

BYLAWS OF THE SALISBURY UNIVERSITY FORUM

Article I: Names and Functions

Section 1: Name

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

Section 2: Purposes

The Forum facilitates and coordinates communication among the faculty, staff, and students of Salisbury University. The Forum meets regularly to provide an opportunity for Forum members, Forum committees, and the representative governance groups (Faculty Senate, FS; Staff Senate SS; and the Student Government Association, SGA) to communicate their deliberations and to discuss issues affecting the campus community. The Forum is supported by University committees, which perform much of the work of the Forum. The Forum also forwards items and makes recommendations, as appropriate, to the administration and to the representative governance groups.

Section 3: Responsibilities

The Forum 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.

Section 4: Executive Committee

The Executive Committee of the Forum shall be the body charged with primary responsibility for implementing the purposes of the Forum.

Article II: Membership, Executive Committee, and Officers

Section 1: Forum Membership

The members of the Forum shall consist of the following:

1. All full- and part-time employees of the University.
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 Executive Committee of the Forum by majority vote shall designate.

Section 2: Executive Committee

The responsibilities of the Executive Committee of the Forum shall include the following:

To review all agendas, minutes, reports, recommendations, and actions of all committees;

To prepare for distribution before meetings the topics and subjects for Forum deliberation;

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

To recommend policies and procedures involving relationships among and between the Forum, the President, and the representative governance groups;

To resolve questions of purview of any committees;

To ensure vacant positions on committees are filled properly and promptly;

To report the names of members of committees to the University Forum at the May meeting;

To resolve any conflicts and differences in the recommendations of the Forum standing committees;

To establish *ad hoc* committees;

To ensure Forum committees report to the Forum Executive Committee prior to each Forum meeting;

To conduct the process for amending the Forum bylaws; and

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

The Executive Committee of the Forum shall consist of six voting members: one faculty member elected by the faculty in a manner determined by the FS; one staff member elected for a two-year term by the staff in a manner determined by the SS; one student member elected for one-year terms by the students in a manner determined by the SGA; and the Presidents of the FS, SS and the SGA, all *ex-officio* and voting. No elected representative may serve more than four consecutive years. All members of the Executive Committee must have been members of the Forum for at least one year prior to assuming office, 11 and shall assume office on July 1.

Section 3: Officers of the Forum

The officers of the Forum 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 Executive 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 Executive Committee and Forum meetings.
2. The Vice Chair shall serve as chair in the absence of the Chair.
3. The Secretary shall keep minutes of all Forum and Executive Committee meetings; shall by any appropriate means keep the Forum members informed of the activities of the Forum, the dates, places, and (so far as is feasible) the agenda of future meetings of the Forum; and shall distribute the minutes of meetings to the members at least forty-eight hours prior to the next regular meeting.

Article III: Procedures

Section 1: Regular Meetings

The Forum shall meet at least four times each academic year, normally during the months of September, November, February, March, and April. This meeting schedule may be adjusted to be compatible with the academic calendar.

Section 2: Special Meetings

Special meetings may be called by the President of the University, by the Forum Chair, or by the Forum Executive Committee.

Section 3: Forum Actions

Forum decisions may not set aside recommendations of the representative governance groups. 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 Forum as a whole, on a particular issue. The Chair will direct this process.

Section 4: Rules of Procedure

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

Section 5: Amending Bylaws

The Bylaws of the Forum shall be amended after a reading of the amendment at a meeting of the Forum, through subsequent ratification by written/electronic ballot within 45 days from each of the three constituencies (faculty, staff, and students) of the Forum. 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 Executive 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 FS, SS, and SGA will send the results of their deliberations to the President and/or Vice Presidents of the University and will make reports at University Forum meetings. Each representative governance group, however, may desire input from the Forum on an issue while or before deliberating on that issue, in which case the group(s) will contact the Forum Executive Committee to have the issue placed on the agenda. Moreover, the Forum may desire input from each representative governance group on an issue of concern to the university community. The Forum Executive Committee will then contact the appropriate representative governance group(s) for input.

Article V: Committees

Section 1: Committee Actions

1. The work of the Forum shall generally be performed by committees, which 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 committees shall be submitted to the Executive Committee which will determine whether to forward the committee's actions to the appropriate administrative officer, to place it on the agenda of the next Forum meeting, to refer it to one or more of the representative governance groups, to return it to the committee for further consideration, or to refer it to another committee for additional comment. In this process the Executive Committee will not alter the content of such actions or the intent of

the committee's action.

3. A delay in Executive Committee action on any recommendation made by any committee may be initiated by any of the representative governance groups. The Forum Executive Committee and/or the representative governance group 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 Forum, reviews will be conducted and recommendations made to the Forum Executive Committee within thirty days of the date on which the delay was initiated.

4. Members on committees shall be as determined by the FS, SAC, or SGA, as appropriate, and their names forwarded to the Executive Committee for presentation at the regular May Forum meeting each year.

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 groups 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 Forum 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 Forum 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 Executive Committee, which will notify the Forum 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 Forum Chair 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 Forum Chair.

14. The Forum may not create committees which duplicate those already reporting to representative governance groups.

Section 2: University Committees

1. Student Affairs Committee

The purpose of the Committee shall be to formulate and suggest policies for meeting the financial, emotional, social, and academic needs of the students. From time to time the Committee shall prepare and transmit to the Vice President of Student Affairs reports and recommendations with respect to the following:

- needs of the student population and development of programs in response to those needs; coordinating student activities and the program efforts of individual organizations; student participation in the cultural and social activities of the University; development and maintenance of an atmosphere on campus that is conducive to learning; and periodic evaluation.

The Committee shall be comprised of the Vice President of Student Affairs (ex-officio and non-voting, Director of Student Counseling, and Director of Residence Life (both ex-officio and voting), four members of the faculty serving two-year terms, three members of the staff serving three-year terms, and three students serving one-year terms.

2. University Judicial Board

The University Judicial Board hears cases of alleged student misconduct referred to it by the University Judicial Administrator, either on appeal or as an original hearing

The University Judicial Board shall be composed of two faculty serving two-year terms, two exempt staff serving two-year terms, and three students serving one-year terms. Five members, at least one of whom must be a student, shall constitute a quorum. Board decisions shall be made by majority vote except in appeal reviews, when two votes shall be sufficient to reopen a case for hearing.

3. Traffic and Safety Committee

The purpose of the Traffic and Safety Committee shall be to develop and recommend for implementation traffic and safety rules and regulations. The Committee will also act as a Board of Appeals concerning traffic charges. The Committee will deal with campus safety problems brought to its attention.

The Traffic and Safety Committee consists of ten members: the Director of Public Safety who shall be ex-officio and non-voting, three faculty serving three-year terms, three staff members serving three-year terms, and three students serving one-year terms.

4. Honors Convocation Committee

The Committee shall, with regard to the awarding of academic honors, have the following responsibilities:

- Be responsible for selecting, from a list of nominations made by the faculty at-large, recipients for the Achievement Key and the Campus Life awards.
- Sanction the presentations of all awards at the annual Honors Convocation.
- Select the speaker for the annual Honors Convocation.
- Serve as an advisory body in matters related to Honor Societies and awards.

The Committee shall consist of six faculty members elected to three-year terms, two retiring each year.

5. Cultural Affairs Council

The purpose of the Council shall be to coordinate and advance the cultural atmosphere on campus and in the larger Salisbury community. Pursuant to this purpose the Council 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 Council will support and suggest programs, annually review policy and funding, and make recommendations to the University Forum as needed. The Council will also help to coordinate outside funding sources and will encourage both the administration of the University and appropriate student groups to provide funds to subsidize worthy programs.

The Council 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, one staff member serving a three-year term, two students serving a one-year term, and the President of the Student Organization for Activity Planning. In addition, the Council 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 Council 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.

6. Space Utilization 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 shall consist of the Executive Assistant to the President (ex-officio and non-voting), the Provost, the Registrar, a representative from the Facilities Reservation Department, the Physical Plant Supervisor (all ex-officio and voting), three faculty serving two-year terms, one staff member serving a two-year term, and the President of the SGA.

7. Residence Judicial Boards

Two residence judicial boards hear cases involving breaches of the housing contract or violations of University regulations which occur in or near residence halls. They serve primarily as appellate boards, reviewing original administrative hearings conducted by members of the housing and residence life staff.

Membership of each Residence Judicial Board is comprised of one member of the faculty serving a two-year term, one exempt staff serving a two-year term, and one student serving for a one-year term.

8. Student Campus Life Grievance Committee

This committee provides students with formal grievance procedures through which they may express substantive complaints about actions in campus life matters which they believe are unfair or which discriminate on the basis of race, sex, color, religion, national origin, age, sexual orientation, marital status, handicap, disability, a violation of the Americans With Disabilities Act as amended (or other appropriate federal, state, or local statutes) or which violate established university procedures. In academic matters, the Academic Policies Committee will hear student grievances.

Membership on the committee is composed of three faculty members serving three-year terms, two staff serving two-year terms, and two students serving one-year term.

9. Committee on Multi-Ethnic Concerns

The purposes of the committee shall be:

- to provide structure and develop procedures for successful minority recruitment and retention at the University by:

developing and implementing minority outreach initiatives in the local and regional community;

developing and implementing opportunities for positive multi-cultural experiences for all students at the University;

to facilitate the development and maintenance of a campus environment that provides support services and programs to ensure each student the fullest opportunity to succeed academically and socially.

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 (ex-officio and voting); four members of the faculty serving three-year terms, two staff serving three-year terms, and two students serving one-year terms.

10. Employee Relations Committee

The purpose of this committee shall be to collaborate with the Human Resources Office for the purpose of developing, implementing, and promoting ethical and comprehensive employment practices, including professional development, employee awareness (workshops, newsletters, etc.) in the areas of health, retirement, benefits, employee career mobility, performance, employee wellness, and other pertinent information necessary for the entire University employee community.

This committee shall be made up of a representative of the Human Resources Office (ex-officio and non-voting), four faculty serving two-year terms, and four staff serving two-year terms.

11. Fiscal Advisory Committee

The purpose of this committee shall be to review the University's fiscal resources and to make recommendations regarding the utilization of these fiscal resources to the President's Administrative Council. The committee 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 Forum that summarizes fiscal activity for the year in meeting the University's mandates and priorities.

The committee shall consist of the Vice President of Business and Finance (ex-officio and non-voting); five faculty serving three-year terms, three staff serving three-year terms; and two students serving one-year terms.

12. Advisory Committee on Building and Grounds

The purpose of this committee will be to function as a clearing-house for faculty, administrator, staff, and student concerns regarding existing buildings and the surrounding campus environment and to 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 so that the entire campus community will have the opportunity and encouragement to review architectural plans and offer suggestions and design recommendations before plans are officially adopted and construction begins.

This committee shall consist of four faculty serving three-year terms, two staff members serving three-year terms, the Assistant Director of Physical Plant for Building Trades, the Assistant Director of Physical Plant for Horticulture (both ex-officio and voting), and two students serving one-year terms.

13. Government Relations Committee

The purpose of the committee is as follows:

- Work collaboratively with the President's office 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.
- Report to the Forum on important issues under consideration that affect higher education in general and Salisbury University specifically.

The committee shall consist of the Executive Assistant to the President (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.

14. The Wellness Council

The purpose of the Wellness Council 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 Council 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 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 Council shall elect its chairperson annually.

15. 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 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.