

## **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 Maryland Higher Education Commission of 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 (the Commission), 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 will prepare a report at the end of each academic year to the Commission that summarizes the discussions and work of the SAC and may provide recommended goals for the incoming SAC representatives.

## **Article III – Representation**

- (A) Each Maryland institution of higher education, which is authorized by the Commission 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 a recommendation to the Secretary of Higher Education for appointment or reappointment each academic year.
- (B) Only the representative from that institution will be allowed to vote. No absentee votes will be allowed.
- (C) Representatives shall be appointed by the Secretary of Higher Education for the term of one academic year and may be reappointed for a following year.
- (D) Students from a private career school (with authority to operate in Maryland) are welcomed to attend. The SAC Advisor will notify leadership of applicable schools of SAC meeting dates and locations.

## **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

## **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. The Executive Chairperson is expected to:

- (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) Vote only in case of a tie.
- (E) Maintain regular contact with the advisor.
- (F) Maintain regular contact with representatives to ensure the ready flow of information from the Commission to the institutions.
- (G) Attend the Commission meetings and present reports from the SAC when appropriate.

Section 3. Vice Chairperson. The Vice Chairperson is expected to:

- (A) Assume the duties of the Executive Chairperson during their absence.
- (B) Assist the Executive Chairperson in the supervision and operation of the SAC.
- (C) Coordinate the committee to recommend the Student Commissioner.
- (D) Perform additional duties that the Executive Chairperson or advisor may request.

Section 4. Secretary. The Secretary is expected to:

- (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) Be responsible for all communication and outreach of the SAC.
- (E) Perform additional duties that the Executive Chairperson or advisor may request.

Section 5. Segment Chairs. The Segment Chairs are expected to:

- (A) 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
  - (4) Graduate Students
- (B) 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 second meeting of the SAC each academic year.
- (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 a simple majority and will serve for a one-year term beginning at the time of vote until the next vote.

#### **Article VII – Meetings/Attendance**

##### Section 1. Meetings

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

##### Section 2. Attendance

- (A) Attendance is defined as a presence at a particular event, function, or meeting, through physically being in the room or calling-in over the phone or online.
- (B) Attendance at all meetings is expected. Upon the absence of a representative at two consecutive meetings, the Advisor shall contact the institution to discuss the student's attendance or possible replacement.
- (C) In the event that an elected person does not attend two consecutive meetings, the SAC may consider a new vote for that position for the remainder of the term.

### Section 3. Quorum

- (A) Quorum is attained by the attendance of the Executive Chair or their designee and a yearly predetermined number of members' institutions. The predetermined quorum for members will be 20% of the total attendance at the first meeting of the council each academic year.
- (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 advisor shall be appointed by the Secretary of Higher Education from the staff of the Maryland Higher Education Commission. The advisor shall be the liaison between the Commission and SAC.
- (B) The advisor shall provide guidance to the SAC with regard to administrative procedures and limitations to which the SAC is subject.
- (C) The advisor shall 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 interview candidates. The committee will 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.
- (D) 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.