Bylaws of the Ohio University
Presidential Advisory Council for Enterprise Risk Management

1.0 General

1.1 Name

The name of this body shall be the Presidential University Risk Council (PURC).

1.2 Address

The mailing address shall be:
Chair, Presidential University Risk Council
Ohio University
Athens, OH  45701

1.3 Authority

The University Risk Management Initiative is administered by Ohio University’s Department of Risk Management and Safety in association with the Vice-President for Finance and Administration. The members of the President’s University Risk Council (PURC) are appointed by the President upon recommendation of the Vice-President for Finance and Administration.

1.4 Purpose and Scope

The Council’s purpose is to develop recommendations for the President in order to counter risks that might threaten the strategic objectives of the University. It also mitigates risk on its own initiative through the administrative authority of its members. The PURC identifies risks and develops recommendations for specific actions necessary to protect the University’s mission.

1.5 Charge and Responsibility

Responsibilities of PURC, some of which may be delegated to selected sub-Councils, include:

- Identify risks, especially major risks, which might negatively impact the achievement of the University’s mission.
- Evaluate identified risks for their potential frequency and severity. Initially, this will be accomplished by means of a formal risk assessment.
- Prioritize risks based upon the Council’s evaluation as well as the funds that might be available to negate them.
- Assign responsibility for specific risks to the appropriate business unit.
• Review, approve and monitor business unit risk remediation plans.
• Make appropriate recommendations to the President aimed at minimizing risk.

1.6 Supporting Policies

The following list of Ohio University policies supports the mission of the Department of Risk Management and Safety and the President’s University Risk Council:

• 03.002 Ethics Bill, Distribution of
• 03.006 Whistle Blowing and Retaliation
• 17.001 Intellectual Property
• 19.048 Fraud and Misconduct in Professional Research
• 19.052 Research Involving Human Subjects
• 40.001 Equal Employment and Educational Opportunity
• 40.007 Public Records Requests
• 41.133 Alcohol and Drugs
• 44.100 Critical Incidents
• 44.104 Hazardous Materials Management
• 44.105 Fire Emergencies
• 44.107 Bio-Hazards
• 44.109 Safety
• 93.002 Records Management and Archival Policy

2.0 Membership

2.1 Composition and Appointment

The voting members of the Council are appointed by the President of the University. The Council membership is as follows:

University Risk Council (URC) Members
• Associate Vice President Risk Management & Safety (Joe Adams)
• General Council (John Biancamano)
• Chief Audit Executive (Jeff Davis)
• Vice President Finance & Administration (Stephen Golding)
• Dean School of Engineering & Technology (Dennis Irwin)
• Dean OU-COM (Kenneth Johnson)
• Senior Associate Vice President for Information Technologies & Administratic (Joe Lalley)
• Vice President Student Affairs (Ryan Lombardi)
• Executive Director Marketing & Communications (Renea Morris)
• Chief OUPD (Andrew Powers)
• Senior Associate Vice President Finance & Administration (Deborah Moon Shaffer)
• Chair, Faculty Senate (Elizabeth Sayrs)
• Vice President for Research (Joe Shields)
• Executive Dean of Regional Higher Education (Bill Willan)

Other Members
• Risk Manager (Cathie Chancellor) Facilitator
• Risk Management & Safety Administration (Susan Hopkins) Recorder

2.2 Terms of Office

Most member shall have a staggered three-year term. Others may be permanently assigned as members and shall attend all meetings unless an emergency requires the use of a designee. All terms begin on September 1 and end on August 31.

2.3 Resignation

A member may resign at any time, with the concurrence of the President, upon written notice to the Chair at least 15 days prior to the effective date.

2.4 Removal

If a member can no longer serve because of a change in status or inability to participate fully in the required activities of the Council, it shall recommend to the President that a replacement be appointed to complete the term of the member.

3.0 Organization

3.1 Officers

A Vice-Chair, who may perform all duties in the absence of the Chair, may be selected by the Council from among the current voting members.

4.0 Duties of the Officers

4.1 Chair
The Chair or Vice-Chair shall preside at all meetings of the Council. With its consent, the Chair shall appoint the membership of all sub-Councils and shall designate the sub-Council chairs. Additional duties may be assigned to other members of the Council as deemed necessary for the conduct of its work and which are not inconsistent with the duties otherwise prescribed.

4.2 Risk Manager
The Risk Manager shall:

a) Attend all meetings of the Council.
b) Propose additions to the risk register, as appropriate.
c) Maintain a file of approved minutes of all meetings of the Council prepared by clerical staff. Minutes are to include the date, time and place that meetings were held, the names of members present and absent, a record of votes taken, a summary of deliberations, and any other relevant business of the Council. These minutes are kept under the direction of the Chair.
d) Maintain the Bylaws, a current membership mailing and e-mail list.
e) Perform other duties assigned by the Associate Vice-President for Risk Management and Safety

5.0 Meetings

The Council shall meet at least quarterly upon due notice by the Risk Manager, or more often, if necessary, to conduct the business of the Council. The Risk Management Office shall advise the members of the time and place of the meeting. Lacking a meeting call from the Chair or Vice-Chair if new or pending business of the Council needs to be resolved, a meeting may be called by any three voting members. However, decisions and actions to be taken must be approved by a quorum of the PURC. Minutes of the proceedings shall be recorded regularly and circulated to the membership.

5.1 Time and Place of Meetings

Meetings shall be held at such time and place as specified in the call for the meeting.

5.2 Notice of Meeting

Each member of the Council shall be notified in writing or via e-mail of all regularly scheduled meetings at least two weeks prior to the date of each meeting. Notifications of meetings scheduled on short notice shall be made by means of e-mail and/or couriered written notice.

5.3 Rules of Order

All business meetings shall be conducted in accordance with parliamentary procedure, unless inconsistent with specific provisions of these Bylaws.

5.4 Quorum

The presence of at least one-half of the voting members shall constitute a quorum for the transaction of business at any meeting of the Council. No business shall be acted upon
by the membership of the Council at any meeting at which a quorum is not present and
the only motion which the Chair shall entertain at such meetings is a motion to adjourn
the meeting to a stated time and place. This shall not preclude the Council from
discussing issues of business in the absence of a quorum, provided that no action is taken
on such items of business.

5.5 Voting

Each voting member shall have one vote, which shall be exercised only by that member.
Motions may be made by any voting member. The Chair shall not normally vote, but may
cast the deciding vote in case of a tie.

6.0 Amendment of Bylaws

These Bylaws may be amended at a regularly scheduled meeting by the affirmative vote
of a majority of the members of the Council, providing the changes have been presented
to the membership at the most recent prior regularly scheduled meeting. Such
amendments may take effect immediately as long as they are consistent with all
applicable Ohio University administrative policies and State and Federal regulations. A
copy of amended Bylaws shall be sent to all voting members, the Risk Manager and the
Associate Vice-President for Risk Management and Safety.

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