

**INSTITUTIONAL CLIMATE COMMITTEE
BYLAWS**

**KUTZTOWN UNIVERSITY OF PENNSYLVANIA
Kutztown, PA 19530**

I. PURPOSE

The Institutional Climate Committee reports to the University Senate and is responsible for facilitating the development and maintenance of a caring campus community characterized by value and respect for all campus constituents. Through the use of data from periodic campus climate surveys, the committee will identify campus community members' perceptions and attitudes about KU, and will foster an institutional climate that supports diversity, civility, and inclusiveness.

To accomplish this ICC will:

- Engage in consultation with campus groups to address climate conditions related to marginalized, disenfranchised, and other vulnerable populations.
- Open up communication concerning perceptions, and attitudes about KU.
- Recommend university policies, procedures, and practices that promote more positive stakeholder perceptions, and attitudes about KU.
- Encourage teaching, research and programs that enhance KU's climate of engagement and transform KU into a more welcoming and inclusive place to live, work and learn.
- Serve as a consulting team for stakeholder concerns about climate that arise from the survey and from other sources and present the results of their inquiry in open forums and in campus community reports and updates.
- Develop actionable plans to address needs identified by the campus climate survey.

II. COMPOSITION AND TERMS OF APPOINTMENT

A. Composition

The ICC membership will consist of the following:

- At-Large Faculty Member**
- At-Large Minority Faculty Member**
- At-Large Professional Staff Manager Representative**
- At-Large Minority Professional Staff Manager Representative**
- Faculty Member from the College of Business**
- Faculty Member from the College of Education**
- Faculty Member from the College of Liberal Arts & Sciences**
- Faculty Member from the College of Visual & Performing Arts**
- Senate Representative**
- Management/Administration Representative*

- Women's Center OR Commission on the Status of Women Representative*
- GLBTQ Resource Center OR Commission on Human Diversity Representative*
- APSCUF Representative^
- AFSCME Representative^
- SUA/SCUPA Representative^
- Undergraduate Student Representative (SGB appointed)
- Graduate Student Representative (Graduate Dean appointed)
- *Appointed by Area or Committee
- **Appointed by Committee on Committees
- ^Appointed by Union

B. Terms of Appointment

- Appointed members serve for staggered three-year terms.
- Student members serve for one year.
- Appointees may serve a maximum of three consecutive terms.
- Ex Officio members may serve indefinitely.

C. Election of Officers

- ICC shall have two leadership positions:
 1. Co-Chairs, who must each be a voting member of the committee, will serve a one-year term, but no more than three consecutive terms.
 2. A Secretary, who may be any member of the committee, will serve a one-year term.
- Election Process:
Officer elections will be conducted during the first meeting of the academic year. Candidates for leadership positions may be nominated by other members or themselves. Officers shall be elected by a simple majority of those voting members in attendance; a quorum is required. If a quorum is not available at the meeting, then an electronic vote will be held. The top two candidates for chair shall be elected Co-Chairs.

III. DUTIES

A. Duties of Committee Members are

1. Regular attendance at meetings (see below)
2. Involvement in e-mail communications
3. Completing agreed-upon tasks in a timely manner
4. Interest in enhancing the well-being of the Kutztown University community through institutional climate initiatives
5. Certification in the CITI training course
<https://about.citiprogram.org/en/homepage/> is preferred but not required.

- B. Duties of Co-Chairs
 - Distribute ICC Mission and Bylaws to members at the first meeting of the year for information and review.
 - Submit any revisions of the ICC Mission and Bylaws to the University Senate for approval.
 - Call the meetings on a regular basis.
 - Set the agenda for meetings and distribute prior to the meeting.
 - Present an interim report to the University Senate as requested.
 - Represent ICC and communicate with external entities as appropriate.
 - Write letters about committee members' service upon request.

- C. Duties of Secretary
 - Record the minutes at the meetings, and the names of those attending and those not attending at each meeting.
 - Revise the minutes as needed and disseminate the minutes to the committee and the University Senate as needed.

IV. MEETINGS

- A. Meeting frequency
 - The ICC meets regularly the third Tuesday of the month during regular semesters and as-needed over the summer. Members are not required to attend summer meetings.

- B. Meeting attendance requirements
 - Each member may miss up to one meeting per semester. Members shall find a substitute if unable to attend. After the second unexcused missed meeting without substitute, the committee will contact the source of appointment to find a replacement.

V. VOTING

- A. All appointed committee members except for consulting and visiting members shall be voting members.

- B. A simple majority of the voting membership shall constitute a quorum. Motions shall require two-thirds majority of members present to pass.

- C. For elections, if a quorum is not available at the meeting, then an electronic vote will be held.

- D. Designated substitutes may vote as proxy for a member not in attendance, except for election of officers

VI. AGENDA

- A. The agenda shall consist of the following order of priority (recommended):
 - Call to Order
 - Approval of Minutes
 - Announcements
 - Old Business
 - New Business
 - As May Arise
 - Adjournment
- B. The Agenda will be made available by co-chairs prior to meetings.

VII. RULES OF ORDER

- A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order this committee or University Senate may adopt.
- B. Amendment of the bylaws shall require a two-thirds majority of the total voting membership.
- C. Upon request by the University Senate, an ad hoc committee will be formed to amend bylaws and present the revised bylaws to the full committee for approval. Revised bylaws will be submitted to the University Senate upon committee approval.

Rev. April/2018
Approved Month/Year