



Undergraduate Diversity Collaborative

Undergraduate Diversity Collaborative Constitution

ARTICLE I - NAME

This board, chartered by Case Western Reserve University, shall be named the Undergraduate Diversity Collaborative; hereby referred to as the UDC in all official documents.

ARTICLE II - MISSION STATEMENT

Section A. The UDC shall advocate for the advancement of diversity and inclusion at Case Western Reserve University through allocation, celebration and dialogue.

ARTICLE III - PURPOSE AND VALUES

Section A. Identities of Diversity

As an umbrella organization, the UDC shall oversee undergraduate student organizations that engage in one or more of the following categories: community, advocacy, and outreach, as defined in Article XII, Section B, with regards to one or more of the eight identities of diversity that the UDC recognizes:

1. Ability
2. Age
3. Ethnicity
4. Gender
5. Race
6. Religion
7. Sexual Orientation
8. Socioeconomic Status

Section B. Purpose

The UDC shall:

1. Foster and encourage forums of dialogue where issues of diversity and inclusion can be exposed, reflected upon, and actively analyzed;
2. Take active efforts to implement initiatives that champion diversity and inclusion on the Case Western Reserve University campus;
3. Serve as a resource and advisory panel for its member organizations in order to encourage an internal network of collaboration and development;

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4. Approve budgets and allocate funding from the Student Activities Fee for UDC Member Organizations and for its own operations;
5. Be guided by the following values: Community, Compassion, Growth, Influence, and Justice.

ARTICLE IV - MEMBER ORGANIZATIONS

Section A. Members

To serve in UDC, a student must be currently enrolled as an undergraduate student at Case Western Reserve University. An updated list of the Executive Board of a Member Organization shall be filed by the President of that Member Organization to the UDC Executive President, Vice President of Internal Development, Vice President of Finance, and Vice President of Administration at the end of each semester.

Section B. Constitutions

Each Member Organization shall maintain a constitution in accordance and wholly consistent with the governing documents of UDC

1. All constitutions must include a non-discrimination clause
2. A constitution template shall be made available to each Member Organization during the process of Member Organization Recognition.
3. All constitutions shall be filed with the UDC Vice President of Internal Development during the process of recognition.

ARTICLE V - MEMBERSHIP

Section A. Member Organizations

1. All Member Organizations shall adhere to the following requirements to maintain as an active UDC Member Organization:
 - a. Submit a membership renewal agreement or a semesterly operating budget for review by the Finance Committee and Executive Board as defined in the Finance Bylaws;
 - b. Comply with the requirements defined in the Finance Bylaws;
 - c. Send one representative from the Executive Board of each Member Organization as its sole voting representative for all Diversity Leaders' Roundtable meetings.



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- i. The representative shall receive rights to have a proxy at any meeting as long as the proxy is from the Member Organization's Executive Board due to unforeseen, legitimate conflict.
 1. Any organization with less than 10 members may send a member at large as the constant proxy.
 - ii. All attendance conflicts shall be advised to the UDC Executive Board in a timely manner.
 - iii. Diversity Leaders' Roundtable voting representatives shall attend at least 75% of DLR meetings every semester as defined in ARTICLE V SECTION A.
 - d. Send one representative to any Executive Committee with exceptions to Member Organizations that do not have at least ten members.
 - e. Failure to comply with the aforementioned requirements shall result in a mandatory meeting with the Vice President of Internal Development and Vice President of Finance and can result in financial sanctions with the discretion of the Executive Board.
2. Types of Members
- a. Members: Must be enrolled as an undergraduate student at Case Western Reserve University.
 - b. Executive Board Members: Executive Board members shall be elected by the Member Organizations' General Body and/or appointed by the current Executive Board for that Member Organization. Each Member Organization must have elected positions of President and Treasurer. All other Executive Board positions shall be elected according to the needs of each Member Organization and shall be outlined in their respective constitutions.
 - c. Advisors for the member organizations shall be selected as specified in the Constitutions of the organizations.
 - d. The UDC Diversity Leaders' Roundtable shall remove, by a two-thirds majority vote, any Vice President, Treasurer, or advisor of a member organization.

Section B. Diversity Leaders' Roundtable Representatives

1. Executive Officers: The DLR shall elect Executive Officers to manage the affairs of UDC in the absence of the DLR and on behalf of the Member Organizations. These officers shall make up the Executive Board. Executive Officers are not voting representatives at DLR meetings, but they shall organize all DLR meetings with the President as the Speaker;



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2. The chosen DLR representative of each member organization shall serve as the voting representative and voice of their organization.
3. UDC Advisors: Advisors shall serve as non-voting members of UDC.

Section C. UDC Executive Committees

Member organizations shall send at least one member who may be either an executive officer or a member at large to represent the organization in the UDC Executive Committee

Section D. Non-Discriminatory Clause

The UDC Executive Board, Executive Committees, and its Member Organizations shall not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

ARTICLE VI - DIVERSITY LEADERS' ROUNDTABLE

Section A. Diversity Leaders' Roundtable

The Diversity Leaders' Roundtable, hereby referred to as DLR, act as the General Body of UDC and shall occur every month or at least 4 times in one semester to foster collaboration within UDC, to recognize new member organizations, and to vote on issues pertaining to UDC and its constituents.

Section B. Members

The DLR shall consist of the members stated in Article V of this Constitution.

Section C. Voting Rights

The Member Organizations' DLR Representative shall be the only members with voting rights in the DLR. The Speaker of the DLR only has a vote in the event that they are needed to break a tie.

Section D. Attendance and Engagement

DLR voting members must comply with the following:

1. If a member organization has 100% attendance at DLR in a semester, the organization

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will be entered into a raffle with all the other organizations who have also met this criteria.

- a. The prize of this raffle will be free 7 tickets to for the winning organization's Executive Board to the flagship events of all the other member organizations in the next semester;
2. If a member organization has 50% attendance, the organization's Executive Board shall meet with the UDC Executive Board;
3. If a member organization has 25% attendance, the organization's mass funding shall be cut by 25% after all other necessary cuts are made;
4. If a member organization has 0% attendance, the organization shall be an inactive member organization as defined in ARTICLE IV, Section B of the UDC Executive Policies.

Section E. Authority

Supreme authority of UDC, consistent with this Constitution, shall be vested in the DLR.

ARTICLE VII - GOVERNING DOCUMENTS

Section A. Executive Policies

The Executive Policies of the Undergraduate Diversity Collaborative of Case Western Reserve University, hereby referred to as the UDC Executive Policies, shall be maintained alongside this Constitution.

1. This document shall provide for regulations and procedures pertaining to, but not limited to, the
2. Executive Board, Executive Officers, and the symbols and oaths of the organization.
3. The UDC Executive Policies shall be amended by a majority vote of the Executive Board at a meeting with all Executive Officers present or by a majority vote of the DLR.
4. The content of this document shall be wholly consistent with this Constitution, which is a superior authority.

Section B. Finance Bylaws

The Finance Bylaws of the Undergraduate Diversity Collaborative of Case Western Reserve University, hereby referred to as the UDC Finance Bylaws, shall be maintained alongside this

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Constitution.

1. This document shall provide for financial regulations and procedures pertaining to, but not limited to, the
2. Funding Allocations and Budget Request Guidelines.
3. Funding Guidelines
 - a. The Funding Guidelines of the Undergraduate Diversity Collaborative at Case Western Reserve University, hereby referred to as the UDC Funding Guidelines, is a document that shall be consistent with the Finance Bylaws and shall provide regulations of Member Organization allocations
 - b. Shall be amended by a supermajority vote of the Executive Board, UDC Finance Committee, and/or the DLR.
4. The UDC Finance Bylaws shall be amended by two-thirds majority vote of the DLR.
5. A written proposal to amend the Finance Bylaws shall be submitted by any voting member of the DLR at least two weeks prior to the next DLR meeting.
6. The proposed amendment shall be brought before the Diversity Leaders' Roundtable, and a vote shall occur once the proposal is seconded by another voting member. The amendment shall go into effect if it receives two-thirds approval from the Diversity Leaders' Roundtable.
7. The content of this document shall be wholly consistent with this Constitution, which is a superior authority.

Section D. Organizational Memory

Past copies of Constitution and the UDC Executive Policies shall be maintained to ensure consistent organizational memory. These documents will be made available upon request. The Executive President and the Executive Vice President of Administration shall be in charge of maintaining this document.

ARTICLE VIII - EXECUTIVE BOARD

Section A. Executive Officers

The DLR shall, in accordance to the Executive Policies, elect the following officers to serve one academic year terms: Executive President, Vice President of Campus Initiatives, Vice President of Internal Development, Vice President of Finance, Vice President of Public Relations and Vice President of Administration.

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Section B. Powers

The Executive Board shall have the following duties and powers:

- a. All duties and powers provided for in this Constitution, Executive Policies of UDC, UDC Finance Bylaws, and UDC Funding Guidelines;
- b. The power to act on behalf of the Member Organizations on UDC matters after University Commencement and before the beginning of the fall semester, and;
- c. The power to govern UDC between meetings of the DLR; as specified by this Constitution and the UDC Executive Policies.

Section C. Elections

The Executive Officers shall be elected in a manner prescribed by the Executive Policies of UDC.

Section D. Impeachment and Vacancy

1. Any member of the Executive Board may be expelled from their position on the Executive Board and thus the entirety of the organization according to the expulsion process outlined in Article IV of the UDC Executive Policies.
2. In the event of a vacancy, either by impeachment or resignation or otherwise, of the President, the remaining Executive Boards members may elect someone among them to be the interim President until the next DLR, where a vote for President shall occur.
3. In the event of a vacancy, either by impeachment or resignation or otherwise, of any Vice President position, the Executive Board must elect a new Vice President at the next DLR.

ARTICLE IX - DUTIES OF UDC MEMBERS

Section A. All Executive Board Members.

All Executive Board Members shall:

1. Act in all UDC matters in keeping with the purpose of UDC and in accordance with its Constitution and governing documents;
2. Take the Oath of Office as prescribed by the UDC Executive Policies;
3. Review UDC's Constitution and the constitutions of member organizations when deemed necessary by a three-fourths majority vote of the Diversity Leaders' Roundtable;

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4. Create, review, and approve statements of support issued for campus initiatives that originate outside of the UDC and its committees;
5. Review charters of proposed new member organizations;
6. Conduct audits of the operating budgets of funded member organizations twice each year, once before the fall semester budgetary meeting and once during the committee's last meeting of the spring semester;
7. Report to the Diversity Leaders' Roundtable of organizational progress and updates
8. Work to maintain the mission, vision, and goals of UDC;
9. Market for their respective initiatives;
10. Maintain the UDC office located in the Thwing University Center;
11. Meet the qualifications for an Executive Officer as prescribed by the UDC Executive Policies.

Section B. Executive President

The President shall:

1. Serve as the organizational and public figure of UDC;
2. Create, implement, and continuously improve the vision of UDC;
3. Call meetings of the UDC DLR;
4. Preside over all UDC DLR meetings;
5. Serve as the representative of the UDC on the Student Presidents' Roundtable (SPR), as well as various councils and committees for the broader advancement of diversity and inclusion;
6. Chair the Executive Board, coordinate and facilitate its operations, and report its activities to the DLR;
7. Plan retreats and leadership development opportunities for the Executive Board and Executive Committees;
8. Schedule weekly meetings with the advisor of UDC;
9. Provide a support system for the Executive Board;
10. Maintain the organization memory of UDC with the Vice President of Administration in accordance to ARTICLE VII Section D of this Constitution;
11. Have open office hours in the UDC office for at least 1 hour a week;
12. Bear the liability of University cards connected to UDC funds in accordance with the UDC Executive Policies;
13. Uphold this Constitution and see that it and other governing documents are followed.

Section C. Vice President of Campus Initiatives



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The Vice President of Campus Initiatives shall:

1. Chair the Campus Initiatives Committee (as defined in ARTICLE XI, Section B);
2. Manage recruitment of members of the Campus Initiatives Committee;
3. Develop means of understanding concerns of constituents of the UDC, as well as initiatives with the goal of resolving these problems;
4. Maintain accountability mechanisms for the Campus Initiatives Committee to ensure that initiatives are progressing in a timely manner;
5. Retain an awareness for events on the local, state, national, and international levels that may particularly affect the constituents of the UDC;
6. Communicate the activities of the Campus Initiatives Committee to the Executive Board, Diversity Leaders' Roundtable, and the UDC advisor.

Section D. Vice President of Internal Development

The Vice President of Internal Development Shall:

1. Chair the Internal Development Committee (as defined in ARTICLE XI, Section C);
2. Coordinate the process through which UDC member organizations are recognized in partnership with the Vice President of Finance;
3. Serve as a representative of the constituents of the UDC to various campus groups when necessary;
4. Have open office hours in the UDC office for at least 1 hour a week;
5. Bear the liability of University cards connected to UDC funds in accordance with the UDC Executive Policies.

Section E. Vice President of Finance

The Vice President of Finance Shall:

1. Chair the Finance Committee (as defined in ARTICLE XI, Section D);
2. Serve as the UDC representative during the Allocations Committee semester audits;
3. Prepare and administer the UDC's semester budget;
4. Coordinate all budgetary communication with member organizations in order to facilitate timely allocation of funds;
5. Preside over budgetary meetings;
6. Maintain a current and accurate copy of the UDC semester budget as outlined in the UDC Executive Policies;
7. Audit the ledger utilizing the reports generated by the University Accounting Office on a quarterly basis in conjunction with the advisor;
8. Maintain accurate financial records and ensure that all transactions are recorded digitally



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9. Have open office hours in the UDC office for at least 1 hour a week;
10. Bear the liability of University cards connected to UDC funds in accordance with the UDC Executive Policies.

Section F. Vice President of Public Relations and Community Outreach

The Vice President of Public Relations Shall:

1. Oversee developments and distribution of UDC promotional materials;
2. Develop unified marketing strategy for the UDC brand;
3. Manage the design and content of the UDC electronic newsletter;
4. Manage a unified UDC event calendar;
5. Maintain and update UDC web accounts, including but not limited to the website and social media accounts;
6. Chair the Public Relations Committee (as defined in ARTICLE XI, Section E);
7. Oversee the planning and process of World Expo.

Section G. Vice President of Administration

The Vice President of Administration Shall:

1. Serve as a member of the Executive Board (as defined in ARTICLE VII, Section A)
2. Notify the representatives of UDC member organizations of meetings of the Diversity Leaders' Roundtable;
3. Record, maintain, and archive minutes at the Executive Board Meetings and distribute within a 24 hour time period;
4. Record, maintain, and archive minutes of the Diversity Leaders' Roundtable meetings and Executive Board Meetings and distribute them to all member representatives and advisors within one week of the meeting;
5. Maintain and oversee council, DLR and Executive Board meeting attendances and Rosters;
6. Reserve spaces for UDC meetings and programs as necessary;
7. Maintain and update the UDC DLR and Executive Board mailing lists;
8. Coordinate all documentation for UDC, including but not limited to revisions to official UDC documents;
9. Maintain the organizational memory of UDC with the Executive President in accordance with Article VII Section 2 of this Constitution;
10. Maintain the internal UDC Google site, calendars and organizational cloud storage;
11. Maintain UDC storage and inventory, as well as equipment check-out.



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Section H. Vice President of Programming

The Vice President of Programming Shall:

1. Serve as a member of the Executive Board (as defined in ARTICLE VII, Section A);
2. Maintain and coordinate the planning of UDC flagship programs:
 - a. World Expo [Fall] - An introduction and celebration of UDC organizations, with each participating organization occupying a booth with an activity or cuisine that showcases their culture/identity;
 - b. Global Gala [Spring] - An end of the year dining celebration featuring the executive members of all membership organizations and the inauguration of the newly-elected UDC executive board;
3. Lead the efforts and planning of smaller programs (i.e. homecoming, short-notice dialogues, etc.);
4. Chair the Programming Committee (as defined in ARTICLE XI, Section F);
5. Coordinate any necessary DLR special planning and logistics (i.e. location, food, activities, optional retreat);
6. Ensure the UDC and constituents are in compliance with the university's risk management policy;
7. Coordinate and organize Co-programming opportunities with other organizations.

Section I. DLR Voting Members

1. Attend all DLR meetings;
2. Create and maintain open dialogue between their respective Member Organization, the DLR, and the UDC Executive Board;
3. Represent interests of their respective members in DLR;
4. Contribute to the success of the DLR and UDC.

Section J. Committee Members

1. Attend all meetings and adhere to standard set forth by each committee chair;
2. Contribute to the success of the UDC and its mission.

Section K. Advisor(s)

1. Bring to the attention of the Executive Board any practices which they may find unethical, questionable, or inconsistent with proper procedures;
2. Act as a liaison between the Executive Board and other CWRU organizations and offices;
3. Serve as an unbiased mediator in instances where a decision by the Executive Board would be impractical due to conflicts of interest;
4. Maintain weekly communication with each member of the Executive Board.

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ARTICLE X - MEETINGS

Section A. Executive Board Meetings.

1. Meetings shall be held at a regular time, no less frequently than once a week, unless in the event of a University break;
2. The Executive President may call an emergency meeting with 24 hours notice;
3. The Executive President shall preside over and lead each meeting;
4. Every Executive Officer shall have one vote;
5. Attendance is mandatory and will be taken by the Vice President of Administration;
 - a. 24 hours notice is required for an excused Executive Board meeting;
 - b. Only two meetings per semester may be excused;
 - c. All reasons for absence must be deemed appropriate by the Executive President and the Advisor(s);
6. Meetings shall be open to those not on the Executive Board or Advisors to the Executive Board unless the meeting enters closed session.

Section B. Diversity Leaders' Roundtable Meetings

1. Meetings shall be held at a regular time, monthly, while the DLR is in session;
2. The Executive President shall preside over and lead each meeting;
3. Attendance is mandatory and will be taken by the Vice President of Administration;
 - a. 24 hours of prior notice is required for a DLR member to be excused from a DLR Meeting;
 - b. Executive Board Members may miss only 1 DLR Meeting per semester. DLR members must follow the attendance guidelines outlined in Article V, Section 5 of the UDC Executive Policies;
 - c. 24 hours notice is required for an Executive Board member to be excused from a DLR Meeting;
4. The Executive President may relocate and reschedule meetings at their discretion with 48 hour notice;
5. Meetings of the DLR shall be open to the Case Western Reserve University community. The DLR or the Executive Board may decide otherwise by a majority vote of either body.

Section D. Mass Funding



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1. The Vice President of Finance shall organize and preside the a closed meeting mass funding allocation meeting that shall be held at the end of each semester.
2. The UDC Finance Committee and UDC Executive Board shall be present for Mass Funding.
3. Specific details and processes can be found in Section III of the UDC Finance Bylaws.

Section E. Organization Recognition Conference

1. The Organization Recognition Conference hereby referred to as the ORC, shall be held within a week of the end of the application period set forth by the Vice President of Internal Development.
2. The ORC shall follow the Membership Process outlined in ARTICLE VII, Section D in this Constitution and ARTICLE III, Section B in the UDC Executive Policies.

Section F. Quorum

The minimum number of voting members present for any body of UDC to transact business shall be one half of the total voting members of that body plus one.

Section G. Voting

Whenever a proportion of a vote is referred to in this Constitution or other governing documents, it shall mean a proportion of all of voting members present, unless otherwise specified. In the event of a tie, the vote shall be decided by a vote of the Speaker of the DLR.

ARTICLE XI - COMMITTEES

Section A. Definition

All committees consisting of members shall be known as UDC Executive Committees. There are four standing committees: Campus Initiatives, Internal Development, Finance, and Public Relations. The UDC Executive Officers, with simple majority approval of the DLR, may form a new Ad Hoc committee for no longer than one semester's time. At least one member from each Member Organization must serve on one standing committee.

Section B. Campus Initiatives Committee

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The Campus Initiatives Committee shall:

1. Meet at least twice a month called by the Vice President of Campus Initiatives;
2. Be attentive to unique needs of the constituents of the UDC and challenges faced on campus;
3. Develop initiatives and programs to address these challenges;
4. Network with faculty, staff, administrators, and other student organizations to solve issues pertaining to inclusion on campus;
5. Serve as a liaison to the other SEC Boards to ensure that events and initiatives regarding diversity and inclusion are effective;
6. Report progress on initiatives to the DLR.

Section C. Internal Development Committee

The Internal Development Committee shall:

1. Meet at least twice a month called by the Vice President of Internal Development;
2. Meet with each member organization at least once each semester to set goals and ensure that the organizations' are keeping up with event, and that they are collaborating with their executive board collectively or a representative from the Internal Development Committee attends a Member Organization's Executive Board meeting once a semester;
3. Meet with Member Organizations that have been newly recognized to develop goals and help ensure its success;
4. Report to the advisor issues that cannot be handled by the executive board due to lack of knowledge or conflicts of interest
5. Provide workshop programs to assist in the overall growth and development of all UDC member organizations

Section D. Finance Committee

The Finance Committee shall:

1. Meet weekly, unless otherwise noted, called by the Vice President of Finance;
2. Meet newly recognized member organizations at least once a semester during their first year of recognition;
3. Carry out all other roles detailed in the UDC Finance Bylaws.

Section E. Public Relations Committee

The Public Relations Committee shall:

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1. Meet called by the Vice President of Public Relations;
2. Develop plans for advertising UDC meetings and programs.
3. Works with the Programming Committee in the UDC participation in campus-wide showcase-style events, including but not limited to Student Activities Fair, Thwing Study Over, and Springfest.

Section F. Programming Committee

The Programming Committee shall:

1. Meet at least twice a month as called by the VP of Programming;
2. Provide assistance to membership organizations in programming guidelines and policies;
3. Ensure that membership organizations are following university risk management policies by serving as the liaisons between appointed officers and responsible parties;
4. Serve as the point persons and primary lead for the planning of any UDC-affiliated programs, including World Expo and Global Gala;
5. Lead the UDC participation in campus-wide showcase-style events, including but not limited to Student Activities Fair, Thwing Study Over, and Springfest.

Section G. Ad hoc committees

1. Any committee created, other than the four standing committees, shall be known as an ad hoc committee;
2. Ad hoc may be established by a three- fourths ($\frac{3}{4}$) vote of the Diversity Leaders Roundtable at any DLR meeting;
3. Ad hoc committees will be chaired by an individual selected by the DLR.

Article XII - MEMBERSHIP RECOGNITION

Section A. Eligibility

Member Organizations shall be majorly comprised of enrolled undergraduate students at CWRU and shall further the UDC purpose and mission statement by celebrating, affirming, and/or raising awareness to the eight identities as defined in ARTICLE III, Section A in this Constitution.

Section D. Membership Process

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1. Applications shall be completed before the end of the UDC Application Period, defined here as the beginning of the Fall Semester until the last day of September, and the beginning of the Spring Semester until the last day of February.
2. After the completion of the membership application as outlined in ARTICLE III, Section A, the Vice President of Internal Development and Vice President of Finance shall meet with the applying Membership Organizations.
3. Organization Recognition Conference
 - a. The ORC shall be held within a week of the end of the application period set forth by the Vice President of Internal Development.
 - b. The ORC shall comprise of members of the Internal Development Committee, the Finance Committee, and the Executive Board as its voting members.
 - c. Applying Member Organizations shall present to the ORC as outlined in the ARTICLE III, Section B in the UDC Executive Policies.
 - d. A three-fourths majority is required to allow organizations to present before the DLR.
4. DLR Approval
 - a. Following approval by the ORC, applying Member Organizations shall present in the manner outline in ARTICLE III, Section B in the UDC Executive Policies.
 - b. Recognition of a new member organization shall be finalized by a three-fifths majority vote of the representatives of existing member organizations at the following DLR.
 - i. The last DLR applying Member Organizations can present at shall occur before the Mass Funding deadline for the following semester.
 - c. Approved Member Organizations shall follow the post-membership procedures as outlined in ARTICLE III, Section C in the UDC Executive Policies.
 - d. All Member Organizations approved by the DLR shall be established as an official Member Organizations under the UDC umbrella at the beginning of the following semester.

Article XIII - CONSTITUTION

Section A. Authority

This Constitution shall serve as the supreme law of UDC, subject to the guidelines and regulations of Case Western Reserve University. All other rules, resolutions, orders passed, actions undertaken by the organization, or governing documents (including, but not limited to, the UDC Executive Policies), shall be in accordance and wholly consistent with this Constitution.

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Section B. Custody

The official copy of this Constitution and all other governing documents of UDC shall be maintained by the Vice President of Administration in conjunction with the Executive President.

Section C. Witness

The official copy of this Constitution and all other rules, resolutions, orders, or governing documents of UDC shall bear the witness of the Executive President serving during its adoption or amendment and the date of passage and date of witness.

Section D. Amendment

This Constitution may be amended by a two-thirds majority vote of the representatives of member organizations at a meeting of the Diversity Leaders' Roundtable, provided that the proposed amendment was submitted to the Executive Board at least a week prior.