

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE

Student Advisory Council (STAC)

BYLAWS

SECTION I: *Mission & Authority*

- A. The mission and authority of the Student Advisory Council (STAC) are set forth in the STAC Constitution and in UMUC Policy 20.20 (Governance).
- B. These bylaws are established in accordance with Article VI, Section 1 of the STAC Constitution.
- C. These bylaws may be amended by a two-thirds majority vote of the STAC membership.

SECTION II: *Membership in the STAC*

- A. Guidelines and minimum eligibility requirements for general membership on STAC are set forth in Article II of the Constitution.
- B. In accordance with Article II, Section 2 of the Constitution, STAC shall consist of twelve (12) members – ten (10) undergraduate and two (2) graduate students. Based on the percentage of student enrollment at each level and at each location worldwide, the current division of seats is as follows: For the undergraduate seats, three (3) shall be open to students in stateside programs, three (3) positions to students with UMUC-Asia and four (4) positions to students enrolled in UMUC-Europe. Both graduate positions on STAC shall come from students enrolled in stateside programs.
- C. In addition to Article II of the Constitution, outlining the minimum eligibility requirements of service on the Council, other stipulations concerning active membership are outlined as follows:
- **Graduation:** Council members who graduate in December may serve for the remainder of the academic year after graduation occurs.
 - **Enrollment in UMUC Classes:** Each member is limited to one semester without a course registration per year after service on STAC begins. If a member is not enrolled in courses at UMUC for two consecutive semesters, without notifying a STAC officer or a Student Services representative, he or she will be replaced on the Council. If the member has notified the proper personnel, and wants to remain a member of STAC, he or she shall be placed on inactive status. The member may return to the Council upon enrollment in courses. The inactive status period shall be included in the two-year tenure of a Council member. While the

member holds inactive status, STAC will not invite an alternate to temporarily fill the position. During this time, STAC membership will consist of only eleven (11) members.

- **Academic Standing:** In accordance with the initial requirement of Council members to be in good academic standing, Student Affairs may review academic records of Council members at any time and remove a member from the Council whose GPA falls below the minimum required (2.0) by Article II, Section 1 of the Constitution.
- **Removal from the Council:** Absence from three (3) of the five (5) general meetings in a year shall also result in automatic removal of the member from the Council. Exceptions may be made for military or family obligations.

D. Alternates: The candidate who received the next highest number of votes from each division (Europe, Asia, Mannheim, undergraduate and graduate Statewide Programs) will be the first alternate, and so on. In the event a STAC member vacates his/her position, or is in inactive status as defined in Section II.C. of these bylaws, before the completion of his/her term, the alternate will be asked to finish out the term as a permanent member of the Council. If the first alternate declines, the second alternate will be invited, and so on. Alternates will not attend meetings until he/she becomes an active permanent STAC member.

SECTION III: *STAC Membership Election Procedures & Guidelines*

A. After the original members of STAC serve, the intention is to conduct staggered elections so some current members of STAC will be retained for continuity purposes.

B. Elections will be conducted every year to fill the seats of the departing members. The suggested timeline will be as follows:

- Mid-August: Student Services, along with UMUC's IT department will publicize upcoming elections and request for nominations, via e-mail and through UMUC's Web site.
- Sept. 15: Nomination packages will be due to Student Affairs. Student Affairs will confirm minimum eligibility requirements of nominees and post nomination essays of eligible students to the election page of the UMUC Web site.
- Oct. 1-15: Elections will be conducted on-line. All UMUC students will be eligible to vote for representatives in their respective division.
- Third Week of October: The office of Student Affairs will announce the newly elected STAC representatives.

C. Special elections may be held during the term to fill unexpected vacancies, availability of no alternates, or a change in Council makeup.

SECTION IV: *Election of Officers & Other Representatives*

A. In accordance with Article IV, Section 1 of the Constitution, the STAC membership will hold annual elections to select a chairperson, vice chairperson, and secretary. These positions shall constitute the Executive Committee of STAC.

B. STAC members can be nominated by another member or by self. Nominations will be accepted during the September meeting. Voting will consist of secret e-mail ballots sent to a designated representative in the office of Student Affairs. Voting will be completed by Sept. 30, so as the officers can begin their duties. Officers will be elected by receiving a majority of the votes from the entire STAC membership.

C. In the event an officer position is vacated for any reason, STAC will hold a special election to fill the remainder of the term.

D. Officers may be reelected for subsequent terms.

E. Officers may voluntarily step down from office for any reason and still remain an active member of STAC, if they so choose.

F. Officers may be removed from office by a two-thirds majority vote of STAC.

G In accordance with Article I, Section 2 and Article IV, Section 2, the STAC membership will select two additional representatives to serve on the UAC, one representative to serve on the UGC, and one on the UCC. Selection of these representatives will be conducted in the same manner as described in Section IV.B. of these bylaws.

SECTION V: *Duties of Officers*

A. The Chairperson shall work in partnership with the UMUC representative, and other STAC officers, to gather agenda items and facilitate meetings.

B. At the request, in the absence, or termination of the Chairperson, the Vice-Chairperson shall perform all of the duties of the Chairperson. The Vice-Chairperson shall also be responsible for distributing to all Council members the agenda, date, time, and location for upcoming meetings.

C. The Secretary shall maintain a record of proceedings of all meetings of the Council. The Secretary shall draft meeting minutes and forward to the Chairperson for review and approval. The Secretary shall maintain the historical data that shall include all actions of the Council. The Secretary shall ensure that all Council information and documents are passed on to the succeeding Secretary and/or the UMUC representative. The Secretary shall maintain a current list of Council members including addresses, phone numbers, and e-mail addresses.

D. All officers will have faculty administration rights in the STAC Web Tycho classroom. All officers are also responsible for establishing conferences in Web Tycho and conducting general housekeeping of the site. The officers are responsible for producing the yearly status report required by the Board of Regents (BOR), through the UAC and the University President.

E. Any Officer may call for a special meeting of the Executive Committee.

SECTION VI: *Meetings*

A. In accordance with Article V, Section 1 of the Constitution, STAC shall conduct bi-monthly meetings during the standard academic year. Meetings will be held on the second Thursday of September, November, January, March, and May. Meetings will be conducted in the form of a teleconference, unless otherwise specified for unique situations. To accommodate STAC members in Asia, Europe, and the United States, teleconferences will take place at 7:00 a.m. EST.

B. Since new members will not be available to attend the September meeting, a majority vote of STAC may choose to conduct one additional meeting during the Fall semester if it determines one is necessary.

C. An agenda for each meeting of the Council shall be prepared by the UMUC representative and the Chairperson and distributed by the Vice-Chairperson.

D. Nine (9) STAC members will constitute a quorum.

E. Members not present for a vote may submit a written proxy to an officer of STAC, and thus be included in a quorum.

F. Passage of a vote, not specifically designated in the Constitution or Bylaws, requires two-thirds of a majority of a quorum.

G. Votes can occur in a meeting, through Web Tycho, or other means chosen by the STAC membership.

These Bylaws were ratified on March 31, 2003.