



COMMITTEE ON DIVERSITY, EQUITY & INCLUSION BYLAWS, POLICIES AND PROCEDURES

I. Scope of Authorization

The Committee on Diversity, Equity, and Inclusion (“DEI Committee”) was formed 2020. FEI commits to creating a diverse, equitable and inclusive community for finance leaders. The DEI Committee’s vision asserts that FEI:

1. Is a diverse and inclusive community of finance and accounting leaders.
2. Promotes and produces learning opportunities for its Members and the profession at large that support a climate of equity and inclusion.
3. Actively encourages engagement, collaboration, and networking among its Members, as well as individuals within other organizations that also share a commitment to diversity, equity, and inclusion.
4. Is recognized as an influencer, leader and change agent for inclusion through its membership.

II. Responsibilities of the Committee

DEI Committee’s responsibilities are many and varied, but its core duties are:

- Develop strategies and action plans to carry out the DEI vision through various programs, and partnerships with other diverse organizations.
- Actively work with chapter leaders and DEI advocates to improve membership representation from all diverse backgrounds.
- Representing as faithfully as possible the various attitudes, views, and opinions of the FEI membership.
- Maintaining the highest standards of objectivity as well as personal integrity in developing and communicating the positions of the FEI membership.
- Developing, maintaining, and when necessary, expanding the committee’s influence that will best advance the interests of the FEI membership.

The committee will maintain liaison with:

- FEI chapters where a specific purpose is to be served;
- Other organizations interested in and/or responding to the issue.

III. Membership



The DEI Committee is authorized to modify the classification and composition of its membership from time to time in light of changing circumstances, provided the modifications are approved by DEI Committee's Executive Committee and subject to review by the President of FEI. The guidelines governing DEI Committee membership are as follows:

A. Active Members

- DEI Committee normally shall consist of chapter DEI leaders, and chapter president if no dedicated DEI leader is elected.
- Regular DEI committee members are accorded full voting rights in all DEI committee deliberations and actions and are appointed to *one-year terms* on an annual basis by the DEI committee Chair and in consultation with the President of FEI.
- In accordance with FEI policy, the selection of regular DEI Committee members shall be based on the individual's qualifications and interest in DEI Committee activities, and their willingness and ability to participate personally in carrying out their assigned duties.
- The cumulative length of a member's service should be influenced by their contribution. However, after *five successive one-year terms*, the individual's reappointment to DEI Committee is subject to review by the President of FEI.

IV. Organization

A. Executive Committee

The Chair of DEI Committee is appointed to a one-year term by the President of FEI and may serve successive terms as Chair at the pleasure of FEI's President. In accordance with FEI policy, however, individuals should be selected who are willing and able to serve a minimum of two years; however, they should not be asked to serve more than three years as DEI Committee Chair.

The Executive Committee shall have not less than one Vice Chair and no more than five Vice Chairs. The DEI Committee Chair shall appoint the Vice Chair(s) and may delegate administrative and other operating duties to the Vice Chair(s). The selection of Vice Chair is contingent on the member's willingness and ability to act in the Chair's absence and carry out other assigned duties.

The two immediate Past Chairs may serve on the Executive Committee if those individuals are willing and able to serve.

B. Committee Meetings

DEI Executive Committee meetings and full DEI committee meetings shall be alternately held every other month virtually. Special meetings and subcommittee meetings are held as needed.



C. Subcommittees

At the Chair's discretion, and subject to consultancy with FEI's President, the DEI Committee may operate through a subcommittee structure. Depending upon the need, the structure may include standing, ad hoc, and project subcommittees. The structure is reviewed periodically and modified as needed. The DEI Committee appoints a regular DEI Committee member to serve as Chair of each subcommittee. The DEI Committee Chair and one Vice Chair are ex-officio members of all sub-committees.

The Subcommittee Chair appoints the members of the subcommittee in consultation with the DEI Committee Chair. Standing subcommittees are assigned to general or specific areas of a long-term or continuous nature. In general, regular DEI Committee members are appointed to serve on standing subcommittees.

Other ad hoc or project subcommittees are assigned to a specific subject or other issues of a shorter-term nature, which usually has a defined completion date. Ad hoc or project subcommittees are only required to have a Chair and one other member, both of whom are regular DEI Committee members. The Subcommittee Chair may appoint Associate members, Alternates, and Advisors to serve on the subcommittee.