



WKU Alumni Association Diversity & Inclusion Council Charter

ARTICLE 1: NAME

The name of this organization shall be the WKU Alumni Association Diversity & Inclusion Council (D&I Council), a chartered advisory council of the Western Kentucky University Alumni Association (WKUAA), a non-profit 501(c)3 organization.

ARTICLE 2: ESTABLISHMENT

The D&I Council operates under the auspices of the WKUAA and will adhere to all guidelines and requirements as such required by its governing policies. The WKUAA Board shall approve the official goals, plans, and actions of the D&I Council of Directors.

The D&I Council is established to advance diversity and inclusion efforts of the WKUAA to ensure all alumni are represented and included without regard to age, gender, race, ethnicity, national origin, socioeconomic status, sexual orientation, gender identity, religious affiliation, military service, veteran status, or disability.

ARTICLE 3: PURPOSE

The purpose of this Council shall be to guide the programs and services of WKUAA and its Board of Directors with regard to the engagement of alumni who are members and allies of diverse communities and building inclusive practices throughout the organization.

Specific responsibilities for fulfilling this purpose include:

- *Work in consultation with the Chief Diversity Officer(s) of Western Kentucky University and any workgroups, committees, or task forces to connect alumni to campus efforts to advance diversity, equity, and inclusion.*
- *Establish engaged communities of diverse alumni while also ensuring diverse alumni are engaged in the WKUAA and WKU through inclusive practices.*
- *Build a pipeline of engaged alumni from diverse communities to recommend for volunteer leadership positions for the Association and other WKU volunteer boards or committees.*
- *(TBD) The inaugural Council members are asked to review and propose the final set of guiding objectives for the Council's purpose.*

ARTICLE 4: MEMBERSHIP

The number of D&I Council Members shall be at least nine (9) and no more than fifteen (15) and shall collectively total an odd number of Members. Membership shall constitute individuals who belong to or are champions of diverse communities. Annual terms begin on July 1 and extend through June 30. Preference to council membership is for individuals who are defined as alumni per the WKUAA. Individuals other than alumni, such as faculty, staff, students, donors and friends, may be also able to contribute their professional skills, experience, or passion to the Council's efforts. However, alumni must always represent the simple majority of Council membership.

Members shall be appointed for two-year (2) terms; renewable for a total of up to two (2) terms; the first D&I Council will have staggered terms with six Members serving a one-year (1) term and the remaining Members serving a two-year (2) term.



ARTICLE 5: APPOINTMENT AND REMOVAL OF MEMBERS

The WKUAA Board of Directors has the sole authority to appoint members to the D&I Council. Nominations for the D&I Council are invited and solicited annually from among the WKUAA membership. The Board may remove any Member at its sole discretion.

ARTICLE 6: LEADERSHIP

Officers: The D&I Council shall annually from among its membership elect a Chair, Vice-Chair and Secretary to lead the organization. The Chair shall work in consultation with the WKUAA Board representative and assigned staff members to establish meeting dates and agendas, and shall annually ensure the D&I Council complies with requirements and fulfills its responsibilities. The Vice-Chair is elected to serve in the absence of the Chair and will succeed the Chair the following year or upon vacancy. The Secretary is elected annually and is responsible for recording and authorizing D&I Council records and reporting.

Ex-officio Representatives: The President of the WKUAA Board of Directors or a designated Board member at their request shall serve as a non-voting ex-officio member of the Council.

Committees: The Chair may appoint committees of the D&I Council at their discretion, and the Chair shall define and revise from time to time, the composition, roles, responsibilities, procedures, and other manner of operating of each committee(s).

ARTICLE 7: MEETINGS

Schedule: The D&I Council shall meet quarterly and may be called in conjunction with the WKUAA Board of Directors at their discretion. Notice of the meetings shall be provided to each member at least fourteen (14) days prior to such meeting.

Quorum: A majority of the Members shall constitute a quorum for the transaction of business at any meeting of the D&I Council. The act of a simple majority of the Members of the D&I Council at any meeting at which a quorum is present shall be the act of the commission.

Minutes: The D&I Council Secretary shall keep a record of minutes of the proceedings of the D&I Council, including all committees, and all formal actions and meeting minutes shall be reported to the WKUAA Board of Directors during its next succeeding meeting.

Compensation: Members as such shall not receive any compensation from the WKUAA for their services.

Electronic Communications: Members of the D&I Council thereof may participate in and act at any meeting of the D&I Council by means of a conference telephone or other communications equipment by means of which all persons participating in the meeting may hear each other or other means permitted by applicable law. Participation by such means shall constitute presence in person at such meeting.

ARTICLE 8: FINANCIAL OPERATIONS

The D&I Council shall coordinate its efforts on the local level with management and oversight from the WKUAA.



Contracts: The D&I Council may not enter into any contractual agreements without prior approval of the WKUAA.

Funding: The D&I Council may be funded through a variety of sources including but not limited to the WKUAA budget, event fees, or fundraising activities/donations to the chapter. All fundraising activity shall follow the policies and procedures of the WKUAA.

Gifts: The D&I Council may solicit and accept, per WKUAA policies, any contribution, bequest or device to support programs and services of WKUAA. All gifts shall be deposited to the credit of WKUAA.

Financial Management: The D&I Council income and expenses will be approved and administered by the WKUAA in accordance with the policies and procedures set forth by the WKU Alumni Association.

Non-profit status: The D&I Council will operate under the WKUAA Corporate Identity and 501c3 exemption status and shall abide by all regulations related to the exemption status.

ARTICLE 9: ANNUAL REVIEW AND DISSOLUTION

Annual Review: The D&I Council will submit an annual review of activities, financial report, and affirmed bylaws by July 1 of each year to be considered for a renewal of the charter. The WKUAA Board of Directors will vote on charter renewals at its annual Fall meeting.

Council Dissolution: Upon dissolution of the D&I Council by a vote of the WKUAA Board of Directors, any assets will be distributed to the WKUAA to advance the mission of the WKUAA.