Resources, Education, Prevention, and Support Advisory Board Bylaws
University of San Francisco • Title IX Office

PREAMBLE:
The Title IX office continually strives to maintain and strengthen a climate which fosters mutual respect and inclusivity for all community members. Its primary concern is the safety and well-being of USF students, staff, and faculty, and we are tasked with responding to all reports of sexual misconduct and/or gender discrimination experienced by our community members.

MISSION:
The mission of the USF Resources, Education, Prevention, and Support (REPS) Advisory Board is to form a partnership between USF students, staff, and faculty to help create a campus environment that promotes respect, equity, healthy relationships, and healthy sexuality. The Board is dedicated to the promotion of the rights of students, staff, and faculty to live, work, and study in a safe and healthy environment, free from sexual discrimination, including sexual and gender-based violence and harassment.

ARTICLE I: NAME
Section 1. The name of this Board shall be known as the Resources, Education, Prevention, and Support Advisory Board or REPS Advisory Board.

ARTICLE II: PURPOSE
Section 1. The Board will foster communication and collaboration in prevention efforts, engage the campus community, review and suggest areas for improvement, and centralize efforts for sustainable forward momentum. The purpose of this Board is to promote the general welfare of USF students, staff, and faculty, and serve as a resource for sexual violence prevention. The Board will uphold the University's mission and respect the Jesuit values.

Section 2. <u>Responsibilities:</u>
1. Ensure that the work furthers both the institution's and Title IX's mission and strategies.
2. Ensure that the Board helps foster a campus environment that promotes respect, equity, healthy relationships, and healthy sexuality.
3. Ensure that work within the Board and its initiatives is gender informed, intersectional, trauma informed, positive focused, has a community/cultural project approach, includes a variety of stakeholders, and is survivor centric.
4. Ensure that the Board assesses the effectiveness of Title IX training modules, workshops, and campaigns.

Section 3. <u>Means to Carrying out Responsibilities:</u>

1. Collaborating with the Title IX Office and the Office of the Dean of Students through consistent and open communication.
2. Reviewing and assessing campaigns surrounding the topic of sexual misconduct, training modules, workshops, and other initiatives.
3. Promoting policy and procedures through marketing strategies to assist with accessibility to all campus constituencies.

Section 4. <u>REPS</u> <u>Goals:</u>

1. Resources: Students, faculty, and staff know and understand the different sexual misconduct response resources and feel comfortable using them.
2. Education: Students, faculty, and staff are educated annually on sexual violence prevention and grow their cumulative knowledge and mastery of bystander intervention during their time at USF.
3. Collaboration: There is regular collaboration on sexual violence prevention and education efforts with the Sexual Violence Resource Advocate, the Cultural Centers, and other campus offices, and departments, in order to foster inclusive and intersectional programming and events.
4. Communication: Students, faculty, and staff feel knowledgable about sexual violence prevention and education efforts on campus.
5. Engagement: Student leaders are highly trained to recognize and respond to instances of sexual disrespect and there are regular opportunities for USF students to be involved with Title IX, REPS, and other campus resources.

ARTICLE III: MEMBERSHIP

Section 1. <u>Eligibility Requirements</u>: Any student who meets the qualifications for membership in the University's Eligibility Policy for Participation in Student Activities will be eligible for membership in the Resources, Education, Prevention, and Support (REPS) Advisory Board . The most recent version of the Eligibility Policy for Participation in Student Activities will supersede this statement if there are discrepancies. In accordance with the Eligibility Policy for Participation in Student Activities, all members of the REPS Advisory Board shall be:

a. Enrolled in at least 12 credits at USF at the time or appointment and maintain this unit requirement throughout one's term.
b. In good academic standing with the University (e.g., not be on academic probation as defined by the most recent version of the General Catalog) at the time of appointment and maintain this standing throughout one's term.

c. In good behavioral standing with the University (e.g., not have received a sanction under the Nonacademic Student Conduct and Disciplinary Procedure that limits, restricts, or excludes participants in designated privileges or co-curricular activities) at the time of appointment and maintain this standard throughout one's term.

Section 2. Membership in the Board will not be denied to anyone on the basis of race, color, religion, religious creed, ancestry, national origin, age, sex, gener identity, sexual orientation, marital status, medical condition, or disability.

Section 3. No member of this Board shall engage in hazing including but not limited to physical abuse, causing excessive mental stress, verbal abuse, or subservience (see Fogcutter Student Handbook for descriptions). Furthermore, students may not commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending this institution. Members should actively keep in mind and practice the goals and mission of REPS, and should be familiar with Title IX policy and regulations (see https://myusf.usfca.edu/title-ix for descriptions).

Section 4. Attendance: There are eight meetings each academic year of the REPS Advisory Board. Each Board member will be allotted up to 2 unexcused absences each year. Any Board member who exceeds 2 unexcused absences shall be considered to have resigned from their position. Excused absences are up to the discretion of the Chair.

Section 5. Positions:

1. The Deputy Title IX Coordinator will serve as the Chair and will chair all general Board meetings and serve as the main contact for all Board related affairs.
2. A designated ASUSF Title IX Senator will be responsible for taking meeting minutes, taking attendance, keeping track of Board roster, and organizing Board files.
3. Graduate Student Senate (GSS) will also appoint a representative who will act as a liaison with the graduate student body.
4. All other members will be known as Advisory Board Members and will express interest with the Title IX Office or hold a REPS Internship position.

Section 6. Membership shall remain under 20 Board members, 10 spots will always be reserved for student representation, 5 of which are REPS interns.

Section 7: All members will serve for 1 academic year consisting of 8 REPS Advisory Board Meetings, with the option to "reapply" for another year. Reapplication criteria is set by the Chair. Members may serve no more than 4 consecutive academic years on the REPS Advisory Board.

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ARTICLE IV: RESIGNATIONS

Section 1. Any Board member may resign by emailing the Deputy Title IX Coordinator and Title IX Office. The resignation will become effective immediately, or on the date stipulated by the Board member.

ARTICLE V: RECORD KEEPING & TRANSITION

Section 1. A designated student will be responsible for writing monthly Board recaps to be posted on the website.

Section 2. A collective document shall be submitted with the actions and initiatives taken by the Board to pass onto the next academic year's REPS Advisory Board. This document shall include recommendations, past initiatives, and marketing materials to help welcome the new members. This document shall also be uploaded to the Title IX Website and sent out to the Dean of Students at the end of each academic year.

ARTICLE VI: MEETINGS

Section 1. There shall be two sets of monthly meetings: the Resources, Education, Prevention, and Support (REPS) Advisory Board and the closed student-only session called REPS Student Summit.

Section 2. The REPS Advisory Board will assist and provide feedback in matters of new student orientation, sexual assault awareness month, consent campaigns, and other event/marketing strategies. Additionally the Board will focus on ways to communicate Title IX procedures, terms of sexual misconduct, etc. in a more digestible and accessible manner for students with the assistance of the ASUSF Senate REPS students.

Section 3. The closed monthly student-only session shall be known as the REPS Student Summit and be open for all students to attend and work on initiatives or make recommendations and have discussions with the Title IX Office, and directly the Deputy Title IX Coordinator. These monthly meetings are set at the beginning of the term and organized by the ASUSF REPS students in collaboration with the Deputy Title IX Coordinator. These sessions are open to all students, regardless of status as part of the REPS Advisory Board.

Section 4. Either group may meet at any additional time at the discretion of the Deputy Coordinator/Chair.

ARTICLE VII: SCHEDULING

Section 1. <u>Timeframe</u>: Meetings of the Advisory Board and Student Summit shall be 1 hour long and take place at a consistent monthly scheduled time, excluding University holidays. Emergency meetings may be held at the discretion of the Chair(s).

Section 2. <u>Agendas</u>: The agenda for each meeting shall be sent out to all members and the Title IX Office before the meeting to accommodate for any changes during the week. All members should receive the updated agenda via the shared Google Drive..

ARTICLE VIII: EVENTS/ACTIVITIES

Section 1. The Board can collaborate with the Title IX Office and any other departments, organizations, or clubs in accordance with its mission and purpose to foster a more positive campus environment that promotes respect, equity, healthy relationships, and healthy sexuality.

Section 2. Sponsored or co-sponsored activities are not inconsistent with the acceptable conduct at an American university, and activities do not foster hatred or intolerance of others because of their race, color, religious creed, ancestry, national origin, age, sex, gender identity, sexual orientation, marital status, medical condition, or disability.

ARTICLE IX: AMENDMENTS

Section 1. The Board may originate amendments to the REPS Advisory Board Bylaws.

Section 2. Non-substantive amendments to the REPS Advisory Board Bylaws must be approved by majority vote of the Board. The Board may amend the Bylaws for non-substantive purposes to remove inconsistencies and ambiguity, achieve consistency with applicable law or policy, and correct obsolete terms, names, or titles.

Section 3. Substantive amendments must be approved by the Title IX Office and a majority vote of the Board. The Board may amend the Bylaws for substantive purposes to modify the Boards' tasks, membership, add or remove a subBoard, and any other substantive changes.

ADOPTION:

Adopted by the Title IX Office in May 2022.