**BYLAWS**

Texas State University

**Finance and Support Services Diversity Committee**

*Pass by unanimous vote on 02/02/2021*

**Article I: Name**

The name of the Committee shall be Finance and Support Services Diversity Committee (FSS Diversity Committee).

**Article II: Purpose**

The Finance and Support Services (FSS) Diversity Committee provides leadership to the Texas State Community, focusing on the FSS Division, through the development of recommendations and strategies to build a climate of respect and inclusion. The Finance and Support Services division of Texas State University is committed to fostering an inclusive environment where individual differences are understood, respected, and appreciated. The division is composed of a rich mix of people whose diversity is recognized as a source of excellence, innovation, creative accomplishments, and a point of pride that enhances the University community.

**Article III: Committee Membership**

The committee shall reflect the diversity of staff at Texas State University and shall be comprised of representatives from throughout the FSS Division as well as representatives from other university divisions, when individuals are willing to serve. The committee shall consist of no more than 13 members, including chair and/or co-chairs, and must also include a FSS Round Rock representative.

**Terms of Membership**

Committee members are appointed for three-year terms, with there being no limitation on the number of terms served consecutively or in total.

**Duties**

It is the duty of members of this committee to attend regularly scheduled meetings, actively participate in on-going discussions regarding current initiatives, and to complete assigned projects by provided deadlines.

**Attendance**

The committee may vote to replace member who miss 3 or more meetings in a fiscal year and who do not provide adequate prior notification.

**Representation**

Committee representation shall include, at a minimum, the following representatives from the established university [EEO Job Categories](https://gato-docs.its.txstate.edu/jcr%3A28f5b781-34f9-44bc-bcb8-c890b427d0df/EEO%20Job%20Categories_12.2017.pdf):

 2 Professionals

 2 Administrative Support

 1 Technicians/Paraprofessionals

 1 Skilled Craft Worker

 1 Service-Maintenance

**Vacancies**

When the vacancy of a committee seat occurs, whether due to death, resignation, retirement, removal, etc., the committee chair and/or co-chairs will contact the necessary Business Services Council member and request that they nominate a replacement from their area.

**Article IV: Meetings**

Mandatory regularly scheduled meetings will be held on the first Tuesday of every month at the previously established agreed upon time during the academic year (September through May). Decisions regarding meetings being held over the summer months are left up to the discretion of chair and/or co-chairs. Chair and/or co-chairs will establish a meeting agenda and distribute prior to each meeting date. Minutes will be taken at every meeting and will reflect all items discussed, any decisions reached, assignments, and actions items. Minutes will be posted to the FSS Diversity Committee [minutes webpage](https://www.fss.txstate.edu/diversity/minutes.html).

**Article V: Officers**

At the first meeting held each fiscal year, in September, the committee will vote to establish the chair and/or co-chairs for the year. There may be no more than two co-chairs. In order to hold the position of chair and/or co-chair, the individual must have served on the committee for a minimum of one-year. Committee members can nominate themselves or other committee members for this position. If multiple individuals are nominated the idea of co-chairs can be discussed as a committee and voted on, if both nominees agree to serve together. If, for whatever reason, no committee member is willing to serve as chair, the previous fiscal year’s chair will be expected to continue to serve.

The chair/co-chair are responsible for setting meeting dates, sending meeting invites, establishing and organizing meeting agenda, directing meetings, maintaining open communication lines among committee members, and has the authority to assign duties as needed or as necessary to other committee members.

**Article VI: Sub-committees**

At the first meeting held each fiscal year, in September, the committee will vote to establish the sub-committees for the year. The sub-committees shall include, but are not limited to: FSS Newsletter, Website/Report, Marketing, and Historian. As new initiatives are adopted by the committee, new sub-committees can be established by a majority vote.

 **FSS Newsletter:** supply diversity article to be included in the FSS Newsletter twice a year

 **Website/Report:** responsible for website updates

 **Marketing:** responsible for providing committee with options and quotes of items to order as giveaways for annual FSS events

 **Historian:** responsible for recording accurate minutes of monthly meetings and supplying them to members on the website committee in a timely manner to be posted on the website

**Article VII: Voting**

All FSS members of the committee have voting rights and all votes carry the same weight. A quorum of at least six voting members, or half of currently serving committee members, must be present for any votes to be made. The passage of any motion requires a simple majority vote when quorum is met. If quorum is not met, but a vote must be made, an email can be sent out to all members requesting that they submit there vote by a given date/time.

**Article VIII: Amendments**

The bylaws shall be subject to continuing review and revision. Committee members shall remain aware of the bylaws and their guidelines. Amendments to the bylaws shall be made when necessary and be discussed by the committee during regular meeting times and passes by a quorum vote of the committee. Approved bylaws should be posted the [FSS Diversity Committee Webpage](https://www.fss.txstate.edu/diversity.html).