

Oklahoma State University (OSU) Division of Institutional Diversity

Advisory Council Bylaws

Mission Statement: To unite OSU alumni and supporters in efforts to enrich and fortify the University's land-grant commitment that encourages and values diversity and inclusion. Through strategic initiatives, including a capital campaign, the advisory council will seek to assist the Vice President of Institutional Diversity in developing innovative programs and generating sustainable resources that will further establish OSU as a national leader.

Article I - Purpose

Section 1 - Purpose: The purpose of the OSU Division of Institutional Diversity advisory council, officially titled as the Diversity Development Council (DDC), is to advise the Vice President of Institutional Diversity on matters related to creating an inclusive campus culture for all OSU students, faculty, and staff, regardless of race, ethnicity, religion, gender, sexual orientation, as well as other dimensions of diversity.

Article II - Membership

Section 1 - Eligibility for membership: It is requested that each member of the advisory council make a philanthropic commitment based on the OSU Foundation's definition of a major gift. This commitment can be achieved by the perspective council member providing a cash donation, utilizing a company match, giving through his/her estate, donating appreciated stock, naming OSU as the beneficiary of a life insurance policy, amongst many other gift vehicles (must follow OSU Foundation guidelines). The financial commitment **does not** have to be specifically to the Division of Institutional Diversity, so long as it is to support an academic or administrative unit, excluding athletics.

Section 2 - Rights of members: Each member will have one vote on appropriate matters requiring or requesting a DDC decision.

Section 3 - Resignation and termination: Any member may resign by filing a written resignation to the Vice President of Institutional Diversity or his/her designee. Resignation should not relieve a member of an unpaid philanthropic commitment to the University. Council membership can be terminated by a majority vote of the existing DDC membership.

Section 4 - Non-voting membership: The advisory council shall have the authority to establish and define non-voting categories of membership, if applicable.

Article III - Meetings of Members

Section 1 - Annual meetings: The advisory council shall meet once a year, most likely, around the first OSU home football game; unless voted on and altered by the members. Communication and conference calls may occur at the request of the Vice President of Institutional Diversity.

Section 2 - Special meetings: A special meeting can be called by the Vice President of Institutional Diversity, the advisory council chair(s), or by a simple majority of council members.

Section 3 - Notice of meetings: Notice of meetings shall occur no later than six months in advance, when such a meeting does not follow the annual meeting schedule. However, per section 2, special meetings can occur when the appropriate requirements are met.

Section 4 - Quorum: The members present at any properly announced meeting shall constitute a quorum.

Section 5 - Voting: All issues to be voted on shall be decided by a simple majority of those present at the meeting. In the case of a tie, the topic at hand must be tabled until the next scheduled council meeting. In the event that a decision must be made immediately, the Vice President of Institutional Diversity will have final decision-making responsibility.

Article IV - Function of Council

Section 1 - Council role and size: The Division of Institutional Diversity advisory council will be responsible for ensuring that all philanthropic resources raised are used appropriately to accomplish the mission and goals set by the council. The council shall have up to 15 members, but no less than 8 members at any one time. Council members receive no compensation.

Section 2 - Terms: Council members shall serve a three-year term, but may be eligible to renew their membership no more than two times after their initial term, for a total of nine years served. However, after five years of service, a new major gift commitment may be requested, but is not required.

Section 3 - Council elections: Leadership positions within the council shall be voted on by a simple majority. Executive Committee positions will have a two-year term commitment. So long as a member is on the council, he/she will be eligible to hold or run for an Executive Committee position.

Section 4 – Election procedure: An advisory council committee shall be responsible for nominating a slate of nominees for each leadership position. Any member can nominate a candidate to the slate of nominees. All members will have one vote per position up for election. In the event of a tie, the Vice President of Institutional Diversity will be responsible for casting the deciding vote.

Section 5 – Officers and duties: There shall be four officers of the council, consisting of a chair, vice-chair, secretary, and fundraising chair. Their duties are as follows:

- The chair shall convene regularly scheduled council meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: vice-chair, secretary, and fundraising chair. Additionally, the chair will remain in constant communication with the Vice President of Institutional Diversity and communicate any pertinent information to the other council members.
- The vice-chair shall chair committees on special subjects as designated by the council.
- The secretary shall be responsible for keeping records of the council’s actions, including overseeing the taking of minutes at all council meetings, sending out meeting announcements, and distributing copies of minutes and the agenda to each council member.
- The fundraising chair shall communicate with the Vice President of Institutional Diversity quarterly to discuss the fundraising efforts of the Division. Additionally, they will be responsible for communicating fundraising production to council members bi-annually. Furthermore, the fundraising chair will chair a committee that will select the annual fundraising priorities and assist in the compiling of potential donors. Lastly, the fundraising chair will have an integral role in the planning of outreach and fundraising events.

Section 6 – Vacancies: When a vacancy on the Executive Committee exists, the secretary must receive a nomination for the vacant position(s). Elections for the vacant position(s) will take place at the next council meeting. The Vice President for Institutional Diversity shall have the authority to fill vacancies as necessary.

Section 7 – Resignation, termination, and absences: Resignation from an Executive Committee position shall be made in writing and received by the secretary. An Executive Committee member may be removed by a three-fourths vote of the full council membership.

Section 8 – Confidentiality: It is important that each council member understand that sensitive information may be discussed during council meetings. Consequently, it is

expected that such conversations be kept confidential. Failure to adhere will result in potential termination from the advisory council.

Article V - Committees

Section 1 - Committee formation: The council may create committees as needed, such as fundraising, events, public relations, etc. The council chair shall have the authority to appoint all committee chairs.

Section 2 - Executive Committee: The Executive Committee shall consist of the four officers established in Article IV, section 5 of the bylaws. Except for the power to amend the bylaws, the Executive Committee shall have all the power and authority of the council.

Section 3 - Term: Each Executive Committee position will serve a two-year term. So long as a member is on the council, he/she will be eligible to hold or run for an Executive Committee position.

Article VI

Section 1 - Amendments: These bylaws may be amended when necessary by a two-thirds majority of the council members. Proposed amendments must be submitted to the secretary to be sent out with regular council announcements.

Commitment from Division of Institutional Diversity to Advisory Council members

- **Access:** The Vice President of Institutional Diversity is committed to making sure that all council members are aware of any pertinent information regarding the Division of Institutional Diversity and OSU, prior to a public announcement. Additionally, the Vice President of Institutional Diversity is committed to providing council members and their companies access to some of our most successful students.
- **Communication:** The Vice President of Institutional Diversity is committed to openly communicating with council members whenever a concern is expressed, vital information is needed, or a request is made.
- **Accountability:** The Vice President of Institutional Diversity gives all council members the right to hold him/her accountable to be a good steward of the resources that are generated through philanthropic initiatives. The Vice President of Institutional Diversity realizes that the time and generosity of council members shall not be taken for granted and will do everything within his/her

power to make sure that each council member feels that their time, talent, and financial support is appreciated.

- Voice: The Vice President of Institutional Diversity is committed to giving each council member a voice as it relates to critical decisions of the Division of Institutional Diversity, when appropriate. Additionally, when a concern is raised, the Vice President of Institutional Diversity is committed to hearing what the council member has to say and answering any question deemed necessary.

Certification

These bylaws were approved at a meeting of the Oklahoma State University Division of Institutional Diversity Development Council meeting by two-thirds vote on:

Jason F. Kirksey

Secretary

July 22, 2016

Date