

**BYLAWS
COUNCIL FOR INCLUSIVE EXCELLENCE
UNIVERSITY OF MISSOURI-KANSAS CITY
SCHOOL OF MEDICINE**

Introduction and Purpose

The School of Medicine operates within the policies of the University of Missouri System, strategic plan of the University of Missouri-Kansas City and the School of Medicine, and within recommendations and best practices from the Association of American Medical Colleges (AAMC). Admissions and hiring practices that pertain to the inclusion of all students, faculty, trainees, and staff adhere to these policies, which are consistent with federal law and provide equal opportunity for all individuals regardless of age, sex, gender, race, color, ethnicity, national origin, ancestry, religion, disability, sexual orientation, gender identity, military status, and/or veteran status. In addition, policies regarding admissions align with AAMC recommendations and the vision, mission, goals, and values of the School of Medicine with a focus on access, opportunity, and the educational benefits of an inclusive student body.

The School of Medicine believes that an inclusive institutional climate is essential to providing medical education that promotes the effective delivery of health care in various communities. A comprehensive learning and working environment is comprised of, but not limited to, differences in national origin, socioeconomic background, rural and urban communities, geographic origins, and academic backgrounds. All individuals can contribute to the medical education learning, research, and clinical community through different personal experiences such as overcoming hardship, demonstrating extensive involvement within the community, possessing multilingual abilities, and /or exhibiting different life experiences that may contribute to realizing inclusive excellence.

ARTICLE I: Title

This Council shall be known as the Council for Inclusive Excellence of the School of Medicine, University of Missouri-Kansas City.

ARTICLE II: Objective

Inclusive Excellence in the Office of the Learning Environment will work with, advise, and help move forward action steps for inclusive excellence at the School of Medicine. The Council will provide oversight of committees set up for comprehensive inclusion-related initiatives.

ARTICLE III: Responsibilities

- Section 1. Advise the Dean of the School of Medicine on policy matters pertaining to creating an inclusive learning and working environment for the University of Missouri Kansas City School of Medicine community by promoting competency, awareness, inclusion, and respect through the provision of education, training, and other resources.
- Section 2. Work with existing councils to provide educational experiences that prepare students, trainees, and residents to practice medicine in a holistic manner.
- Section 3. Collaborate with community partners as both a resource and source of feedback regarding the practice of holistic medicine.
- Section 4. Support and enhance the skills of faculty in providing effective mentorship and instruction.

- Section 5. Support the recruitment of faculty, staff, trainee, and student members to the University of Missouri-Kansas City School of Medicine and assist in the development of a support system that will facilitate their success and retention.
- Section 6. Support the collecting, monitoring, analyzing, reviewing, and reporting on agreed-upon demographic information of the School of Medicine community.
- Section 7. Review and update bylaws annually to meet the changing needs of the Council and the School of Medicine as related to policy, plans, initiatives, and goals regarding inclusive excellence.

ARTICLE IV: Membership

Section 1. The voting membership of the Council for Inclusive Excellence consists of up to 26 members as described in the following outline (alternates not counted in total):

	<u># Voting</u>	<u>How Selected</u>	<u>Term of Office</u>
Chair	(1)	Appointed	5 Years
Vice Chair	(1)	Appointed	5 Years
Associate Dean for Inclusive Excellence*	(1)	Appointed	Ongoing
Assistant Dean for Inclusive Excellence*		Appointed	Ongoing
Senior Program Coordinator for Inclusive Excellence*		Appointed	Ongoing
Docent (and 1 elected alternate)	(1)	Elected	4 years
Faculty Representative	(1)	Elected	1 years
Hospital Affiliate Representatives**	(1)***	Appointed	3 years
Resident or Fellow (and 1 elected alternate)	(1)	Elected	1 year
Medical Student Representatives	(1)	Elected	1 year
Student Representative	(1)	Elected	1 year
UMKC SOM Staff Representatives	(1)	Appointed	3 years

Section 2. Elected Members. Faculty Elections are conducted by Faculty Affairs. Elected faculty members serve a term of four years. Student elections are conducted by the Office of Student Affairs. Resident and fellow elections are conducted by House Staff Council.

Section 3. Vacancy – Elected Members. In case of vacancy of an elected position, the Vice Dean shall call the runner-up in the election. If no runners-up choose to serve, then the Dean, in consultation with the Vice Dean and Chairperson, shall make appointments to fill the vacancy. The member filling the vacancy shall serve until the next regular election.

Section 4. Appointed Members. Appointed members are appointed by the Dean for a term of three years.

Section 5. Vacancy – Appointed Members. In case of vacancy of an appointed position, a transfer of membership may occur to a newly appointed member, so long as that newly appointed member is approved by the Dean and the Chairperson.

Section 6. Inclusive Excellence in the Office of Learning Environment will have a single voting position on the Council.

Section 7. The Office of Admissions and Recruitment will have a voting member appointed to the Council.

Section 8. Medical Student, Graduate Student, and Physician's Assistant Student Representatives will be elected by their peers for a term of one year. Representatives will be comprised of three medical students Years 3-6 (2 from the Health Science District and 1 from the St. Joe Campus), one Year 1 or 2 BA/MD student, one Graduate Student, and one Physician's Assistant Student.

Section 9. Resident and fellow representatives will be elected by their peers for a term of one year. Representatives will be elected as the primary and an alternate to serve as needed.

Section 10. Additional students or trainees may serve on the Council as needed. These students will serve as non-voting members.

Section 11. Elected voting members may stand for elections for two consecutive terms. Appointed members may be appointed for a second term, if the Dean so chooses.

Section 12. If persons no longer wish to fulfill their role on the Council, written communication must be sent to the chair and Vice Dean prior to vacating their role on the Council to permit identification and appointment of a replacement.

* The Associate Dean for Inclusive Excellence will vote on behalf of Inclusive Excellence in the Office of the Learning Environment but the Assistant Dean for Inclusive Excellence or the Senior Program Coordinator for Inclusive Excellence can vote in their place, if the Associate Dean for Inclusive Excellence is not present for a vote.

** Hospital affiliate refers to Children's Mercy Hospital and Clinics, Saint Luke's Health System, University Health (previously Truman Medical Centers, Inc.), Center for Behavioral Medicine, Research Medical Center, and Kansas City VA Medical Center. At least three hospital affiliate representatives should be members of the faculty.

***Unless hospital affiliate representation is satisfied by another category.

****UMKC St. Joseph Regional Campus (including Mosaic Life Care hospital) is also considered an affiliate representative but holds its own membership position on the IE Council, separate from the "Hospital Affiliate Representatives" category comprised of 5 members.

*****Each term will rotate a representative from Humanities/Social Sciences, Basic Sciences, or Graduate Program

*****Each term will rotate a representative from Graduate or PA Student Representatives

ARTICLE V: Expectations of Members

Section 1. Voting members must have 100% commitment to participation in the Council for Inclusive Excellence initiatives and projects. Council membership will be automatically vacated by any council member who has more than 33% of unexcused absences.

Section 2. Voting members may be asked to chair a committee.

Section 3. Members will review data and participate in policy and program discussions intended to promote an inclusive learning and working environment.

ARTICLE VI: Officers

Section 1. The officers shall be a Chairperson and Vice Chairperson, both appointed by the Dean.

- Section 2. The Council Chairperson shall serve a five-year term renewable by the Dean for an additional five years.
- Section 3. The Council Vice Chairperson shall serve a five-year term renewable by the Dean for an additional five years.
- Section 4. The Council Chairperson shall serve as the representative to the Coordinating Committee. The minutes of the Council for Inclusive Excellence will be forwarded to the Coordinating Committee for review and approval, with the final approval of the Dean.
- Section 5. The Chairperson of the Council shall preside and lead all meetings with the exception that the Vice Chairperson shall perform the duties of the Chairperson whenever the Chairperson is unable to do so.

ARTICLE VII: Committees

- Section 1. The Chair shall establish necessary committees in order to conduct Council business.
- Section 2. The Chair may, as needed, appoint ad hoc committees, or invite others from the university or affiliates to assist in the work of the Council.
- Section 3. The Chair of the Council for Inclusive Excellence will appoint a committee chair from the voting membership of the council. However, committee membership may include both voting members, non-voting members and ex-officio members.

ARTICLE VIII: Meetings

- Section 1. At the meeting of the Council for Inclusive Excellence, a quorum shall consist of at least 50% of voting Council members.
- Section 2. Except as herein provided, Robert's Rules of Order shall govern the proceedings of this Council.
- Section 3. The Council for Inclusive Excellence shall meet at least once a month. Additional meetings shall be called at the discretion of the Chairperson. The committee chairs may call additional meetings of their own committees as deemed necessary to fulfill tasks and assignments.

ARTICLE IX: Amendment of Bylaws

These bylaws may be amended by a process similar to that by which they were adopted. Amendments may be proposed by members of the Inclusive Excellence Council during council meetings and adopted amendments may then be presented to the Coordinating Committee for review and to the Dean for final approval.

Approved by the Council for Inclusive Excellence 06/05/2025