

UNIVERSITY SYSTEM OF MARYLAND STUDENT COUNCIL

BYLAWS

ADOPTED: 05/06/2018

SECTION I: MEETINGS

A. Attendance

- a. Attendance at each Official Meeting of the USMSC is expected of its members.
 - i. The Executive Board may choose to excuse Representatives who have communicated absences within five business days before or after the missed meeting.
 - ii. Members who hold two unexcused meetings shall be recommended for removal from their position by the USMSC President.
- b. Voting in-absentia
 - i. Absentee votes or proxy votes will not be allowed. As such, designees other than a president of a student government must be communicated to the USMSC Executive Board at least two business days before the meeting.
- c. Active institutions and regional centers are institutions which have consistently produced Representatives to Official Meetings of the USMSC.
- d. Inactive institutions and regional centers are institutions for which both Representatives have failed to attend two Official Meetings of the USMSC.
 - i. Inactive institutions and regional centers will remain inactive for the duration of the Term of Office, and become active starting July 1st for the next Term.
 - ii. An inactive institution or regional center may petition the USMSC at an Official Meeting to regain active status. Active status may be granted by the passage of such a motion.
- e. Special meetings, including meetings over the summer term and winter break, may be called by the USMSC President or upon petition by a simple majority of the USMSC Representatives.

B. Structure

- a. The structure of each Official Meeting of the USMSC should include at least the following components:
 - i. Welcome/Opening Remarks
 - ii. Guest Presentations, if any
 - iii. School Updates
 - iv. Board of Director Reports
 - v. Regent Report
 - vi. System Office Report
 - vii. Committee Reports
 - viii. Executive Board Reports
 - ix. Old Business
 - x. New Business

- xi. Breakout Sessions, composed of:
 - 1. Graduate Breakout Session
 - 2. Undergraduate Breakout Session
- xii. Open Forum

C. Voting

- a. Business may be voted upon only at an Official Meeting of the USMSC.
- b. A vote is taken to resolve a motion or to elect an officer to the Executive Board.
- c. Each active USM institution and regional center holds one vote. Representatives from the same institution and regional center must confer before casting institutional votes, if ever called for by such a motion.
- d. Only a Representative may start a motion.
- e. Unless specified otherwise in these guiding documents, a vote is executed according to Robert's Rules of Order.

D. Committees

- a. Committees may be created by the passage of such a motion at an Official Meeting of the USMSC in order to address issues as designated by the USMSC.
 - i. The membership of the Committee, including a chairperson, must be a part of such a motion.
- b. Committees are expected to provide a report within the structure of the Official Meetings of the USMSC, as outlined above.
- c. Committees are expected to provide a written report at least five business days before each Official Meeting of the USMSC.
- d. Committees shall be disbanded by such a motion or on June 30th, whichever comes first.

- E. A majority of active USM institutions and regional centers represented by at least one of the appropriate Representatives will constitute a quorum.

SECTION II. ROLE OF REPRESENTATIVES

A. Term of Office

- a. Term of Office for Representatives shall be from July 1st to June 30th of the following year

B. Appointments

Each USM Institution and Regional Center shall submit the names of two Representatives to the USMSC President no later than June 30th for the following year. These Representatives should be the presidents of the appropriate student governments at each institution or regional center. Furthermore, the following statements should serve as a guide:

- a. One Representative should be a graduate or professional school student
- b. One Representative should be an undergraduate student
- c. If there exists no student government body for either of the above two populations, the remaining student government should appoint the second Representative

- d. A Representative may designate a vice president, other executive officer, or some analogous individual to be the Representative for the duration of their Term of Office.
- C. Removal
- a. The Representative may lose their position on the USMSC by failing to meet the attendance guidelines under Section I-A-a-i.
 - b. The Representative may lose their position on the USMSC if they cease to hold their institutional office, they should be replaced for the duration of their Term of Office.
 - c. A Representative may motion to remove a member from their position at an Official Meeting of the USMSC. The motion may pass with a majority vote of all present and active institutions and regional centers. The motion will be tabled until the next Official Meeting.
 - d. The accused has the following rights:
 - i. Notification of date, time, place of the hearing, by certified mail at least fourteen days in advance of the hearing.
 - ii. A copy of the charges and the evidence upon which the charges are included with the notification.
 - iii. An advisor of his or her choice may be present during the removal process.
 - iv. Presentation of evidence and witnesses in his or her behalf and response to allegations.
 - e. The Chancellor or a designee must be present at the hearing.
 - f. The motion may pass with a two-third vote of all present and active institutions and regional centers.
 - g. In the case of removal, the vacant position will be communicated to the Institution President or Regional Center Executive Director as well as the remaining contacts for the appropriate student government.
- D. Vacancies
- a. In the case of a vacancy, the appropriate student government should appoint a new Representative according to Section II-B-d.
 - b. The new Representative, filling the vacant position, will be communicated to the Institution President or Regional Center Executive Director as well as the remaining contacts for the appropriate student government.

SECTION III. EXECUTIVE BOARD

A. Term of Office

- a. Term of Office for Executive Board members shall be from July 1st to June 30th of the following year.

B. Duties

The USMSC will have three non-voting Executive Board members: a President, a Vice President of Graduate Affairs, and a Vice President of Undergraduate Affairs. The Executive Board members do not count toward quorum, may not serve as Representative of their institution, and may not directly make any motion. They must submit a written report at least five business days prior to Official Meetings of the USMSC. At the end of

their term, the outgoing administrative team will create a summary report on issues and activities for the USMSC files and for the use of the incoming team of officers. In addition, each has specific duties as follows:

a. President

- i. Shall chair each Official Meeting of the USMSC;
- ii. Prepare and distribute the agenda no later than two business days prior to all meetings;
- iii. Facilitate a system wide application process for members of the Board of Directors and present appointments for approval no later than the first official meeting or in the case of a vacancy;
- iv. Oversee and manage the Board of Directors;
- v. Call and preside over Executive Board meetings at least once every other month;
- vi. Have final approval authority over the activities of the Directors as they relate to the execution of their position;
- vii. Report to or designate a USMSC Representative to report to the Chancellor and Board of Regents at least twice each semester, and attend meetings of the Chancellor's Council and the Board of Regents;
- viii. Submit a schedule of all meetings to the USMSC by August 1st;
- ix. Maintain regular contact with Representatives to ensure the steady flow of information from the USMSC to the institutions and regional centers;
AND
- x. Notify all institutions and regional centers by June 30th to submit to the incoming President the names of their new Representatives.

b. Vice President of Graduate Affairs

- i. Assume the duties of the President during their absence if the President is an undergraduate student until such time that a new election pursuant to these Bylaws can be held;
- ii. Present the role of the USMSC to each USM graduate student government;
- iii. Assist the Board of Directors in obtaining support for USMSC initiatives from each graduate student government;
- iv. Manage the participation of graduate student government in System-wide initiatives;
- v. Preside over the Graduate Breakout Session;
- vi. Prepare and distribute the agenda for the Graduate Breakout Session meetings no later than **two** business days prior to all Official Meetings of the USMSC;
- vii. Report the activities of the Graduate Breakout Session to the full USMSC at each Official Meeting;
- viii. Maintain records of the activities of the USMSC throughout the year;
- ix. Communicate monthly with the Senior Vice Chancellor of Academic and Student Affairs; AND
- x. Inform appropriate student leaders of the student regent position and actively recruit Student Regent applicants.

- c. Vice President of Undergraduate Affairs
 - i. Assume the duties of the President during their absence if the President is a graduate student until such time that a new election pursuant to these bylaws can be held;
 - ii. Present to each University System of Maryland undergraduate student government on the role and goals of the USMSC;
 - iii. Assist the Board of Directors in obtaining support for USMSC initiatives from each undergraduate student government;
 - iv. Manage the participation of undergraduate student government in System-wide initiatives;
 - v. Preside over the Undergraduate Breakout Session;
 - vi. Prepare and distribute the agenda for the Undergraduate Breakout Session meetings no later than two business days prior to all Official Meetings of the USMSC;
 - vii. Report the activities of the Undergraduate Breakout Session to the full USMSC at each Official Meeting;
 - viii. Maintain records of the activities of the USMSC throughout the year;
 - ix. Communicate monthly with the Senior Vice Chancellor of Academic and Student Affairs; AND
 - x. Inform appropriate student leaders of the student regent position and actively recruit Student Regent applicants.

C. Elections

- a. Election of Executive Board Officers (Officers) will be held at the last meeting of the USMSC. Nominations for officers shall be open at least a month prior to the last meeting of the USMSC, when the elections will be held for the subsequent term.
- b. The outgoing President will plan and execute the election of new Officers. The outgoing President will tally the votes and announce the new Officers immediately after the balloting.
 - i. The Student Regent will assume these duties of the outgoing President if the outgoing President is a candidate for any position.
- c. Candidates for office must be a student in good standing, with plans to stay enrolled in a USM institutional or regional center.
 - i. USMSC Representatives who are candidates will retain voting rights during the election.
- d. The order of elections shall be: President, followed by the Vice Presidents.
 - i. If the incoming President is elected to be a graduate student, the subsequent election shall be for Vice President of Undergraduate Affairs.
 - ii. If the incoming President is elected to be a undergraduate student, the subsequent election shall be for Vice President of Graduate Affairs.
- e. Candidates should be given the opportunity to speak for no more than five minutes before being asked questions by the USMSC.
- f. All Candidates for the position being voted upon may be asked to leave the room if the USMSC wishes to discuss.
- g. Voting will be by secret ballot.

- h. New Officers will be determined by simple majority.
 - i. If a simple majority is not received on the first ballot, a second ballot shall be held between the top two candidates.

D. Removal

- a. An Executive Board Member may lose their position on the USMSC by failing to meet the attendance guidelines under Section I-A-a-i.
- b. A Representative may motion to remove a member from their position at an Official Meeting of the USMSC. The motion may pass with a majority vote of all present and active institutions and regional centers. The motion will be tabled until the next Official Meeting.
- c. The accused has the following rights:
 - i. Notification of date, time, place of the hearing, by certified mail at least fourteen days in advance of the hearing.
 - ii. A copy of the charges and the evidence upon which the charges are included with the notification.
 - iii. An advisor of his or her choice may be present during the removal process.
 - iv. Presentation of evidence and witnesses in his or her behalf and response to allegations.
- d. The Chancellor or a designee must be present at the hearing.
- e. The motion may pass with a two-third vote of all present and active institutions and regional centers.

E. Vacancies

- a. In the case of a vacancy in the position of President, the position shall be filled according to Section III-C effective immediately.
- b. In the case of a vacancy in either position of Vice President, elections should be held at the next Official Meeting of the USMSC.
 - i. Nominations will open ten business days prior to the meeting. Candidates for office must be a student in good standing, currently enrolled in a USM institutional or regional center. USMSC Representatives who are candidates will retain voting rights during the election.

SECTION IV. BOARD OF DIRECTORS

A. Term of Office

- a. Term of Office for Representatives shall be from their appointment date to June 30th.

B. Duties

The USMSC will have a Board of Directors to coordinate efforts in selected areas. The Board of Director members (Directors) do not count toward quorum, may not serve as a Representative of their institution, and may not directly make any motion. Each Director submits a written report at least five business days prior to Official Meetings of the USMSC and has specific duties as follows:

- a. Director of Communications and Marketing
 - i. Create and/or maintain accurate media and publicity lists pertaining to issues of importance to the USMSC, including, but not limited to, media

- sources of all USM institutions and regional centers(newspapers, radio and television stations, web-page coordinators, and student governments);
 - ii. Compose and distribute press releases regarding USMSC events, news, and updates;
 - iii. Maintain the social media platforms of the USMSC;
 - iv. Collaborate with each institution and regional center student government in the management of System-wide campaigns;
 - v. Serve as a non-voting member in Official Meetings of the USMSC as directed by the USMSC President and take minutes at those meetings;
 - vi. Provide an accurate report of the meeting minutes and other activities no later than five business days after each Official Meeting of the USMSC;
 - vii. Perform such additional duties as the President may request.
- b. Director of Governmental Relations
- i. Research and report to USMSC members about federal and state legislative matters of interest to students;
 - ii. Coordinate a continuous System-wide advocacy campaign focusing on higher education funding and affordability;
 - iii. Serve as the chief student advocate to the Maryland General Assembly and to the Executive Branch of Maryland;
 - iv. Assist USMSC members in contacting state officials in an appropriate and effective manner;
 - v. Ensure that appropriate student testimony is provided at hearings on legislation of interest to students and at all appropriate budget hearings;
 - vi. Coordinate a System-wide advocacy day, when appropriate as deemed by the USMSC;
 - vii. Collaborate on a regular basis with the Vice Chancellor for Government Relations;
 - viii. When permissible, attend State Relations Council meetings;
 - ix. Organize a meeting between the USMSC and the Governor of Maryland before the end of the fall semester;
 - x. Perform such additional duties as the President may request.
- c. Director of Student Affairs
- i. Serve as the USMSC liaison to the Office of the Vice Chancellor for Academic and Student Affairs on issues related to student affairs policy and other matters;
 - ii. Attend committee meetings of the Board of Regents when student affairs issues are being considered to represent the USMSC;
 - iii. Bring to the attention of the USMSC issues related to student affairs, including issues pertaining to dining, housing, transportation and parking, greek life, athletics and campus recreation, civic engagement, and health and wellness;
 - iv. Serve as a liaison to the Vice Presidents for Student Affairs when appropriate;
 - v. Perform such additional duties as the President may request.
- d. Director of Diversity & Inclusion

- i. Serve as the USMSC liaison to the Office of the Vice Chancellor for Academic and Student Affairs on the issues related to diversity policy and other matters;
 - ii. Attend meetings of relevant committees of the Board of Regents to represent the interests of the USMSC in diversity issues;
 - iii. Bring to the attention of the USMSC issues related to diversity and inclusion initiatives;
 - iv. Perform such additional duties as the President may request.
- C. Appointment Process
 - a. The USMSC President facilitates a system wide application process.
 - b. The USMSC President presents Director appointments for a motion of approval to the USMSC no later than the first Official Meeting of the USMSC.
 - i. A Representative must motion to approve the Director appointments.
- D. Removal
 - a. The Directors may lose their position on the USMSC by failing to meet the attendance guidelines under Section I-A-a-i.
 - b. A Representative may motion to remove a member from their position at an Official Meeting of the USMSC. The motion may pass with a majority vote of all present and active institutions and regional centers. The motion will be tabled until the next Official Meeting.
 - c. The accused has the following rights:
 - i. Notification of date, time, place of the hearing, by certified mail at least fourteen days in advance of the hearing.
 - ii. A copy of the charges and the evidence upon which the charges are included with the notification.
 - iii. An advisor of his or her choice may be present during the removal process.
 - iv. Presentation of evidence and witnesses in his or her behalf and response to allegations.
 - d. The Chancellor or a designee must be present at the hearing.
 - e. The motion may pass with a two-third vote of all present and active institutions and regional centers
- E. Vacancies
 - a. In the case of a vacancy, the USMSC President should present a new appointee according to Section III-B-a-iii for approval within a month of the vacancy.
 - b. Candidates for office must be a student in good standing, currently enrolled in a USM institutional or regional center.

SECTION V: EX-OFFICIO MEMBERS

A. Role

The ex-officio members are invited to aid in deliberation of USMSC matters or to bring important matters before the USMSC. Ex-Officio members carry no voting privileges.

B. Student Regent Selection

- a. The USMSC will conduct the Student Regent selection process at its December meeting.

- b. Each of the USM institutions may nominate a student to be interviewed at the December meeting.
 - i. Students at Regional Centers may be nominated on behalf of their home institution.
- c. Within five business days following the December meeting, the USMSC President will send a letter to the Chancellor certifying that the selection process was carried out in accordance with these guiding documents and transmitting the names of the nominees of the USMSC for the position of Student Regent.

SECTION VI: PARLIAMENTARY PROCEDURE

The most recent edition of Robert's Rules of Order will govern the Official Meetings of the USMSC except when in conflict with the governing documents.

SECTION VII: AMENDMENTS PROCESS

The proposed amendment must receive a two-thirds majority of the active USM institutions and regional centers, as defined by the Bylaws. Representatives must receive copies of the proposed amendments to the Bylaws at least five business days prior to the meeting when the vote shall take place. The date on the guiding documents shall be changed whenever an amendment is made to the document.

