

# **Bylaws of the University of North Florida Clery Act Committee Amended and Adopted August 30, 2017**

## **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 Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”). To that end, the Committee’s goals, include but are not limited to: ensure the training of campus security authorities (“CSA”), track and compile crime/student conduct statistics as required by the Clery Act, ensure Clery Act reportable 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 with the Clery Act.

## **Article III. Membership**

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

- Chief of University Police Department (Chair)
- Academic Affairs, Director or Designee
- Athletics, Senior Woman Administrator
- Compliance Officer (nonvoting member)
- Dean of Students
- Department of Diversity Initiatives, Director 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, Senior Associate General Counsel and Assistant General Counsel
- Student Conduct Officer
- Student Government, Advisor and representatives from Club Alliance and the Business Office
- Title IX Administrator 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, all members of the advisory committee who are present shall vote on issues when a vote is called for and minutes of the meetings shall be recorded.

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 to start March, 2015. 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 will provide staff support to the committee and will record, post and circulate minutes. The OGC will also be responsible for noticing meetings and contacting committee members of the time, date and location of committee meetings.

Approved by the Committee on March 26, 2015; amended by the Committee on April 23, 2015, amended on August 30, 2017

**Article VIII. Amendment of Bylaws**

These bylaws can 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, amended on August 30, 2017