

# By-Laws of the President's Diversity Council at Philadelphia College of Osteopathic Medicine



PHILADELPHIA COLLEGE OF OSTEOPATHIC MEDICINE  
4190 CITY AVEUNE, PHILADELPHIA, PA 19131



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**ARTICLE I - NAME**

The name of this organization shall be *The President's Diversity Council at Philadelphia College of Osteopathic Medicine*.

**ARTICLE II - MISSION**

The President's Diversity Council cultivates and supports a multicultural learning community of inquiry, inclusiveness and respect. The Council promotes discovery and celebration of our differences and fosters an appreciation of the rich social fabric that binds us together.

**ARTICLE III - OBJECTIVES**

As a group dedicated to improving the status of diversity at Philadelphia College of Osteopathic Medicine, The President's Diversity Council at Philadelphia College of Osteopathic Medicine will undertake the following functions:

- a) To provide a forum where representatives from various segments of the College community can come together to discuss and consider forward-thinking, proactive strategies, methods and approaches that will aid Philadelphia College of Osteopathic Medicine (PCOM) in becoming a more diverse and welcoming environment at all levels.
- b) To review information and materials that are intended to enhance and celebrate diversity that are being used or discussed in other higher education institutions or in other settings, to determine whether they may have any applicability to PCOM.
- c) Increase diversity among College faculty and administration, primarily by assessing and positively affecting the campus climate for underrepresented individuals by:
  - ❖ Conducting regular campus climate surveys to assess and track changes in the climate for underrepresented faculty and staff.
  - ❖ Developing and introducing programming designed to make improvements to the campus climate.
  - ❖ Creating and implementing a diversity training program for all new PCOM employees.
  - ❖ Assessing hiring practices to ensure that candidate pools represent the diversity of qualified applications.
  - ❖ Creating a standard diversity statement or code of conduct that all faculty, staff and administrators will uphold.
- d) Increase diversity among College students and take intentional steps to improve the campus climate for underrepresented individuals.
  - ❖ Conduct regular campus climate surveys to assess and track changes in the climate for underrepresented students, faculty and staff.
  - ❖ Develop and introduce programming designed to make improvements to the campus climate.
  - ❖ Create a standard diversity statement for faculty to include on all course syllabi.
  - ❖ Assess admissions and student recruitment practices and make recommendations to ensure that the student applicant pool reflects the eligible student population.

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- e) Support ongoing diversity and inclusion-related efforts that exist within the Philadelphia and Suwanee Communities.
  - ❖ Increase partnerships with community organizations whose efforts center on diversity and inclusion.
  - ❖ Create a one-stop web resource for the Philadelphia and Suwanee community members to find information regarding events, programming and other resources related to diversity and inclusion.

**ARTICLE IV – MEMBERSHIP, COMPOSITION RESPONSIBILITIES AND MEETINGS**

**1. MEMBERSHIP**

- a) Appointments to the Council shall be made by the President from a list of recommendations submitted by the Nominating Sub-Council, approved by the Council and forwarded by the Chair.
- b) The Nominating Sub-Council shall consist of three (3) Council Members per campus, for a total of six (6) members, who:
  - 1.) Shall serve one (1) year terms with the option to renew up to three (3) years.
  - 2.) Shall be voted on by the Council. Individuals may submit their names to the Chair AND nominations will be taken from the floor at the first or second meeting in the fall semester.
  - 3.) Shall have a Team Leader, who is appointed by the Chair of the Diversity Council. The Team Leader will alternate each year from the Philadelphia campus to the Suwanee campus.
  - 4.) Shall determine procedures for the actual selection of candidates to be recommended for Council membership.
- c) Terms - All appointments to the Council, with the exception of the Chair, shall be one (1) year terms with the option to renew up to three (3) years. The Chair shall serve a three (3) year term with the option to serve a consecutive three (3) year term.
- d) The Council shall reflect diversity with regard to people of age, race, color, gender, gender identity and expression, national origin, ancestry, sexual orientation, religion, creed, disability, genetic information and marital status.
- e) Quorum - For the transaction of business at all meetings a quorum of two-thirds ( $\frac{2}{3}$ ) of all members from each campus must be present.

**2. COMPOSITION**

The Council shall be representative of the diversity of the College's student, staff and faculty population. The Council shall consist of at least sixty (60) members (thirty [30] from the

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Philadelphia campus and thirty [30] from the Georgia campus) appointed by the President. The following considerations shall be applied:

- a) Council membership shall be open to all members of the faculty, staff and student body.
- b) The Council shall include at least three (3) members of the student body from each campus.
- c) The Council will form standing Sub-Councils or teams to accomplish special projects and/or functions that further the goals and objectives of the Diversity Council. The Diversity Council Chair shall have the authority to appoint Team Leaders when the Sub-Council is formed. The Team Leaders will alternate each year from the Philadelphia campus to the Suwanee campus. The Sub-Council shall be abolished when its purpose is served. Team Leaders may solicit members or they may be appointed by the Diversity Council Chair to assist in accomplishing projects.

**3. RESPONSIBILITIES**

- a) Be in good academic/employment standing at the College.
- b) Adhere to the guidelines set forth in the *Policy Statements and Compliance Procedures on Equal Education and Employment Opportunity* and *Sexual Misconduct (Title IX)* policies. Allegations of violations of these policies will immediately suspend membership of the President's Diversity Council; founded allegations will terminate membership.
- c) Regularly attend Diversity Council meetings (including sub-council meetings, if applicable) and Council sponsored events. If unable to attend, members have the responsibility to contact another Council member to be updated on events of the meeting.
- d) Inform their department heads and colleagues of all Diversity Council activities and encourage them to provide their ideas and recommendations.
- e) Provide feedback about the concerns of all colleagues to the Diversity Council.
- f) Serve as an advocate for the concerns of the diverse workforce within the department they represent.
- g) Serve as role models within their respective department(s) and community to enhance the visibility and branding of the College.
- h) Serve as ambassadors from the College to both Philadelphia, PA and Suwanee, GA and beyond (e.g., prospective employees, students, etc.)
- i) Advise the President (through the Chair) about issues from respective communities including, but not limited to: needs, perceptions of the College and awareness of College resources/programs.
- j) Help the College develop partnerships to serve both the Philadelphia and Suwanee communities.

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**4. MEETINGS**

- a) The Council shall meet once a month during the regular academic year. Special meetings for urgent matters may be called when necessary.
- b) The Chair or Vice Chair shall officiate at meetings.
- c) A notice of meetings shall be released to the campus community through an email announcement.
- d) Meetings shall be open to the entire College community as long as there is space to accommodate visitors. Individuals wishing to express their views will be permitted to do so by placing the item on the agenda through the Chair.
- e) Before a member of the Council begins sabbatical leave, his/her intentions should be made known to the Council in writing.
- f) Three (3) unexcused absences shall result in the termination of that member from the Council (Chair will determine) after the person has been notified.

**ARTICLE V – OFFICERS AND REPRESENTATIVES**

The Council shall elect one (1) Vice Chair from each campus who shall preside in the absence of the Chair.

- a) The Chair shall:
  - 1.) Conduct meetings
  - 2.) Determine the schedule of meetings
  - 3.) Appoint Sub-Councils
  - 4.) Meet and report regularly to the President
  - 5.) Perform such other duties as the Council may direct or as specified in Robert's Rules of Order
- b) No person may serve more than six (6) consecutive years as Chair of the Council.
- c) The Council shall select a new Vice Chair each academic year.
- d) No person may serve more than two (2) consecutive years as Vice Chair of the Council.
- e) Elections shall be open to all members of the Council inclusive of previous officers.

**ARTICLE VI – AGENDA, MINUTES AND REPORTS**

**1. AGENDA AND MINUTES**

- a) The agenda shall consist of the following in order of priority:

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- 1.) Matters considered by the Chair to be of an urgent nature
  - 2.) Approval of Minutes
  - 3.) Old Business
  - 4.) New Business
  - 5.) Council Sub-Council Reports
  - 6.) Announcements
  - 7.) Adjournment
- b) A copy of the minutes shall be sent to the members of the Council as soon as possible following the meeting, but no later than one (1) week prior to the following meeting.
- c) Agenda items should be submitted to the Chair no later than one (1) week prior to the next scheduled meeting.
- d) A copy of the agenda for the meetings shall be sent to the members of the Council at least two (2) days in advance if possible.

**2. REPORTS**

- a) Sub-Councils are responsible to the Chair through the Council.
- b) Recommendations developed by the Council shall be presented to the President through the Chair.
- c) The Council shall utilize the full range of communications with the College community to project the ongoing concern for the diversity status at PCOM and the need to make PCOM a community that is sensitive to, and caring of, all of its members with regard to age, race, color, gender, gender identity and expression, national origin, ancestry, sexual orientation, religion, creed, disability, genetic information or marital status.

**Article VII –PARLIAMENTARY APPROVAL**

Robert's Rules of Order shall guide the Council's procedures in all cases where applicable. All members of the Council shall have full voting rights. Voting shall require a simple majority of a quorum of the membership in all cases except:

- Actions which normally require an extraordinary majority according to Robert's Rules of Order, e.g. by-laws, amendments, to shut-off debate or suspend the rules, etc.

**ARTICLE VIII – AMENDMENTS TO THE BY-LAWS**

The By-Laws may be amended at any time with the approval of two-thirds of the full membership of the Council.

