



DIVERSITY, EQUITY AND INCLUSION COUNCIL HANDBOOK



Mission Statement

The mission of the Diversity, Equity and Inclusion Council is to address all student problems and concerns related to diversity, equity and inclusion at Villanova University including, but not limited to race, religion, color, sexual orientation, gender, gender expression, disability, sex and socioeconomic status. Through initiatives of outreach, events, training and programming; this council seeks to create a better Villanova for the students of this university where they can find truth without bigotry, unite as one community, receive equitable support and have a college experience that is broadly represented by the best diversity of knowledge and people.

Updated October 23, 2018.

DIVERSITY, EQUITY AND INCLUSION COUNCIL



TABLE OF CONTENT

Section I. Leadership with Details (Page 3)

Section II. Position and Department Overviews (Page 4)

Section III. Regulations and Disciplinary Actions (Page 5-6)

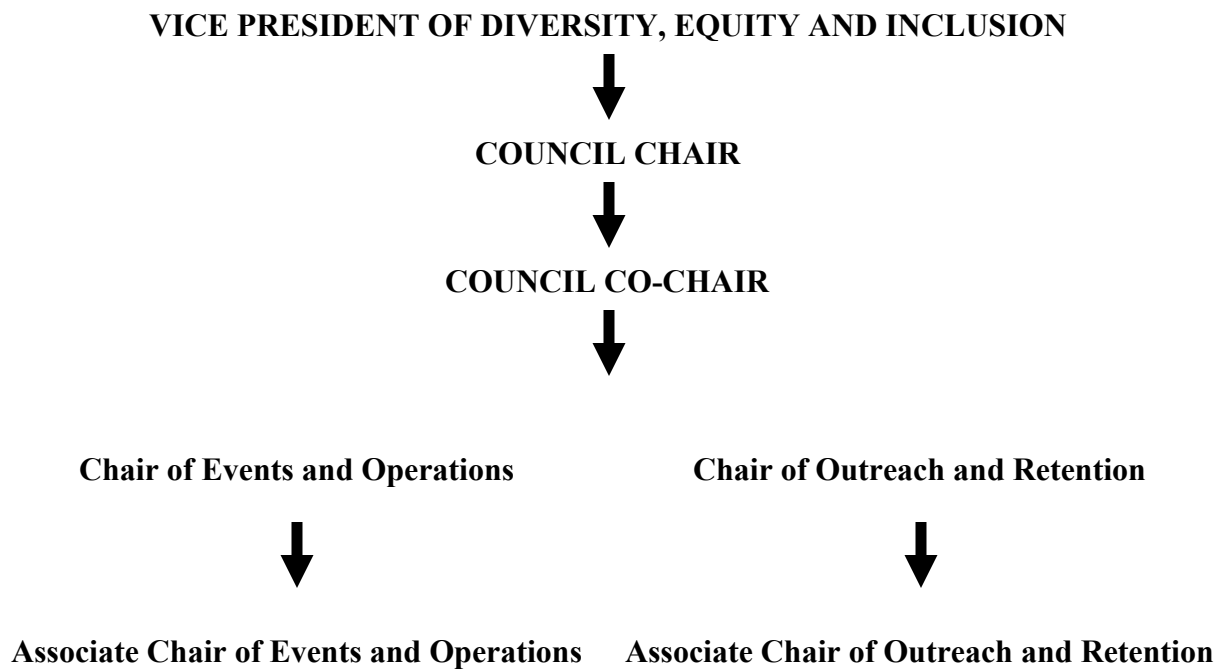
Any statements in this document are subject to change by the Vice President of Diversity, Equity and Inclusion with no permission necessary but however; must tell the council when changes have been made. If it is believed that the new changes are not appropriate, the council member may discuss it with the Vice President of Diversity, Equity and Inclusion. In the event that the Vice President of Diversity, Equity and Inclusion disagrees with the council member who is conflicted about the new changes in the council handbook, the council member may address the issue with the Director of Intercultural Affairs where the final decision will be made.

DIVERSITY, EQUITY AND INCLUSION COUNCIL



SECTION I. LEADERSHIP

Leadership roles are by term. The role of Vice President of Diversity, Equity and Inclusion is appointed yearly by the Student Body President. The council is staffed by the discretion of the Vice President of Diversity, Equity and Inclusion. Application are applicable but initial staffing can be directly appointed by the Vice President of Diversity, Equity and Inclusion.





SECTION II. POSITION AND DEPARTMENT OVERVIEWS

The Vice President of Diversity, Equity and Inclusion is responsible for overseeing the Diversity, Equity and Inclusion Council. They will assist the recruitment of members of the Executive Board and Senate to guarantee a diverse array of representation. They will be advised by the Executive Board's advisor while also working with the offices of Diversity and Inclusion, Intercultural Affairs, and Disability Services, and any applicable student groups. They are also responsible for reporting to general body of SGA, working with the Executive Board, meeting weekly with the Diversity, Equity and Inclusion Council, attending the Senate meetings as a non-voting ex-officio member, and conducting research on the current topics of concern at Villanova.

The Council Chair is responsible for the recruitment process, inner-department development, attending meetings with/in absent of the Vice President of Diversity, Equity and Inclusion, acting as Chief of Staff to ensure all members are fulfilling their position title, taking over positions that are vacant, overseeing disciplinary actions within the council and attending weekly meetings.

The Council Co-Chair is responsible for assisting the Council Chair, taking meeting minutes, overseeing form compliance, creating reports, sending emails and attending weekly meetings.

Department of Events and Operations is responsible for coordinating all council's annual and one-time events, co-assisting with other events on campus, creating programs and promoting activities.

Department of Outreach and Retention is responsible for reaching out to organizations, offices and departments under the council, maintaining communication with allies, making a master diversity and inclusion calendar and meeting with faculty, staff and organizations to get support for new projects.



SECTION III. REGULATIONS AND DISCIPLINARY ACTIONS

Regulations:

1. It is mandatory for all members of the council to attend all weekly council meetings. Two absences from meetings are permitted.
2. It is mandatory for all council members to execute assigned tasks.
3. It is mandatory for all council members to attend all events hosted by the council. One absence from events is permitted. In the event that a non-council member attends the meeting, it must first be approved by the Vice President of Diversity, Equity and Inclusion. The council must be made aware one hour prior to meeting.
4. All council meetings are private. Explicit content is not allowed to be discussed outside of the council unless said otherwise by the Vice President of Diversity, Equity and Inclusion.
5. It is mandatory for all members of the council to represent themselves in a professional manner that does not degrade the ability of the council.
6. It is mandatory for all members of the council to follow the dress code for events that will be designated by the Vice President of Diversity, Equity and Inclusion.
7. It is mandatory for all council members to communicate with the whole council about any information related to diversity, equity and/or inclusion.
8. It is mandatory that all initiatives and programs be placed on the student government website under the diversity, equity and inclusion council section.
9. It is the right of the Vice President of Diversity, Equity and Inclusion to remove anyone from the council if he/she is not fulfilling the mission of the council or their position.
10. It is the right of the Vice President of Diversity, Equity and Inclusion to add members to the council to a vacant position during a non-application period.
11. In the event that the position of the Vice President of Diversity, Equity and Inclusion is vacant, it is the duty of the Office of Intercultural Affairs as well as the Student Body President to fill the position through appointment, which has to be confirmed by the Senate.

Rules are subject to change at any point deemed necessary by the Vice President of Diversity, Equity and Inclusion.

Disciplinary Actions:

DIVERSITY, EQUITY AND INCLUSION COUNCIL



- Failure to follow the regulations listed above will result in disciplinary actions ranging from suspension to removal from the council conducted by the Council Chair.
- In the event that the Council Chair does not comply with the regulations, the Vice President of Diversity, Equity and Inclusion will conduct the removal process.
- Suspension and removal will be adjudicated by the Vice President of Diversity, Equity and Inclusion as well as the Council Chair.