Student Diversity and Inclusion Council Membership Handbook (Outline)

Purpose of OID

- The Office of Institutional Diversity’s mission is to assist the College in its pursuit in creating a dynamic learning and living multicultural campus community that respects one another’s human and cultural differences. With the help of SDIC and other college departments/organizations, OID will cultivate healthy intercultural/multicultural relationships among peers and community members.

Purpose of SDIC

- The mission of SDIC is to be a catalyst for a more diverse and inclusive campus as well as community. We aim to celebrate diversity as a strength, not a weakness and thus educate fellow peers and community members about issues dealing with diversity. SDIC serves as a point of contact and support for students who feel marginalized. This support is shown through listening, sharing, and encouraging one another. As an extension of the Office of Institutional Diversity, we as members work closely with its staff to promote its goals, values, and missions.

Membership Expectations

All members of SDIC are expected to be Diversity L.E.A.D.E.R.S.

- LISTEN
  o to CofC students to help insure a development of a firmer understanding of student needs and interests around furthering the inclusiveness of the campus climate.

- EDUCATE
  o the CofC community on topics concerning human and cultural differences in order to advance student’s understanding and appreciation for diversity and social justice issues in not only our local community, but globally.

- ADVOCATE
  o the involvement of students in not only the representation of social justice issues, but also the rights and needs of students from all backgrounds and identities. We will seek to promote the understanding of different ideologies and perceptions about various cultures and social identities in our society.

- DEVELOP
  o in addition to raising awareness on the various cultural and social issues, programming and activities specific to the needs of various social or cultural groups and also for social justice issues and solutions designed to challenge personal and social misconceptions.

- EXECUTE,
  o sponsor, and coordinate informative programs and activities for students, faculty and staff in order to increase awareness, knowledge and skills around the celebration of human differences while also recognizing the similarities that bonds us through active and committed participation in meetings, brainstorming, volunteering and preparations.

- RECOMMEND
ideas, concepts, and activities that facilitates and reinforces a more diverse and inclusive campus climate that is welcoming to all. Diversity LEADERS can also advise on any campus issues reflecting cultural insensitivity and or biases they feel is present in our campus community.

- **SUPPORT**
  - the needs of students and organizations in and around our campus in order to develop a greater comfort and competence when working with and recruiting members from various social identities and backgrounds.

*Attendance*

In order to be considered an official member, one should not miss more than two meetings per semester. All officers are expected to attend every meeting. Membership shall be terminated by request of the Executive Board if fail to attend at least 6 meetings and participate in 4 Council-planned events during the academic school year. If you are on the brink of losing your membership, contact the Membership Chair in order to discuss resolutions for remaining an active member of SDIC. Upon completion of degree, members will receive a cord for their services in the Council.

*Officers*

The officers are in charge of the overall direction of the organization. They are led by the chair; however, no officer (chair included) is allowed to make any decision that goes against the majority of the will of the Student Diversity and Inclusion Council.

*Chair:* The responsibilities of the Chair are but not limited to:
- Provides leadership and guidance to the Council
- Serves as the student spokesperson for the Office of Diversity & Inclusion
- Calls meetings
- Delegates duties to other members
- Provides two way communication regarding diversity efforts and issues between students and faculty, administration, and staff.

*Co-Chair:* The responsibilities of the Co-Chair are but not limited to:
- Presides in the Chair’s absence
- Plans, organizes, and oversees SDIC events
- Establishes and maintains good standing with other organizations

*Treasurer (Fundraising Chair):* The responsibilities of the Treasurer are but not limited:
- Keeps council's budget account in line and other financial matters needed for the Diversity LEADERS to function.
- Coordinates the purchasing of items needed for SDIC programs and activities
- Reviews and approves all spending endeavors of the council
- Reports budget updates at every executive, general body meeting, and to the Office of Institutional Diversity.
Secretary (Recording and Corresponding): The responsibilities of the Secretary are but not limited to:
- In charge of minutes, attendance, e-mailing minutes to officers, and all other written materials needed.
- Maintains an accurate and readily available record of all SDIC meetings
- Forwards all SDIC meeting records to the Director of the Office of Institutional Diversity within 48 hours of the conclusion of all meetings

Membership Chair: The responsibilities of the Membership Chair are but not limited to:
- Holding an orientation for session for new members
- Communicating and providing support to members who are on the brink of losing membership
- Addressing any membership issues to the Executive Board
- Liaison between members and Advisor

Social Activism and Programming Chair: The responsibilities of the Social Activism and Programming Chair are but not limited to:
- Responsible for leading and overseeing council programming efforts
- Plans and develops at least four programs a semester pertaining to issues concerning diversity and inclusivity while working closely with the Co-Chair
- Locates and develops collaborative and creative programming opportunities between SDIC and other campus and community entities
- Advertises and markets all programs and activities developed from the council while working closely with the Public Relations Chair

Election of Officers

Officers will be elected by members of the Student Diversity and Inclusion Council for the duration of one term, lasting from the first day of the fall semester and ending the in spring semester when elections are held once again. All members are eligible to run for officer positions if they have attended a majority of the meetings at the time of the election. Elections will be decided by a plurality of votes. Officers are limited to two terms.

Hazing

Hazing is strictly prohibited. Hazing includes but is not limited to physical, sexual, verbal, digital, and any other form of harassment that brings harm to, or could harm, and individual. Anyone participating or aiding in acts defined as hazing will be turned over to the College of Charleston.