the university and the campuses which comprise the university. Exceptions to 2 year terms are in the cases when a new member is completing the unexpired term of another member. Active members will constitute the majority (not less than 15) and the voting members of the commission.

Section 2. **Ex Officio members.** If an ex-officio member is appointed by the President as an active member, another person from that unit (selected by the unit head) may serve as an ex-officio member.

Individuals serving in the following University positions are designated as Ex-officio: Director of International Center; Disability Resource Center Director; Chair, the Commission on the Status of Women (COSW); Director LGBT Services; Vice Provost for Diversity and International Affairs; Representative from the College of Arts & Sciences; Associate Vice President Human Resources; Cultural Center Director, Student Organization, Chair, Black Faculty and Staff Association, Chair, Faculty and Staff for Human Rights and Vice President of Athletics.

Ex officio members may designate a member of their staff to attend CODRE meetings. Ex-Officio members (or their designees) shall serve on standing committees aligned with their organizational area of focus to support the work of the *Commission*.

Section 3. **Associate members.**

Appointments of associate members shall be determined by the full *Commission*. Associate members are faculty, staff, administrators and students who may serve CODRE or one of its standing committees and/or ad hoc committees for a specific project, issue or time period, at the request of the standing committee, the Executive Committee, or the Chair of the Commission.

Section 4. **Quorum and Adjournments**

Meetings with 51% of the voting membership shall be necessary and sufficient to constitute a quorum for the transaction of business.

Section 5. **Resignations and Removal**

RESIGNATION- any CODRE member may resign from *the* CODRE at any time by giving written notice to the Chair of CODRE. Resignation shall take effect upon receipt of letter by the Chair of CODRE. Acceptance of resignation shall not be necessary to make it effective.

When a Commission member's resignation has been received by the Chair of CODRE, a replacement for said Commission member shall be requested by the Chair of CODRE to the University President. The Chair of CODRE shall submit a list of five

individual names for the University President to consider for the replacement. More than six (6) vacancies without designated replacements shall constitute the absence of a quorum for the transaction of business.

REMOVAL-any member may be removed from *the Commission* for malfeasance for conduct detrimental to the interests of *the Commission* or for refusal to render ongoing involvement or participation in carrying out the mission, goals and work of *the Commission*.

ARTICLE IV. MEETINGS.

Section 1. **Time of the Meetings**

There shall be at least one meeting held monthly on or near the campus of the University of Louisville, the time to be determined by the Executive Board of *the Commission*.

Executive Committee meetings are held within the same week of scheduled monthly CODRE meetings.

Section 2. **Special Meetings**

Special meetings of the full *Commission* may be called by the Chair of CODRE as deemed necessary.

Section 3. **Attendance**

Commission members have a duty to their constituent group(s) to attend *Commission meetings* of CODRE, its Executive and standing committees of which they are members. After three successive absences by a *member*, the Chair shall remind the *member* of the Commissioner's obligation to attend and participate in meetings.

If the *Commission member's* absences continue, the Chair shall ask the *Commission member* to reconsider his/her appointment and may ask for his/her resignation after meeting with Executive Committee.

A record of attendance shall be maintained in the minutes of all CODRE and subcommittee meetings. *Commission members* unable to attend the established attendance policies found in these Bylaw will be requested in writing by the Chair of CODRE and approved by the Executive Committee of CODRE to resign so

that the work of the *Commission* may advance based upon "value added attendance" and performance.

ARTICLE V. OFFICERS.

The officers of CODRE shall be the Chair and Vice Chair of the Commission and the members of the Executive Committee.

Section 1. **Chair.**

The Chair of CODRE shall be appointed by the President and serve as an ex officio member of the President's staff and the Executive Cabinet. The Chair of CODRE shall serve for a maximum of two consecutive two-year terms.

The Chair of CODRE shall preside over the monthly meetings of *the* full Commission and Executive Committee. The Chair may appoint any ad hoc committees necessary for the functioning of the Commission.

Section 2. **Vice Chair.**

The Vice-Chair of CODRE shall be elected by the full commission. The Vice-Chair of CODRE shall serve a two year term.

ARTICLE VI. EXECUTIVE COMMITTEE.

The Executive Committee shall be comprised of the Chair and Vice Chair of CODRE, Vice Provost for Diversity and International Affairs, Chairs of the standing committees, and one at-large member.

Section 1. The Chair of CODRE shall serve as chair of the Executive Committee. In the absence of the Chair, the Vice Chair of CODRE shall preside and chair *the Commission*.

Section 2. The Vice Provost for Diversity and International Affairs and the Representative of the College of Arts & Sciences or designee (both ex-officio) serve as resources to CODRE and serve on the Executive Committee.

Section 3. One At-large member is elected to the Executive Committee by *the full Commission*.

ARTICLE VII. BUDGET

Annually a financial budget shall be established to support the administration, programs and activities of the Commission. The Chair of CODRE shall receive release time and/or compensation for assuming the appointment. The Vice Chair of CODRE shall also receive release time and/or compensation for assuming the appointment.

ARTICLE VIII. CODRE COMMITTEES

Section 1. **Standing Committees.**

There shall be five (5) standing committees to address specific constituency issues. The standing committees shall be the Faculty Concerns committee, Staff Concerns committee, Student Concerns, Diversity Programming committee and Campus Environment Team committee.

A. Faculty Concerns

1. Faculty representation, i.e., increasing the number of faculty of color;
2. Faculty satisfaction and retention as it relates to faculty of color;
3. Support faculty satisfaction and retention for other diverse populations (related to gender/identity, language, disability etc.).

B. Staff Concerns

1. Gather and disseminate concerns and information from UofL staff regarding diversity and climate issues, i.e., retention, employment, recruitment and promotion etc.
2. Work collaboratively with UofL Human Resources to enhance the development and implementation of affirmative action and diversity plans and to develop strategies that affect underutilization and under-representation of staff of color.
3. Work collaboratively with Human Resources to enhance the work life of diverse staff members (social, economic, and professional diversity considerations in addition to gender/identity, language, disability etc)

C. Student Concerns

1. Gather and disseminate concerns and information from UofL students regarding diversity and climate issues, i.e., retention, graduation, academic and student life, etc.

2. Work collaboratively with UofL Student Affairs and academic units to enhance the development and implementation of affirmative action and/or diversity plans which enhance student development and life; promote the development of cultural pluralism and leadership, work to develop strategies that affect underutilization and under-representation of students of color as developing role models for the UofL student community.

3. Work collaboratively with UofL Student Affairs and academic units to enhance student life for other diverse student populations (e.g. gender/identity, disability, language, multi-cultural variations).

4. CODRE will also collaborate with students and student related organizations to provide support for student initiatives that reflect an inclusive educational environment.

D. Campus Environment Team

1. CODRE is to serve as a component of the Campus Environment Team for the University (in collaboration with the Office of the Vice Provost for Diversity and International Affairs) and will advise the University President, relevant internal organizational structures and the Council on Post-secondary Education (CPE) by gathering information on diversity, campus climate and environmental issues from UofL faculty, staff and students; CODRE will be instrumental in the internal and external dissemination of information on the campus climate and environment with regards to diversity issues; and the monitoring of campus climate and diversity issues.

2. Campus Environment Team through developed strategies facilitate discussions with a variety of university related entities in an effort to gather information from the University community on the campus climate and environment as it relates to diversity and campus climate issues.

3. Chair of the Campus Environment Team shall be

jointly held by the Vice Provost for Diversity and International Affairs and a CODRE member.

E. Diversity Programming Committee

1. The Diversity Programming Committee shall be a committee of the Commission which holds responsibility for identification and support of programming for staff and faculty in collaboration with the community that supports an inclusive multicultural learning environment.

2. The Diversity Programming Committee as a committee is collaborative in nature; promotes diversity as a multi-faceted endeavor, and as such, the Diversity Committee may collaborate with other *commission/* university committees to accomplish their tasks (e.g. student concerns committee, community organizations etc.).

3. The Diversity Programming Committee initiatives support multicultural education; instructional diversity development; and programmatic efforts that enhance and strengthen student's educational experiences and supports diversity and social justice.

F. All Chairs for the identified Standing Committees shall be active members of the *Commission* (with the exception of the Campus Environment Team). Standing Committee Chairs may be appointed by CODRE for 2 - two year terms.

Section 2. **ad Hoc Committees.**

The Chair of CODRE and/or the Executive Committee may establish ad Hoc committees to address issues as deemed necessary and appropriate; and to accomplish specific administrative tasks including but not limited to the following:

- A. Budget
- B. Research and Assessment
- C. Bylaws and Amendments

These ad Hoc committees may include active, ex-officio and /or associate members to accomplish the assign task.

ARTICLE IX. SELECTION OF CHAIR.

Selection of a new Chair shall be initiated by the Commission. This selection will be accomplished through a nominating and voting process conducted by the *Commission*. During the year of completion of a Chair's term, the full body of the Commission shall nominate three (3) candidates, who have served at least one year on the Commission from the current membership of the Commission. The names of the three elected candidates shall be forwarded to the University President, for the selection of the Chair of CODRE for the upcoming term.

ARTICLE X. COLLABORATIVE WORKING RELATIONSHIPS.

The nature of the mission of *the Commission* sets-forth 5 major collaborative working relationships: (1) The University President and Executive Cabinet, (2) The Commission on the Status of Women (COSW), (3) The Cultural Center, (4) Vice Provost for Diversity and International Affairs and (5) the Office of Human Resources. *The Commission's* mission also sets-forth the maintenance of an advisory and consultant relationship with the UofL Board of Trustees, university academic units, service units and agencies.

The areas for shared developmental working relationships, with allies and collaborative partners, are: campus climate, inclusion, academic and social integration for students, equity for faculty and staff, research and statistical data, and development of strategic planning initiatives by related to multiculturalism, diversity and an inclusive environment by the *Commission*.

Section 1. **The University President and Executive Cabinet**
The Commission, as a presidential advisory commission, has the authority to monitor, assess and evaluate university-wide and unit level strategic diversity planning initiatives and to make appropriate recommendations in support of an inclusive educational environment.

Section 2. **The Commission on the Status of Women (COSW)**
and *the Commission* have a unique relationship as collaborative allies with a shared vision that supports, promotes, celebrates, values and recognizes the intersectional nature of race, gender/identity/orientation, and class.

Section 3. The Cultural Center which is a central component in the support of diverse students and university wide multicultural efforts, provides support for an inclusive educational environment for students of color in addition to other diverse student groups. The Center will collaborate with the *Commission* toward development of new multicultural strategies, opportunities and initiatives in support of educational growth and development.

Section 4. The Vice Provost for Diversity and International Affairs has a collaborative relationship with *the Commission* based upon the individual responsibilities as advisor to the University President on affirmative action issues and the Kentucky Plan. The Vice Provost also collaborates with the *Commission* to provide research and statistical data relevant to university diversity status and campus climate as they relate to students, staff and faculty.

Section 5. The Office of Human Resources has a collaborative relationship with the *Commission* in its efforts to provide an inclusive, opportunity conducive environment for staff who experience a variety of socio-economic contexts in addition to diversity related to gender/identity/orientation, disability, culture and language.

ARTICLE XI. AMENDMENT OF BYLAWS.

These Bylaws can be amended only by *the full Commission*, at any regularly scheduled meeting, provided that the amendment has been submitted in writing; to the *Executive Committee* for review, and upon its recommendation has been forwarded to the full Commission. The proposed Bylaw amendment shall be submitted to the full Commission at a regularly scheduled meeting prior to the meeting at which the vote is scheduled. Approval shall require an affirmative vote of a majority of the active membership of the full Commission.