

Bylaws for the Community Advisory Council for Diversity, Equity and Inclusion

Article I. Name and Purpose

Section 1: The name of the organization shall be Community Advisory Council for Diversity, Equity, and Inclusion or CAC for DEI. The CAC for DEI may be referred to as “the Committee” during the remainder of this document.

Section 2: The CAC for DEI is organized for the purpose to provide a forum for community stakeholders interested in Diversity, Equity, and Inclusion advocacy to share insights, to collaborate, and to generate recommendations to the Community Engagement/Governmental Relations Committee of the Camp Hill School District Board of Directors (CHSD Board). This group may also host community events, as proposed to the Community Engagement/Governmental Relations Committee and approved by the Board, that will be designed to foster understanding, encourage empathy, and bolster a sense of belonging for all.

Section 3: The input, feedback, recommendations, and support of the Committee will benefit Camp Hill School District as the district reviews, implements, and reports on various federal and state programs relating to diversity, equity and inclusion, and expands existing student support programs such as Positive Behavioral Interventions and Supports (PBIS) and Multi-tiered Systems of Support (MTSS).

Article II. Membership

Section 1: The CAC for DEI shall be comprised of 12 members of the Camp Hill community, including any parent of a student in the Camp Hill School District. In addition to the 12 members, the Superintendent and Director of Special Education and Student Services will be standing invitees of the Committee.

Section 2: To remain in good standing CAC for DEI members are expected to:

- Attend $\frac{2}{3}$ of the scheduled CAC for DEI meetings, either in person or virtually, during their term in a calendar year.
- Adhere to the Family Education Rights and Privacy Act (FERPA) in order to protect student privacy.
- Fulfill the mission of the Committee as defined in Article I.
- Exhibit civility and decorum to fellow committee members.

A member that fails to meet the terms to remain in good standing may be expelled from the Committee by a $\frac{2}{3}$ vote by secret ballot of the members present at the monthly meeting. The vote shall be tallied and announced by the Superintendent or the Director of Special Education and Student Services. The chair shall notify the Community Engagement/Governmental Relations Committee of the vacancy.

Section 3: Vacancies of the CAC for DEI and the application process to fill that vacancy are to be announced by the Community Engagement/Governmental Relations Committee and

advertised by various means to ensure there is awareness by the broadest population of the Camp Hill community as possible. The CAC for DEI in consultation with the Superintendent and the Director of Special Education and Student Services will select a member from a pool of applicants that have been vetted by the Superintendent to recommend to the Community Engagement Committee to serve out the remaining term of the position that has been vacated. The Community Engagement Committee will bring the name to the full School Board for final approval.

Section 4: The CHSD Board will review the progress of the CAC for DEI every two years in October. At that time, the CHSD Board can decide whether the work of the CAC for DEI will continue for another term or be dissolved.

Section 5: CAC for DEI members will serve 2-year terms. Applications will be solicited every year to fill a fresh 2-year term for half of the members of the Committee. Only those members that will be completing their full 2-year term at the end of the year or are completing a 2-year term for a vacancy left by another member will be considered for rotation.

- a. **Inaugural Committee:** All members of the inaugural Committee will complete their full 2-year term before rotation of members are considered. To ensure continuity of the Committee's work, half of the 12 members of the inaugural committee will remain for an additional year term. If more than 6 members wish to stay on the committee, members will select a method of selecting which 6 members will be retained by a vote of fifty percent plus one (50%+1) of members present. Applications will be solicited to fill a fresh 2-year term for the other half of members of the Committee. Sitting members of the Committee are permitted to apply for a consecutive 2-year term.

Article III. Officers Election and Duties

Section 1: The elected officers of the Committee shall be Chair, Vice Chair, and Secretary.

Section 2: The officers shall be elected for a one-year term, beginning in January.

Section 3: Officers' titles and main duties are as follows:

- a. **Chair:** The Chair shall preside at the monthly meetings when physically present. The Chair will set the agenda of the meetings with input from the members of the full CAC for DEI. The Chair will attend the monthly Community Engagement/Governmental Relations Committee meeting to report on the work of the CAC for DEI.
- b. **Vice Chair:** The Vice Chair will preside at the monthly meetings, if the Chair is unable to be physically present. The Vice Chair will work with the Chair to set the agenda for the meetings with input from the Committee members. The Vice Chair will attend the Community Engagement/Governmental Relations Committee meeting. In the absence of the Chair, the Vice Chair will report on the work of the CAC for DEI.

c. **Secretary:** The secretary shall have custody of the Bylaws and all other documents and records of the committee. The secretary shall keep an accurate written record of all the meetings and provide meeting minutes to the members of the Committee for review and approval. The secretary will provide copies of the agenda, previous months' meeting minutes, and any handouts for discussion at the meeting.

Article IV. Meetings

Section 1: A meeting of the Committee will be defined as a discussion between committee members where a quorum is present for the purpose of making a decision. A simple majority of the Committee members constitutes a quorum. A quorum must be present for the Committee to make any decisions.

Section 2: The CAC for DEI will meet no more than once per month. Meetings are to be held no less than one week prior to the Community Engagement/Governmental Relations Committee meetings.

Section 3: All meetings are to adhere to Family Education Rights and Privacy Act (FERPA). A statement regarding FERPA and student privacy is to be read at the start of each meeting as a reminder to all committee members.

Section 4: Meetings will not have public comment in accordance with CHSD Policy 905.

Section 5: Meetings dates, time, location, agenda, and information will be made available to the public at least one day prior to the meeting.

Section 6: Any requests for community members, teachers or administrators to attend a meeting of the Committee are to be submitted to the Superintendent at least three days in advance. The Superintendent will make the formal invitation to the community member, teacher or administrator.

Section 7: Minutes are to be recorded at every meeting. Minutes for each meeting will be approved by the Committee at the subsequent meeting. Approved minutes will be submitted to the Community Engagement/Governmental Relations Committee to allow for posting for public viewing.

Article V. Communication and Transparency

Section 1: The Committee cannot hold discussions outside of regularly scheduled meetings with the participation of a quorum of members.

Section 2: Notes will be taken for any discussion outside of the monthly meeting and presented at the regularly scheduled Committee meeting for the record. These notes will be appended to the meeting minutes.

Section 3: Communication may occur electronically, but no decisions are to be made outside of the regularly scheduled board meeting.

Article VI. Definitions and Goals

Section 1: For the purpose of discussion and recommendations, the Committee defines Diversity, Equity and Inclusion by adapting the language employed by the Pennsylvania Department of Education:¹

a. **Diversity:** Diversity refers to the differences that exist among people that include their lived experiences, strengths, and needs. Diversity includes but is not limited to race, gender, religion and religious commitment, sexual orientation, family makeup, physical and mental abilities and challenges, language, ethnicity, nationality, and socio-economic status.

b. **Equity:** Equity means every student having access to the resources and rigor they need at the right moment in their education so that every student has the opportunity to succeed regardless of their background and differences.

c. **Inclusion:** Inclusion refers to engagement within a community where the equal worth and inherent dignity of each person is honored. An inclusive community promotes and sustains a sense of belonging, that is, the experience of appreciation, validation, acceptance, and fair treatment within one's environment.

Section 2: The Committee will establish goals to promote Diversity, Equity, and Inclusion. Goals will be reviewed by the Committee on a yearly basis.

Article VII. Recommendations to the Camp Hill School District

Section 1: Recommendations coming from the CAC for DEI will be presented to the Community Engagement/Governmental Relations Committee for their review. If approved, recommendations will be taken to the CHSD Board for consideration.

Article VIII. Revisions to Bylaws

Section 1: These Bylaws may be amended by a 2/3 vote of members present at the monthly meeting, provided that written notice of the proposed amendment has been sent to the Committee members at least fourteen (14) days prior to the vote.

Section 2: The Bylaws shall be reviewed by the CAC for DEI at least every 4 years.

¹ Cf. the Infographic "What is Equity, Inclusion and Belonging in Pennsylvania Schools?" at <https://www.education.pa.gov/Schools/safeschools/equityandinclusion/Pages/default.aspx>