

RSGA DEI HANDBOOK



RSGA DEI HANDBOOK

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RSGA DEI HANDBOOK

1. OVERVIEW OF RSGA DEI COMMITTEE

The name of this committee shall be the **Rollins Student Government Association's Diversity, Equity, and Inclusion, Committee.**

In this Handbook,

- A. The Rollins School of Public Health Student Government Association shall be referred to as RSGA,
- B. The Rollins School of Public Health shall be referred to as RSPH,
- C. The Graduate Student Government Association shall be referred to as GSGA,
- D. Diversity, Equity, and Inclusion shall be referred to as DEI

Description: The Rollins Student Government Association's Diversity, Equity, and Inclusion Committee works to encourage campus unity through advocating for diversity, equity, and inclusivity on campus for all Rollins students regardless of their identity. We plan to work together in a by-the-students, for-the-students format to strengthen the Emory experience so that all Rollins students are able to flourish by creating and maintaining a campus climate that promotes a climate of intellectual curiosity, the open exchange of ideas, and acquisition of knowledge and understanding about people and issues within and outside of the academic setting. We plan to cultivate a campus atmosphere that is not only challenging intellectually but also supportive and respectful of every individual, student, faculty, and staff member in our community of every culture, ethnicity, race, religion, sexual orientation, gender identity, age, immigration status, national origin, socio-economic background, educational background, veteran status, and ability. We will collaborate with Rollins student organizations and students to develop appropriate policy that prioritizes DEI initiatives, launch mandatory DEI trainings for students, remain transparent, and hold students, faculty, staff, and administration accountable* to improving the recruitment, retention, and degree completion of underrepresented groups via institutional level change. We encourage all students, regardless if they belong to an organization or not, who will offer diverse perspectives and experiences to join and attend meetings.

RSGA does not condone any offensive behaviors or actions that cause discomfort or create an intimidating, hostile, offensive, or demeaning environment such as, but not limited to, acts of sexual or non-sexual harassment, racism, sexism, homophobia, xenophobia, and intolerance of differences.

**One of the previous goals of the RSGA DEI Committee was: "Hold students, faculty, staff, and administration accountable to prioritizing DEI initiatives." As of 2023, the RSGA DEI Committee moved to revise the second goal to prioritize fostering partnerships and collaboration with students, faculty, staff, and administration. This revision not only paves the way for holding stakeholders accountable, but it also enables the RSGA DEI Committee to focus on efforts around collaboration that would in turn have a larger and long-term impact on the RSPH community.*

Vision: We envision an RSPH community that is a respectful and tolerant safe space for people of all backgrounds. This includes equitable distribution of resources and learning opportunities that empower students to discuss, organize, learn, and consistently challenge the status quo. As an institution that strives for public health excellence, we will foster an ever-expanding network of ethically grounded relationships between RSPH and the broader communities locally and globally.

Values: Intentionality, Transparency, Accountability

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Goals:

1. Collectively amplify the voices of, and advocate for, underrepresented groups at Rollins so that every graduate student feels comfortable and can thrive
2. Build and cultivate relationships with students, faculty, staff, and administration to bolster collaboration for initiating, advancing, and promoting DEI initiatives
3. Promote cultural awareness, engagement, and community building to celebrate diverse experiences.

Eligibility Requirements

- Be in good academic standing (GPA greater than 2.7)
- Be a current MPH or MSPH student enrolled with full-time student status
 - 4 +1 students may apply in the spring before their RSPH MPH matriculation
- Commitment to a complete 1-year term in the position and complete all tasks outlined in position responsibilities
- Ability to attend weekly 1-hour committee meetings and other incidental meetings as individual projects require

General Committee Requirements

- **Meeting times:** the DEI committee ought to meet at least every two weeks, barring scheduled academic breaks (ex. Spring break). If the board would like to meet more often, they are welcome to do so. Further, the committee has the discretion to meet virtually, however, the standard practice should be meeting in person.
- **Absences:** Committee members are not permitted to miss more than half of meetings. As the average semester has 14 weeks, and the committee meets biweekly, this amounts to no more than 3 absences. Individuals who have accrued more than 3 absences are subject to removal as specified in Section Five: Removing a Member

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2. PENDING RSGA DEI CONSTITUTION

- 1) The Diversity, Equity, and Inclusion (DEI) Officers of RSGA shall:
 - a) Ensure all student organizations are well-supported by RSGA in matters of DEI and that they adhere to the student handbook and their respective anti-discriminatory policies.
 - b) Organize and lead an active and engaged RSGA Diversity, Equity, and Inclusion Committee. Specifically, the DEI Officers shall:
 - i) Act as Chairs of the RSGA DEI Committee and adhere to the committee statement of purpose.
 - ii) Arrange DEI Committee Leadership meetings at least once per month during each semester, at which a student representative from each chartered student organization and departmental DEI committee may attend.
 - iii) Direct DEI Committee Members (Social Media Chair, Program and Community Coordinators, Treasurer, Secretary) and guide them in their duties
 - iv) Hold a discussion-based event aimed at the general student body at least twice per semester.
 - v) Be involved in the active recruitment of members for the DEI Committee from RSGA and the general student body throughout their entire 1-year term.
 - vi) Work with the RSGA Treasurer to submit and utilize a committee budget.
 - vii) Opt to serve as advisors after the conclusion of their term for incoming co-chairs and committee members
 - c) Be available in person and via written communication to all RSGA and DEI Committee members throughout the DEI Officer's entire term.
 - i) In-person availability within 2 business days of a requested meeting, shall be mandatory during the academic semester. E-mail accessibility shall be always mandatory, with a response required within 48 hours except in extraordinary circumstances as determined by the President, such as practicum experiences in regions without internet access.
 - d) Be responsible for taking and reporting notes from DEI Committee meetings at full board RSGA meetings.
 - i) Work with the RSGA Communications Officer to maintain the RSGA Emory Website to display formal meeting minutes and other DEI information relevant to RSGA activities.
 - e) Act as the liaison with the Diversity, Equity, and Inclusion Administrators at RSPH, including (but not limited to): the Assistant Director for Community-Engaged Learning and Cultural Humility and Assistant Dean for Diversity, Equity, and Inclusion in all DEI matters affecting RSGA or the RSPH student body.
 - f) Complete other duties as required by the President, this Constitution, the RSGA DEI Committee Statement of Purpose, and the bylaws of the RSGA.

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3. RECRUITMENT AND TRANSITION - *Subject to change*

Transition Process

Board members should be proactive about recruitment and begin the process around ~7 weeks into the semester. After all, there are only around 14 weeks in a semester so even though you may feel like you've barely gotten settled, you need to always be proactive about recruiting.

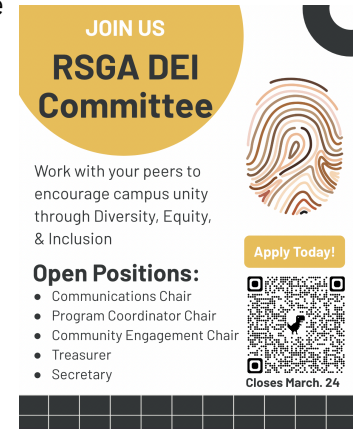
- **Example Transition Timeline**

- 2/28: Reviewing recruitment process
- 3/3: Deadline to notify committee if you are transitioning out
- 3/14: Present recruitment flyers (See right for example) for positions and release application (after approval)
- 3/24 (Friday): Application deadline
- 3/25-3/26: Decide who to invite for interviews
- 3/27-3/21: Conduct interviews
- 3:31-4/4: Review and select final candidates
- 4/4: Announce selected candidates

Application Process

1. Survey current members, and see who is graduating /wants to resign
2. Advertise open positions and make applications available to the student body
3. Candidates respond to the survey with short answers
4. Candidates interview
5. Candidates offered position

Team members should work collaboratively to discuss who will create the promotional content and distribute/post flyers. All promotional content must include a link or QR code to the RSGA DEI Committee Application. The communications chair is responsible for posting the content on Instagram. The co-chairs are responsible for emailing Joanne.



JOIN US
RSGA DEI
Committee


Work with your peers to encourage campus unity through Diversity, Equity, & Inclusion

Open Positions:

- Communications Chair
- Program Coordinator Chair
- Community Engagement Chair
- Treasurer
- Secretary

Apply Today!

Closes March. 24



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RSGA DEI Committee Application: The RSGA DEI Committee Application is an online *Microsoft/Google* form to describe the committee and available positions, ask for personal/contact information about applicants, and learn about applicants' perspectives around DEI and their previous experiences. **Below is a template for the introduction and questions on this application:**

Thank you for expressing interest in joining the RSGA DEI committee. Our committee works to encourage campus unity through advocating for diversity, equity, and inclusivity on campus for all Rollins students regardless of their identity. We are presently looking to fill # open positions which will continue through [Semester Year Date](#). The positions and their respective responsibilities are as follows:

[List out positions, example for Secretary is provided]

Secretary: This position is responsible for organizing all meeting times, committee meeting agendas and documents, and other duties as deemed appropriate by committee chairs. An ideal candidate should have experience in the GSuite and have strong communication skills.

In order to be eligible to apply, you must meet the following eligibility criteria:

- Be a current 1st year MPH or MSPH student enrolled with full-time student status
- Attend weekly 1-hour committee meetings and other incidental meetings as individual projects require
- Commit to complete a 1-year term in the position and complete all tasks outlined in position responsibilities

To apply, please complete the following application. Once completed, send the completed form and an updated resume to [Co-Chair A Email](#) and [Co-Chair B Email](#) by [Month Day, Year](#) at 11:59 pm for consideration. Top candidates will be selected for an interview during the week of [Month Day, Year](#). If you have any questions or concerns, please direct them to [Co-Chair A \(Co-Chair A Email\) and Co-Chair B \(Co-Chair B Email\)](#).

- Question 1: What is your name, department, year and Emory email?
- Question 2: Which position(s) are you interested in, in order of interest? [\[List out available positions\]](#)
- Question 3: What does Diversity, Equity and Inclusion mean to you? (2-3 sentences)
- Question 4: Describe any previous team oriented or leadership experiences you have. (2-3 Sentences)
- Question 5: Why are you interested in this particular role on the RSGA DEI committee and what ideas do you have for the position? (2-3 Sentences)

RSGA Interview Questions: For applicants who are selected to proceed to the interview round, they will be interviewed by a current member holding that position and the co-chair or member who will be remaining on the team. A SignUp Genius will be emailed to the applicants, who will select a 30-minute time slot to meet. Interview questions are below:

1. What does DEI mean to you?
2. What are your thoughts regarding DEI on the Rollins campus? And how would you want to improve DEI as a member of the RSGA DEI Committee?
3. [More specific] Why are you interested in this position?
4. What role have you played in team situations?
 - a. Previous question: "What team/leadership experience do you have?"
5. What role or roles have you played in team situations?
 - a. Previous question: "What team/leadership experience do you have?"
6. What is your preferred way of working on a group project?
 - a. Previous question: "What team/leadership experience do you have?"

BOARD MEMBERS



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DEI CHAIRS

- **Number of position(s):** 2
- Roles
- Responsibilities
 - This position is responsible for attending RSGA meetings, monthly meetings with Rollins DEI staff, coordination of DEI-related initiatives and activities (e.g. statements, programs, student trainings), and mobilization of Rollins DEI policy proposals. DEI Committee Co-Chairs will provide a brief report to RSGA E-Board and Legislative members weekly. DEI Officers supervise the DEI committee secretary, communications officer, community engagement coordinators, program coordinators, and committee members-at-large.”

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SOCIAL MEDIA CHAIR

- **Number of position(s):** 3
- **Roles**
 - “This position is responsible for overseeing and creating content for the committee’s Instagram page, partnering with committee members and the RSGA communications teams to create and distribute committee event advertisements, and other duties as deemed appropriate by committee chairs. An ideal candidate should have experience in social media and design suites (such as Canva) and have strong communication skills. This position will work in collaboration with the current Communications chair.”
- **Responsibilities**
 - Maintaining the social media pages, mainly Instagram and LinkedIn.
 - Creating content for the social media pages
 - We can repost content from other accounts as long as (1) we tag them in the post (2) we mention them in the caption
 - At the beginning of every semester, go to the RSGA general Instagram and follow new accounts.
- **Required Social Media Posts**
 - Each of the below periods must have at least 2 posts
 - February - Black History Month
 - March - Women’s History Month
 - Ramadan
 - April - Environmental Justice
 - May - Asian American and Pacific Island Heritage Month
 - June - LGBTQ+ History Month
 - September - Hispanic Heritage Month
 - October - Diversity Awareness Month
 - Each of the below dates must have 1 associated post
 - MLK Day (3rd Monday in January)
 - International Holocaust Remembrance Day (January 27th)
 - World Autism Day (April 2)
 - Earth Day (April 22)
 - Juneteenth (June 19th)
 - Trans Day of Remembrance (November 20th)
 - International Day of Persons with Disabilities (December 3rd)

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PROGRAM AND COMMUNITY (P&C) COORDINATORS

- **Number of position(s):** 5
- **Description**
 - This position is responsible for community outreach and program development. There are two main roles as C&P coordinators: 1) organize and facilitate RSGA DEI Committee programs and 2) coordinate collaboration with organizations internal and external to RSPH. C&P Coordinators will work together to delegate responsibilities across these two goals, choosing to focus on either or assisting in both areas. An ideal candidate will be comfortable working in a team and have strong communication skills.
- **Responsibilities**
 - Contributing to the brainstorming of events
 - Facilitating collaboration with other RSGA groups
 - Ensuring program success and/or sustainability (ex., remaining available and attending events, documenting efforts throughout the planning process)
- **Notes**

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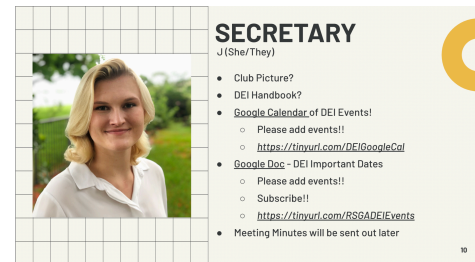
TREASURER

- **Number of position(s):** 1
- **Roles**
 - This position is responsible for overseeing the DEI Committee budget for the 2023 financial year. The Treasurer will be a liaison RSGA and the DEI Committee. They will work with other members to create outreach programs that fall within our monetary abilities. An ideal candidate will be well organized with strong communication skills.”
- **Responsibilities**
 - Submitting an annual budget and any supplemental funding requests to RSGA and corresponding RSGA treasurer
 - Complete and or assist with reimbursement requests on behalf of committee members
 - Oversee monthly and annual spending and transaction reports alongside the president
 - Communicate with RSGA and SGS regarding internal transfers, contracts, and invoices

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SECRETARY

- **Number of position(s):** 1
- **Description**
 - This position is responsible for organizing all meeting times, committee meeting agendas and documents, and other duties as deemed appropriate by committee chairs. Additionally, the Secretary ought to try to support projects across various positions.
- **Responsibilities**
 - Take meeting notes/minutes (send them out after the meeting). Send out Zoom if necessary
 - Create bi-weekly meeting Powerpoint → remind members to fill out their slides ([Example](#) slide to the right)
 - Send out action items after weekly meeting
 - Help design flyers, language for position openings, Instagram posts, etc.
 - Provide general support for all members and their goals/projects
 - Check the RSGA DEI Gmail and accept people who request access to the Calendar
- **Notes**
 - **RSGA DEI Email** (This is where the calendar is hosted)
 - **Email:** rsgadeicommitee@gmail.com
 - **Password:**



Original Description pulled from [Google Form application](#): "This position is responsible for organizing all meeting times, committee meeting agendas and documents, and other duties as deemed appropriate by committee chairs. An ideal candidate should have experience in the GSuite and have strong communication skills."

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5. REMOVING A MEMBER

The best boards often strongly feel disagreements and have heated arguments. Challenging groupthink and arguing for an unpopular viewpoint are not grounds for getting rid of a board member. However, if a board member consistently disrupts meetings or is otherwise destructive and demoralizing, it may be appropriate to consider removing the individual from the board.

Grounds For Removal from the RSGA DEI Committee

1. Failure to fulfill duties of elected or appointed position
2. Inappropriate use of funds
3. Disrespectful behavior (See Section One: Overview of RSGA DEI Committee)
4. Failure to Maintain Good Academic Standing
5. Unexcused Absences

Standard Board Proceedings

If a board member is suspected of engaging in any inappropriate behavior, a formal letter of complaint must be submitted to the DEI chairs. This letter must document the inappropriate behavior and identify the specific Grounds For Removal. After receiving the letter the DEI Chairs must begin a Standard's Proceeding. The Member in Violation must be present; it is optional for the Complainant to attend.

1. Secretary takes attendance and determines if Quorum (5) is present
2. DEI Chairs makes the motion to open the hearing; DEI Chairs must be "second"-ed
3. Introduce the Member in Violation (and Complainant) to the board.
4. Read the original complaint letter and state the Grounds for Removal
5. Invite the Member in Violation/ Complainant (if present) into the room
6. Explain the hearing rules to the Member in Violation
 - a. "Hello and welcome to the standards board. Before proceeding, I ask everyone in the room to be mindful of their tone of voice and to be respectful of individuals speaking. Inappropriate behavior can result in dismissal from the hearing."
7. (if present) Complainant gives their summary of the incident
8. Member in Violation gives a summary of incident
9. Member in Violation (& Complainant) leave the room while the board creates questions
10. (if present) Standards board asks questions to the Complainant
11. The standards board asks questions to the Member in Violation
12. (if applicable) Member in Violation brings in witnesses which may also be questioned
13. Standards board moves to close the hearing- DEI Chairs must be "second"-ed
14. Dismiss the Member in Violation/ Complainant:
 - a. "If there are no questions, you are dismissed. Thank you for coming today. I will kindly remind you that all proceedings are confidential. I will notify you when the standards board has reached a decision about sanctions."
15. Standards board discusses information shared
16. Standards assign sanctions - must be passed with a majority vote
17. DEI Chairs move to close deliberations and Standards Board is dismissed

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7. AMENDING THE HANDBOOK

No amendment, alteration, or revision of the provisions of the RSGA DEI Handbook shall be made without Executive Board approval.