

Memphis College of Art
Campus Climate Committee (CCC) Bylaws

I. Purpose: This committee is dedicated to the college's objective of creating a safe and welcoming environment for all MCA students, faculty, and staff. Through observation and assessment of campus climate on issues such as diversity, inclusion, and equity, the committee will enable MCA to further its commitment to intercultural understanding and facilitate social equality on campus. The scope of this committee will cover matters related to race, class, faith, gender, sexual orientation, and mental and/or physical ability. The committee will provide space for dialogue on relevant issues and suggest recommendations to the college in support of making MCA a safe, accessible, and inclusive learning and working environment for all.

II. Responsibilities

The Committee shall:

1. Generate an annual campus climate survey that will be shared with the campus
2. Suggest ways in which to develop inclusivity and equality within the campus classrooms and facilities
3. Develop community partnerships with relevant organizations
4. Provide a platform for people to direct concerns
5. Facilitate constructive discussion among the campus community
6. Promote and arrange activities and opportunities that develop and advocate for inclusive, diverse and equitable campus climate
7. Write a commitment to diversity statement

III. Committee Composition

A. Membership, Elections, Appointments, and Replacements

- a. Executive Committee consists of the Chair, Vice Chair, and one other staff/faculty member.
 - i. The position of Chair will be appointed by the President based on the recommendation of the General Committee.
 - ii. The other two members of the Executive Committee will be appointed by the Chair.
 - iii. Executive members will serve two-year terms; the maximum length of service is three consecutive terms.
 - iv. Resignation of Executive committee members must be staggered.
- b. General Committee (including the members of the Executive Committee) consists of three full-time faculty members, three full-time staff members, and two students (undergraduate and/or graduate).
 - i. Faculty and staff members will serve two-year terms; the maximum length of service is three consecutive terms.
 - ii. Resignation of General Committee members must be staggered.

- iii. General Committee members will compile a list of possible new faculty/staff members when space becomes available for new committee membership. This list will be given to the President who will officially nominate the new committee member(s).
- iv. Student members will serve a term of one year.
- v. Student members cannot serve on the Executive Committee.
- vi. Student members will be selected by the General Committee via an anonymous survey held at the end of spring semester.
- c. Committee membership can be extended to individuals outside of the MCA community if current committee members are in unanimous agreement.
- d. All committee members shall sign the MCA C3 Confidential Agreement form before joining the committee.

B. Recall

- a. A committee member may be recalled if she/he/they fails to fulfill her/his/their obligations to the committee, poor attendance at committee meetings, a breach in the confidentiality contract and/or based on a petition from at least 15 verified MCA faculty/staff/student members.
 - i. A recall motion must appear on the agenda of the meeting prior to the meeting when the recall will be voted upon. Every reasonable attempt must be made to notify the member who is being recalled via electronic mail, phone messages, and written notification delivered through campus mail.
 - ii. A recall vote requires a two-thirds majority of council members present. Voting must be done by secret ballot.
 - iii. The member being recalled has the right to address the council prior to the recall vote, but may not vote on her/his/their own recall. The Chair may limit the recalled member to 15 minutes to speak to the recall action about to take place.

C. Resignation

- a. A committee member can resign from their office at anytime. Remaining members of the committee will nominate a new officer who shall be approved by the President.

D. Duties of Executive Committee:

- a. Duties of Chair:
 - i. Attend CCC meetings
 - ii. Serve as Chair for CCC general meetings
 - iii. Serve as Chair for CCC executive meetings
 - iv. Represent CCC to MCA Community

- v. Additional projects as assigned by the President
- b. Duties of Vice-Chair:
 - i. Serve in the place of the Chair if she/he/they is unavailable to perform the duties listed above
 - ii. Assume the duties of the chair if she/he/they resigns or is removed

IV. Meetings

- A. Frequency
 - a. A minimum of three meetings will be held each semester.
 - b. A quorum shall consist of fifty-one percent of the Campus Climate Committee.
- B. Rules of Order
 - a. Committee meetings shall be conducted according to *Robert's Rules of Order*.
 - b. All committee members are eligible to vote.
- C. Record of Council Meetings
 - a. The committee Chair shall arrange meetings and prepare correspondence related to the work of the committee.
 - b. The committee Chair will send an agenda for the upcoming meeting.
 - c. The committee Secretary shall attend all meetings of the committee and prepare minutes of the meeting.
 - i. The Chair will assign an interim secretary in the absence of the committee Secretary.
 - ii. The minutes will be sent to the committee before the next meeting.

V. Resources/Budget

- A. The committee does not have an established budget. Budget requests must go through the President and the CFO/VP of Operations.

VI. Campus Climate Survey

- A. The committee will draft an annual climate survey that will be evaluated and modified each year.
- B. The Campus Climate Survey will be conducted every November.
- C. Results of the Campus Climate Survey will first be reviewed by the Executive Committee in order to determine if there is any content that could potentially reveal the identity of a respondent. This information will be removed before the survey results are shared with the General Committee.
- D. After the climate survey is reviewed by the General Committee, they will produce a summary report that will be shared with the entire MCA community.
- E. All climate survey summary reports will be archived and be made available to the public.

VII. Amendments

- A. Amendments to the bylaws may be proposed by any member of the college staff or faculty at any time, but must be brought before the Executive Committee for discussion and submitted to the General Committee for consideration. Bylaws may be amended by a two-thirds vote of members in attendance at a regular CCC meeting.