

### **I-6.00.2 UMCES Policy on Representation of Groups with Special Concerns**

Adopted effective 1 September 1993 by President Donald F. Boesch upon recommendation of UMCES Faculty Senate (6/10/93) and Administrative Council (7/7/93)

I. The UMCES policies in I-6.00 and I-600.1 have been established to ensure that groups of faculty and/or staff members have the right to have their concerns represented within the UMCES academic community. These policies also set forth the obligations and privileges involved in the formal establishment of all such representative organizations.

The plan of organization and operation of any formally established organization must be included as a subsection of I-6.00.1 Policy on the Organization of UMCES..

#### **A. GENERAL POLICIES ON REPRESENTATION OF SPECIAL CONCERNS**

1. UMCES recognizes that faculty and/or staff with common special concerns may wish to have those concerns represented in an organized manner within the academic community.
2. Representation of those concerns by individuals or groups of individuals is encouraged through verbal or written communication to members of the UMCES Administrative Council, the UMCES Faculty Senate, or the President of UMCES.
3. In those cases where broad-based concerns are better communicated by a permanent, representative organization, the President of UMCES may recommend that a particular group establish such a forum.
  - a. Such a recommendation normally shall be made under one or more of the following circumstances:
    - 1) Approval of a request to do so from the UMCES Administrative Council or UMCES Faculty Senate;
    - 2) Receipt of a petition signed by faculty, staff, and students that demonstrates broad-based support for formal representation of a given concern within the Center;
    - 3) The UM System has established an inter-institutional forum for representation of a group with special concerns appropriate to those of UMCES faculty and staff.
  - b. A forum representing special concerns shall operate under the following conditions:
    - 1) The forum shall have a formally appointed, non-exclusionary membership.

2) The forum shall have a formal plan of organization and operation, which shall be included in Section VI-5 of the UMCES Policies and Procedures Manual.

3) The forum shall be subject to dissolution by the President of UMCES upon recommendation of the majority of its members, or, if the forum has become inactive, upon recommendation of the UMCES Faculty Senate.

4. Approval to establish a forum to represent special concerns shall neither imply nor require the allocation of funds for its support from the UMCES Administration.

a. A formally established forum shall be authorized to require dues of its members, provided that the amount and payment schedule is approved by the President of UMCES.

1) At the end of each fiscal year, an officer of each such forum shall file a financial statement with the President showing income, expenditures, and balance of funds.