Office of Minority Affairs and Diversity
Vice President - Student Advisory Board
CONSTITUTION

Article I
PURPOSE OF THE ORGANIZATION

The purpose of the Office of Minority Affairs and Diversity—Vice President’s Student Advisory Board of the University of Washington—is to provide an open space for underrepresented student groups to engage and discuss ongoing issues pertaining to the diverse community on campus.

The Office of Minority Affairs and Diversity—Vice President’s Student Advisory Board Mission is supported by the following principles:

I. Advising the Office of Minority Affairs & Diversity Vice President on issues affecting students, pertaining to diversity, Office of Minority Affairs & Diversity programs, and the University of Washington.

II. Increasing the impact of the Student Advisory Board on the University administration's policy formulation and decision making by expanding awareness of student issues and cultural values through education, public discussion, and all forms of communication.

III. Working to foster an environment in which all students and organizations can achieve their full potential as leaders and to enhance sensitivity to diversity on campus through networking and resource development.

Article II

NAME OF ORGANIZATION AND DEFINITION OF MEMBERS, SCHEDULED MEETINGS, AND QUORUM

Section 1 - The organization of the students of the Office of Minority Affairs and Diversity shall be known as the Office of Minority Affairs and Diversity – Vice President’s – Student Advisory Board at the University of Washington (OMA/DVP SAB).

Section 2 – The membership of the Office of Minority Affairs and Diversity—Vice President’s – Student Advisory Board shall be made up of the following:

I. Constituencies from the following communities:
   a. African American/Black
   b. American Indian/Alaskan Natives/Hawaiian
   c. Asian American
   d. Chicano and Latino/Hispanic

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e. Pacific Islanders  
f. Marginalized Students  
   i. First Generation and Financial Need  
   ii. Gay, Bisexual, Lesbian, Transgender, and Queer  
   iii. Women  
   iv. Students with Disabilities  
   v. Others  

II. Seven (7) – VP Appointed Student Organization Representatives and Eight (8) Inclusive Registered Student Organizations Representatives.  
   a. To be eligible, all Appointed Student Organization Representatives and Inclusive Registered Student Organizations Representatives must complete the required registration process of the Student Activities Office and Ethnic Cultural Center.  
   b. Fall Quarter, the OMA/DVP will appoint eight (8) Student Organization Representatives to serve on the OMA/DVP SAB. Appointed Student Organization Representatives may be representatives of the following organizations:  
      i. Black Student Union  
      ii. Disability Advocacy Student Alliance  
      iii. Filipino American Student Association  
      iv. First Nations @ UW  
      v. Movimiento Estudiantil Chicana/o de Aztlan (MEChA)  
      vi. Polynesian Student Alliance  
      vii. QPOC Alliance  
      viii. Micronesian Islands Club  
   c. Inclusive Registered Student Organization Representatives will be selected upon completion of the application process and evaluation by the screening committee (which includes SAB advisors and members of steering).  
   d. Appointed Student Organization Representatives and Inclusive Registered Student Organization Representatives shall represent the interest of all targeted communities – all organizations must demonstrate an historical (and active) relationship and an affinity with the OMA/D and ECC.  
   e. Appointed Student Organization Representatives and Inclusive Registered Student Organization Representatives shall reflect and parallel the mission and strategic goals of the ECC, Office of Minority Affairs and Diversity and University of Washington.  
   f. All Appointed Student Organization Representatives and Inclusive Registered Student Organization Representatives will have a guaranteed seat on the OMA/DVP SAB upon completion of the registration materials and selection by the screening committee.  
   g. The OMA/DVP will send a letter:  
      i. To all Appointed Student Organization Representatives from a list of ECC Affiliated Student Organizations outlining duties and responsibilities  
      ii. To all Elected Representatives of the Appointed Student Organization Representatives that outlines duties and responsibilities.
h. If an Appointed Student Organization Representative is not interested in serving and having a seat on the OMA/DVP SAB; the OMA/DVP reserves the right to meet with the appointed organization(s) and discuss the importance of why their student organization should serve on the board;

i. If an Appointed Student Organization Representative still declines the appointment, the OMA/DVP reserves the right to appoint another student organization from the existing At-Large Representative list (see Article I, Section 2. III)

j. The term of the Appoint Student Organization Representative shall be from Spring Quarter – Winter Quarter

III. Five (5) – At-Large Student Organization Representatives

a. To be eligible, all prospective At-Large Student Organization Representatives must complete the required registration/application process of the Student Activities Office and Ethnic Cultural Center.

b. All prospective At-Large Student Organization Representatives shall represent the interest of targeted and marginalized communities.

c. All prospective At-Large Student Organizations Representatives shall reflect and parallel the mission and strategic goals of the ECC, Office of Minority Affairs and Diversity and University of Washington.

d. Each Spring Quarter, the OMA/DVP will send an invitation and application packet:
   i. To all prospective At-Large Student Organization Representatives from a list of ECC Affiliated Student Organizations to apply for a seat on the OMA/DVP SAB.
   ii. Outline duties and responsibilities of the organization
   iii. To all Elected Representatives of the Appointed Student Organization Representatives outline his/her duties and responsibilities.

e. All prospective At-Large Student Organizations Representative applicants will not be guaranteed a seat on the OMA/DVP SAB due to the limitation of seats.

f. Upon completion of the application packet, the OMA/DVP SAB Steering Committee will review all application packets and interview all prospective applicants. The OMA/DVP SAB Steering Committee will then select the fifteen (15) At-Large Student Organization Representatives to serve on the OMA/DVP SAB.

g. The term of the At-Large Student Organization Representative shall be from Spring Quarter – Winter Quarter (June 1 to May 31)

IV. Ex-officio non-voting SAB Members include:

a. Eight (8) ASUW Commissions i. Asian Student Commission
   i. Pacific Islander Student Commission
   ii. American Indian Student Commission
   iii. La Raza Student Commission
   iv. Black Student Commission
   v. Women’s Action Commission
   vi. Student Disability Commission
   vii. Queer Student Commission
   viii. Middle Eastern Student Commission

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b. ASUW Director of Community Relations  
c. Student Regent  
d. Graduate and Professional Student Senate (GPSS) Secretary

V. Ex-officio voting SAB member:  
a. ASUW Director of Diversity Efforts

VI. Organizational Proxy  
a. Proxys may be used by Appointed, Inclusive, and At-Large Student Organization Representative in the event the elected representative is unable to attend the required/scheduled meeting. Only representatives of student organizations shall have proxy privileges. At-large individual representatives shall not have proxy privileges.  
b. Proxys responsibilities include reporting all relevant information and concerns of his/her constituency  
c. Proxys are only allowed to represent his/her organization no more than two (2) times in a quarter.  
d. Proxys shall have all voting privileges.

VII. OMA/DVP SAB Advisors  
a. Serve as an advisor of the OMA/DVP SAB in program development, leadership training, consultation and serve as a liaison and resource between the student membership/organizations with the OMAVP, campus departments/programs and UW Administration (President, Provost, Vice Provost for Student Life, Vice Provost for Undergraduate Education)  
b. OMA/DVP will appoint his/her advisors to serve on the Board. Advisors may include, but not limited to, the following:  
   i. Associate Vice President for OMA/D  
   ii. Director of the ECC  
   iii. Assistant Director of the ECC  
   iv. Student Advisor of the ECC  
   v. Student Advisor Intern of the ECC  
   vi. OMA/D Program Directors  
c. A representative from OMA/D shall be a member/advisor without a vote.  
d. Advisors shall be required to attend all membership and steering committee meetings.  
e. Advisors shall attend other subcommittee or special meetings as necessary.

Section 3 – The Office of Minority Affairs and Diversity – Vice President’s – Student Advisory Board Steering Committee:

I. The OMA/DVP SAB Steering Committee shall include the following:  
a. Student Organization Representatives  
   i. One (1) Chair  
   ii. One (1) Vice Chair

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iii. One (1) Secretary  
iv. One (1) Treasurer  
v. Two (2) Directors (Director of Public Relations and Marketing and Director of Campus Climate)  
b. ASUW Director of Diversity Efforts  
c. Office of Minority Affairs and Diversity Vice President  
d. OMA/D Student Advisory Board Advisors  

II. OMA/DVP SAB Steering Committee shall be elected by the membership of the board (See Article V)  

III. The OMA/DVP SAB Steering Committee term shall be from Spring Quarter - Winter Quarter (June 1 to May 31).

**Section 4** – The Office of Minority Affairs and Diversity – Vice President’s – Student Advisory Board shall meet:

I. General Membership - on a weekly basis  
II. Open Meetings – two (2) or three (3) times per quarter  
III. Steering Committee - on a bi-monthly meeting with the OMA/DVP and the OMA/DVP SAB Advisors  
IV. Sub Committee Meetings – as necessary or required by the Sub Committee Chairperson  
V. Steering Committee – (on a bi-weekly basis) on an emergency basis to meet with OMA/DVP on emerging issues or concerns  
VI. Chairperson or designee shall attend the Friends of the Educational Opportunity Program monthly meeting  
VII. Chairperson or designee shall attend the President’s Minority Advisory Committee  
VIII. Chairperson or designee shall attend the Minority Alumni Partnership monthly meeting  
IX. Chairperson or designee shall attend the University of Washington Diversity Council.

**Section 5** – A quorum shall consist of two-thirds (2/3) of all voting members of the Appointed and At-Large Student Organization Representatives.  

I. All Student Organization Representatives shall have one (1) representative (Each student organizations will self-nominate their representative)  
II. All Student Organization Representatives shall have one (1) proxy to represent his/her student organization, if the elected representative is unable to attend scheduled meetings.  
III. All Student Organization Representatives or Proxy is required to attend all regularly scheduled meetings.  
IV. All Student Organization Representatives or Proxy are required to notify, in writing or by email, the Co-Chairs of his/her absence in advance when he/she is not able to attend any scheduled meetings.  
V. All Student Organization Representatives or Proxy cannot miss more than two (2) meetings in an academic quarter.  
VI. If a Student Organization Representative or Proxy misses two (2) general OMA/DVP SAB meetings, the student organization will be placed on probation and lose its voting privileges. At their earliest convenience, the Student Organization Representative or
Proxy shall schedule an appointment to meet with the Co-Chairs, OMA/DVP and Advisors to discuss the agenda items and minutes of the missed meeting(s).

VII. Should the Student Organization Representative or Proxy not meet the terms and conditions of his/her appointment, the OMA/DVP reserves the right to dismiss the representative/organization from the OMA/DVP SAB.

VIII. In the result of a tie, the current OMA/DVP SAB Steering Committee will cast a vote.

**Article III**

OFFICE OF MINORITY AFFAIRS AND DIVERSITY - VICE PRESIDENT'S STUDENT ADVISORY BOARD DUTIES AND RESPONSIBILITIES

**Section 1** – Appointed, Inclusive, and At-Large Student Organization Representatives shall have the following duties and responsibilities:

I. To participate and engage in dialogue about multicultural issues and concerns, campus climate issues, and by creating learning opportunities to gain multicultural, community and UW awareness.

II. To enact all guidelines considered necessary and proper by a majority vote of the OMA/DVP Student Advisory Board for the general welfare of its members.

III. To forward all relevant information to their respective organizations

IV. To update the OMA/DVP SAB on programs, projects, and concerns of their respective stakeholder organization.

V. Assist OMA/DVP and OMA/DVP SAB Advisors in strategic planning

VI. Advise OMA/DVP and OMA/DVP SAB Advisors in the development/evaluation of services and programs of the Office of Minority Affairs and Diversity and its units

VII. Assist with the OMA/DVP and OMA/DVP SAB Advisors with community outreach

VIII. Develop both internal and external UW community linkages and services

IX. Serve as an OMA/DVP SAB Appointed, Inclusive or At-Large Student Organization Representative or Proxy for one (1) academic term – Spring Quarter – Winter Quarter (June 1 to May 31).

X. Attend all scheduled and special meetings when called by the Co-Chairs and/or the OMA/DVP

XI. Participate in the selection/review process for the new Signature Event Funding Source and Coordinated Student Funding Group

XII. All Appointed, Inclusive, and At-Large Student Organization Representative or Proxy shall have and maintain a 2.5 Grade Point Average in all academic work and must be a student within the University of Washington system

**Section 2** – Steering Committee shall have the following duties and responsibilities:

I. Serve as an Ad Hoc Committee – ability to mobilize and meet with the OMA/DVP to discuss emerging or emergency issues or concerns

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a. Meet as a Steering Committee, bi-weekly with OMA/DVP and OMA/DVP SAB Advisors
b. Cooperate with and support each other
c. Help plan and attend OMA/DVP SAB training and orientation sessions
d. Position requirements – approximately 10-12 hours per week:
   i. 2 hours – planning hours
   ii. 2 hours – steering committee meetings
   iii. 2 hours – committee meetings
   iv. 2 hours – meeting with OMA/DVP and OMA/DVP SAB Advisors
   v. 2 hours – FEOP, ASUW, Programs and Events

II. Chair (1) Duties and Responsibilities:
a. Meet and facilitate meeting with the OMA/D Vice President and OMA/DVP SAB Advisors at least twice a month – for preliminary planning of OMA/DVP SAB meetings
b. Act as official SAB spokesperson
c. Interface directly with UW entities and government officials
d. Facilitate all OMA/DVP SAB meetings
e. Prepare an agenda for each OMA/DVP SAB meeting
f. Present agenda to secretary in advance so that it may be distributed to all board members
g. Produce and report SAB goals and strategic plan
h. Attend ECC Community Retreat
i. Plan SAB Retreat if Steering Committee plans to have one

III. Vice Chair (1) Duties and Responsibilities
a. Coordinate all standing and committee assignments, distribute list to each member
b. Coordinate and discuss with VP and Advisors the selection of new SAB members
c. Maintain a record of committee status, progress, etc.
d. Monitor student representatives' effectiveness vis-à-vis relaying information to their constituents, including periodic emails to organization presidents
e. Chair SAB meeting when Chair is not present
f. Make sure there is SAB representation on the following committees:
   i. Friends of EOP meetings
   ii. ASUW Senate
   iii. ASUW Joint Commission
   iv. Diversity Council
   v. OMA/D events and programs
   vi. Provost Advisory Committee for Students
   vii. All other events/programs assigned by OMA/D VP
g. Act as expert on SAB parliamentary procedures and Robert’s Rules of Order
   i. Will provide education and train the rest of the board
   ii. Will ensure parliamentary procedure is followed

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h. In the case of no Director of Campus Climate, at the end of the quarter (Fall and Winter) will email out an evaluation form to constituents of effectiveness of representation of SAB Chairperson

IV. Secretary (1) Duties and Responsibilities:
   a. Record the minutes at each meeting
   b. Distribute a copy of the minutes to each board member or interested individuals in at least 48 hours.
   c. Maintain a copy of each meeting’s minutes, which shall be turned over at the end of the regular academic term to the Chair
   d. Keep attendance and notify Chair of any vacancies on the board.
   e. Manage SAB email account and email correspondence
   f. Attend Steering Committee meetings
   g. Coordinate and collect all OMA/DVP SAB board meeting, subcommittee meeting, ad hoc meeting minutes for distribution to membership and to the Communications Chair for posting on the (new) OMA SAB website

V. Treasurer (1) Duties and Responsibilities:
   a. Maintain accurate records of OMA/DVP SAB expenses – create invoices, logs, expense reports, budget summaries, reimbursements and travel
   b. Update Steering Committee with written and oral reports at the scheduled meetings
   c. Meet with OMA Budget Administrator on all processing of funds, if applicable
   d. Participate in the discussion and awarding of the selection/review process for the new Signature Event Funding Source and Coordinated Student Funding Group
   e. Attend Steering Committee meetings
   f. Consult with ECC Director on SAFC process

VI. Director of Public Relations Duties and Responsibilities
   a. Coordinate getting all SAB website content to OMA/D webmaster
   b. Communicate with various constituencies about issues and/or opportunities for discussion
   c. Oversee and be responsible for the creation and design of all SAB promotional and marketing materials
   d. Work with SAB members on the creation and design of marketing materials for SAB events and programs
   e. Maintain all SAB social networking outlets (e.g., Facebook, etc.)
   f. Provide written summaries of events, budgets, etc. to Chair, VP, and Advisors
   g. Attend steering committee meetings
   h. Take pictures at all SAB events

VII. Director of Campus Climate Duties and Responsibilities:
   a. Review current conditions at the UW
   b. Facilitate or develop faculty/staff/student education and training
   c. Shall coordinate quarter SAB programs including but not limited to:
      i. Community Summits

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i. Educational programming and/or workshops
ii. Programming/events pertaining to campus climate
d. Evaluate current policies and procedures of OMA/D units/programs; research and educate other SAB and student constituencies of UW policies—EH&S; Faculty Senate; ASUW, GPSS, etc.
e. Meet quarterly with various campus organization leaders to raise awareness and become aware of other diverse issues, including, but not limited to:
   i. RHSA Director of Programming and Diversity
f. Panhellenic President
g. IFC President
h. UGC President
i. ASUW Director of Diversity Efforts
j. Monitor student representatives’ effectiveness vis-à-vis relaying information to their constituents, including periodic emails to organization presidents.
k. At the end of the quarter (Fall and Winter) will email out an evaluation form to constituents of effectiveness of representation of SAB Chairperson

Article IV

VOTING

Section 1 – Each representative shall have one (1) vote on each item of business.

Section 2 – No formal action can be taken unless the established quorum vote is present. Please see Article II, Section 5 for a definition of quorum.

Section 3 – Any OMA/DVP Student Advisory Board action not in compliance with the Articles of this Constitution shall be invalid.

Article V

ELECTIONS

Section 1 – The general election will be held at every Spring Quarter (no later than May). Should this time be inconvenient, then a mutually accepted date will be scheduled.

The elections process will proceed according to the following timeline:

Winter Quarter
   Week 8- VP sends out letter/invitation for membership to protected seats
   Week 9- SAB is open for membership (accepting applications)

Spring Quarter

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Week 2- deadline for SAB membership applications
Week 3- SAB steering reviews applications for SAB membership; makes recommendations to VP
Week 4- 1st meeting with new SAB members
Week 5- nominations
Week 6- nominations
Week 7- nominations
Week 9 –elections
Week 10- New board in place; previous SAB board will provide new board with a document to serve as institutional memory

**Section 2** – Terms of the Chair, Vice Chair, Treasurer, Secretary, Director of Campus Climate, and Director of Public Relations and Marketing shall be for the length of one year from Spring Quarter – Winter Quarter (June 1 to May 31). Their terms shall begin at the time at which the following oath is given by the outgoing OMA/DVP SAB.

“I affirm that I will faithfully execute the duties of my office and will to the best of my ability uphold the Bylaws and Constitution of the OMAVP Student Advisory Board.”

**Section 3** – Upon the selection of the new OMA/DVP Student Advisory Board officers, the board will be required to attend an intensive orientation session. Elected officers will shadow current officers for three meetings prior to stepping into their officer roles.

**Article VI**

**AMENDMENTS**

Amendments to the OMA/DVP Student Advisory Board Constitution may be established by two-thirds (2/3) vote of the total membership of the Board.

**Article VII**

**RATIFICATION**

This Constitution shall take effect immediately after having received a two-thirds (2/3) vote of the total membership of the University of Washington Office of Minority Affairs and Diversity Vice President’s Student Advisory Board. As of 09.28.08

**Article VIII**

**SAB MEMBER ACCOUNTABILITY**

Updated on October 17th, 2016
Section 1 – Each member will abide the following rules and responsibilities in fulfilling the duties of SAB membership:

i. Attendance will be taken at every meeting and collected by the SAB Secretary

ii. Two consecutive absences by any SAB member (without proxy present if applicable) will result in a mandatory disciplinary meeting with the VP and possible expulsion from SAB

iii. Each participant must be a registered student to be a SAB member (each quarter SAB Advisors will review member transcripts to monitor whether SAB members are making “satisfactory academic progress” in their course of study)

iv. All SAB officers will be assigned a SAB Advisor to work with on projects and to occasionally check-in with Advisor

v. SAB officers will be required to submit Quarterly progress reports to VP

vi. SAB voting members will be eligible to receive course credit for actively participating in SAB. SAB will count as a leadership class that will be credit/no credit based on participation and attendance

vii. Book scholarships may be awarded as incentives for SAB members based on involvement and participation

New Section to be added to the Constitution—will include any amendments that are adopted by the body and any appendices that are relevant for the integrity of the constitution and for historical memory. The rationale for this is: a) will maintain accurate information annually; and b) will identify source of amendments and by what mechanism (e.g., vote of membership, executive decision, etc.)

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