Council on Diversity and Inclusion
Bylaws

Article I: Purpose

Section I. Name: The name of this organization shall be the Texas Tech University Health Sciences Center El Paso Council on Diversity and Inclusion (CDI)

Section II. Mission: The mission of the CDI is to cultivate diversity and inclusion as a strength across campus and our partners by promoting cultural humility, awareness, inclusion, mutual respect and equity through training and educational programs sponsored by the Office of Diversity, Inclusion, and Global Health (ODIGH).

Section III. Purpose: The purpose of the TTUHSC El Paso Council on Diversity and Inclusion (CDI):

1. To serve as an advisory board on diversity and inclusion for all of TTUHSC El Paso
2. To assist in recommending policies and initiatives to the President of TTUHSC El Paso related to diversity and inclusion
3. To increase the representation and participation of executive leadership, faculty, residents, students, and staff within the organizational structure of TTUHSC El Paso in diversity initiatives
4. To advocate the development and enhancement of leadership skills by promoting diversity initiatives sponsored by ODIGH
5. To support recruitment, development, and retention of a diverse body of students, residents, faculty, executive leadership, and staff
6. To encourage and promote a positive and healthy environment for groups that are underrepresented in medicine (URM), health care, and biomedical sciences
7. To foster a supportive community for the unique health care needs of socially and culturally diverse border populations by recommending diversity programming sponsored by ODIGH
8. Promote diversity in all forms (race, sex, religion/beliefs, age, gender, ethnicity, social backgrounds)
9. Promote a culture of inclusion through bias identification, education, and inclusion training and exercises
10. Promote an environment of open communication, mutual learning, and mutual respect.
Article II: Membership

Section I. Appointments to the CDI shall be made by the TTUHSC El Paso President from a list of nominations submitted by the CDI. The Office of the TTUHSC El Paso President shall be represented by a member of the TTUHSC El Paso Executive Leadership as selected by the TTUHSC El Paso President.

Section II. Composition of the Council on Diversity and Inclusion: The council shall include

1. One (1) student from each of the schools
2. Two (2) staff representatives
3. One (1) resident physician representative
4. One (1) member from the TTUHSC El Paso President’s leadership
5. One (1) member from the TTUHSC El Paso Faculty Senate
6. A minimum of six (6), but no more than ten (10) faculty representatives with at least one faculty representative from each school
7. Ex officio non-voting member will consist of the Senior Director of the Office of Diversity, Inclusion, and Global Health.

Section III. Eligibility as a Council Member:

1. Enrolled students should be in good academic standing prior to being appointed throughout their term through verification with Student Affair or Student Services
2. Staff members in a permanent position and approved to serve in the council by supervisor prior to being appointed
3. Resident of PLFSOM in a full-time position and approved to serve in the council by their program director
4. Faculty of PLFSOM, GGHSON, and GSBS in a full-time position and be in good standing prior to being appointed through verification with the dean of each school
Section IV. **Term Limits:** Council membership terminates upon departing TTUHSC El Paso

1. **Student and Resident Members**
   Student and resident members will serve a 1-year term with the option of extending term, if eligible for reappointment, to a second year.

2. **Staff Members**
   Staff members will be appointed for a minimum of a 2-year term with the option of extending terms, if eligible for reappointment, not to exceed 3 consecutive terms (6 years).

3. **Faculty Members**
   Faculty members will be appointed for a minimum of a 2-year term with the option of extending terms, if eligible for reappointment, not to exceed 3 consecutive terms (6 years).

**Article III: Leadership Structure**

Section I. **Executive Officers:** The leadership of the council and the management of its affairs shall be vested in the Executive Officers (EO). The EO shall consist of the:

1. Chair
2. Immediate Past-Chair
3. Chair-elect

Section II. **Selection of Executive Officers:** The Executive Officers (EO) shall be nominated and voted upon by the council at large. Terms of service are for a period of one year. Should the Chair’s seat become vacant during the term of office, the Chair-Elect will assume the Chair position for the remainder of that term that follows.
   Should the Chair-elect’s seat become vacant, a special election will be held.

Section III. **Selection of Chair-Elect:** A nominee must have served as a member of the council for one year prior to being eligible for service on the EL. Nominations will be solicited from council in October. Elections by the council at large shall occur in November. Leadership terms will begin on January 1 and will be held for one year. Chair-Elect will continue on to serve a full year as Chair and another year as Immediate Past-Chair.
Article IV: Responsibilities

Section I. All members

1. Council Members
   All members shall (a) continuously foster an environment of acceptance, respect and inclusion, (b) promote diversity events and projects that the Office of Diversity, Inclusion, and Global Health is asked to plan and execute, (c) commit to attending a minimum of three Diversity and Global Health Perspectives Lectures and a portion of the Annual Cultural Competence Conference in a 12-month period, (d) serve as an advisory council and maintain open communication with all groups on campus related to diversity, (e) all members are expected to attend all meetings and assist in the planning and execution of events.

2. Chair
   The Chair shall manage and direct the overall functioning of the council. The specific duties of the Chair shall include (a) serving as Chair of the council (b) presiding at all council meetings, (c) calling special meetings as needed, (b) appointing members to ad hoc committees, (e) representing the institution at one (1) designated national conference meeting, (f) filling any vacancy that arises on the council, (g) raising awareness about issues related to diversity to the TTUHSC El Paso President, (h) assuring that incoming council members are properly oriented. The Chair automatically becomes immediate Past-Chair after serving the one year term.

3. Immediate Past-Chair
   The duties of the Past-Chair shall include (a) serving as an advisor to the Chair and Chair-Elect, (b) serving as a voting member of the council and (c) collecting proposed amendments to the bylaws submitted by the council.

4. Chair-Elect
   The Chair-elect shall (a) serve as a voting member of the council (b) represent the council at one designated national conference, (c) assist the Chair as requested (d) orient and educate themselves in the duties and the functions of the CDI, and (e) assume the duties of the Chair in case of absence. The Chair-elect will automatically become the Chair after serving the one year term.
Section II. Failure to Meet Responsibilities: Should any member from the council fail to meet the responsibilities stated, the council may recommend to dismiss that individual. ODIGH will provide a report to the President of TTUHSC El Paso about those not meeting responsibilities. The President of TTUHSC El Paso, who originally appointed the members, will make the final decision as to whether or not a member should be asked to step down. Sr. Director for the Office of Diversity, Inclusion, and Global Health is to notify the member of dismissal. If a council member has three unexcused absences or four excused absences in a 12-month period, they will be asked to step down so another member can be recruited.

Section III. Resignation: If a member feels they cannot fulfill their duties, they shall submit a letter of resignation to the ODIGH who will notify the CDI.

Article V: Meetings

Section I. Meetings of the EL with the TTUHSC El Paso President: Meetings with the TTUHSC El Paso President shall be twice a year to report on initiatives regarding diversity and inclusion for all of TTUHSC El Paso.

Section II. Meetings of the Council: Meetings of the council shall be set at a minimum of every quarter.

Section III. Voting on Recommendations and Voting Body: As an advisory board, the council has authority to make recommendations to the TTUHSC President on D&I policies and practices. Voting will occur by a show of hands or on-line survey, as is deemed appropriate. Recommendations and/or motions may be passed by a simple majority of members. Each member of the council shall have one (1) equal vote.

Section IV. Quorum: A quorum to conduct business is defined as one-half (50%) of the council voting members. If no quorum exists, the council may convene and receive announcements, but no recommendations and/or motions may be adopted.

Article VI: Amendments

Section I. Proposed amendments to the bylaws shall be submitted to the Immediate Past Chair in writing. An amendment to the bylaws of the council may be proposed by a request of any council member and submitted to the Immediate Past Chair, whom will bring it to the council at large to vote at the next scheduled meeting or by e-mail, as is deemed appropriate.

Article VII. Initial Ratification of these bylaws
The bylaws shall be ratified and become effective upon approval by the TTUHSC El Paso President. Bylaws shall be given to all new members on a yearly basis.