

Third Amended Bylaws of the University of North Florida Clery Act Committee Adopted May 22, 2025

Article I. Name

The name of this Committee shall be the Clery Act Committee (“CAC” or “Committee”)

Article II. Mission

The mission of this Committee is to ensure the necessary processes are followed to ensure the University’s compliance with the Jeanne Clery Campus Safety Act (“Clery Act”). To that end, the Committee’s goals include but are not limited to: ensure the identification and training of campus security authorities (“CSAs”), track and compile crime/student conduct statistics as required by the Clery Act, ensure Clery Act compliant domestic and international travel, draft and circulate the University’s Annual Security Report (“ASR”) with the necessary and appropriate content, and to ensure other compliance requirements of the Clery Act are met.

Article III. Membership

Section 1. Subject to appointment by the University President or designee, the following shall be voting members of the Committee:

Clery Act Compliance Manager (Chair)
Chief of University Police Department
Academic Affairs, Director or designee
Athletics, Senior Woman Administrator or designee
Counseling Center, Director or designee
Dean of Students or designee
Enrollment Services, Director or designee,
Environmental Health and Safety, Director or designee
Faculty Representative
Housing and Residence Life, Director or designee
Human Resources, Director or designee
International Center, Director or designee
Office of the General Counsel, Associate General Counsel
Student Government, Advisor and representatives from Osprey Involvement Center and the Business & Accounting Office
Student Health Services, Director or designee
Title IX Coordinator or designee
University Conduct Officer or designee

Section 2. All appointed members serve at the University President's discretion. Additional Committee members may be appointed at the University President or designee's discretion.

Section 3. Any member who wishes to resign from the Committee must present a resignation letter in writing to the Committee Chair, which will be presented to the University President for action.

Article IV. Meetings

Meetings shall be conducted in compliance with Florida's Government-in-the-Sunshine law. As such, reasonable notice of the meetings will be provided, the meetings will be open to the public and held in a location where the public can attend. Minutes shall be taken at each Committee meeting.

Section 1. Frequency of meetings – Meetings shall be held quarterly but may be held more frequently should the Chairperson or Committee members feel meeting more frequently is necessary.

Section 2. A simple majority of the voting membership shall be present and sufficient to constitute a quorum for the transaction of Committee business.

Article V. Officers

The officers of the Committee shall be a Chairperson and a Vice Chairperson. The University President appoints the Chairperson at the outset of the Committee, to serve in perpetuity, at the discretion of the University President. The Chairperson shall select the Vice Chairperson, to serve one calendar year that begins on the date of selection. The Vice Chairperson will be eligible to serve consecutive years. All Committee members are eligible to serve as officers.

Article VI. Subcommittees

Section 1. Such subcommittees, standing or special, shall be established, as the Committee sees fit on an as needed basis.

Section 2. The Chairperson in conjunction with the Committee members shall appoint members of such subcommittees, and if necessary, other members of the University community may be appointed to such subcommittees.

Article VII. Staff Support

The Office of the General Counsel ("OGC") will provide staff support to the Committee and will record, post, and circulate minutes. OGC will also be responsible for setting meeting date, time, and location, as well as noticing meetings.

Article VIII. Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Committee by a majority vote. All amendments must be submitted to the University President for approval.

Approved by the Committee on March 26, 2015; amended by the Committee on April 23, 2015, August 30, 2017, February 24, 2022, and May 22, 2025.