

## **IDEAS COUNCIL BYLAWS**

*Approved by the IDEAS Council on Thursday, April 17, 2025.*

### **Article I - Organization**

#### **1.1 Name**

This institutional committee shall be known as the Inclusion, Diversity, Equity, Accessibility, and Sustainability (IDEAS) Council at the Kansas City Art Institute (KCAI).

#### **1.2 Formation**

This institutional committee was established October 13, 2020.

### **Article II - Mission, Vision, and Purpose**

#### **2.1 Mission**

To inspire, develop, and promote an IDEAS-centric culture through advocacy, education, action-oriented initiatives, open dialogue, and information-sharing among the KCAI community.

- A.** Advocate on behalf of all KCAI community members interested or concerned with IDEAS-related matters by soliciting their thoughts, ideas, and concerns on key issues and policies and acting as a liaison between these persons and any and all representative bodies at KCAI.
- B.** Advise KCAI Administration on policies through an IDEAS-centric lens.
- C.** Act as a central campus channel for IDEAS-related communication, information, and resources for the KCAI campus community.
- D.** Collaborate with any shared governance body on campus.
- E.** Plan and host events, conversations, and initiatives that educate KCAI community members about IDEAS-related topics and/or that foster a pro-IDEAS campus environment.

#### **2.2 Vision**

A campus community that embraces, nurtures, and demonstrates the core values of inclusion, diversity, equity, accessibility, and sustainability.

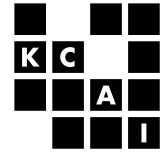
#### **2.3 Purpose**

The IDEAS Council shall exist for the purpose of providing all members of the KCAI campus community (administration, faculty, staff, and students) with a forum for sharing and developing IDEAS-related information and initiatives.

### **Article III - Membership**

#### **3.1 Structure**

The IDEAS Council shall consist of nine standing members—three faculty, three staff, and three students, and one non-voting, ex officio member.



- A. The non-voting, ex officio member shall be a member of the President's Cabinet.
- B. One of the three faculty members shall be a member of the Faculty Assembly.
- C. Student members shall be paid an hourly rate for their work on the IDEAS Council via student employment funds (institutional or departmental).
- D. Faculty and staff members of the IDEAS Council shall serve a two-year term with an option to serve additional years.
- E. Student members of the IDEAS Council shall serve a one-year term with an option to serve one additional year.

### 3.2 Eligibility

- A. **Faculty:** All full-time and part-time faculty members employed at KCAI are eligible for membership.
- B. **Staff:** All non-contract staff employed by KCAI (exempt, non-exempt, full-time, and part-time) are eligible for membership.
- C. **Students:** All degree-seeking students enrolled at KCAI are eligible for membership.

### 3.3 Application and Onboarding

- A. Applications are due by April 1st.
- B. Applicants should submit a brief statement summarizing their interest, background, and experience to [ideas@kcai.edu](mailto:ideas@kcai.edu).
- C. Current members of the IDEAS Council shall review and vote on member applications, keeping in mind fair representation. Interviews may be requested of applicants if the Council feels it is necessary to make the best decision.
- D. Student members of the IDEAS Council must complete the required student employment paperwork before they begin working.

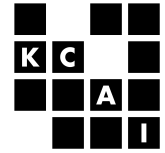
### 3.4 Rights and Responsibilities of Members

- A. Each standing member shall have equal voting power.
- B. Members are expected to attend meetings regularly, and notify the other IDEAS Council members if they need to be absent. If a member exceeds one unexcused absence a semester they may be removed from the Council based on a decision by the current IDEAS Council members.
- C. Members are expected to actively engage and participate in the decision-making and activities of the IDEAS Council.

### 3.5 Resignation and Removal of Members

- A. Members may resign in writing to any current member of the IDEAS Council. If a member leaves for any reason, the IDEAS Council shall seek out a replacement, following the same procedures as the normal application and onboarding process.
- B. Any member may be removed from the Council, decided by council vote, for reasons of misconduct or negligence of duties.

## Article IV - Officers



#### **4.1 Officer Positions**

The officers of the IDEAS Council shall be the Chair, Secretary, Membership Officer, Events & Initiatives Officer, and Content & Media Officer. These positions are non-hierarchical.

- A. Chair:** The Chair shall facilitate all meetings. They shall be responsible for organizing the meetings and for composing and sending out the meeting agendas.
- B. Secretary:** The Secretary shall take and retain minutes of all meetings to include the meeting attendance roster.
- C. Membership Officer:** The Membership Officer shall track attendance, promote to recruit IDEAS Council members to fill vacancies and ensure representation, and manage the student worker paperwork and scheduling. This position must be held by a faculty or staff member of the IDEAS Council.
- D. Events & Initiatives Officer:** The Events and Initiatives Officer shall coordinate and manage events and initiatives held by the IDEAS Council. They will enlist IDEAS Council members to assist as needed.
- E. Content & Media Officer:** The Content & Media Officer shall coordinate and manage content and media for the IDEAS Council, to include the IDEAS Council webpage. They will enlist IDEAS Council members to assist as needed.

#### **4.2 Officer Elections**

New IDEAS Council members begin in September. Officer elections should occur at the September meeting.

### **Article V - Advisory Structure with Administration and Faculty**

#### **5.1 Administration**

The non-voting, ex officio member of the IDEAS Council is also a member of the President's Cabinet, thereby establishing a direct line of communication between the IDEAS Council and Administration.

#### **5.2 Faculty**

One faculty member must be a member of the Faculty Assembly, thereby establishing a direct line of communication between the IDEAS Council and faculty.

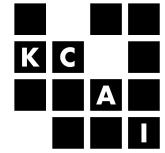
### **Article VI - Committees**

#### **6.1 Executive Committee**

The Executive Committee shall be composed of the Chair, Secretary, Membership Officer, Events & Initiatives Officer, and Content & Media Officer.

#### **6.2 Other Committees**

- A.** The IDEAS Council shall create subcommittees as needed. Subcommittee membership shall consist of volunteer members from the KCAI campus community (administration, faculty, staff, and students) and at least one IDEAS Council member.



- B. Ad hoc (short-term) committees shall be created and terminated by the IDEAS Council in order to consider matters of a current and temporary nature.

### **6.3 Limits to Subcommittee Authority**

- A. Each subcommittee shall maintain a record of its activities and present reports at the IDEAS Council meetings as necessary.
- B. Each subcommittee shall elect a chairperson.
- C. All subcommittees shall be authorized by the IDEAS Council to write letters, initiate surveys, etc. in the pursuit of committee goals, but shall refrain from any action needing IDEAS Council approval.

## **Article VII - Meetings**

### **7.1 Attendance**

IDEAS Council meetings shall be open to all members of the KCAI campus community (administration, Board of Trustees, faculty, staff, and students).

### **7.2 Frequency**

The IDEAS Council shall meet at least once per month during the fall and spring semesters. Regularly scheduled meetings may be canceled or rescheduled at the discretion of the Chair. Additional meetings may be called by the Chair under special circumstances.

### **7.3 Executive Committee Sessions**

Executive sessions may be held as necessary. In executive sessions, attendance is limited to officers of the IDEAS Council. Executive sessions of the officers can be called to specifically address attendance, member terms, and/or other issues which impact Council policies and procedures.

### **7.4 Quorum**

All IDEAS Council meetings must have a quorum present to make official voting decisions. A quorum has five members.

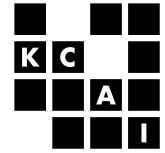
## **Article VIII - Budget**

The budget of the IDEAS Council shall be administered by the Vice President of Administration.

## **Article IX - Revision of Bylaws**

### **9.1 Amendment Process**

- A. Additions or changes to the bylaws may only be made at an IDEAS Council meeting where a quorum is present. However, small edits (e.g. to correct misspelling, punctuation, capitalization, and other non-substantive issues) may be made by the Executive Committee and communicated at the next IDEAS Council meeting.
- B. All proposed bylaws amendments must be submitted in writing to the IDEAS Council via email and announced at least 14 days in advance of an IDEAS Council meeting.



- C. Amendments will be considered ratified and effective immediately upon a  $\frac{3}{4}$  vote of those members in attendance at the meeting.
- D. The KCAI IDEAS Council bylaws shall be reviewed annually based on the fiscal year and updated as needed.

## **9.2 Incorporation of Amendments**

- A. Additions or changes to these bylaws shall be incorporated into the body of the bylaws document, not added as a list of amendments at the end. The bylaws document shall carry a revision date.
- B. The Secretary shall incorporate into the bylaws document all ratified revisions before the next IDEAS Council meeting. The Secretary shall amend the revision date, send copies of the new revision to all members, and refile the document as necessary. The Secretary shall maintain a history file of all past revisions, and shall convey this file to the new Secretary when the position changes hands.