

Bylaws of the Salisbury University Governance Consortium

Article I: Names and Functions

Section 1: Name

The name of the organization shall be the Salisbury University Governance Consortium, hereinafter referred to as the Governance Consortium.

Section 2: Purposes

The Governance Consortium facilitates and coordinates communication among the faculty, staff, and students of Salisbury University for the purpose of ensuring timely information sharing and shared decision making among the representative bodies when issues affect the broad campus community and collective interest. The constituent organizations of the Governance Consortium include the Faculty Senate, the Staff Senate, the Student Government Association, University Committees and the Consortium Coordinating Committee. When deemed necessary, the President, the Provost or the Coordinating Committee can call a general meeting of all the constituents of the University community. This coming together of all members of the campus community will comprise the University Assembly.

Section 3: Responsibilities

Article I, Section 3: Responsibilities

The Governance Consortium shall have such responsibilities as may hereafter be delegated to it by the President of the University or by the Board of Regents, and shall have the power to enact, amend, and repeal its own bylaws for its internal functioning as described in Article III section 5 below.

Section 4: Consortium Coordinating Committee

The Consortium Coordinating Committee shall be the body charged with primary responsibility for implementing the purposes of the Consortium, primarily facilitating communication among the three representative decision making constituent organizations and the operations of the University Committees.

Article II: Consortium Coordinating Committee, Officers and Membership.

Section 1: Consortium Coordinating Committee

The responsibilities of the Consortium Coordinating Committee shall include the following:

To review all policy making reports and recommendations of all University committees and if predisposed, make its recommendations to the Administration alongside Committee recommendations;

To request that the representative governance organizations meet to discuss and possibly resolve any differences among their respective recommendations;

To recommend policies and procedures involving relationships among the University committees, the Administration and the representative governance organizations;

To resolve questions of purview of any University committees;

To ensure vacant positions on committees are filled properly and promptly by working with the membership and elections committees of the representative governance organizations;

To establish *ad hoc* committees;

To conduct the process for amending the Governance Consortium Bylaws; and

To maintain records of Consortium business, to include committee summary reports and an up-to-date copy of the Consortium Bylaws.

The Consortium Coordinating Committee shall consist of six voting members: one faculty member elected by the faculty for a two year term in a manner determined by the Faculty Senate; one staff member elected for a two-year term by the staff in a manner determined by the Staff Senate; one student member elected for one-year terms by the students in a manner determined by the Student Government Association; and the Presidents of the two Senates and the Student Government Association all *ex-officio* and voting. No elected representative may serve more than four consecutive years.

Section 2: Officers of the Consortium

The officers of the Consortium shall be designated as Chair, Vice Chair, and Secretary.

The officers' terms of office shall be one year. Officers shall be elected from and by the membership of the in-coming Consortium Coordinating Committee. The Chair and Vice

Chair must be members of the faculty or staff. All officers shall begin their terms on July 1.

The officers shall have the following duties:

1. The Chair shall preside over all Consortium Coordinating Committee and University Assembly meetings.
2. The Vice Chair shall serve as chair in the absence of the Chair.
3. The Secretary shall keep minutes of all Consortium Coordinating Committee and Assembly meetings.

Section 3: Assembly Membership

The members of the Assembly shall consist of the following:

1. All full and part-time employees of the University, not covered by collective bargaining, (NCBCB).
2. All full- and part-time undergraduate and graduate students of the University.
3. All emeriti faculty and staff of the University.
4. Such others as the Consortium Coordinating Committee and the Assembly by majority vote shall designate.

Article III: Procedures for the University Assembly

Section 1: Meetings

The Assembly shall meet at the request of the President, the Provost or the Consortium Coordinating Committee, during the academic year, normally during the months of September, November, February, March, and April.

Section 2: Assembly Actions

Assembly decisions may not set aside recommendations of the representative governance organizations. However, the members present at any meeting may express the sentiment of the meeting, either separately by constituency (faculty, staff, and students) whenever requested by any member, or by the Assembly as a whole, on a particular issue. The Chair will direct this process.

Section 3: Rules of Procedure

The rules of procedure in Assembly meetings, except as otherwise specified herein, shall be those presented in the current edition of Robert's Rules of Order.

Section 4: Amending Bylaws

The bylaws of the University Governance Consortium shall be amended by a majority vote of all three constituencies of the University community: students, staff and faculty. By law amendments must originate in any one of the three representative organizations and upon receiving a simple majority vote pass on to the other two respective bodies for their consideration and action. A bylaw amendment is passed on to the respective constituencies only if all three representative organizations approve the amendment with a simple majority vote. At this point, each of the three constituencies must be separately polled, with a simple majority of those voting determining the outcome for each constituency. All three constituencies must approve the amendment before it can take effect. The Consortium Coordinating Committee shall certify the adoption or failure of all proposed amendments.

Article IV: Relationships

Section 1: Board of Regents

The Board of Regents of the University of Maryland System has final legal authority on all policy matters.

Section 2: Campus Organizations

The Faculty Senate, Staff Senate and Student Government Association will send the results of their deliberations to the President and/or Vice Presidents of the University. Each representative governance organization, however, may desire input from the Consortium Coordinating Committee on an issue while or before deliberating on that issue, in which case the organization(s) will contact the Consortium Coordinating Committee to have the issue placed on the agenda. Moreover, the Consortium Coordinating Committee may desire input from each representative governance organization on an issue of concern to the university community. The Consortium Coordinating Committee will then contact the appropriate representative governance organization(s) for input.

Article V: Committees

Section 1: Committee Actions

1. The work of the University Governance Consortium shall generally be performed principally by the respective constituency representative bodies, but also the University Committees. These committees shall be empowered to make studies, reports,

recommendations, and decisions in those areas which fall within the purview of their delegated responsibilities.

2. Recommendations of the University Committees shall be submitted to the Consortium Coordinating Committee and appropriate administrative offices. The Coordinating Committee shall ensure that the constituent bodies receive these recommendations as well as determine whether or not to seek additional input from other committees or return a recommendation for additional consideration. In this process the Consortium Coordinating Committee shall not alter the content of such actions or the intent of the committee's action.

3. A delay in Consortium Coordinating Committee action on any recommendation made by any committee may be initiated by any of the representative governance organizations. The Consortium Coordinating Committee and/or the representative governance organization may conduct its own review of an issue and make a recommendation of its own regarding such issue. Unless extended by the Chair of the Assembly, reviews will be conducted and recommendations made to the Consortium Coordinating Committee within thirty days of the date on which the delay was initiated.

4. Members on committees shall be as determined by the Faculty Senate, Staff Senate or Student Government Association, as appropriate, and their names forwarded to the Consortium Coordinating Committee.

5. Terms of membership of committee members and terms of office of committee officers shall begin on July 1 of each year.

6. The representatives from the respective representative governance organizations shall have staggered terms to provide continuity.

7. Whenever possible no two faculty from the same department and no two staff from the same administrative office shall serve on the same committee.

8. Eligibility for membership on committees shall be one year as a Consortium member. The President and President's Cabinet, including the academic deans, are not eligible for election or appointment to Committees, but they may serve as ex-officio members of Committees.

9. No Consortium member, other than those designated ex-officio members of committees, shall serve as a voting member on more than two committees.

10. All ex-officio members of committees may be represented by a designee if necessary.

11. Ad hoc committees shall be formed with the approval of the Consortium Coordinating Committee, which will notify the Faculty Senate, the Staff Senate and the

Student Government Association of the committee's formation in order that members may volunteer to serve on it.

12. No later than the end of each spring semester, each committee shall submit a written report to the Consortium Coordination Committee detailing the committee's actions, deliberations, and recommendations during the previous year.

13. Unless designated otherwise, each committee shall meet annually, subsequent to selection of new members for committees, to elect its chair and other officers from among its incoming members, and the elected chair shall communicate the names of the committee's officers to the Consortium Coordinating Committee.

14. Neither the Consortium Coordinating Committee nor the Assembly may create committees which duplicate those already reporting to representative governance organizations.

Section 2: University Committees

1. Traffic, Safety, Buildings and Grounds Committee

The Traffic, Safety, Buildings and Grounds Committee shall develop and recommend traffic and safety rules and regulations. Additionally, the Committee shall act as a Board of Appeals concerning traffic charges.

The Committee shall also function as a clearing-house for faculty, administrator, staff, and student concerns regarding existing buildings and the surrounding campus environment. Additionally, it shall encourage the academic community's involvement both in the early stages of new building planning and landscape development and in the final stages of project planning. This will enable the entire campus community to have the opportunity to review architectural plans and offer suggestions and design recommendations before plans are officially adopted and construction begins.

The Committee shall send its policy recommendations and judicial opinions to both the Vice President for Administration and Finance and the Chair of the Consortium Coordinating Committee.

This committee shall consist of three faculty serving three-year terms, three staff members serving three-year terms, three students serving one-year terms. The Committee shall also include the Chief of University Police, the Assistant Director of Physical Plant for Building Trades and the Assistant Director of Physical Plant for Horticulture (all ex-officio and nonvoting).

2. Cultural Affairs Committee

The purpose of the Committee shall be to coordinate and advance the cultural atmosphere on campus and in the larger Salisbury community. Pursuant to this purpose the Committee shall assist in the sponsorship of the performing arts, lectures, films, and exhibits in order to enrich and supplement the institution's educational mission. Cultural events of substance should bring faculty and students together for the free and open exchange of ideas central to a true community of scholars. Such events shall represent the diverse cultural traditions that will reflect the cultural diversity of the institutions and its constituents.

In pursuit of these goals, the Committee will support and suggest programs, annually review policy and funding, and make recommendations to the representative organizations as needed. The Committee will also help to coordinate outside funding sources and will encourage both the administration of the University and appropriate student organizations to provide funds to subsidize worthy programs.

The Committee will send its recommendations to both the Provost and the Chair of the Consortium Coordinating Committee.

The Committee shall consist of the Cultural Affairs Coordinator, the Vice President for Student Affairs, the Dean of the Fulton School of Liberal Arts, two faculty serving three-year terms, two staff members serving three-year terms, two students serving a one-year term, and the President of the Student Organization for Activity Planning. In addition, the Committee shall include as ex-officio members the directors or chairs of the University Galleries, Public Relations, Theatre, Salisbury Symphony Orchestra, Dance Company, International Film Series, Writers on the Shore, Horticultural Services, Dining Services, and a representative from University Advancement. Any additional ex-officio and non-voting members may be appointed by the Committee as a whole. All members shall have equal voting power. The Dean of the Fulton School of Liberal Arts or his/her designee shall serve as Chair.

3. Facilities Management Advisory Committee

The purpose of the Committee shall be to review the utilization of space within University buildings, evaluate requests for space within buildings, and to make recommendations for assigning space within buildings consistent with the mission of the institution.

The Committee will send its recommendations to the Vice President for Administration and Finance and the Chair of the Consortium Coordinating Committee.

The Committee shall consist of the Vice President for Administration and Finance (ex-officio and non-voting), the Registrar (ex-officio voting), member of Facilities Reservation (ex-officio voting), Director of the Physical Plant (ex-officio voting), Director of Physical Facilities and Planning (ex-officio non-voting), three faculty serving two-year terms, one staff member serving a two-year term, and one student serving a one year term.

4. Committee on Cultural Diversity

- The purposes of the committee shall be:
- to provide structure and develop procedures for successful diversity recruitment and retention at the University by facilitating the development and maintenance of a campus environment that provides support services and programs to ensure students, faculty, and staff are given the opportunities to be recruited, retained and successful;
- to develop and implement diversity outreach initiatives in the local and regional community;
- to develop and implement opportunities for positive multi-cultural experiences for all students at the University;
- to further develop, assess and report on the University's Cultural Diversity Plan

The Committee will send its recommendations to the Provost and the Chair of the Consortium Coordinating Committee.

The Committee shall be divided into two subcommittees to address each of the two charges above. The full committee shall be comprised of the Dean of Admissions (ex-officio and voting); the Vice President of Student Affairs or designee (ex-officio and voting); the Director of University Analysis, Reporting and Assessment (ex-officio and non-voting); the Director of the Office of Diversity (ex-officio and non-voting); four members of the faculty serving three-year terms, two staff serving three-year terms, and two students serving one-year terms.

5. Fiscal Advisory Committee

The Fiscal Advisory Committee shall formulate policies regarding the University's fiscal resources. It shall focus its efforts on the following activities:

- becoming knowledgeable about the internal and external mandates that affect the allocation of the University's fiscal resources;
- examining the University's plans and priorities in making recommendation regarding current and on- going initiatives;
- reviewing and commenting on the University's operational budget;
- advising or recommending the disbursement of supplemental and discretionary funds as they become available;

- providing input in the development of reports for the University of Maryland System and for the Maryland Higher Education Commission on the University's fiscal allocation plans and actions; and
- reviewing the University's annual expenditures and providing an annual report to the Salisbury University Assembly that summarizes fiscal activity for the year in meeting the University's mandates and priorities.

The Committee will send its recommendations to the Provost and the Chair of the Consortium Coordinating Committee.

The Committee shall consist of the Vice President of Administration (ex-officio and non-voting); the chair of the Faculty Senate's Financial Affairs Committee; four faculty serving three-year terms, three staff serving three-year terms; two students serving one-year terms and a representative of the Salisbury University Foundation (ex-officio non-voting).

6. Government Relations Committee

The purpose of the committee is as follows:

- Work collaboratively with the Special Assistant to the President for Governmental and Community Relations in monitoring State and Federal legislative horizons and in responding to issues affecting higher education and Salisbury University.
- Organize/provide responses to requests from higher education organizations (AASCU, ACE, AACU) for communication to elected representatives regarding pending legislation.

The Committee will send its recommendations to the Special Assistant and the Chair of the Consortium Coordinating Committee.

The committee shall consist of the Special Assistant to the President for Government and Community Relations (ex-officio and non-voting), one elected representative from CUSS, CUSF, and USMSC, four faculty serving two-year terms, two staff members serving two-year terms and two students serving one-year terms.

7. The Committee on Wellness

The purpose of the Wellness Committee is to promote a campus environment that promotes the health of all members of the University community. It should serve as a catalyst for the creation of a campus climate in which health, holistically conceived, is appreciated and fostered. The responsibilities of the Committee include the following:

- collaborate with appropriate University offices and departments in assessing wellness and health-related needs;
- collaborate with University offices and departments in developing and evaluating student-centered wellness initiatives;

- provide advice to University offices and departments regarding the incorporation of wellness issues into the curriculum;
- provide advice to University offices and departments regarding worksite wellness programs for campus employees;
- evaluate and make recommendations to appropriate bodies regarding University policies on all issues affecting the health of the campus community, including alcohol and substance abuse issues;
- assess the impact of initiatives undertaken by the University to address alcohol and substance abuse and the effect of such abuse on the overall campus climate;
- provide advice to University offices and departments regarding wellness initiatives it may consider undertaking in the larger Salisbury community; and
- help the University participate in the on-going national dialogue regarding wellness and alcohol abuse issues.

The Committee will send its recommendations to the Provost and the Chair of the Consortium Coordinating Committee.

The committee will be composed of the following representatives: The Director of Student Health Services, ex-officio and non-voting; the Alcohol Educator/Wellness Coordinator, ex-officio and non-voting; the Director of Student Counseling Services, ex-officio and non-voting; the Associate Vice-President for Human Resources, ex-officio and non-voting; three faculty members serving three-year terms, one retiring each year; three student representatives; and three members of the University staff serving three-year terms, one retiring each year. The Committee shall elect its chairperson annually.

8. Information Technology Committee

The purpose of this committee is to advise the Chief Information Office and the Information Technology Department concerning campus technology needs, priorities governing computer use, and software and hardware products provided through the campus network.

The Committee will send its recommendations to the Provost and the Chair of the Consortium Coordinating Committee.

The committee shall be composed of the Chief Information Officer (ex-officio and non-voting), the Director of Information Technology, two faculty from each school serving two-year terms, four staff (two exempt and two non-exempt) serving two-year terms, and two students serving one-year terms.