



# | University of New Haven

## University of New Haven Clery Act Compliance Committee Charge

### Article I. Name

The name of this committee shall be the University of New Haven Clery Act Compliance Committee

### Article II. Mission

The mission of this Committee is to ensure the University of New Haven has the necessary policies, procedures, processes, and protocols to fully comply with the spirit and letter of 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:

- oversee the development of required Clery Act policies and associated procedures, including, but not limited to the Timely Warning Report policy;
- Emergency Notification Policy and procedures;
- Missing Student Notification Policy and Procedures; and
- other such policies outlined in the Clery Act regulations (668.46) or the Handbook for Campus Safety and Security Reporting (2016 Edition);
- ensure the training of campus security authorities (CSAs);
- track the collection, classification, and counting of Clery Act crime data;
- ensure the University is maintaining an accurate list of Clery Act-defined geographical areas, including non-campus domestic and international owned and/or controlled building or properties;
- draft and circulate the University’s Annual Fire Safety and Security Report, with the necessary and appropriate content, and to ensure compliance with other requirements of 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:

- Clery Act Coordinator
- Title IX/VAWA Compliance



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- Dean of Student's Office
- Student Organization Discipline
- Student engagement, Leadership, & Orientation
- Graduate and International Student Life
- Athletics
- Campus Recreation
- Office of Residential Life
- Human Resources
- University Police
- Academic Affairs
- Study Away/Study Abroad
- Counseling & Psychological Services
- Compliance
- Emergency Health Services
- Fire Marshal/Safety
- Public Information
- Risk

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 this charge. As such, reasonable notice of the meetings will be provided, the meetings will be open to the university community and held in a location where the university community can attend (in-person, virtual), 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.



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## 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 from date of appointment. 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 Clery Act Coordinator's office will provide staff support to the committee and will record, post and circulate minutes. The Office will also be responsible for noticing meetings and contacting committee members of the time, date and location of committee meetings.

## 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.

Authorized by:

A handwritten signature in blue ink, appearing to read "S. Kaplan", written over a horizontal line.

Steven Kaplan, Chancellor

January 5, 2023