

STUDENT ADVISORY COUNCIL
MARYLAND HIGHER EDUCATION COMMISSION
BYLAWS

Preamble

The Maryland Higher Education Commission Student Advisory Council is established in accordance with §11-106 of the Education Article of the Annotated Code of Maryland in order to advise the concerns, perspectives, and experiences of students of institutions of higher education in Maryland.

Article I – Name

The name of this organization shall be the Student Advisory Council to the Maryland Higher Education Commission (MHEC), hereafter referred to as the SAC.

Article II – Functions

- (A) The SAC was created, pursuant to a legislative directive, for the purpose of reviewing such matters as are referred by the Commission or the Secretary of Higher Education for their consideration and advice.
- (B) The SAC may make recommendations to the Commission on matters of statewide importance that affect their constituencies.
- (C) The SAC shall operate for the course of one academic year beginning with the first meeting in the fall and ending September first of the following year.

Article III – Representation

- (A) Each Maryland institution of higher education, which is authorized by the MHEC to operate in the state of Maryland, will have one representative to the SAC. The president of the institution, in collaboration with the student government(s), shall make the representative selection, following an application process determined by the SAC or by reappointment of the current representative.
- (B) Only the representative from that institution will be allowed to vote. No absentee votes will be allowed.
- (C) Representatives shall be appointed for the term of one academic year and may be reappointed by their institutions.

Article IV – Executive Committee

- (A) The Executive Committee is responsible for providing coordination and direction of SAC activities and discussion, and will serve as the official voice of the SAC.
- (B) The Executive Committee shall have the power to create standing and ad hoc committees as it deems necessary to the proper function to the proper functioning of the SAC and shall delegate the authority to such committees as is necessary for their operation according to their purpose.

Article V – Officers and Duties

Section 1.

The officers of the Executive Committee of the SAC shall be the Executive Chairperson, Vice Chairperson, three Segment Chairpersons, and Secretary. The advisor and student commissioner shall serve as ex-officio, non-voting members.

Section 2. Executive Chairperson

- (A) Supervise the activities and operation of the SAC.
- (B) Call and preside at all meetings of the SAC.
- (C) Prepare and distribute the agenda and meeting materials prior to all meetings.
- (D) Shall vote only in case of a tie.
- (E) Shall appoint a parliamentarian as necessary.
- (F) May have been involved in the SAC for at least one year, immediately preceding the term of office.
- (G) Maintain regular contact with advisor.
- (H) Maintain regular contact with representatives to ensure the ready flow of information from the MHEC to the institutions.
- (I) Attend the Commission meetings and present reports from the SAC when appropriate.

Section 3. Vice Chairperson

- (A) Assume the duties of the Executive Chairperson during their absence.
- (B) Assist the Executive Chairperson in supervision and operation of the SAC.

(C) Coordinate nominations of the Student Commission member.

(D) Perform such additional duties as the Executive Chairperson or advisor may request.

Section 4. Secretary

(A) Maintain the minutes of each meeting of the SAC.

(B) Be a custodian of records of the SAC, and maintain a list of names, addresses, phone numbers, and e-mail addresses of the representatives.

(C) Keep at all times the current copy of the SAC bylaws at the meetings.

(D) Responsible for all communication and outreach of the SAC.

(E) Perform other duties as may be assigned by the Chairperson or advisor.

Section 5. Segment Chairs

(A) Should coordinate for the SAC the activities of their respective constituencies:

(1) Four-Year Public Institutions

(2) Four-Year Independent Colleges and Universities

(3) Two-Year Colleges

(B) Will be responsible, along with constituencies, for coordinating and producing responses on certain topics referred by the Commission.

Article VI – Elections

(A) Election of officers will be held at the first meeting of the SAC.

(B) The Student Commissioner will plan and execute the election of the new officers. The Student Commissioner, with the assistance of the advisor, will tally the votes and announce the new officers immediately after the balloting.

(C) Segment Chairs will be elected by their respective constituencies.

(D) Voting will be by secret ballot.

- (E) New officers will be determined by simple majority and will serve for a one-year term beginning with the first meeting of the SAC and ending September 1 of the following year.

Article VII – Meetings/Attendance

Section 1. Meetings

The meetings of the SAC shall be held at least four times a year. The meeting dates shall be designated by the Secretary of Higher Education, in consultation with the SAC.

Section 2. Attendance

Attendance at all meetings is expected. Upon the absence of a representative at two consecutive meetings, the SAC Secretary shall send a note to the president of the student government of the representative's institution declaring the absence and may send a letter recommending replacement of the representative to the President of the institution.

Section 3. Quorum

- (A) Quorum is attained by the attendance of the Executive Chair or [his/her] **THEIR** designee and representatives of at least nine member institutions.
- (B) In the event that quorum is not attained, the meeting and voting will still occur, however, all votes taken will be subject to objection by member institutions that are not present. An email of the votes will be sent to all representatives, and in the event that sufficient objections are submitted that the vote would be affected, the vote will be retaken at the next SAC meeting. Objections must be submitted within two business days of the distribution of the votes.
- (C) All meetings shall be conducted according to Robert's Rules of Order.

Article VIII – Sundry Provisions

Section 1. Advisor

- (A) The advisory shall be appointed by the Secretary of Higher Education from the staff of the Maryland Higher Education Commission.
- (B) Shall represent the MHEC between students and the Commission.
- (C) Provide guidance to the SAC with regard to administrative procedures and limitations to which the SAC is subject.

(D) Provide other support and guidance as needed.

Section 2. Student Commissioner

- (A) The Student Commissioner is defined by §11-102 of the Education Article of the Annotated Code of Maryland.
- (B) Each institution will have the opportunity to nominate a candidate to be the student member of the Commission.
- (C) The Vice Chairperson shall establish a committee to review nominations and select the top candidates for interviews.
- (D) The SAC will interview each candidate selected by the committee to review and recommend up to three names to the Secretary of Higher Education. The Secretary may consider these recommendations in making the final recommendation to the Governor.
- (E) Duties of the Student Commissioner are as follows:
 - (1) Serve as the voting student member of the Commission and have all powers given to the student from the Maryland General Assembly.
 - (2) Inform the Executive Committee of the actions of the Commission.
 - (3) Serve on the Executive Committee as an ex-officio member.
 - (4) Plan and executive the election of the SAC officers at the first meeting.

Article IX – Amendments Procedure

- (A) To amend these bylaws, the following criteria must be met:
 - (1) Any proposed amendment will be presented in a written form at least one meeting prior to the one which a vote is taken.
 - (2) The proposed amendment must be sent to each member in print form with notice of the called meeting.
 - (3) The proposed amendment must receive a two-thirds majority of the representatives to be included in the bylaws.
- (B) Any amendments must also be approved by the Secretary of Higher Education and the Commission.

Article X – Enactment

These bylaws shall become effective immediately upon the approval by the Commission.

Bylaws approved by the Commission