



## UNIVERSITY SUBSTANCE ABUSE TASKFORCE PART I - MEMBERSHIP GUIDELINES

### MEMBERSHIP:

- A. The Florida International University Substance Abuse Taskforce shall consist of representatives from the following categories:
1. Administration\*
  2. Athletics Department
  3. Counseling & Psychological Services Center
  4. Environmental Health & Safety & Risk Management Services
  5. Faculty Union/Senate
  6. Fraternities & Sororities
  7. General Counsel\*
  8. Health Care & Wellness Center
  9. Housing
  10. Human Resources
  11. Interested Party
  12. Media Relations\*
  13. Mediation Judicial Affairs
  14. Office of Employment Assistance
  15. Residential Life
  16. Student Activities / Campus Life
  17. Student Government UP/BBC
  18. University Police
  19. USPS Senate
  20. Wellness Center

The Chair of the University Substance Abuse Taskforce shall exercise good faith to assure representation from all categories and various campus locations.

- B. Appointment to the Taskforce shall be as follows:
1. Regular Appointments: Nominations for appointment to The Substance Abuse Taskforce shall be directed to the President or his designee (Vice President of Student Affairs/Vice Provost of Academic Affairs) via the Chair. Substance Abuse Taskforce nominations shall be discussed and approved by the Substance Abuse Taskforce prior

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\* Ex-officio

to submission to the President or his designee (Vice President of Student Affairs/Vice Provost of Academic Affairs).

2. Alternates: A member may recommend an alternate (similar field of practice, experience, training or skill, with regard to the interests they represent) to serve on his/her behalf whenever that member is unable to attend a scheduled meeting of the Taskforce. The alternate shall represent the same category as the primary member. The primary member's recommendation must be made in writing to the Chair of Substance Abuse Taskforce. The Substance Abuse Taskforce shall review and approve recommendations for alternates.

Once approved:

- a) It shall be the responsibility of each primary member to inform their alternate's of meeting dates, and to provide them with pertinent meeting materials, for scheduled meetings they are unable to attend.
  - b) If both the member and the alternate choose to be present at a meeting, the member has one vote; the alternate has no vote.
  - c) When the primary member resigns, or is removed, so is the alternate.
  - d) An alternate member may not serve as an officer of the Substance Abuse Taskforce.
- C. For the purpose of appointment, the Substance Abuse Taskforce shall, define "Interested person" as any person who is part of, or who may be affected by University activities and programs.
  - D. Substance Abuse Taskforce members and alternates shall be appointed for a two-year term. The tenure shall be for continuous periods of 24 months, subsequent to the date of appointment. Members may be re-nominated and re-appointed. There are no term limits.
  - E. Each Chair shall serve at the pleasure of the President or his designee (Vice President of Student Affairs/Vice Provost of Academic Affairs). The Substance Abuse Taskforce Chair shall serve a two-year term. Nominations for new Chairs shall be made at the last Substance Abuse Taskforce meeting prior to the completion of each Chair's term of service. The outgoing Chair shall serve as interim Chair for future meeting until confirmation is received from the President or his designee (Vice President of Student Affairs/Vice Provost of Academic Affairs) regarding the appointment of the new Chair.
  - F. In the event that the Chair resigns or is removed, the representative from Administration shall preside over scheduled meetings until a new Chair can be nominated and confirmed by the President or his designee (Vice President of Student Affairs/Vice Provost of Academic Affairs).
  - G. The maximum size of the Substance Abuse Taskforce shall be twenty members. Each category shall be represented by one member only.

1. The Substance Abuse Taskforce Chair may petition the President or his designee (Vice President of Student Affairs/Vice Provost of Academic Affairs) to include or exclude categories as appropriate.
2. Ex-officios shall be appointed at the discretion of the President or his designee (Vice President of Student Affairs/Vice Provost of Academic Affairs).

The Substance Abuse Taskforce may establish “technical advisory sub-committees”, such as the Alcohol Committee, consisting of standing and/or ad hoc members to provide assistance and technical expertise to the Taskforce as the need arises.

1. The Alcohol Committee is a standing sub-committee of the Substance Abuse Taskforce.
- H. If a Substance Abuse Taskforce member changes categories, he/she is required to notify the Substance Abuse Taskforce Chair. Upon doing so, the Taskforce shall evaluate the member’s appointment. The Chair may then recommend to the President or his designee (Vice President of Student Affairs/Vice Provost of Academic Affairs) that the member.
1. Continue to serve in the category originally appointed.
  2. Be replaced by another representative from the category the member initially represented.
  3. Be appointed to the category of interested person.
- I. When a Substance Abuse Taskforce member provides written notice of resignation to the Chair of the Substance Abuse Taskforce, membership shall be terminated.

## **ATTENDANCE:**

- A. Six members constitute a quorum count.
- B. If a member of the Substance Abuse Taskforce, or his/her alternate, misses three consecutive meetings without prior notification, such failure to show or communicate conflicts shall be construed as lack of interest and the member’s, and alternate’s appointment will be terminated.
- C. If a member is recommended for removal from Substance Abuse Taskforce as a result of repeat absences, or for any other reason, the Chair shall send a letter to that member with a copy to the President or his designee (Vice President of Student Affairs/Vice Provost of Academic Affairs) identifying the reasons for termination of appointment.

### Code of Conduct

- A. All members of the Substance Abuse Taskforce shall be expected to conduct themselves in a manner supportive of the proceedings, operations or initiatives of the Taskforce and in a manner that does not improperly interfere with the fulfillment of the mission and responsibilities of the Taskforce.