

Clemson University

Accessibility Commission By-Laws

Article I. Name

The full name of the commission is the Clemson University Accessibility Commission and is hereinafter referred to as the “Commission.” Clemson University will hereinafter be referred to as the “University.”

Article II. Purpose

The purpose of the Commission is to advise and make recommendations to the University’s Council for Diversity and Inclusion, hereinafter referred to as the “Council,” regarding all areas impacting accessibility in a manner consistent with the University’s principles of community and its commitment to equivalent opportunity and access. More specifically, the objectives of the Commission are to:

- Create a welcoming environment that enables individuals with disabilities to be included and represented in matters pertaining to their specific needs across campus. The Commission, in carrying out its charge, shall not serve as a grievance board or as an advocacy group for any individual.
- Promote accessibility, equivalent opportunity, and quality of life for individuals with disabilities at the University while strengthening our community through diversity.
- Identify, evaluate, analyze, and address barriers from physical, technological, and program aspects, as well as other issues, to promote access, advancement, and opportunities for individuals with disabilities.
- Conduct and analyze information and make recommendations regarding the policies, procedures, and practices that affect individuals with disabilities, with the goal of improving access, creating opportunities, and enhancing inclusion.
- Partner with the Division of Inclusion and Equity to promote accountability for implementation and execution of the University’s and the Commission’s strategic diversity plans.
- Collaborate with other entities, including community partners and student groups, to support the vision of the Commission and the University.

Article III. Membership

Section 1. Composition

Members

The membership of the Commission shall be comprised of the following faculty, staff, undergraduate students, and graduate students:

- Seven (7) members of the faculty, one from each College, appointed by College Deans
- One (1) faculty or staff member from the Libraries, appointed by Dean of Libraries
- The following ex-officio members, or their designee:
 - ADA Coordinator
 - Building Official
 - Chief Facilities Officer
 - Director of Clemson Online
 - Director of Housing and Dining Maintenance
 - Director of OTEI
 - Director of Parking & Transportation Services
 - Director of Student Accessibility Services
 - Director of University Planning and Design
 - ICT Accessibility Coordinator
- One (1) representative from CCIT, appointed by CIO
- One (1) representative from Cooperative Extension Services, appointed by Extension Director, Cooperative Extension Services
- One (1) representative from Public Service and Agriculture, appointed by VP Public Service and Agriculture
- One (1) representative from Research, appointed by VP of Research
- One (1) representative from Student Affairs, appointed by VP of Student Affairs
- One (1) representative from University Relations, appointed by VP of University Relations
- One (1) student from Graduate Student Government, appointed by Graduate Student Government
- One (1) student from Undergraduate Student Government, appointed by Undergraduate Student Government
- The Immediate Past Chairperson
- Three (3) representatives selected from faculty, staff, and students at-large
- Others as deemed necessary by the Committee

All members, including ex-officio members, are eligible to vote. All staff and faculty members,

including ex-officio members, are eligible to serve in officer positions.

Advisory Roles

Relevant resources may serve, as needed, in an advisory capacity to the Commission, including:

- Chief Ethics and Compliance Officer
- Council on Diversity and Inclusion Program Manager
- Faculty Senate
- Office of Human Resources
- Staff Senate

Section 2. Membership Guidelines

1. Faculty and staff members are appointed to a staggered three (3) year term that begins in August of the first year of membership and ends in May of the last year of membership. At the completion of a three (3) year term, faculty or staff Commissioners may be reappointed to an additional three (3) year term based on approval by majority vote of all voting members and confirmation by the Chair. Terms may be extended at the discretion of the Chair. Officer membership may be extended until the officer's term ends.
2. Student members will be appointed to a one (1) year term, renewable for up to three (3) years. Reappointment will require approval by majority vote of all voting members and final confirmation by the Chair.
3. Vacancies created on the Commission for any cause may be filled for the unexpired term by appointment by the Chair after consultation with Commission membership. If these individuals cannot serve, new members will be chosen via nomination and approval by majority vote of all voting members, with final confirmation by the Chair.
4. Members who miss two (2) or more Commission meetings will be contacted by the Chair and may be asked to resign following an attendance review.
5. Members are required to actively participate in Commission subcommittees. Members who miss two (2) or more subcommittee meetings during a semester will be contacted by the Chair and may be asked to resign following an attendance review.
6. Members are expected to attend regular meetings, subcommittee meetings, and events.
7. Members are expected to send an alternate in their place if they cannot attend.

Article IV. Officers

Section 1. Officers

The officers of the Commission are the Chair, Deputy Chair, and Secretary.

Section 2. Chair

The Chair will serve a two (2) year term which does not include time served as Deputy Chair. The Deputy Chair will assume the role of Chair when the Chair's term ends. The Chair shall:

- Preside over all Commission meetings.
- Serve on the Council.
- Develop meeting agendas, with input from Commission members.
- Maintain an informational exchange with the Chief Diversity Officer.
- Preside over Commission elections and voting procedures.
- Review Commission and Subcommittee attendance.
- Review Subcommittee membership.

Section 3. Deputy Chair

The Deputy Chair will serve a two (2) year term. The Deputy Chair is the Chair-elect of the Commission and will serve as Chair when term ends. The Deputy Chair shall act as Chair in the absence of the Chair.

Nominations for Deputy Chair will be presented in February and will be made by and from the current Commission membership. The final recommendation and vote will occur in the Commission meeting in April. Ideally, the position of Deputy Chair will alternate between faculty and staff. If there are no nominees to maintain alternating between faculty and staff, the membership can make an exception to alternating.

Section 4. Immediate Past Chairperson

The Immediate Past Chairperson serves as a resource to the new Chair and the Commission.

Section 5. Secretary

The Secretary will serve a two (2) year term. The Secretary shall:

- Take minutes during Commission meetings and provide these to the Program Manager.
- Create blog posts for the Accessibility Portal.

Nominations for Secretary will be presented in February and will be made by and from the

current Commission membership. The final recommendation and vote will occur in the Commission meeting in April.

Article V. Subcommittees

Section 1. Subcommittees

The Commission shall include the following standing subcommittees, consisting of members of the Commission:

- Accessibility Awareness and Implementation
Including advancement of accessibility as a part of diversity and inclusion through training, workshops and programs, including Universal Design for Learning and other approaches to teaching and learning.
- Digital Accessibility
Advocating, raising awareness, and providing assistance for accessible Information and Communication Technology.
- Transportation Services and Campus Accessibility
Including removal of physical barriers to programs and services.

Subcommittees shall meet no less than two (2) times per semester. Every member of the Commission shall serve on a subcommittee for the duration of their term.

Each Subcommittee will have a Subcommittee Chair who will serve a two (2) year term. Nominations for Subcommittee Chairs will be presented in February and will be made by and from the current Commission membership. The final recommendation and vote will occur in the Commission meeting in April.

Subcommittee Chairs shall:

- Preside over all Subcommittee meetings.
- Develop meeting agendas, with input from Subcommittee members.
- Provide Subcommittee updates at Commission meetings.
- Keep the Chair abreast of any information or events related to the Subcommittee.

New subcommittees and the disbandment of existing subcommittees may be recommended by the Chair or Commission members with approval by majority vote of all voting members, and final confirmation by the Chair.

Section 2. Ad Hoc Committees

Ad hoc committees may be formed as needed to oversee and complete important projects introduced by the Commission. Ad hoc committees should operate as time-limited task forces whose goal is the implementation or completion of a specific task or project. The purpose of the ad hoc committee is to allow the standing subcommittees to continue moving forward with established goals while these separate groups work diligently on one important task. At least one member of the Commission will serve on the ad hoc committee and additional members of the ad hoc committee will be appointed by the Chair. Additional ad hoc committee members may be non-Commission members.

Article VI. Procedures

Section 1. Voting

Commission approval by vote shall require a majority of voting members, present or by proxy. Members may vote on specific agenda items via written proxy through the Chair, or their selected alternate may have voting privileges as an approved proxy for the member. Selected alternates may serve as an approved voting proxy only if communicated in writing to the Chair prior to the meeting.

Section 2. Change in the By-laws

Proposed changes shall be submitted in writing and distributed to the membership at least one week prior to consideration. Changes in the by-laws will be made upon approval by majority vote of all voting members.

Section 3. Electing New Officers

Nominations for new Officers and Subcommittee Chairs should be made directly to the Commission Chair who will present nominees to the Commission membership. New Officers and Subcommittee Chairs require approval by majority vote of all voting members.

Section 4. Meetings

1. The Commission will meet at least two (2) times per semester, and additionally at the discretion of the Chair.
2. An agenda will be established and distributed prior to each meeting. Minutes will be recorded and distributed to each Commission member.
3. All meetings are open unless the Commission goes into an executive session.
4. All affiliates of the University, including alumni, are welcome to attend open meetings, but only members of the Commission may vote on issues related to Commission

business.

5. Individuals unaffiliated with the University may also attend open meetings but must first notify the Chair or Deputy Chair in advance.
6. The Chair may call open meetings to hear matters and opinions related to persons with disabilities in order to better gauge and assess areas of concern to be addressed by the Commission.
7. Any non-member may request the privilege of speaking before the Commission on any item or topic not already on the meeting agenda at the end of previously scheduled agenda items.
8. Upon the approval of the Chair, a non-member may also speak on any item on the agenda not related to Commission business.
9. The Chair shall have the authority to place a time limit on the remarks of any participant of a Commission meeting.

Section 5. Reports

The Chair will submit reports at Council meetings.

Section 6. Confidentiality

The Commission will serve as a vehicle of communication among its constituents of the University and will respect matters of confidentiality to its utmost ability, in accordance with state and federal laws and regulations.

*Revised May 1, 2020
Version 1.1*