

Inclusive History and Images Project (IHIP)

Working Bylaws

Article One: Duties

Description of charge to committee

About the Project: <<https://resources.lmu.edu/dei/initiativesprograms/thelmuanti-racismproject/ihip/>>

Duties of the Steering Committee (here to for, “The Committee”):

The duties under this authority include

- (1) exploring with a range of constituencies the diverse representations and diverse stories in the history of Loyola Marymount University that need to be documented and made public as a part of the LMU experience;
- (2) establishing a public campaign inclusive of public access viewing, reception and archives of a more expansive LMU history of minoritized voices, embodiments and lived experiences in the history of LMU;
- (3) working within the broader university Diversity, Equity, Inclusion and Antiracism office and project to promote the importance and values of DEI-A at Loyola /Marymount University; and
- (4) evaluating goals and objectives, of the committee charge as it relates to evolving university commitments to DEI-A and representation of diverse populations at Loyola/Marymount University;
- (5) working to make public the efforts and accomplishment of IHIP through publicly access websites/locations.
- (6) Relative to its origins in DEI-A, the focus of IHIP will evolve in the dynamic evolution of the work needed.

Article Two: Members

The Committee of the Inclusive History and Images Project (IHIP) will be comprised of a diverse range of university units and operations across both the Westchester Campus and Loyola Law School inclusive of, but not limited to: Academic Affairs, Student Affairs, university level Office of Diversity Equity and Inclusion, Faculty, Library Professionals from both campuses when possible, Alumni Affairs/Relations, Career and Professional Development, Student Government on both Undergraduate and Graduate levels (with representation from African/American and Latino/student), Staff Senate, and university level administrative leadership. Future inclusion of a representative from University Relations. It is always the purpose and intention that the committee will be composed of a diverse membership (e.g., race, ethnicity, culture and gender). *[Consideration should be given to have a faculty member from the History Department along with representation from university Marketing and Communication and University Advancement as possible].*

The inaugural IHIP committee was comprised of:

Michael Engh, SJ
Chancellor, co-chair

Bryant Keith Alexander
Dean, College of Communication and Fine Arts, and interim Dean, School of Film & Television, co-chair

Neel Agrawal
Digital Projects Librarian, William H. Hannon Library

John Axtell
Associate Vice President, Communications, Marketing, Communications & External Relations

Cynthia Becht
Head, Archives & Special Collections, William. H. Hannon Library

Joe Bernardo
DEI Associate, Diversity, Equity and Inclusion

Lisa Piumetti Farland
Executive Director, Alumni & Parent Engagement

Branden Grimmatt
Associate Provost, Career & Professional Development

Tiffany-Paige Hernandez
Student, Loyola Law School, GSASLMU representative

Margarita Ochoa
Associate Professor, History Department

Camille Orozco
ASLMU Representative

Lizeth Zepeda, University Archivist, William H. Hannon Library

Ranmal T. Rodrigo, Senior Administrative Coordinator of Budgets and Scheduling

All members of the committee are invited by collective decision of the sitting committee relative to representation and potential to contribute to IHIP as active members.

- A. There shall be on average 12 voting/ regular members of the committee with invited ex officio members relative to emerging needs and collaborations. This number is relative to the inaugural steering committee and will be periodically evaluated relative to the emerging needs and critical representation for the work of IHIP.
- B. The 12 (or more) members of the Committee are full-time members of the LMU/Loyola Law communities.
- C. The members of the established IHIP Committee are invited by the collective sitting committee and are appointed by the sitting chair or co-chairs of IHIP. Open calls for membership will be posted once a year to the campus for the consideration of 1-2 at large positions. The timing of

the public call will seek to align with the Faculty Senate call for the “Committees-on-Committees” and will seek to align coordination with the Staff Senate similar call for service. Current membership of IHIP makes the final selection or determination of membership.

- D. The terms are for three years. Terms commence at the start of the Fall semester and terminate at the end of the appropriate Spring semester. The terms shall be staggered (Initially there shall be three appointments for one year, three for two years, and three for three years). [Faculty service on IHIP is an appointment within the academic year (Fall and Spring). Summer involvement will be considered voluntary.
- E. All Faculty and Staff members of IHIP will receive a Service Appreciation Letter written by the Co-Chairs of the committee.
- F. Any member shall be eligible for reappointment to a second consecutive term. No member shall be eligible to serve more than two consecutive terms without a term off before reappointment.
- G. When possible, IHIP will have a formal Administrative Assistant available, potentially through the resources or influence from the co-chairs.

Article Three: Officers and Duties

Each member of the Committee will be selected for their interests and the special skills that they bring to the project and will serve on subcommittees to distribute the work of IHIP. Currently the two primary offices will be the Chair and Co-Chair. Here to for the chair and co-chair will be recommended by the collective membership, with finalization and appointment by the President or Provost of the university in consultation with the Vice President of Diversity Equity and Inclusion.

- A. The Chair and Co-Chair will share responsibilities in support of the overall mission of IHIP. Practical responsibility will include setting agenda, calling meetings, ensuring the documentation of minutes, notes, and archives of the work of IHIP.
- B. The Chair and Co-chair will be responsible for updating the President, Provost, the Vice President of Diversity Equity and Inclusion, and the Board of Trustees of the work and accomplishments of IHIP in the form of incremental updates or annual reports.
- C. The Chair and Co-Chair will serve as signatory of the committee, and will be the primary representational advocates for IHIP, unless otherwise delegated.
- D. The Chair or Co-Chair will write a letter of service and commendation for any sitting member of the committee to validate “service” as needed for internal and external applications.
- E. Consideration in appointing the Chair and Co-Chair (or at least one) will include individuals with access to power and authority relative to interphases with higher university administration.
- F. Subcommittees will be developed/established to achieve the work of IHIP. Individual members of the committee will be appointed or vote upon to serve as the chair of these subcommittees.
- G. A series of standing committees will include Budget, Marketing and Promotions, Archives, Alumni Relations, and Oral History.
- H. It is hoped that a member of IHIP will sit on the University Level Public Arts Committee.

Article Four: Meetings

The Committee will meet on a regular schedule bi-monthly at a jointly decided regular time and date that ensures that greater attendance and participation of membership. For efficiency the committee will meet through and electronic virtual modality (e.g., ZOOM, Skype, Teams) with the potential of projected in-person meetings, programming, and socials.

- A. Meetings are called by the co-Chairs as required to accomplish the workload of the Committee.
- B. Subcommittee meetings will be called by the designated chair of the subcommittee
- C. Eight members (of a twelve member-based) constitute a quorum.
- D. The Committee will normally meet bi-monthly and will consider greater frequency relative to work and pending projects and deadlines.
- E. The committee will organize period public forums on and electronic/virtual platform to provide updates and get feedback from the campus community.
- F. All members of the committee are considered "voting members."

Article Five: Amendments and Revisions

The bylaws of IHIP are designed to offer structure and serve as an archive of the purpose and operating procedures of the committee.

- A. Amendments to these statutes may be proposed at any meeting of the Committee in order to be responsive to shifting conditions that further the mission and purpose of this committee, but broader structural issues shall not be voted upon until the next meeting.
- B. A two-thirds majority of the committee shall be required for preliminary approval of an amendment.

Note: *The Inclusive History and Images Project (IHIP) emerged as a response to a specific historical moment related to DEI-A at LMU. As the primary purpose and work of IHIP develops, there may be a need to revisit the name of the committee to shift to a broader spectrum of engagement that might be more outreach and proactive to broader concerns.*