BYLAWS
OF THE SALISBURY UNIVERSITY CONSORTIUM

(UPDATED ~~MAY 3, 2021~~JULY 1, 2026)

Commented [DK1]: Main tasks: Set membership as shared governance Presidents; get rid of references to standing committees; make sure Steering Committee does not vote and instead brings necessary issues to relevant constituents for votes; set up system for how shared governance bodies vote when an issue only affects a subset of bodies

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~~ Ad Hoc Consortium ~~Special Purpose~~ Committees as needed; and
- 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.~~

Commented [DK2]: The point of these revisions is that we don't *want* this coordinating committee to have lots of power. Allowing a bunch of groups to tell it what to do seems to give it the power to do those things.

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 ~~and/or Chairs~~ of ~~the~~ Faculty and Staff Senates, ~~the~~ Student Government Association, ~~the~~ Adjunct Faculty Caucus, and ~~the~~ Graduate Student Council, all *ex-officio*~~ and voting~~.

Commented [DK3]: Confirmed: they're all Presidents

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 Salisbury University full- and part-time undergraduate and graduate students ~~of the University~~;
C. All Salisbury University 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~~Ad Hoc 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~~Ad Hoc

Consortium Committees.

Section 2: Coordinating Committee Chair

The incoming Faculty Senate representative shall Chair the Coordinating Committee in even fiscal years, and the incoming 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. The members of the Coordinating Committee are encouraged to invite the other officers of their constituent organizations to these meetings.

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~~ Ad Hoc Consortium Committees and, if so disposed, forwarding them to the appropriate governance bodies for further input;
C. Resolving questions of purview of ~~Consortium~~Ad Hoc Consortium Committees;
~~D. Recommending policies and procedures involving relationships among its constituent organizations, committees, and the Administration;~~
D. Calling for Ad Hoc Consortium Committees in accordance with Article V;
E. Assuring that records of Consortium business, including minutes of Coordinating Committee meetings, ~~Consortium~~Ad Hoc 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.

Commented [DK4]: Got rid of this so that the coordinating committee could not implement policy that all shared governance groups would have to follow.

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~~publicly 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: Ad Hoc Consortium Committees

Commented [DK5]: My main goal was to set up a system in which ad hoc committees are created when multiple shared governance bodies need to work together to accomplish something. When the ad hoc committees recommend something, the shared governance bodies themselves must vote to endorse it. The Coordinating Committee itself cannot do so. This is one of the big things that Faculty Senate and Adjunct Faculty Caucus were concerned with.

Section 1: Purpose

Ad Hoc Consortium Committees may be formed when a matter impacting multiple constituent organizations of the Consortium cannot feasibly be addressed solely through discussion among those constituent organizations. A constituent organization shall be considered to be impacted by the matter at hand if the President of that constituent organization deems it so, and the organization will therefore have representation on the Ad Hoc Consortium Committee, unless the Presidents of all four other constituent organizations object, in which case the constituent organization will not be considered to be impacted and will not have representation on the Ad Hoc Consortium Committee. Under these conditions, Ad Hoc Consortium Committees may be called for by the Coordinating Committee, which will notify the relevant constituent organizations of the committee's formation and charge in order that members may be selected. The formation of an Ad Hoc Consortium Committee shall only be called for if all or all but one of the Presidents ~~and/or Chairs~~ of the involved constituent organizations agree to do so. If only two constituent organizations are involved, then both of those organizations' Presidents ~~and/or Chairs~~ must agree to form the committee. ~~The work of the Consortium shall generally be performed by its committees.~~

These committees shall be empowered to make ~~studies,~~ reports~~,~~ and recommendations~~,~~ in those areas which fall within the purview of their delegated responsibilities and to send those reports and recommendations only to the Coordinating Committee, which may in turn send those reports and recommendations to other entities, as needed. 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

Ad Hoc Consortium Committees shall only contain *ex officio* members, if needed, and members from constituent organizations that are directly impacted by the matter for which the committee was called. The Coordinating Committee shall designate how many members the involved constituent organizations shall have on the Ad Hoc Consortium Committee, ensuring that each involved constituent organization is designated the same number 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. A committee's membership may be updated, even after the committee's original formation, if it is found that a constituent organization that was not originally thought to be affected is later found to be affected by the matter for which the committee was called. In that case, that constituent organization may add members to the committee. The President of the University and President's Executive Staff, including the academic deans, are not eligible for election or appointment to Ad Hoc Consortium C~~c~~ommittees, but may serve as non-voting, *ex ~~-~~officio* members. *Ex officio* members are non-voting unless otherwise specified by the Coordinating Committee. ~~All other members of the committee are voting 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 simultaneously. All *ex ~~-~~officio* members of committees may be represented by a designee if necessary.

If a constituent organization is unable to fill their seat(s) 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 as early as feasible after the committee's formation ~~in the academic year,~~ so that the committee may elect its chair and, if needed, other officers from among its incoming members. This meeting shall be called by a member of the committee designated by the Coordinating Committee. Neither the chair of the committee nor the member to call the first meeting shall be an *ex officio* member of the committee. The committee chair will communicate the~~ir~~ names of the committee chair and any other officers to the Coordinating Committee Chair. Other meetings shall be held as the committee's responsibilities require.

Reports and recommendations of ~~Consortium~~Ad Hoc 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.

Commented [DK6]: I don't think this should happen until the governance bodies have endorsed the recommendation. Why send out recommendations if they're about to be rejected, anyway? Also, language in Article V, Section 1 specifies that committees shall only send reports to the Coordinating Committee, and the Coordinating Committee sends them elsewhere.

Should any member of the Coordinating Committee dispute or take issue with an ~~Consortium~~Ad Hoc 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.

If an Ad Hoc Consortium Committee's work is not concluded by the end of an academic year, then ~~N~~no later than the end of each spring semester, ~~each Consortium Committee~~the committee shall submit a written report to the Coordinating Committee detailing the committee's actions, deliberations, and recommendations during the previous year.

An Ad Hoc Consortium Committee shall be dissolved when either all of its recommendations and reports have been endorsed or rejected by the Consortium (see Section 4) or two years have passed since the formation of the committee, whichever comes first. Every reasonable effort shall be made to ensure that the committee is dissolved because its recommendations and reports have been endorsed or rejected. If a committee is dissolved because at least two years have passed since its formation, then the Coordinating Committee may choose to call for a new Ad Hoc Consortium Committee to carry on the dissolved one's work. In that case, no more than half of the new committee's members may have served on the dissolved committee.

Section 4: Dealing with Recommendations from Ad Hoc Consortium Committees

If an Ad Hoc Consortium Committee makes a recommendation or report, then the recommendation or report shall only be endorsed by the Consortium if all or all but one of the involved constituent organizations vote affirmatively on it. For cases in which only two constituent organizations are involved, both organizations must vote affirmatively for the recommendation or report to be endorsed. Each constituent organization's vote shall be determined by a majority vote of that organization's members. If an Ad Hoc Consortium Committee's recommendation or report is endorsed, then the Coordinating Committee shall send the recommendation or report to any relevant entities.

~~**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~~

Commented [DK7]: Getting rid of the standing committees was the main goal of Staff Senate, SGA, and GSC, if I understand correctly.

~~**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 VI~~I~~: 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

When a bylaws amendment is proposed, ~~T~~the bylaws of the Consortium shall only be amended by a vote of all five of its constituent organizations. The amendment will be made if at least four of the five organizations, following a simple majority vote within each group, vote~~s~~ 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.