

# **BYLAWS OF THE SALISBURY UNIVERSITY CONSORTIUM (UPDATED MAY 3, 2021)**

## **Role and Objectives of the Consortium**

The Consortium is the shared governance body that coordinates communication among the faculty, staff, and students of Salisbury University for the purpose of facilitating information sharing and enabling shared decision making when issues affect the wider campus community and its collective interests. In order to fulfill its responsibilities, the Consortium shall:

- Bring the leaders of its constituent organizations together for dialogue on a regular basis;
- Establish Consortium Standing Committees and Consortium Special Purpose Committees as needed;
- Convene meetings of the University Assembly to permit cross-constituency dialogue on issues of campus-wide concern as necessary; and
- Perform other such duties as may hereafter be delegated to it by the President of the University, the Board of Regents, or a majority of its constituent organizations.

## **Article I: Members**

### **Section 1: Constituent Organizations**

The constituent organizations of the Consortium include the Faculty Senate, the Adjunct Faculty Caucus, the Staff Senate, the Student Government Association, and the Graduate Student Council.

### **Section 2: Consortium Coordinating Committee**

The Consortium Coordinating Committee shall consist of five members: the Presidents of the Faculty and Staff Senates, the Student Government Association, the Adjunct Faculty Caucus, and the Graduate Student Council, all *ex-officio* and voting.

### **Section 3: University Assembly**

The members of the Assembly shall consist of the following:

- A. All full and part-time faculty and staff of the University not covered by collective bargaining (NCBCB);

- B. All full- and part-time undergraduate and graduate students of the University;
- C. All emeriti faculty and staff of the University; and
- D. Such others as the Coordinating Committee by majority vote shall designate.

## **Article II: Relationships and Rules**

### **Section 1: Board of Regents**

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

### **Section 2: Administration**

The President and Executive Staff of the University are charged with implementing the policies of the Board of Regents and the University System of Maryland in day-to-day operations of the University. Recognizing the value of shared governance, the Executive Team supports each faction of the University Consortium and seeks input on issues of campus policy and decision making. The Administration also provides staff support for the Consortium Coordinating Committee.

### **Section 3: The Consortium and its Constituent Organizations**

The rights and responsibilities of the constituent organizations to act within their own spheres of authority shall not be infringed. However, if they desire to undertake actions of wider scope, they may consult with the Coordinating Committee to facilitate collaboration with other shared governance bodies. Alternately, the Coordinating Committee may solicit input from one or more constituent organizations to address issues of concern to the University community.

### **Section 4: Rules**

Unless otherwise specified in these Bylaws, the latest edition of Robert's Rules of Order shall provide parliamentary procedures for conducting the business of the Coordinating Committee, Standing Committees and Special Purpose Committees.

## **Article III: Consortium Coordinating Committee**

### **Section 1: Purpose**

The Consortium Coordinating Committee shall be the body charged with primary responsibility for implementing the purposes of the Consortium, particularly facilitating communication among the constituent organizations and monitoring the operation of Consortium Committees.

## **Section 2: Coordinating Committee Chair**

The Faculty Senate representative shall Chair the Coordinating Committee in even fiscal years and the Staff Senate representative shall Chair the committee in odd fiscal years. The term of the Chair will be the fiscal year, July 1 to June 30. The Chair shall preside over all Consortium Coordinating Committee and University Assembly meetings.

If the Chair is unable to fulfill their duties and responsibilities, or is recalled by a majority vote of the Coordinating Committee, a Chair *pro tem* will be elected from among the other faculty and staff members of the Coordinating Committee for the remainder of the term.

## **Section 3: Meetings**

The Coordinating Committee will meet at least twice each semester. A quorum of the Committee shall be four members.

## **Section 4: Duties**

The responsibilities of the Coordinating Committee shall include the following:

- A. Facilitating discussions and/or convening meetings to help resolve differences between the recommendations of its constituent organizations;
- B. Reviewing policy-making reports and recommendations of Consortium Committees and, if so disposed, forwarding them to the appropriate governance bodies for further input;
- C. Resolving questions of purview of Consortium Committees;
- D. Recommending policies and procedures involving relationships among its constituent organizations, committees, and the Administration;
- E. Assuring that records of Consortium business, including minutes of Coordinating Committee meetings, Consortium Committee membership and annual reports, and an up-to-date copy of the Consortium Bylaws are maintained and made accessible to the University Community; and
- F. Amending the Consortium Bylaws, when desirable.

## **Article IV: University Assembly**

### **Section 1: Purpose**

The University Assembly shall be convened whenever it is desirable to address or engage in discussion with the entire University community, particularly when issues or proposals that would affect students, faculty, and staff are under consideration.

## **Section 2: Assembly Meetings**

The Assembly shall meet as a body to engage in discussions when convened by the Chair of the Coordinating Committee, who shall preside. Such meetings shall be announced in advance and publically convened:

- A. Whenever the Coordinating Committee so directs;
- B. Upon request of the President or Provost of the University; or
- C. Upon receipt by the Coordinating Committee Chair of a petition to convene a meeting of the Assembly, signed by no fewer than five percent of the members of the entire Assembly. The petition must include faculty, staff, and students among its signatories.

## **Article V: Committees**

### **Section 1: Purpose**

The work of the Consortium shall generally be performed by its committees. These shall be empowered to make studies, reports, recommendations, and decisions in those areas which fall within the purview of their delegated responsibilities. Neither the Coordinating Committee nor the Assembly may create committees which duplicate those already reporting to any of the Consortium's constituent organizations.

### **Section 2: Selection of Committee Members**

Members on committees shall be determined by the Consortium's constituent organizations, as appropriate, and their names forwarded to the Coordinating Committee. The President of the University and President's Executive Staff, including the academic deans, are not eligible for election or appointment to Consortium committees, but may serve as *ex-officio* members.

The terms of committee members and officers shall begin on July 1, and the terms of members from the same constituent organization shall be staggered to provide continuity. Whenever possible, the members of a committee should not include more than one faculty member from the same discipline or staff member from the same administrative office. No one, other than designated *ex-officio* members, shall serve as a voting member on more than two committees. All *ex-officio* members of committees may be represented by a designee if necessary.

If a constituent organization is unable to fill their seat on a committee, the Chair of the Coordinating Committee shall be notified as soon as possible. Where there is a parallel governance body (Faculty Senate and Adjunct Faculty Caucus; Student Government Association and Graduate Student Council), the seat will first be offered to the parallel body to fill. If the seat remains unfilled, other bodies may then volunteer to fill the position for one year, after which the original body shall have the opportunity to fill the position for the remainder of the term.

### **Section 3: Duties**

Consortium Committees shall meet no less than annually. One meeting shall be held early in the academic year, so the committee may elect its chair and other officers from among its incoming members. The committee chair will communicate their names to the Coordinating Committee Chair. Other meetings shall be held as the committee's responsibilities require.

Reports and recommendations of Consortium Committees shall be submitted to the Coordinating Committee and appropriate administrative offices. Members of the Coordinating Committee shall share these with the committees and membership of their governance bodies if and as appropriate, without altering the content of the recommendations or the intent of the committee's action.

Should any member of the Coordinating Committee dispute or take issue with a Consortium Committee recommendation or report, they may delay the Coordinating Committee's action on the matter in order to allow their constituent organization to conduct its own review and make its own recommendation to the Coordinating Committee. Unless extended by the Coordinating Committee Chair, this review shall be conducted and recommendations made within thirty days of the initiation of the delay.

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

### **Section 4: Ad Hoc Committees**

When necessary, ad hoc committees may be formed by the Coordinating Committee, which will notify its constituent organizations of the committee's formation in order that members may volunteer to serve on it.

## **Article VI: Consortium Standing Committees**

### **Section 1: Traffic, Safety, Buildings and Grounds Committee**

The purpose of the committee shall be to develop and recommend traffic and safety rules and regulations, and function as a clearing-house for concerns regarding existing buildings and the campus environment. 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, and three students serving one-year terms. The Committee shall also include the Chief of University Police who will be responsible for convening the committee each academic year until a chair is elected, the Assistant Director of Physical Plant for Building Trades, and the Assistant Director of Physical Plant for Horticulture (all ex-officio and nonvoting).

### **Section 2: 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 Associate Vice President of Facilities and Capital Management (ex-officio and non-voting), who will be responsible for convening the committee each academic year until a chair is elected, 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 two students serving one year-terms.

### **Section 3: Cultural Diversity and Inclusion Committee**

The purpose of the committee shall be to assist campus leadership in weaving the diversity strategy throughout the University through providing advice, monitoring the campus climate as it relates to diversity, inclusion and equity, advocating for diversity and inclusion throughout the institution, advising on the recruitment and retention of a diverse faculty, staff and student body, developing programs and initiatives to promote the University's diversity goals and support community members, building networks to support the diversity mission, monitoring implementation of diversity goals of the Strategic Plan, and assessing progress and setting goals for improvement.

The Committee will send its recommendations to the President's Chief of Staff and the Chair of the Consortium Coordinating Committee.

The Committee shall consist of (1) 14 voting members and (2) 14 or more non-voting members.

(1) The 14 voting members will consist of representatives from each of the five Constituent Organizations listed in Article 1, Section 1, all serving one-year terms except where indicated:

(a) Faculty Senate (four serving three-year terms), (b) Adjunct Faculty Caucus (two), (c) Staff Senate (two serving three-year terms), (d) Graduate Student Council (two), and (e) Student Government Association (four).

(2) The 14 or more non-voting members will consist of seven representatives from six student groups serving one-year terms and seven or more representatives from seven Salisbury University administrative offices.

Student groups: (a) Multi-Cultural Alliance (two representatives), and one representative each from: (b) National Pan-Hellenic Council (NPHC), (c) National Panhellenic Conference (NPC), (d) Interfraternity Council (IFC), (e) Letters, and (f) Students for a Safer Community. Other student groups may be invited at the discretion of the committee.

SU administrative offices: seven or more representatives, as deemed appropriate, from the (a) Office of Academic Affairs (Provost), (b) Office of Administration and Finance, (c) Advancement and External Affairs, (d) Office of Student Affairs, (e) Office of Multicultural Student Services, (f) Office of Student Disability Support Services, and (g) Office of Institutional Equity.

The Associate Vice President of Diversity & Inclusion and Chief Diversity Officer (or a designee) will be responsible for convening the committee at the beginning of each academic year until a chair is elected. A chair and secretary will be elected by the committee at the first annual meeting. The committee will function with a majority quorum.

#### **Section 4: Fiscal Advisory Committee**

The purpose of the committee shall be to make recommendations regarding the University's fiscal resources. It shall focus its efforts on 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 to make recommendations regarding current and on-going initiatives; reviewing and commenting on the University's operational budget; advising on the disbursement of supplemental and discretionary funds as they become available; providing input for the development of reports for the University System of Maryland and for the Maryland Higher Education Commission on the University's fiscal allocation plans and actions; 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 and Finance (ex-officio and non-voting) who will be responsible for convening the committee each academic year until a chair is elected; the chair of the Faculty Senate's Financial Oversight 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 and non-voting).

### **Section 5: Government Relations Committee**

The purpose of the committee is to work collaboratively with the Chief of Staff and Director of Government and Community Relations in monitoring State and Federal legislative horizons and in responding to issues affecting higher education and Salisbury University; and to organize and 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 Chair of the Consortium Coordinating Committee.

The committee shall consist of the Chief of Staff and Director of Government and Community Relations (ex-officio and non-voting) who will be responsible for convening the committee each academic year until a chair is elected, 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.

### **Section 6: The Committee on Wellness**

The purpose of the 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 collaboration with University offices and departments in assessing wellness and health-related needs, and developing and evaluating student-centered wellness initiatives; providing advice regarding the incorporation of wellness issues into the curriculum, worksite programs for campus employees, and initiatives in the wider Salisbury community; making recommendations regarding University policies on all issues affecting the health of the campus community, including alcohol and substance abuse issues, and the assessment of initiatives undertaken to address such issues; and helping the University participate in the external dialogues regarding wellness.

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

The committee shall consist of the Associate Vice President of Human Resources (or designee) (ex-officio and non-voting) who will be responsible for convening the committee each academic year until a chair is elected; and the following ex-officio and non-voting members: The Director of Student Health Services, the Alcohol Educator/Wellness Coordinator, the Director of Student Counseling Services. Other members shall include three faculty members serving three-year terms, one retiring each year; three student representatives serving one-year terms; and three members of the University staff serving three-year terms, one retiring each year.



## **Section 7: 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) who will be responsible for convening the committee each academic year until a chair is elected, the Director of Information Technology, two faculty from each Unit serving three-year terms, four staff (two exempt and two non-exempt) serving three-year terms, and two students serving one-year terms.

## **Article VII: Approving or Amending Bylaws**

### **Section 1: Minor Modifications**

The Coordinating Committee may make minor, editorial modifications such as those resulting from changes in title, administrative restructuring, and reassignment of duties, provided these modifications are approved by no less than four of its five members and do not materially change the nature, charge, or functioning of the Consortium or its committees.

### **Section 2: Communicating Proposed Bylaws or Bylaw Amendments**

The Coordinating Committee may submit proposed bylaws and bylaw amendments in writing to its constituent organizations at any time. Proposed bylaws and bylaw amendments may also be submitted in writing to the Coordinating Committee by any of its constituent organizations; or by any member of the Assembly, provided the proposal carries the endorsing signatures of no fewer than five percent of the Assembly, including students, faculty, and staff among the signatories.

### **Section 3: Voting Requirements to Approve**

The bylaws of the Consortium shall be amended by a vote of all five of its constituent organizations. The amendment will be made if four of the five organizations, following a simple majority vote within each group, votes in its favor. The Coordinating Committee shall certify the adoption or failure of all proposed amendments and communicate them to the Assembly. Unless otherwise specified by the proposal, amendments will take effect upon this communication.