

# **DEMAC Bylaws**

Bylaws of the DIVERSITY AND ETHNIC MINORITY AFFAIRS COMMITTEE

## **ARTICLE I: Name, Mission, and Purpose**

**Section 1:** The name of this committee is the Diversity and Ethnic Minority Affairs Committee (known herein as DEMAC).

**Section 2:** DEMAC's mission is to promote, encourage, and advocate for the understanding and respect of challenges faced by racial, ethnic, sexual, gender, ability, and other socially marginalized identity groups within the Educational Psychology Department, College of Education and Human Sciences, the University of Nebraska, and the community at large. DEMAC also advocates for culturally sensitive solutions to issues faced by the socially minoritized groups.

**Section 3:** The purposes of DEMAC are to: a) promote open, healing, and empowering dialogues related to issues of diversity through support groups, workshops, roundtables, colloquia, and/or seminars; b) support and encourage the recruitment and retention of a diverse student, faculty, and staff body; c) serve as a liaison between groups of varying power within the department; and d) engage in advocacy actions within the department, university, and community to promote equitable, safe environments for all.

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## **ARTICLE II: Membership**

**Section 1:** DEMAC is a multicultural and multiracial team of students, faculty, and staff members. All graduate students admitted to a program and all staff and faculty within the Educational Psychology department are invited to become members of DEMAC and, if they choose, will have full membership rights, including voting.

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## **ARTICLE III: Student Executive Board**

**Section 1:** The elected DEMAC student executive board shall be composed of two co-chairs, one vice co-chair secretary, one vice co-chair treasurer, and one outreach coordinator. DEMAC members will aim to elect at least one representative from each of the four EDPS programs.

**Section 2:** When the department budget allows, a DEMAC Graduate Assistant (GA) may be appointed by the Educational Psychology Diversity Coordinator or a Diversity, Equity, and Inclusion departmental committee. The DEMAC GA shall serve as an ex-officio (non-voting) board member. They will attend meetings and perform administrative tasks, but do not have a vote in decisions made by the elected executive board. The DEMAC GA shall be expected to have the necessary qualifications to work with and for socially marginalized groups, with particular emphasis on working with socially marginalized racial/ethnic individuals. Applicants

for the GA appointment may be required to submit a statement on their contributions or commitment to diversity as a member of a campus community or in an educational environment.

**Section 3:** The elected student executive board shall serve for a term of one academic year (starting in the beginning of the Fall semester and ending in Spring semester), and each students can hold only one elected position at a time. They may not rerun for the same positions the following year but can run for another position on the board. However, a student may run for same position they held in the previous year in these situations: 1) in states of emergencies/crisis (i.e., wars, pandemics, natural disasters, etc.), or 2) if there was a delay in election process and the executive members were elected after the midpoint of the fall semester passes (meaning, they do not get to serve a full academic year). In this case, they will be allowed to rerun for the same positions, if DEMAC members approve in a general referendum. Every effort shall be made to ensure that one student from each Educational Psychology program is elected to a board seat annually. The DEMAC GA shall not serve as a voting executive board member unless no other members seek the position.

**Section 4:** The Co-Chairs shall chair meetings of the board members and membership at large and exercise general leadership and supervision over the affairs of the organization in implementing its purpose. The Co-Chairs shall be responsible for communicating with the DEMAC faculty advisor(s), department chair, program coordinators, and others as deemed necessary by the board members and/or membership. They shall fulfil other duties as directed by the DEMAC board.

**Section 5:** The Co-Chairs shall collaborate and maintain balanced power in their leadership, such as by delegating tasks accordingly and as appropriate to their positions. In the absence of the Co-chairs, the Vice Co-chair(s) shall perform the duties of the Co-Chairs at any meeting of the members or officers.

**Section 6:** The Secretary shall perform the duties necessary for the maintenance of electronic records and correspondence on behalf of and to DEMAC members, ensure the recording of an accurate record of discussions and actions taken at meetings of the members and officers, and assist the EDPS DEI Chair in maintaining the integrity of the election process.

**Section 7:** The Secretary shall keep archival copies of all documents related to DEMAC, including the bylaws, meeting minutes, and conference proceedings. The Secretary shall also be responsible for maintaining electronic (web) materials in consultation with the other board members and faculty advisor(s). Records should be kept in an electronic shared folder. There will be one folder accessible only by the active board, to keep records of unfinished ongoing processes and board decisions, and one folder accessible to all DEMAC members, containing finished and publicized records and correspondence.

**Section 8:** If DEMAC GA is appointed, the student executive board members may request the assistance of the DEMAC GA through the faculty advisor(s) as needed. Student members have the option of asking the DEMAC advisor(s) to have the DEMAC GA assume the duties of vacant board positions, until such time as the position is filled.

## **ARTICLE IV: Faculty Advisory Board**

**Section 1:** The elected DEMAC faculty advisory board shall be composed of one representative of each of the four EDPS programs. The EDPS DEI Chair should also be a part of the faculty advisory board. The faculty advisory board shall aspire to have representation aligned with the mission and purpose of DEMAC. Faculty will hold their election separate from the student elections but may ask for the assistance of the student executive board or the DEMAC GA, if needed.

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## **ARTICLE V: Elections**

**Section 1:** The call for nominations for all open student executive board positions shall be made during the first two months of the Spring semester. It is recommended that the voting is held open during the Spring break to allow time for members to make their decisions. The next DEMAC board should be elected before the end of the Spring academic semester. The call for nominations shall be made via electronic email (i.e., via departmental and student listservs), website, word of mouth, and/or paper form.

**Section 2:** After securing the approval of the nominated individuals, the list of candidates' names and an introductory paragraph stating their visions, goals, and commitment for DEMAC shall be distributed to all student voting members, along with the voting ballot, two weeks prior to the voting deadline.

**Section 3:** Voting shall be done through an electronic voting system in which each individual eligible for voting can cast their votes for each position once. Only votes received before the deadline stated shall be counted. The EDPS DEI Chair shall be responsible for overseeing the counting of ballots and announce the results to EDPS members no longer than two weeks after the voting period ends.

**Section 4:** The EDPS DEI Chair shall be responsible for overseeing the counting of ballots. They shall certify the results to the Co-Chairs, faculty advisor(s), and the EDPS DEI Chair who shall report the results to the membership. Positions of elected student executive board members shall be filled by those persons obtaining the highest number of votes.

**Section 5:** The call for nominations for the four faculty advisory positions shall be made during the first two months of the Spring semester. It is recommended that the voting is held open during the Spring break to allow time for members to make their decisions. The next faculty advisory board should be elected before the end of the Spring academic semester. The election process shall be conducted similarly to the student executive board election. The newly elected faculty advisory board shall be announced to the student board by the active faculty advisors.

**Section 6:** The executive student board shall announce both newly elected student and faculty boards to the general membership at the same time.

**Section 7:** Students shall only vote for student executive board positions and faculty shall only vote for faculty advisor positions.

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## **ARTICLE VI: Meetings**

**Section 1:** DEMAC shall conduct a minimum of one general membership and one executive board meeting each month during the academic year. The content of these meetings will be decided upon by the board members, and/or faculty advisor(s). The dates and times will be decided by a poll sent at least two weeks before the possible dates. The board strives to elicit feedback from the general members about the functions and directions of DEMAC.

**Section 2:** Additional meetings may be called by the majority of board members.

**Section 3:** Regular meetings may be cancelled or postponed with unanimous approval of the executive board members. There shall be no meetings when the University of Nebraska-Lincoln is closed or during the summer semester.

**Section 4:** The general membership meeting agenda shall serve as the official notification of the membership meeting and no notification other than the e-mailing of the agenda, time, and location of the meeting to the full membership list will be required.

**Section 5:** In the case of special meetings, a written notice stating the date, time, and location of the meeting and indicating the purpose(s) for which the meeting is being called shall be e-mailed to the full membership list not less than three days before the date of such meeting.

**Section 6:** Board members with the consultation of faculty advisor(s), shall review these Bylaws upon starting their elected positions and, if needed, propose amendments in general membership meetings.

**Section 7:** Ad hoc committees may be established, and their members shall be appointed by the board members, for special purposes and shall serve for such time as is specified at the time of appointment.

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## **ARTICLE VII: Amendments**

**Section 1:** Amendments to these Bylaws may be initiated in two ways. The board members may formulate amendments and submit them, with any arguments it chooses, to the voting members for action by ballot. Any voting members, as sponsors, may submit to the board members proposed amendments in writing and signed by the sponsors, along with any arguments they choose. The board shall then submit the proposed amendments, with the arguments developed by the sponsors, along with any recommendations and arguments it chooses, to the voting members for action by ballot.

**Section 2:** Amendments may be adopted by the affirmative vote of three quarters of the voting members present at a meeting according to these Bylaws, provided that the proposed amendments have been emailed to all voting member at least two weeks prior to the meeting at which the vote takes place.

**Section 3:** Amendments may also be adopted by electronic ballots emailed to all the voting members and returned to the Secretary. When an email ballot is used, only those ballots returned by the listed deadline shall be counted. The Secretary and at least two other DEMAC student board members shall certify the results to the DEMAC co-chairs and the faculty advisor(s). Amendments shall be adopted if at least three quarters of the ballots returned within the prescribed time are affirmative.

**Section 4:** Amendments to these Bylaws become effective upon adoption unless otherwise specified.

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#### **ARTICLE VII: Relations to Other Bylaws and Rules**

**Section 1:** Nothing in these Bylaws shall be construed to be in conflict with any applicable law or with the University of Nebraska Board of Regents Bylaws or the University of Nebraska-Lincoln Bylaws. Where anything in these Bylaws conflicts with any Bylaws, Policies, or Rules of The Board of Regents, the University of Nebraska-Lincoln, the College of Education of Human Sciences, or the Department of Educational Psychology (collectively “the University”), provisions of the University Bylaws, Policies or Rules shall govern.

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#### **ARTICLE IX: Exceptions**

##### **Section 1: Exceptions for the 2021-2022 academic year.**

It may not be possible or feasible to implement all of the provisions of the Bylaws during the 2021-22 academic year, as it is coming to an end. Board members cannot be reelected for the same positions after serving for a full academic year, but since the DEMAC transitional board was elected in the Fall of 2021 and did not serve for a full academic year, they may rerun for the same positions if desired and approved by the general membership.