Office of Minority Affairs and Diversity Vice President - Student Advisory Board

CONSTITUTION

Article I

PURPOSE OF THE ORGANIZATION

The purpose of the Office of Minority Affairs and Diversity—Vice President’s Student Advisory Board of the University of Washington—is to provide an open space for underrepresented student groups to engage and discuss ongoing issues pertaining to the diverse community on campus.

The Office of Minority Affairs and Diversity—Vice President’s Student Advisory Board Mission is supported by the following principles:

I. Advising the Office of Minority Affairs & Diversity Vice President on issues affecting students, pertaining to diversity, Office of Minority Affairs & Diversity programs, and the University of Washington.

II. Increasing the impact of the Student Advisory Board on the University administration’s policy formulation and decision making by expanding awareness of student issues and cultural values through education, public discussion, and all forms of communication.

III. Working to foster an environment in which all students and organizations can achieve their full potential as leaders and to enhance sensitivity to diversity on campus through networking and resource development.
Article II

NAME OF ORGANIZATION AND DEFINITION OF MEMBERS, SCHEDULED MEETINGS, AND QUORUM

Section 1 - The organization of the students of the Office of Minority Affairs and Diversity shall be known as the Office of Minority Affairs and Diversity – Vice President’s – Student Advisory Board at the University of Washington (OMA&D SAB).

Section 2 – The membership of the Office of Minority Affairs and Diversity – Vice President’s – Student Advisory Board shall be made up of the following:

1. Constituencies from the following communities:
   a. African American/Black
   b. American Indian/Alaskan Natives/Hawaiian
   c. Southeast Asian American
   d. Chicanx and Latinx/Hispanic
   e. Pacific Islander
   f. Marginalized Students
      i. First Generation
      ii. LGBTQIA+
      iii. Women
      iv. Students with Disabilities
      v. Immigrant and Refugee
      vi. Veterans
      vii. Non-Traditional Students
      viii. Others

2. Eight (8) – VP Appointed Student Organization Representatives and Eight (8) Inclusive Registered Student Organizations Representatives.
   a. To be eligible, all Appointed Student Organization Representatives and Inclusive Registered Student Organizations Representatives must complete the required registration process of the Student Activities Office and Samuel E. Kelly Ethnic Cultural Center.
   b. Fall Quarter, the OMA&D will appoint eight (8) Student Organization Representatives to serve on the OMA&D SAB. Appointed Student
Organization Representatives may be representatives of the following organizations:

- Black Student Union
- Disability Advocacy Student Alliance
- Filipino American Student Association
- First Nations @ UW
- Movimiento Estudiantil Chicanx de Aztlan (MEChA)
- Polynesian Student Alliance
- QPOC Alliance
- Micronesian Islands Club

Inclusive Registered Student Organization Representatives will be selected upon completion of the application process and evaluation by the screening committee (which includes SAB advisors and members of the executive board).

Appointed Student Organization Representatives and Inclusive Registered Student Organization Representatives shall represent the interest of all targeted communities – all organizations must demonstrate an historical (and active) relationship and an affinity with the OMA&D and Kelly ECC.

Appointed Student Organization Representatives and Inclusive Registered Student Organization Representatives shall reflect and parallel the mission and strategic goals of the ECC, Office of Minority Affairs and Diversity (OMA&D) and University of Washington.

All Appointed Student Organization Representatives and Inclusive Registered Student Organization Representatives will have a guaranteed seat on the OMA&D SAB upon completion of the registration materials and selection by the screening committee.

The OMA&D will send a letter:

- To all Appointed Student Organization Representatives from a list of ECC Affiliated Student Organizations outlining duties and responsibilities
- To all Elected Representatives of the Appointed Student Organization Representatives that outlines duties and responsibilities.

If an Appointed Student Organization Representative is not interested in serving and having a seat on the OMA&D SAB; the OMA&D reserves the right to meet with the appointed organization(s) and discuss the importance of why their student organization should serve on the board;

If an Appointed Student Organization Representative still declines the appointment, the OMA&D reserves the right to appoint another student organization from the existing At-Large Representative list.
j. The term of the Appointed and Inclusive Student Organization Representative shall be from Fall to Spring Quarter

3. Five (5) – Inclusive Student Organization Representatives
   a. To be eligible, all prospective Inclusive Student Organization Representatives must complete the required registration/application process of the Student Activities Office and Ethnic Cultural Center.
   b. All prospective Inclusive Student Organization Representatives shall represent the interest of targeted and marginalized communities.
   c. All prospective Inclusive Student Organizations Representatives shall reflect and parallel the mission and strategic goals of the ECC, Office of Minority Affairs and Diversity and University of Washington.
   d. Each Spring Quarter, the OMA&D will send an invitation and application packet:
      i. To all prospective Inclusive Student Organization Representatives from a list of ECC Affiliated Student Organizations to apply for a seat on the OMA&D SAB.
      ii. Outline duties and responsibilities of the organization
      iii. To all Elected Representatives of the Appointed Student Organization Representatives outline his/her duties and responsibilities.
   e. All prospective Inclusive Student Organizations Representative applicants will not be guaranteed a seat on the OMA&D SAB due to the limitation of seats.
   f. Upon completion of the application packet, the OMA&D SAB Executive Board will review all application packets and interview all prospective applicants. The OMA&D SAB Executive Board will then select the five (5) At-Large Student Organization Representatives to serve on the OMA&D SAB.
   g. The term of the Inclusive Student Organization Representative shall be from Fall- Spring Quarter

4. Ex-officio non-voting SAB Members include:
   a. Nine (9) ASUW Commissions
      i. Asian Student Commission
      ii. Pacific Islander Student Commission
      iii. American Indian Student Commission
      iv. La Raza Student Commission
      v. Black Student Commission
      vi. Women’s Action Commission
      vii. Student Disability Commission
      viii. Queer Student Commission
ix. Middle Eastern Student Commission  
b. ASUW Director of Community Relations  
c. Student Regent  
d. Graduate and Professional Student Senate (GPSS) Secretary  

5. Ex-officio voting SAB member:  
a. ASUW Director of Diversity Efforts  

6. Organizational Proxy  
a. Proxies may be used by Appointed, Inclusive, and At-Large Student Organization Representative in the event the elected representative is unable to attend the required/scheduled meeting. Only representatives of student organizations shall have proxy privileges. At-large individual representatives shall not have proxy privileges.  
b. Proxies responsibilities include reporting all relevant information and concerns of his/her constituency  
c. Proxies are only allowed to represent his/her organization no more than two (2) times in a quarter.  
d. Proxies shall have all voting privileges.  

7. OMA&D SAB Advisors  
a. Serve as an advisor of the OMA&D SAB in program development, leadership training, consultation and serve as a liaison and resource between the student membership/organizations with the OMA&D, campus departments/programs and UW Administration (President, Provost, Vice Provost for Student Life, Vice Provost for Undergraduate Education)  
b. OMA&D will appoint his/her advisors to serve on the Board.  
c. A representative from OMA/D shall be a member/advisor without a vote.  
d. Advisors shall be required to attend all membership and executive board committee meetings.  
e. Advisors shall attend other subcommittee or special meetings as necessary.  

Section 3 – The Office of Minority Affairs and Diversity – Vice President's –  
Student Advisory Board Executive board Committee:
1. The OMA&D SAB Executive Board Committee shall include the following:
   a. SAB Executive Board
      i. One (1) Chair
      ii. One (1) Vice Chair
      iii. One (1) Secretary
      iv. Director of Community and Public Relations
      v. Director of Campus Climate
   b. ASUW Director of Diversity Efforts
   c. Office of Minority Affairs and Diversity Vice President
   d. OMA&D Student Advisory Board Advisors

2. OMA&D SAB Executive Board Committee shall be elected by the membership of the board (See Article V)

3. The OMA&D SAB Executive Board Committee term shall be from Spring Quarter - Winter Quarter (June 1 to May 31).

Section 4 – The Office of Minority Affairs and Diversity – Vice President's – Student Advisory Board shall meet:

1. General Membership meeting - on a bi-weekly basis--every other week beginning the first full week of Fall Quarter.
2. Open Meetings – one (1) time per quarter
3. executive board Committee - on a bi-monthly meeting with the OMA&D and the OMA&D SAB Advisors
4. Sub Committee Meetings – as necessary or required by the Sub Committee Chairperson
5. executive board Committee – (on a bi-weekly basis, opposite weeks of the general meeting) and three (3) times in summer quarter to debrief the year and plan for the following academic year.
6. Chairperson or designee shall attend the Friends of the Educational Opportunity Program monthly meeting
7. Chairperson or designee shall attend the President’s Minority Advisory Committee
8. Chairperson or designee shall attend the Minority Alumni Partnership monthly meeting
9. Chairperson or designee shall attend the University of Washington Diversity Council.
10. Chairperson or designee shall attend the University of Washington Title IX Community Partners Committee
Section 5 – A quorum shall consist of two-thirds (2/3) of all voting members of the Appointed and At-Large Student Organization Representatives.

1. All Student Organization Representatives shall have one (1) representative (Each student organizations will self-nominate their representative)
2. All Student Organization Representatives shall have one (1) proxy to represent his/her student organization, if the elected representative is unable to attend scheduled meetings.
3. All Student Organization Representatives or Proxy is required to attend all regularly scheduled meetings.
4. All Student Organization Representatives or Proxy are required to notify, in writing or by email, the Co-Chairs of his/her absence in advance when he/she is not able to attend any scheduled meetings.
5. All Student Organization Representatives or Proxy cannot miss more than two (2) meetings in an academic quarter.
6. If a Student Organization Representative or Proxy misses two (2) general OMA&D SAB meetings, the student organization will be placed on probation and lose its voting privileges. At their earliest convenience, the Student Organization Representative or Proxy shall schedule an appointment to meet with the Co-Chairs, OMA&D and Advisors to discuss the agenda items and minutes of the missed meeting(s).
7. Should the Student Organization Representative or Proxy not meet the terms and conditions of his/her appointment, the OMA&D reserves the right to dismiss the representative/organization from the OMA&D SAB.
8. In the result of a tie, the current OMA&D SAB Executive board Committee will cast a vote.

Article III

OFFICE OF MINORITY AFFAIRS AND DIVERSITY - VICE PRESIDENT'S STUDENT ADVISORY BOARD DUTIES AND RESPONSIBILITIES

Section 1 – Appointed, Inclusive, and At-Large Student Organization Representatives shall have the following duties and responsibilities:

1. To participate and engage in dialogue about multicultural issues and concerns, campus climate issues, and by creating learning opportunities to gain
multicultural, community and UW awareness.

2. To enact all guidelines considered necessary and proper by a majority vote of the OMA&D Student Advisory Board for the general welfare of its members.

3. To forward all relevant information to their respective organizations.

4. To update the OMA&D SAB on programs, projects, and concerns of their respective stakeholder organization.

5. Advise OMA&D and OMA&D SAB Advisors in the development/evaluation of services and programs of the Office of Minority Affairs and Diversity and its units.

6. Assist with the OMA&D and OMA&D SAB Advisors with community outreach.

7. Develop both internal and external UW community linkages and services.

8. Serve as an OMA&D SAB Appointed, Inclusive or At-Large Student Organization Representative or Proxy for one (1) academic term.

9. Attend all scheduled and special meetings when called by the Executive Board and/or the OMA&D.

10. All Appointed, Inclusive, and At-Large Student Organization Representative or Proxy shall have and maintain a 2.5 Grade Point Average in all academic work and must be a student within the University of Washington system.

Section 2 – executive board Committee shall have the following duties and responsibilities:

1. Serve as an Ad Hoc Committee – ability to mobilize and meet with the OMA&D to discuss emerging or emergency issues or concerns:
   a. Meet as an executive board Committee, bi-weekly with OMA&D SAB Advisors as necessary
   b. Cooperate with and support each other
   c. Help plan and attend OMA&D SAB training and orientation sessions
   d. Position requirements – up to 5 hours per week:
      i. 1.5 hours – executive board committee meetings planning
      ii. 1.5 hours – committee meetings
      iii. 2 hours – FEOP, ASUW, Programs and Events (as necessary)

2. Chair (1) Duties and Responsibilities:
   a. Meet and facilitate meeting with the OMA&D Vice President and OMA&D SAB Advisors at least twice a month – for preliminary planning of OMA&D SAB meetings
   b. Act as official SAB spokesperson
   c. Interface directly with UW entities and government officials
   d. Facilitate all OMA&D SAB meetings
   e. Prepare an agenda for each OMA&D SAB meeting
   f. Plan SAB Retreat if executive board Committee plans to have one
g. Split SAB representation with Vice Chair on the following committees:
   i. Friends of EOP meetings
   ii. ASUW Senate
   iii. ASUW Joint Commission
   iv. Diversity Council
   v. OMA/D events and programs
   vi. Provost Advisory Committee for Students
   vii. All other events/programs assigned by OMA/D VP
h. Consult with ECC Director on SAFC process
i. Attend executive board Committee meetings

3. Vice Chair (1) Duties and Responsibilities
   a. Hold accountable and serve as a support to all other Executive Board position
   b. Serve as a day-to-day coordinator to make sure committee progresses forward throughout the year
   c. Maintain any sub-committee status, progress, etc.
   d. Chair SAB meeting when Chair is not present
   e. Act as expert on SAB parliamentary procedures and Robert’s Rules of Order
      i. Will provide education and train the rest of the board
      ii. Will ensure parliamentary procedure is followed
   f. Attend executive board Committee meetings

4. Secretary (1) Duties and Responsibilities:
   a. Record the minutes at each meeting
   b. Distribute minutes to each board member or interested individuals within 48 hours.
   c. Archiving all meeting’s minutes in the shared folder
   d. Keep attendance record on minutes
   e. Manage SAB email account and email correspondence
   f. Attend executive board Committee meetings

5. Director of Community and Public Relations Duties and Responsibilities
   a. Coordinate all content on the shared SAB google drive
   b. Communicate with various constituencies about issues and/or opportunities for discussion
   c. Recruit members for the Inclusive Registered Student Organizations seats and at large seat
   d. Oversee the membership selection and retaining process (checking in on members not showing to meetings)
   e. Maintain all SAB social networking outlets (e.g., Facebook, etc.)
6. Director of Campus Climate Duties and Responsibilities:
   a. Research and bring relevant topics to the Committee and bring discussion on the impact to the OMAD Community
   b. Research and educate other SAB and student constituencies of UW policies—EH&S; Faculty Senate; ASUW, GPSS, etc.
   c. Monitor student representatives’ effectiveness vis-à-vis relaying information to their constituents, including periodic emails to organization presidents.
   d. At the end of the quarter (Fall and Winter) will email out an evaluation form to constituents of effectiveness of representation of SAB Chairperson
   e. Attend executive board committee meetings

Article IV

VOTING

Section 1 – Each representative shall have one (1) vote on each item of business.

Section 2 – No formal action can be taken unless the established quorum vote is present. Please see Article II, Section 5 for a definition of quorum.

Section 3 – Any OMA&D Student Advisory Board action not in compliance with the Articles of this Constitution shall be invalid.

Article V

ELECTIONS

Section 1 – The general election will be held at every Spring Quarter (no later than May). Should this time be inconvenient, then a mutually accepted date will be scheduled.

An example of elections process timeline is as follows:
Winter Quarter
Week 8- Chair sends out letter/invitation for membership to protected seats
Week 9- SAB is open for membership (accepting applications)

Spring Quarter
Week 2- deadline for SAB membership applications
Week 3- SAB executive board reviews applications for SAB membership; makes recommendations to VP
Week 4- 1st meeting with new SAB members
Week 5- nominations
Week 6- nominations
Week 7- nominations
Week 9 –elections
Week 10- New board in place; previous SAB board will provide new board with a document to serve as institutional memory

Summer Quarter
New officers meet at least 3 times during the summer to plan for the year

Section 2 – Terms of the Chair, Vice Chair, Secretary, Director of Campus Climate, and Director of Community and Public Relations shall be for the length of one year from official elections to the start of the new executive on-boarding. Their terms shall begin at the time at which the following oath is given by the outgoing OMA&D SAB. “I affirm that I will faithfully execute the duties of my office and will to the best of my ability, uphold the Bylaws and Constitution of the OMAVP Student Advisory Board.”

Section 3 – Upon the selection of the new OMA&D Student Advisory Board officers, the board will be required to attend a crossover orientation session put together by the exiting Board and the Advisors. Elected officers will shadow current officers during the end of the term prior to stepping into their officer roles.

Article VI

AMENDMENTS

Amendments to the OMA&D Student Advisory Board Constitution may be established
by two-thirds (2/3) vote of the total membership of the Board.

Article VII

RATIFICATION

This Constitution shall take effect immediately after having received a two-thirds (2/3) vote of the total membership of the University of Washington Office of Minority Affairs and Diversity Vice President’s Student Advisory Board. As of 09.28.08

Article VIII

SAB MEMBER ACCOUNTABILITY

Section 1 – Each member will abide by the following rules and responsibilities in fulfilling the duties of SAB membership:

1. Attendance will be taken at every meeting and collected by the SAB Secretary
2. Two consecutive absences by any SAB member (without proxy present if applicable) will result in a probationary period where the executive board will decide any disciplinary action
3. Each participant must be a registered student to be a SAB member (each quarter SAB Advisors will review member transcripts to monitor whether SAB members are making “satisfactory academic progress” in their course of study)
4. If SAB members will be assigned a project, they must work with Vice Chair on projects and to occasionally check-in with Advisor
5. SAB members will be required to submit Quarterly progress reports to VP
6. There is an option for SAB voting members to receive course credit for actively participating in SAB. SAB will count as a leadership class that will be credit/no credit based on participation and attendance

New Section to be added to the Constitution—will include any amendments that are adopted by the body and any appendices that are relevant for the integrity of the constitution and for historical memory. The rationale for this is: a) will maintain accurate information annually; and b) will identify source of amendments and by what mechanism (e.g., vote of membership, executive decision, etc.)