

Sexual Violence Advisory Committee Bylaws
Michigan State University
Adopted: December 9, 2017

PREAMBLE

Michigan State University's commitment to maintaining a learning and working environment that is free of sex discrimination, sexual harassment, and sexual violence guides ongoing efforts to engage the campus community in cultivating a community of caring and respect.

1.0. PURPOSE

The MSU Sexual Violence Advisory Committee (SVAC) serves to provide community input and advice to the University through the MSU Title IX Coordinator on matters pertaining to the University's compliance with Title IX. The SVAC is advised by experts and representatives from campus administrative units who serve an integral role in supporting MSU's responsibilities under Title IX. Such administrative units include: SARV Prevention Program; Sexual Assault Program; MSU Safe Place; Residential Education and Housing Services; Student Conduct and Conflict Resolution; Office of Institutional Equity; Office of Inclusion and Intercultural Initiatives; Office of International Students and Scholars; MSU Police; Office of General Counsel; and other offices as necessary, who will provide information on current university policies, practices, and programs. The SVAC shall not have responsibility for, or advise on, the investigation or adjudication of specific cases and incidents or day-to-day operations of advising units.

The Committee will meet monthly throughout the academic year and prepare an annual report summarizing the Committee's activities and feedback gathered from the campus community. This annual report will be provided to the Title IX Coordinator and the Violence Free Communities committee (VFC) in April of each year. SVAC members will be invited to the April VFC meeting each year to review SVAC's report with VFC in order to facilitate development of recommendations and strategic plans by VFC. The Title IX Coordinator will work with the relevant campus units to review feedback provided by SVAC and implement recommendations provided by VFC as appropriate.

2.0. CHARGE

The Sexual Violence Advisory Committee shall:

- 2.1. Serve as a forum for community engagement and constituency feedback.
- 2.2. Foster community engagement in issues of sexual violence.
- 2.3. Identify opportunities, such as speakers or events, to engage the campus community and develop plans to disseminate information to their constituencies.
- 2.4. Provide input in response to University programs and initiatives aimed at raising awareness and reducing the prevalence of sexual violence.
- 2.5. Provide constituency feedback through an annual open meeting.

2.6. Assist with efforts by the Title IX Coordinator to conduct climate checks.

3.0. COMPOSITION AND SELECTION OF THE SEXUAL VIOLENCE ADVISORY COMMITTEE

3.1. The SVAC is composed of faculty, staff, and students who will represent the broad interests of the campus community and are appointed by the President. Members of SVAC shall serve a two-year term. All faculty, staff and student members are appointed by the President of the University. The President will confer with the Secretary of Academic Governance in selecting faculty for the at-large faculty representatives. Unless otherwise noted, student members will be nominated by relevant student governance groups. The SVAC chair (or co-chairs) will be appointed by the President.

ACADEMIC STAFF (5):

- Two at-large faculty representatives (1 Tenured, 1 Non-Tenured) nominated by the Provost
- One representative from the Women's Advisory Committee to the Provost (WACP_ nominated by the Provost
- One representative of the Department of Athletics nominated by the Athletic Director
- One representative from Residence Education and Housing Services nominated by the Vice President for Residential and Hospitality Services
- One ex-officio member shall represent the College of Law on the Committee as a member without vote.

SUPPORT STAFF (2):

- One representative from the Women's Advisory Committee for Support Staff (WACSS) nominated by the Executive Vice President for Administrative Services
- One representative nominated by the Executive Vice President for Administrative Services from the following groups: Administrative-Professional Association (APA), Administrative Professional Supervisors Association (APSA), AFSCME Local 1585, AFSCME Local 999, Clerical Technical Union (CTU), Capital City Labor Program (CAPP), IATSE Local 274, UOE Local 324, or Non-union support employees.

STUDENTS (11):

- One representative nominated by the Director of the Office for International Students and Scholars
- One representative of the President's Advisory Committee on Disability Issues nominated by the Director of Inclusion and Intercultural Initiatives
- One representative of the Council of Graduate Students (COGS) to be nominated by the Associate Provost for Graduate Education in consultation with COGS
- One representative from Residence Education and Housing Services nominated by the Vice President for Residential and Hospitality Services.
- One representative from Band nominated by the Dean of the College of Music
- One representative of Student Athletes nominated by the Athletic Director

The following student nominations are to be submitted by the Vice President for Student Affairs and Services:

- One representative of Associated Students of Michigan State University (ASMSU)
- One representative of Council of Racial Ethnic Students/Council of Progressive Students(CORES/COPS)
- One representative of the Alliance of Queer and Ally Students
- Two representatives of the Greek Councils, with at least one representative form the Multicultural Greek Council or the Pan-Hellenic Council

3.2. Nominating organizations shall submit a minimum of two nominations for each vacancy on the Committee. Organizations are encouraged to nominate individuals who are highly interested and engaged on the issue of sexual violence. Nominations shall be submitted to the President prior to April 1 and appointments shall be completed prior to May 1. However, nominations may be considered until vacancies are filled.

3.3. By March 1 of each year, the Title IX Coordinator and the President will review the appointment status for vacancies to be filled for the coming year.

3.3.1. The SVAC membership should encompass a diverse set of backgrounds, life experiences, and academic interests. Nominating organizations shall make their best effort to recruit and nominate a diverse slate of nominees. If the President or the Title IX Coordinator feel that diversity is not sufficiently represented on the Committee, the nominating organizations will be asked to increase their efforts to recruit a diverse set of nominees.

3.3.2. If the President or the Title IX Coordinator feels that the number of members rotating off the Committee at one time will be detrimental to the work or functioning of the Committee, the terms of one or more members may be extended by one year to correct the rotation.

3.3. Vacancies during terms shall be filled in a manner consistent with the regular selection process.

3.4. All members except those designated as ex officio are considered voting members of the committee.

3.5. The SVAC will be supported by the office of the Title IX Coordinator.

3.6. Terms of office shall begin on August 16 and shall be for two years. Provision shall be made to stagger terms.

3.7. By May 1 of each year the President shall appoint a Chairperson to lead the Sexual Violence Advisory Committee. The official term of office will begin on August 16 and continue for a period of three years.

3.8. In the event that the Chairperson is unable to fulfill their term, the President shall appoint a new Chairperson to serve the remainder of the term with the possibility of reappointment.

4.0. ATTENDANCE

4.1. If a Committee member is unable to serve or fails to attend any meetings or participate for the duration of one semester, nominations may be sought and a replacement may be appointed by the President to serve the remainder of the term.

5.0. PROCEDURES & FUNCTIONS

5.1. In consultation with the Chairperson, staff from the Title IX Coordinator's Office shall prepare and distribute the agenda and minutes at least one week prior to each monthly meeting.

5.4. Upon written request and within time limits established by the Committee, any member may invite individuals to make presentations before the Committee.

5.5. The Chairperson shall represent the Committee at appropriate official university functions.

5.7. The Committee shall review its composition, procedures, and functions and recommend appropriate Bylaws revisions to the University President no less than biennially.

6.0 Quorum and Voting

6.1. A quorum of 1/2 of appointed voting members must be present to take action at any meeting.

6.2 The voting membership of SVAC shall include appointees except those designated as ex-officio and will include the Title IX Coordinator.

6.2 Motions are accepted by a simple majority vote of members in attendance at a meeting. The Chairperson may vote only to break a tie. Ex officio members, special consultants, or substitutes for voting members may speak to motions, suggest amendments, and submit agenda items, but not vote.

6.3 In the event that a quorum is not present, items referred to SVAC for action may be delayed until the next meeting or action may be conducted electronically to facilitate action on time sensitive matters.

6.4. When SVAC acts as a forum for the interchange of ideas and information, a quorum is not required; however notes will be kept of such meetings and distributed according to standard procedures.

6.5. If an action must be taken and it is impossible to schedule a meeting, the chairperson must consult with a majority of the voting Committee members prior to making a decision.

7.0. SUBCOMMITTEES

7.1. Subcommittees may be assembled by the Chairperson to address Committee priorities.

7.2. Committee members, voting and ex-officio may be assigned to subcommittees according to their organization affiliation and/or expertise.

7.3. To enhance the operation of subcommittees, members of the University community may be invited to participate. However, Committee members shall constitute and maintain majority representation on subcommittees.

7.4. Each subcommittee shall elect a subcommittee Chairperson from among its voting Committee members only. All subcommittee members are permitted to vote on motions in a subcommittee.

7.5. Each subcommittee shall establish its own operating procedures except as specified in these bylaws.

7.6. The subcommittee Chairperson, or a designated representative, shall report to the full Committee at scheduled meetings. The full Committee will vote to accept/reject the final recommendations of each subcommittee. All reports will become part of the permanent record of the Committee.

8.0. MEETINGS

8.1. The Committee shall meet monthly throughout the academic year. Provisions can be made for scheduling additional full Committee meetings if necessary.

8.2. Meetings shall be called to order by the Chairperson.

8.3. All meetings shall follow the general guidelines of Robert's Rules of Order.

8.4. Any Committee member may submit to the Chairperson an item for an agenda prior to its publication or move to amend an agenda or its order of business at the start of a meeting.

8.5. All Committee meetings shall be recorded through minutes. Approved minutes of full meetings shall be distributed to members of the Committee, the President and interested parties within the University. Records shall be maintained on file in the Office of Institutional Equity (OIE) for historical purposes.

9.0. RESOURCES

- 9.1. The Committee and its subcommittees shall have access to faculty, students, University administrators and staff as necessary to ask questions and gather relevant information.
- 9.2. The Committee shall coordinate its action with other University committees with overlapping or similar issues.
- 9.3. The Office of Institutional Equity shall provide staff and clerical support to the Committee and its subcommittees, and may be delegated by the Committee to compile information.

10.0. INTERACTIONS WITH THE PRESIDENT

- 10.1. The President shall meet with the Committee at least once during the academic year. Additional meetings may be requested by the President or the Committee.
- 10.2. The Committee shall promptly forward its annual report to the President. The President will discuss the annual report with the Title IX Coordinator, who will then refer items outlined in the annual report to appropriate University offices for consideration. The Title IX Coordinator will facilitate communication between the Committee and University administrators.

11.0. ADOPTION OF BYLAWS

- 11.1. These Bylaws are adopted by a majority vote of the voting members in attendance at the designated meeting for taking such action, and approval of the President.
- 11.2. Amendments to the Bylaws require a 2/3 vote for adoption by voting members in attendance at the designated meeting for taking such action, and approval of the President.
- 11.3. Organizations and units listed in 3.0 may change names. Amendments to the Bylaws to reflect changes in organization names shall not require Committee and President approval, if such changes do not modify the number of Committee members or the balance of representation in the Committee membership structure.

Date Approved by Committee: November 17, 2017

Date Approved by President: December 9, 2017