

Equity and Inclusion Committee Constitution 2019-2020 Draft

I. NAME

This organization shall be known as the Undergraduate Equity and Inclusion Committee, abbreviated as the E&I Committee.

II. PURPOSE

The purpose of the E&I Committee is to address issues around the engineering student body regarding equity and inclusion; Drive tangible, student-led change in the climate of the COE through purposeful proposals; Give feedback, recommendations, and aid in solving the shortcomings of inclusivity and equity in student organizations, facilities, and academics; Create survey tools and resources to aid in the ESC's mission as well as the COE's mission in promoting a diverse community through successful collaboration between students, faculty, societies, and the College of Engineering; act as the liaison between the student body and the College of Engineering's E&I Committee.

III. ORGANIZATION MEMBERSHIP

The Equity and Inclusion Committee will abide by Federal laws and University Policy regarding discrimination. We will not hazy according to California State Law. We will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services). E&I Committee shall not tolerate such actions by its member organizations. Violations of these guidelines by Council or Board are grounds for immediate dismissal.

Only students, faculty, and staff affiliated with an Engineering Department can be a member of this committee.

IV. ELIGIBILITY

1. Active Membership lasts until a) committee is dissolved or b) position has been dissolved.
2. Members are eligible for expulsion if they fail to abide to the E&I Committee Constitution, Bylaws, and Amendments. Removal of member(s) from the E&I Committee is done through affirmative vote as specified in the E&I Bylaws.

STUDENT REPRESENTATIVES

3. Executive of the Engineering Student Council
 - 3.1. At most three members of the Engineering Student Council Executive Board can be present at meetings unless issues addressed at specified meeting requires more members to be in attendance
4. One elected student representative from each engineering department
 - 4.1. The member must represent the undergraduates of their respective department.
5. Student Leaders of Identity Groups

- 5.1. At least three representatives from three different ESC-affiliated, Berkeley Engineering Culture and Identity student organizations, as outlined by the College of Engineering, must be present at official meetings.
- 5.2. No Culture and Identity group may be represented at Committee Meetings for more than 2 consecutive times in any given academic semester.

ACTIVE

6. Associate Dean for Equity and Inclusion
7. Associate Dean for Student Affairs
8. Engineering Student Services Director of Student Programs and Student Development Manager
9. Engineering Equity Advisors, as defined by the College of Engineering guidelines

OBSERVERS

10. LEAD Center
11. Engineering designated ASUC Senator(s)
12. Members of Engineering community invited to meetings, including student leaders
13. Members of the Graduate Assembly, including Equity and Inclusion liaisons

V. MEETINGS

E&I Committee will hold a minimum of three types of meetings, including but not limited to: Open Forum Meetings, Committee Meetings, and Proposal Presentations. Meeting attendance and consequences will follow those prescribed in the E&I Committee By-Laws.

VI. AMENDMENTS

1. Amendments to the Constitution, which may be submitted by any member of the E&I Committee, must be presented officially at an E&I Committee Meeting. Votes to adopt said amendment must be taken at that meeting. A greater than or equal to 2/3 affirmative vote of the members is required to pass any amendment. Any newly passed amendment will take effect immediately unless otherwise stated.
2. New amendments shall be recorded within 24 hours of the vote.
3. All amendments, additions or deletions to this document must be filed with the LEAD Center in 432 Eshleman Hall.

VII. DISSOLUTION

If a % majority vote has been cast in favor of dissolution, the E&I Committee shall be dissolved. Any and all funds left in miscellaneous accounts shall be donated, first to the ESC if it exists, and then to the ASUC. The dissolution of the ESC does not necessitate the dissolution of the E&I Committee - in the case that the ESC is dissolved, the E&I Committee will become a standalone organization under a joint partnership between the College of Engineering and the ASUC.

VIII. ADOPTION

Adoption of the Equity and Inclusion Committee Constitution will occur upon the vote of % of the attending eligible members of the E&I Committee, as outlined in Article 4, with the exception of Student Representatives. Voting for adoption will occur at an E&I meeting of the 2019-2020 Academic school year. Shall more than 1/4 of the Committee members (not including student representatives from each department) not be in attendance, the voting will be postponed.

Equity and Inclusion Committee By-Laws 2019-2020

I. MEETINGS AND VOTING

Committee Meetings

Purpose: To allow Student Representatives to discuss issues and brainstorm initiatives while working towards the Proposal Presentation.

1. Meetings shall be held regularly, at least 3 times per academic semester, with at least one meeting every 6 weeks.
 - a. It is the responsibility of the Executive of the Engineering Student Council to formally schedule and set mutually available times for regular meetings.
2. Special meetings may be called upon by any member of the E&I Committee given extenuating circumstances
 - a. It is the responsibility of the member who called for a special meeting to formally schedule and set mutually available times for said meeting.
3. No business shall be conducted unless a simple majority of Student Representatives is in attendance.
4. Unless otherwise specified by the Constitution or By-Laws, Robert's Rule of Parliamentary Procedure shall be used at all Committee Meetings
5. All motions before the E&I Committee shall require only a simple majority for passage, except where otherwise noted. The Executive Council of the ESC will cast a vote in the event that there is a tie.
6. Each Student Representative receives only one vote, however, each Culture and Identity group can cast only one vote, and the Executive Council of the ESC can cast only one vote.
7. No absentee voting is allowed - only members present at any given meeting are permitted to cast a vote.

Open Forum Meetings

Purpose: To allow the Student Representatives to gain greater insight of the general undergraduate body's opinions; To give the general undergraduate body an opportunity to voice grievances relating to topics of equity and inclusion.

1. Meetings shall be held at least once per academic semester, twice per academic year.
 - a. The Executive of the ESC and the Student Representatives shall collaborate in scheduling a location and time for meetings
2. Meetings shall be open to the public, and invitations will be extended to undergraduate students of the engineering majors and other related STEM majors (computer science, data science, etc). Special invitations will be extended to student leaders of identity organizations in the engineering community.
 - a. The Executive of the ESC is responsible for sending the invitations for meetings and promoting attendance
 - b. The Executive of the ESC is responsible for recording and surveying the demographics of students who attend meetings

Proposal Presentation Meetings

Purpose: To summarize to the Active Members and to the Observers the defining issues of equity and inclusion for the given semester, as gathered and articulated by the Voting Members; To allow the Student Representatives to present an actionable proposal that will aid influential members of the College of Engineering in supporting tangible change.

1. Meetings shall be held at least once per academic semester, twice per academic year.

- a. The Executive of the ESC and the Engineering Student Services Director of Student Programs and Student Development Manager shall collaborate in scheduling a location and time for meetings
2. Invitations will be extended to Active Members (Associate Deans, ESS representatives, Equity Advisors), Observers, and the Dean of the College of Engineering.
 - a. The meeting attendance shall be invitation-only and will not be made open to the public.
 - b. The Executive of the ESC is responsible for sending the invitations for meetings and promoting attendance

Other Meetings

1. Meetings that do not fall under the categories of Committee Meetings, Open Forum Meetings, or Proposal Presentations can be called upon by any member at any time.
2. All other types of meetings shall follow Robert's Rule of Parliamentary Procedure and the Constitution.
3. Shall certain type of meeting occur more than three times in an academic semester, members will add its procedures and specifications to the By-Laws in a newly created category

II. MEMBERSHIP

Expulsion of Members

1. Any member of the E&I Committee can be removed for failing to abide by the Constitution and By-Laws.
2. The removal process must originate from a call to impeachment, brought up by any one member. A simple majority is needed by attending members to affirm impeachment. Shall more than 1/4 of the Committee members not be in attendance, the voting will be postponed.
3. Impeached members shall be given an official hearing and trial, scheduled within a week of the impeachment. Formal allegations shall be presented by the E&I Committee, and expulsion is affirmed by at least a $\frac{2}{3}$ vote of attending members. Shall more than 1/4 of the Committee members not be in attendance, the voting will be postponed.

Resignation of Members

1. Any member of the E&I Committee can be resign from their position for any personal or professional reason.
2. A formal resignation letter must be submitted one week prior to termination of duties. The resignation will be effective one week after a letter is received.
3. If post of a student representative is empty following the resignation of a member, a special election shall be called for the successor of the empty position. The same procedures for the election shall be followed, as outlined in the By-Laws.

III. ELECTIONS OF STUDENT REPRESENTATIVES BY DEPT.

1. Elections shall be held every academic year, and will be conducted at the start of the term.
2. All officially registered undergraduate students belonging to an engineering major are eligible to apply by filling out the standardized form.
 - a. Nine departments, including Engineering Undeclared, are to be represented.
 - b. Students completing joint engineering majors must select their joint major program when applying. Students of multiple engineering majors must select and represent all their majors - their applications will be reviewed by all selected departments.

- c. The standardized application form shall be created by the ESC, and responses will be available to other members of the E&I Committee. No part of any responses will be openly shared with the general public. However, all responses are subject to and can lead to further investigation if there is determined to be a cause of concern.
 - d. The Executive of the ESC and the Engineering Student Services Director of Student Programs and Student Development Manager shall collaborate in promoting the election prior to application deadlines.
 - e. The standardized application form shall be made readily accessible online. In the circumstance that a student wishing to apply cannot access the form, special accommodations will be made.
 - f. The deadline for the application shall be set by the members, and the application time period should extend no further than 2 weeks.
3. Review of the application shall be conducted and completed by Equity Advisors, the Engineering Student Services Director of Student Programs, the Student Development Manager, the Associate Dean for Equity and Inclusion, and the Associate Dean for Student Affairs.
 - a. Voting procedures are as follows: voting will proceed if the simple majority of active reviewing members are present. Voting ties will be broken by the Associate Dean of Equity and Inclusion.
 - b. Voting must be completed within a week of the deadline for applications.
 - c. The student representatives must be selected by a simple majority vote - the decision cannot be dictated by a single person.
 - d. While appointment of a student representative is prohibited, recommendation of a student to apply as a representative is not prohibited.
 4. Newly elected student representatives will be announced and communicated to the engineering student body by the ESC. The newly elected member will be subject to the Constitution and By-laws, effective after a brief transition period.

IV. ACCESS TO FACILITIES & FUNDING

1. All activities that require funding will be provided as an expense under the ESC. Records of expenses will be recorded by the Treasurer(s) of the ESC.
2. All other unspecified procedures shall follow the By-Laws for access to facilities and funding, as detailed in Article V and VI of the ESC Constitution.

V. AMENDMENTS

1. Amendments to the By-Laws, which may be submitted by any member of the E&I Committee, must be presented officially at an E&I Committee Meeting. Votes to adopt said amendment must be taken at that meeting. A greater than or equal to 2/3 affirmative vote of the members is required to pass any amendment. Any newly passed amendment will take effect immediately.
2. New amendments shall be recorded within 24 hours of the vote.
3. All amendments, additions or deletions to this document must be filed with the LEAD Center in 432 Eshleman Hall.

VI. SUPREMACY CLAUSE

In the Event that the E&I Constitution and By-Laws are in conflict, the Constitution shall over-rule the By-Laws.

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