

# **Bylaws of the Kutztown University** **Commission on the Status of Minorities**

## **Article I – Name, Governing Structure, Object, and Rationale**

### **Section 1. Name**

This organization shall be known as the Commission on the Status of Minorities.

### **Section 2. Governing Structure**

The Commission on the Status of Minorities (CSM), which is part of the governance structure of Kutztown University, shall report directly to the Administrative Council of Kutztown University.

### **Section 3. Definitions**

Within these by-laws, the term “people of color” or “minorities” shall include, but is not exclusively limited to, those students, faculty, staff, and administrators of Kutztown University who are African American, African, Asian American/Pacific Islander, Latino, or Native American. The terms people of color or minorities shall be understood to be synonymous and interchangeable within these by-laws.

### **Section 4. Purpose**

The CSM shall focus on the monitoring of the recruitment and retention of students, faculty, staff, and administrators of color at Kutztown University. The responsibilities of the CSM include making recommendations regarding new policies, as well as changes to existing Kutztown University policies, programs, and/or procedures to support the creation of a culturally and psychologically “safe” environment in which the cultural, educational, and intellectual needs of students, staff, faculty, and administrators of color can be met and their experience at Kutztown enhanced.

## **Article II – Scope and Responsibilities**

### **Section 1. Scope and Responsibility**

In order to foster and support a cultural, educational, and intellectual environment, the model for institutional development to be suggested and/or monitored by CSM includes the following:

A. The recruitment and retention of students, staff, faculty, and administrators of color in sufficient numbers to create and sustain a climate of respect and comfort as well as intellectual challenge to the University population.

B. A body of supportive students, staff, faculty, and administrators NOT of color who view students of color as potential scholars and who will provide the accepting, encouraging, and intellectually challenging situations which will allow students to function at their highest level of potential.

C. A population of students of color that meets the criteria of a “critical mass” or numbers sufficient to provide a level of visibility and mutuality to impact on the majority culture.

D. An atmosphere in which the life experience and culture of students of color are respected and valued.

E. Faculty, staff, students and administrators who understand how stereotypes can impede the academic performance of the minority student.

F. Fellow students NOT of color who understand how stereotypes impede the full participation and enjoyment of the University experience of students of color.

G. Develop curriculum recommendations and offer educational programs to the students and to the Kutztown University campus community that promote an understanding of the cultural, political, and historical contributions of people of color as well as support initiatives to counter negative stereotypes of minorities.

### **Article III – Membership and Attendance**

#### **Section 1. Membership**

The membership of the CSM shall consist of the following:

A. One (1) member selected by the Black Faculty Caucus

B. One (1) member selected by the African American Professional Organization

C. Two (2) members selected by the Latino Caucus

D. Four (4) members of the faculty, appointed by the Committee on Committees selecting one (1) representative from each of the following colleges:

1. Liberal Arts & Sciences
2. Business
3. Education
4. Visual & Performing Arts

E. One (1) representative, appointed by the Committee on Committees from AFSCME

F. One (1) representative appointed from the Division of Student Services and Campus Life appointed by the Committee on Committees

G. One (1) representative appointed from and by the Division of Multicultural Services

H. One (1) representative appointed from and by the Office of Social Equity

- I. Five (5) students in total, nominated by their respective organizational entities:
1. One (1) student from an undergraduate African-American student organization
  2. One (1) student from an undergraduate Latino student organization
  3. One (1) non-minority undergraduate Student Government Board member
  4. One (1) graduate student
  5. One (1) student from an undergraduate Asian American/Pacific Islander student organization

J. At large members

1. Up to five (5) students, faculty, administrators, and/or staff may be appointed by the Chair of the CSM with the support of the majority of a quorum of members at a meeting of the CSM. Such appointed members shall be at large members and serve a term of one academic year and shall be eligible for reappointment by the Chair of the CSM with the support of the majority of a quorum of members at a meeting of the CSM.

2. Appointment of at large members will take place at the last meeting of the spring semester to take effect for the following fall semester. At large members may also be appointed during any part of the academic year but shall require reappointment at the end of the spring semester in order to remain members of the CSM.

3. Current members of the CSM that are not reappointed by the Latino Caucus, the African-American student organization, Asian American/Pacific Islander student Organization, the Black Faculty Caucus, Student Services and Campus Life or the Multicultural Center, Office of Social Equity, African American Professional Organization, or the Committee on Committees shall be eligible for at large appointment by the Chair of the CSM with the support of the majority of a quorum of members at a meeting of the CSM.

K. Members appointed by the Committee on Committees shall serve for two year terms. Such members shall be eligible for reappointment through the Committee on Committee process. Members appointed by student, staff, faculty and administrative organizations shall serve for two year terms and shall be eligible for reappointment through such processes as such agencies determine.

L. There shall be no limits on the number of terms a member can serve on the CSM.

## **Section 2. Attendance Policy**

As the work of the Commission needs consistent attendance by all of its members to function effectively, the following attendance policy shall apply (adopted November 17, 2009):

A. Any member listed in Article III, Section 1 (faculty or student) who is not present for three consecutive meetings will be informed that they will be replaced.

B. In the case of student representatives, the Chair will contact the nominating student organization and secure a replacement.

C. In the case of faculty representatives, the Latino Caucus, the Black Faculty Caucus, Student Services and Campus Life, the Multicultural Center, Office of Social Equity,

African American Professional Organization, or the Committee on Committees will be informed, and asked to find a replacement.

## **Article IV Officers and Elections**

### **Section 1. Officers**

- A. The officer positions of the CSM shall be the following:
1. Chair
  2. Vice Chair/Student Liaison
  3. Secretary
  4. Treasurer
  5. Web Master

### **Section 2. Officer Elections and Terms**

Election of Officers will take place at the last meeting of the Spring Semester to take effect for the following fall semester. Each elected officer shall serve for a term of one academic year. Officers may be reelected for an unlimited number of terms. If any vacancies exist at the beginning of the fall semester (or at any other time during the academic year) a special election will be called to fill the vacancy, whereby the newly elected officer will take office immediately, and serve for the remainder of the academic year.

## **Article V – Meetings and Policies**

### **Section 1. Meetings**

Meetings of the CSM shall occur at least once a month (September, October, and November in the fall semester, and February, March, and April in the spring semester). More frequent meetings are at the discretion of the Chair.

### **Section 2. Sub-Committees**

The formation of Sub-Committees is authorized with the approval of a majority of the quorum of members at a meeting.

### **Section 3. Voting**

All members, as defined under Article III, have an equal vote at meetings. All motions made must be passed by a majority of a quorum of active members at a meeting. Any member who is not able to attend a meeting may designate another member as a proxy to vote on their behalf.

Bylaws updated with changes approved by the Senate, 4/28/11

By laws updated with changes approved by the Commission status of Minorities, 4/21/15

Bylaws updated with changes approved by the Administrative Council, 4/24/15.