IDEAL Council Bylaws

PREFACE

The IDEAL (Integrating Diversity and Equal-Access in Learning) Council supports Bates Technical College’s diversity and equal-access efforts by initiating Board of Trustee’s diversity directives.

ARTICLE I
NAME AND AUTHORITY

SECTION I – NAME

The official name is the Integrating Diversity and Equal-Access in Learning Council, and may be referred to as IDEAL or the IDEAL Council.

SECTION II - AUTHORITY

The above-named council is authorized by the Board of Trustees and, or the President/designee.

ARTICLE II
MISSION STATEMENT

The mission of the Integrating Diversity and Equal-Access in Learning (IDEAL) Council is to initiate and support efforts that promote diversity at all levels of the institution while fostering a learning and working environment that is equally accessible and barrier free.

ARTICLE III
PURPOSE

The purpose of IDEAL and its members is to support the College’s diversity and equal-access efforts and Board of Trustee directives. This may include, but is not limited to:

a) Identifying, planning, and facilitating college-wide events related to diversity awareness
b) Supporting issues related to barrier-free physical access and equal educational opportunity
c) Identifying and collaborating with community, regional and state organizations to create partnerships to supporting multicultural initiatives
d) Monitoring and implementing the College’s Diversity Action Plan
e) Assisting in the College’s hiring efforts
**ARTICLE IV - MEMBERSHIP**

**SECTION I – STRUCTURE**

The *IDEAL* Council shall consist of a minimum of twelve voting members and a maximum of twenty-five voting members. Voting members are employees and students. Non-voting members are:

a) President and Vice Presidents  
b) Board of Trustee(s)  
c) Community Diversity Advisory Committee liaison(s)

**SECTION II – MEMBERSHIP**

New staff members may be recommended at any time by the council Chair or any current member, and may be approved by a vote once a year. The Chair coordinates student representatives who may join the council at any time throughout the year.

**SECTION III – ATTENDANCE**

It is the responsibility of each *IDEAL Council* member to notify the council support if they are unable to attend a scheduled meeting. A member who has three (3) unexcused absences may lose their member standing. The Chair will notify members of any change in standing.

**SECTION IV – QUORUM**

A quorum will constitute half plus one of the current voting membership. A quorum must be present in order to approve council business requiring a vote.

**SECTION V - REPRESENTATION**

The council will strive to ensure there are members representing all college campuses. Representation, when possible, will include but is not limited to, employees, students, and community volunteers.

**SECTION VI – TERMS**

Members serve for a period of up to three years; at which time they may contact the Chair or Vice Chair to request a subsequent three-year term.
ARTICLE V
OFFICERS AND THEIR DUTIES

SECTION I – OFFICERS

Officers will be the Chair, Vice Chair, and Council Support. The Chair will be the College Diversity Coordinator. The Vice Chair will be a member of good standing and serve a term of one year. The Council Support will be the Diversity Center Assistant. The Vice President for Student Services will be primary administrator for the IDEAL Council.

SECTION II – CHAIR

The duties of the Chair include, but are not limited to:

a) Presiding at the meetings of the IDEAL Council
b) Coordinating special sub-committees with the approval of the membership
c) Supporting college-related events, activities, and initiatives
d) Meeting regularly with the Community Diversity Advisory Committee (CDAC)
e) Providing input and leadership to the IDEAL Council

SECTION III – VICE CHAIR

The duties of the Vice Chair include, but are not limited to:

a) Presiding at the meetings of the IDEAL Council in the absence of the Chair
b) Coordinating special sub-committees with the approval of the membership
c) Attending CDAC meetings as liaison of the IDEAL Council
d) Recording minutes in the absence of Council Support

SECTION IV – COUNCIL SUPPORT

The Council Support duties include, but are not limited to:

a) Sending notices to members of all regular meetings of the council
b) Taking minutes and attendance at IDEAL Council meetings
c) Keeping records of all regular and special meetings
d) Notifying the Chair of unexcused member absences
ARTICLE VI
MEETINGS AND BYLAWS

SECTION I – SCHEDULE

The IDEAL Council will meet on a monthly basis during the school year, September to July. Additional council meetings may be scheduled, as needed by the Chair or Vice Chair. Changes to the established meeting date or schedule may be approved with a vote.

SECTION II – OPEN MEETINGS

All meetings of the IDEAL Council will be held in compliance with the Open Public Meetings Act.

SECTION IV – VOTING

A quorum is necessary for any council vote.

SECTION V – SPECIAL GROUPS

The Chair may accept volunteers for subcommittees and taskforce groups.

SECTION VI – BYLAWS

Proposed amendments to the Bylaws shall be voted on, and approved by a quorum of the IDEAL Council.

ARTICLE VIII
MEETING CONDUCT

IDEAL Council members are requested to:

a) Be punctual to all meetings
b) Be respectful of others
c) Refrain from interrupting or dominating discussions