



United Tribes Technical College

Diversity Committee

Bylaws

Article I. Name

The name of this committee shall be United Tribes Technical College Diversity Committee (Diversity Committee).

Article II. Purpose

The Diversity Committee exists for advisory and educational purposes.

The purpose of this committee is:

- to develop policies, guidelines, programs, and committees that support UTTC's commitment to diversity and multiculturalism.
- to ensure UTTC provides a climate and culture that fosters, promotes, and encourages social interactions that support a profound appreciation and celebration of our differences.

Article III. Membership

The Diversity Committee is composed of two members each from faculty, staff, administrators, and students. The committee will reflect the diversity within the UTTC community. The UTTC President, Vice President of Academic Affairs, Vice President of Campus Services, and Vice President of Student Services will appoint a maximum of two members from each of their respective areas. The Vice President of Academic Affairs and Vice President of Student Services will ensure a minimum of two students are represented on this committee.

Members will serve one year beginning January 1 and end December 31 of the same year.

Vacancies on the committee during the year will be filled by appointment from their respective area.

Article IV. Meetings

The Diversity Committee will meet at least once per month at a time and place designated by the chairperson.

Special meetings may be called by the chairperson.

The chairperson will send a notice of meeting along with the agenda to committee members no later than 24 hours before the scheduled meeting. Committee members wishing to propose an agenda items must submit the item to the chairperson at least 72 hours prior to the meeting.

A quorum will consist of 50% plus one committee members present at any properly announced meeting.

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. The chair will only vote in case of a tie.

Article V. Officers

There shall be three officers of the committee, consisting of a chair, vice-chair, and secretary/treasurer. Their duties are as follows:

The chair shall convene regularly scheduled committee meetings and any special meetings of the committee. The chair will send out notices and agendas for such meetings.

The vice-chair shall chair the regularly scheduled and special meetings in the absence of the chair.

The secretary/treasurer shall be responsible for maintaining any records that are to be kept by the committee; for recording the meeting minutes; and to maintain and report any financial transactions conducted for or on behalf of the committee.

The officers will be elected by committee members and will serve for one year with elections held in September of each year. Election for any officer vacancy during mid-year will be done at the next regularly scheduled meeting following the vacancy.

Articles VI: Subcommittees

The Diversity Committee may create subcommittees as needed for events and projects such as pow-wows, Tribal Summit, Legends Softball Tournament, golf, Thunderbird Run, fundraising, and any other special events.

These subcommittees will meet outside regularly scheduled Diversity Committee meetings as specified by the chair of the subcommittee and minutes from the meetings will be made available to the chair of the Diversity Committee prior to the next regularly scheduled Diversity Committee meeting.

Each subcommittee will be responsible for developing by-laws that will include at a minimum purpose, membership, meetings, and election of officers. The subcommittee by-laws will be submitted to the Diversity Committee for approval. The Diversity Committee Secretary/Treasurer will retain the original approved by-laws and send a copy to the subcommittee.

Members of the Diversity Committee may serve on any subcommittee but no member may hold a formal position on the subcommittee.

All subcommittees will be evaluated at the first regularly scheduled Diversity Committee meeting in September to determine if the subcommittee needs to be dissolved, refocused, or maintained.

Administration may have an active role in subcommittees.

Article VII: Parliamentary Authority

Robert's Rules of Order shall be followed in all Diversity Committee and subcommittee meetings where applicable.

Article VIII: Amendment and Review

These bylaws may be amended when necessary by a vote of two-thirds majority of the committee. Proposed amendments must be submitted to the chairperson to be sent out with the regular meeting announcements.

These bylaws shall be reviewed by the Diversity Committee at intervals not to exceed five years.

CERTIFICATION