

Conflict Management & Restorative Practices Committee

Bylaws

- I. Purpose, Mission and Goals
 - A. Purpose Statement: Conflict can occur for many reasons such as lack of information, misinformation and misunderstanding, or differences in interests, personality, and ways of seeing things. At times, conflict can be positive and its resolution can result in better ideas and ways of doing things. But unresolved conflict can grow into more serious disputes. If this occurs, you may want to seek our services in conflict coaching, mediation, or conflict management training. Find out more by contacting VSU's Conflict Management & Restorative Practices Committee at cmrp@valdosta.edu or complete our online form.
 - B. Vision Statement: Our vision focuses on collaborative negotiation. We consist of diverse individuals who are facilitators in voluntary, collaborative, confidential and neutral agreements. Mediation and coaching processes initiate a safe and peaceful conversation toward successful resolution.
 - C. Goals: (1) Provide and promote mediation services, conflict coaching and restorative practices that are available to University employees. (2) Strive to increase awareness of healthy forms of communication and conflict resolution. (3) Preserve confidentiality and human dignity of all parties involved in a dispute. (4) Review policies and procedures and, where appropriate, incorporate mediation and conflict coaching as options to resolve disputes. (5) Obtain administrative support and funding for programming that leads to a positive and healthy work environment. (6) Partner with other campus entities and outside resources to offer professional development and research opportunities in the field of mediation and conflict resolution. (7) Maintain a committee that is representative of the administration, faculty, and staff.
 - D. Report to President: The Conflict Management & Restorative Practices Committee Chair will submit a report annually to the President. This report will be submitted by the end of the fiscal year (June). It will include information about mediation/coaching requests, outreach strategies, committee activities and goals/plans for the following year.
- II. Membership
 - A. Open to all current University employees.
 - B. Meetings and Attendance
 - a. Committee meets on a monthly basis during the academic year, summer as necessary.
 - b. Active membership is defined as attending 50% of all monthly meetings/activities for the year.
 - c. Records and Budget Manager will record minutes and attendance for each meeting and provide past minutes and budget reports to the committee.
 - C. Voting
 - a. Executive Committee Chair will oversee all voting processes
 - b. Voting rights are reserved for active members
 - c. Motions pass by a simple majority of active members present
 - i. In the event of electronic voting, motions pass by a simple majority of votes received.

III. Executive Committee

A. Executive Committee will consist of (listed in succession):

- i. Chair
- ii. Vice-Chair
- iii. Records and Budget Manager
- iv. Marketing and Communications
- v. Intake Coordinator
- vi. Parliamentarian

B. Chair

- i. Schedules and sets agenda for meetings; oversees all functions of the committee including client intake, budget management, marketing, trainings, and reporting.
- ii. Serves as advisor to incoming chair after their term of service ends
- iii. Trained as a mediator

C. Vice-Chair

- i. Assists and serves as back up to Chair in the event that the Chair cannot fulfill duties.
- ii. Lead internal and external assessment efforts, including annual reports to President.
- iii. Assume responsibilities of Chair after the end of their term of service
- iv. Trained as a mediator

D. Records and Budget Manager

- i. Keeps minutes and notes of committee meetings and disseminates to committee members; keeps all documents related to committee work; responsible for managing the committee budget including reporting budget expenditures to committee and processing all paperwork for transactions.
- ii. Records and Budget Manager will record minutes and attendance for each meeting and provide past minutes and budget reports to the committee.

E. Marketing and Outreach Coordinator(s)

- i. Responsible for maintaining the committee website; designing and updating publications; developing and implementing a marketing and education plan.

F. Intake Coordinator(s)

- i. Contact point for clients requesting mediation or coaching; responsible for client consultations and coordinating mediations and coaching sessions; responsible for keeping statistics on clients and assisting committee chair with annual report.
- ii. Trained as mediators

G. Parliamentarian

- i. Assists the Executive Committee in drafting and interpretation of bylaws and rules of process; and planning/conducting meetings.

H. Elections & Terms of Service

- i. Elections for Executive Committee positions will be held at the April monthly meeting.

ii. Active committee members are elected to executive committee positions for a two-year term, beginning in July.

1. Vice-Chair and Chair follow the process recorded in III. B. 2. And III. C. 2. pending confirmation by active members.

IV. Review of By-Laws

- A. Amendments to the By-Laws will be proposed by the Executive Committee and voted on by the active committee membership.
- B. The Budget and Records Manager will review our membership roster with the Executive Committee Chair on an annual basis in order to ensure an accurate record of active membership.