

BYLAWS of the Global and Cultural Diversity Committee COMMITTEE

Approved by Mercy College Senate on Friday, May 5, 2017

Article I: Name

This committee shall be known as “**Global and Cultural Diversity Committee,**” hereinafter referred to as the GCDC or simply, “the Committee.” This committee shall serve as a standing committee of the Faculty Senate.

Article II: Purpose

The purpose of the Global and Cultural Diversity Committee shall be to provide guidance on matters of governance pertaining to diversity. This includes but is not limited to; race, ethnicity, socio-economic status, gender, sexual orientation, religion, culture, language, nationality, immigration status, political beliefs, physical and/or developmental ability and veteran status. The Global and Cultural Diversity Committee promotes inclusion in the fullest sense, in alignment with the College mission to promote a high quality learning environment and a community that acts ethically and responsibly in a changing world.

To fulfill this purpose, the committee shall perform the following functions:

- participating in finding and developing opportunities of cooperation with institutions and organizations worldwide that foster learning;
- working with faculty, students, staff and administration on matters of diversity and inclusion, including: globalizing the curriculum, enhancing collaboration among Mercy College faculty and students, connecting faculty with others of other cultures, finding and utilizing resources in our community and abroad for better understanding of diversity and promoting faculty diversity.
- collaborating and communicating with the Center for Global Engagement on ongoing and projected future activities and initiatives as described above.

Article III: Members

§1: Composition of the Committee

The Committee shall consist of at least two (2) members of the faculty selected from each school and the Libraries. Total membership should not exceed 20 faculty members. Selection of members shall be made according to the prescribed rules of the Committee on Committees of the Faculty Senate.

The committee shall also include the following three administrative staff members, who shall serve, *ex-officio*, as full voting members of the committee:

- Director of the Center for Global Engagement
- Officer from the Provost's Office
- The Director of Student Life

§2: Eligibility for Membership:

The qualifications for membership are current, full-time faculty status with Mercy College, or in the case of *ex-officio* members, current employment with Mercy.

§3: Membership Terms:

A faculty member's term on the Committee shall begin on September 1 in the year of his or her selection and shall be for the duration of two years. A faculty member who has served on the committee for six consecutive years will have reached the term limit and cannot seek reappointment to this committee at the end of his/her term; s/he must wait for a minimum of one year before seeking to return to the committee. However, a committee member may serve out the entire duration of their current term, even if it ends after the sixth consecutive year. There are no term limits for *ex-officio* members.

Terms of membership should be staggered so that no more than half of the members' terms expire in any one year. The Committee shall meet with the Senate's Committee on Committees to jointly determine which committee members' terms may be extended or diminished in order to stagger the terms.

§4: Removal of Members

A faculty member of the committee who fails to attend three consecutive meetings may be removed from the committee by a two-thirds (67%) vote of the committee.

Article IV: Officers

§1: Officers

The Committee shall have the following two to three officers:

- Chair and/or two co-Chairs
- Secretary

§2: Election of Officers

The Committee shall elect its officers from among its membership by voluntary request. If more than one member requests to be an officer, all members will take an anonymous vote, and majority vote will determine election. In the event of a tie, the Chair(s) will determine the election.

§3: Duties of the Chair

The responsibilities of the Chair are as follows: calls and chairs the meetings, oversees the functions of the committee, represents the committee at the Center for Global Engagement.

§4: Duties of the Secretary

The responsibilities of the Secretary are as follows: takes and distributes the minutes of each meeting. In the event that the Chair(s) is(are) absent from a meeting, the Secretary shall lead the meeting.

§5: Vacancies

In the event of a vacancy of the Chair, the Secretary assumes the role of Chair until an election can be held. (See *§2: Election of Officers*, above.)

Article V: Meetings

§1: Regular Meetings

The committee will conduct regular meetings at a location convenient for all members. The committee shall meet at least once per semester.

§2: Quorum

There must be a quorum at any meeting at which the committee conducts business. Quorum is defined as half (50%) of the total number of members (including *ex-officio* members), plus one. In meetings where the bylaws are amended, two-thirds (67%) of the members, plus one, are required.

§3: Special meetings, as needed:

In order to allow the committee to conduct additional business outside of the its regular meetings, special meetings can be called as needed.

§4: Order of Business

There shall be an agenda for each meeting provided to members, at least one week in advance of the meeting, whenever possible.

The normal order of business at meetings is to advance the agenda of the Committee in alignment with its Purpose.

§5: Cancellation of Meetings

Meetings of the Committee may be cancelled in cases where attendance is inadequate for a quorum, or for other circumstances beyond the Committee's control.

§6: Other Meeting Modalities

Meetings may be conducted by phone or computer/internet as needed.

§7: Minutes

Minutes of the previous regular or special meeting shall be available in written form and read for approval at the next regular meeting. The minutes must be made available upon request to any committee member. The Secretary is responsible for archiving the minutes.

§8: Rules Regarding Non-Members at Membership Meetings

Non-member participation in committee meetings must be approved by vote of the committee.

Article VI: Subcommittees

The committee shall be empowered to form and delegate tasks to subcommittees, as needed, on a standing or *ad hoc* basis. Normally, subcommittee members must also be members of the full committee.

Article VII: Parliamentary Authority

In questions of parliamentary procedure, the committee shall refer to the current edition of *Robert's Rules of Order, Newly Revised*, in all cases to which they are applicable and not inconsistent with the rules and bylaws of the Faculty Senate or the *Constitution for Faculty Participation in the Governance of Mercy College*.

Article VIII: Reports

The committee shall establish mechanisms of reporting activities to the Faculty Senate. All motions of the committee must be reported to the Senate, and the committee shall submit an annual report of committee business to the Senate.

Article IX: Transfer of Records

Each year, the outgoing Secretary of the committee shall deliver to the incoming Secretary, all records of the committee including, but not limited to: bylaws, minutes, and standing rules & procedures. In the event that the incoming secretary has not yet been elected, the outgoing Secretary shall deliver the committee's records to the Secretary of the Faculty Senate.

Article X: Amendment of Bylaws

Any of the provisions of these bylaws may be amended upon a vote by a two-thirds (67%) majority of the committee. There must be sufficient notice to members regarding any meeting in which bylaws changes will be discussed, normally, at least one week prior to the meeting; bylaws amendments cannot be introduced as new business at a meeting because doing so would fail to meet the notification requirement. Amended bylaws must be submitted to the Faculty Senate for review by the Senate Bylaws Committee and for final approval.