

**Krannert, Krannert Center, and Rawls Safety Committee
of Purdue University**

By-Laws

January 21, 2020

Article I

The name of this organization is the "Krannert, Krannert Center, and Rawls Safety Committee of Purdue University."

Article II

Purpose and Responsibilities:

The purpose of this Committee is to assist in the reduction or elimination of on-the-job injuries. The Committee will promote and assist in the creation of a working environment that is as free as possible from hazards and unsafe acts. In addition, the Krannert, Krannert Center, and Rawls Safety Committee may serve as a role model for other University Safety Committees.

Article III

Scope and Authority:

- A. The Committee shall be responsible for making suggestions or recommendations to the Krannert School of Management and/or Department of Agricultural Economics Administration(s) after research and investigation of issue has been concluded.
- B. The Committee may deal with any safety-related issue within Krannert, Krannert Center, and Rawls Hall.

Article IV

Membership

The Committee will consist of at least 9 Voting Members and 2 Non-Voting Members. The following guidelines are proposed:

Agricultural Economics

Minimum of two (2) members

Krannert Center

Minimum of one (1) member

Krannert School of Management

Minimum of four (4) members

Rawls Hall

Minimum of two (2) members

One representative from the Krannert School of Management's Dean's Office will serve as a Non-Voting Resource to the Committee and Krannert's *Assistant Director of Administrative Services* will be another Non-Voting Resource member.

Any person assigned to work in Krannert, Krannert Center, and Rawls Hall may attend a meeting. Specific issues may be submitted orally, or in writing, to the Chairperson prior to a regularly scheduled Meeting; or brought up during a regularly scheduled Meeting for discussion.

- A. Members shall serve for a minimum of 12 months.
- B. Joining this Committee is to be voluntary, or appointed by a Dean's Office, with the names submitted to the Secretary.

Article V

Duties of Chairperson:

The Chairperson will preside at all meetings and administer the affairs of the Committee. The *Facilities Administrator* for the Krannert School of Management will be the Committee's Chairperson.

The Chairperson may select a Co-Chairperson who could help administer the affairs of the Committee.

The Chairperson may appoint all Sub-Committees and Sub-Committee Chairpersons and may serve as Chairperson of any Sub-Committee.

Duties of Co-Chairperson:

The Co-Chairperson will assume the duties of the Chairperson when the Chairperson is unable to attend a Safety Committee Meeting or Function.

The Co-Chairperson may coordinate and/or preside at Committee Meetings at the behest of the Chairperson.

Duties of the Secretary:

The Secretary shall attend all Meetings of the Committee and record Minutes of the Meetings. After each Committee Meeting, the Secretary will distribute electronic Minutes of the Meeting to Committee Members and persons designated by the Chairperson. The Secretary will maintain a permanent file of all written Reports, Recommendations, Minutes and the names of past & present Members serving on the Committee and their years of service. The Secretary will advise any New Member of the date, time, and location of the first scheduled Meeting of their Service.

The Mission Statement, Goals, and By-Laws will be briefly reviewed with, and copies provided for, each new Member.

Duties of the Members:

Committee Members will attend all meetings, present issues for the Committee's consideration, serve on Sub-Committees as volunteer or appointed by the Chairperson, and serve as Secretary at the request of the Chairperson, if Secretary is absent.

Article VI

Procedures of the Committee:

- A. The Committee will meet five times per academic year, or more frequently if deemed necessary. The five scheduled Meetings will be in September, November, January, March, and May. The May Meeting will be with R.E.M.
- B. After notifying an individual of a specific safety issue, hazardous condition, or unsafe act/practice, if sufficient time has elapsed and no action has been taken to correct the issue, the Chairperson will discuss the issue with the individual and establish corrective actions needed to abate the hazard. The Chairperson will determine the best course of action(s) to resolve the issue.
- C. At minimum, the Chair, Co-chair, and the Secretary of the Committee will be afforded reasonable communication technology to continue the Committee Business with other School, Department, and University Resources outside of the Meeting itself.

Article VII

Amendment of By-Laws

Proposed changes in the By-Laws shall be read at a regularly scheduled Meeting and voted upon at the next regularly scheduled, or electronic, Meeting of the Committee. A two-thirds favorable vote of the Members is required to make changes in the By-Laws.