Charge and Governing Rules  
Harassment Response Committee  

Adopted: January 26, 2007

Name
The name of the committee shall be Harassment Response Committee (hereafter known as HRC)

Purpose
The purpose of the HRC is to provide support persons to assist complainants who inquire about harassment and/or complainants and respondents in formal or informal resolution processes. The HRC was created in 2005/06 as a result of a revision of Puget Sound’s Campus Policy Prohibiting Harassment (http://www.ups.edu/x4814.xml).

Membership
The HRC includes the following four categories of membership:

- The university’s Title IX Compliance Officer (or designee) and the Affirmative Action Officer (or designee)
- Four students
- Two faculty members (one of whom may be faculty ombudsperson)
- Two staff members (who are not designated officials under the Campus Policy Prohibiting Harassment)

Members are appointed by the President of the university, but may be recommended by the Dean of Students, the Academic Vice President, or the ASUPS President.

Terms of Duty
Membership on the committee will normally be three years. Faculty or staff are eligible to be appointed for a second three-year term. The only permanent members of the committee are the two harassment reporting officers. Continuity is important to this committee so there may be some initial staggering of terms to enhance the ability to provide trained support in the early years. The committee recognizes also that study abroad and sabbaticals may affect the available membership of the committee.

When a committee member is unable to fulfill the duties of the committee for more than a year, that individual’s appointment will end and a new individual will be appointed to the committee for a full three-year term.

HRC meetings are convened by a chairperson. All HRC members are eligible for election as chair. The chair is elected by vote at the first meeting of each academic year. That meeting is convened by the previous chair. Chair responsibilities include:

- Arranging meetings and meeting locations
- Producing and distributing agendas
- Archiving the appropriate documents
- Forwarding reports to appropriate recipients
Informing appropriate individuals of membership changes

**Duties and Responsibilities**
HRC members become involved when recommended by the harassment reporting officers of the university, when approached directly by members of the university community who have questions about the policy prohibiting harassment, or when asked to provide support to complainants and respondents.

HRC members are obligated to report harassment complaints discussed with them to a harassment reporting officer and are responsible for informing a potential complainant of that obligation early in the discussion.

HRC members will maintain currency with university policy and practices regarding harassment response.

Members of HRC will be listed in appropriate Web sites and university publications.

**Operating Norms**
HRC members will hear information of a sensitive nature. Each committee member is responsible for preserving the confidentiality of information discussed in meetings and in the course of HRC duties.

**Meetings**
Members will attend meetings to conduct committee business when necessary. The majority of meetings will be to undergo training in being an effective support person. These meetings will most frequently be arranged in conjunction with the harassment reporting officers so that knowledge and training can be shared.

Meetings will be held during the academic year, September through May.

When HRC decision-making is necessary on permanent matters, e.g. elections or Charge and Governing Rules modification, a representative from each membership category must be present.

**Documentation**
Minutes of meetings will be kept. Minutes will be recorded on a rotating basis by all members of the committee, except the chair, and will be circulated in draft form by email. Approval of minutes will take place at the following meeting. Once minutes are approved, the chair sends a copy of the minutes to the chair of the harassment reporting officers. Minutes will be stored electronically on the Student Affairs Web site.