

**UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE**  
**Student Advisory Council (STAC)**  
**BYLAWS**

**SECTION I: *Mission and Authority***

- A. The mission and authority of the Student Advisory Council (STAC) are set forth in the STAC Constitution (“Constitution”) and in UMUC Policy 20.20 (Governance).
- B. These Bylaws are established in accordance with Article VI, Section 1 of the Constitution.
- C. These Bylaws may be amended by a simple majority vote of STAC’s voting members (“Members”).
- D. These Bylaws may be suspended by a simple majority vote of Members.

**SECTION II: *Definitions***

As used herein:

- A. “Alternate” shall refer to each of the four (4) membership candidates who received the next highest number of votes, after an elected Member, from each division and category in the most recent STAC election or Tie-breaker;
- B. “Category” shall refer to the Undergraduate, Graduate, or ex officio memberships;
- C. “Division” shall refer to UMUC Stateside, UMUC Europe, UMUC Asia, and any future UMUC division designations;
- D. “Ex officio member” shall refer to non-voting STAC members, such as a University staff member, members who have graduated, former Chairs and other individuals who may be designated as ex officio members by the Executive Committee;
- E. “Graduate Members” shall have the meaning set out in Article II, Section 1 of the Constitution;
- F. “LMS” shall refer to UMUC’s Learning Management System, currently Web Tycho;
- G. “President” shall refer to the president or acting president of UMUC;
- H. “Provost” shall refer to the provost and chief academic officer, or acting provost and chief academic officer, of UMUC;
- I. “Undergraduate Members” shall have the meaning set out in Article II, Section 1 of the STAC Constitution.

### **SECTION III: *Membership in STAC***

A. Guidelines and minimum eligibility requirements for STAC membership shall be reviewed as 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, to be composed of ten (10) undergraduate students and two (2) graduate students.

1. Undergraduate membership positions shall be divided as follows: four (4) shall be open to students enrolled in Stateside programs; three (3) shall be open to students enrolled in UMUC-Asia programs; and three (3) shall be open to students enrolled in UMUC-Europe programs.

2. Graduate membership positions shall be divided as follows: two (2) shall be open to students enrolled in any UMUC graduate program.

3. An individual who is eligible for membership in the Global Staff Advisory Council and/or the Faculty Advisory Council shall be ineligible for STAC membership.

C. In accordance with Article II, Section 4 of the Constitution, the President shall designate a UMUC staff member(s) to serve as an ex officio, non-voting member(s) of STAC. This designated representative(s) shall appoint at least one additional ex officio, non-voting member from each of the three (3) UMUC divisions (Stateside, Europe, and Asia).

D. In addition to the minimum eligibility requirements for STAC membership as detailed in Article II of the Constitution, other stipulations concerning active STAC membership shall be as follows:

1. **Graduation:** Members who graduate in August, December, or May shall serve for the remainder of the current Term Year, as that phrase is defined in the Constitution, as ex officio members. An alternate shall be appointed to fill the vacancy created by such graduating Member in accordance with Section III.E of these Bylaws.

2. **Enrollment in UMUC Courses:** Each Member must be enrolled in UMUC courses for at least two (2) out of the three (3) semesters per Term Year.

a. A Member who is not enrolled in UMUC courses for two (2) consecutive semesters without notifying an Officer or an ex officio member shall be removed from STAC and replaced by an alternate as outlined in Section III of these Bylaws. If no alternate is available, the Member shall be replaced pursuant to a special election as outlined in Section IV.B of these Bylaws.

b. A Member who is not enrolled in UMUC courses for two (2) consecutive semesters and has notified an Officer or an ex officio member and wishes to retain membership in STAC shall be placed in inactive status. A Member in inactive status may return to active status immediately upon enrollment in a UMUC course. The inactive status period shall be included in the Member's STAC Term, as that phrase is defined in the Constitution. While a Member is in inactive status, the Executive Committee shall invite an alternate to temporarily fill the position.

3. Academic Standing: In accordance with the requirements that (i) Members be in good academic standing upon commencing service on STAC and remain in such standing for the duration of their STAC Term, (ii) Members maintain continuous enrollment in UMUC courses, and (iii) to retain voting rights, Members must not have graduated from UMUC during their STAC Term, an ex officio member may review academic records of Members at any time and remove any Member who is found to be in violation of those requirements. Such requirements are contained in Article II, Section 1 of the Constitution, Section III.D.2 of these Bylaws, and Section III.D.1 of these Bylaws, respectively. Upon removal, STAC shall invite an alternate to fill the vacant position.

4. Removal from STAC: The following shall result in a Member's automatic removal from STAC:

- a. Attendance at less than sixty percent (60%) of general meetings between either (i) January and June, or (ii) July and December;
- b. Attendance at less than fifty percent (50%) of face to face meetings in an Academic Year;
- c. Being found responsible for a violation of the Code of Student Conduct and/or the Code of Civility; or
- d. Upon two-thirds majority vote, inclusive of representation from each division and representation from at least two members of the Executive Committee.

Upon removal, STAC shall invite an alternate to fill the vacant position. Exceptions to the attendance requirement may be granted for documented extenuating circumstances. The granting of exceptions shall be by decision of the Executive Committee.

E. Alternates: The membership candidate who received the next highest number of votes from each division and category in the most recent STAC election or Tie-breaker shall be the first alternate, and so on, not to exceed four (4) alternates. Alternates shall serve the duration of a STAC Term. In the event a Member vacates his/her position, or is designated as an ex officio member as provided in Section II.D.1 of these Bylaws, or is in inactive status as defined in Section II.D of these Bylaws, or is removed from his/her position before the completion of his/her STAC Term, the alternate shall be asked to

serve as a voting Member for the duration of the replaced Member's remaining STAC Term. If the first alternate declines, the second alternate shall be invited, and so on. If the balance of the replaced Member's STAC Term is less than the balance of the alternate's STAC Term, the Executive Committee may offer to extend the alternate's time as a voting Member for the remainder of the alternate's STAC Term. If the alternate does not accept the offer, or if the offer is not extended, the alternate shall serve the balance of the replaced Member's STAC Term and then return to alternate status for the duration of the alternate's remaining STAC Term.

Alternates shall attend general meetings and shall be subject to Section III.D.4(a), (c), and (d) regarding automatic removal, and shall cast votes. Alternates in attendance at face meetings shall count towards establishing a quorum for purposes of Section VII.D of these Bylaws. Votes cast by alternates shall be counted for purposes of Section VII.E of these Bylaws as follows: In the event one (1) Member does not cast a vote, then the vote of the highest ranking alternate representing the corresponding division who cast a vote shall be counted; in the event two (2) Members do not cast a vote, then the votes of the two (2) highest ranking alternates representing the corresponding divisions who cast votes shall be counted; and so on. Votes cast by alternates shall not be counted for votes specifically designated in the Constitution.

F. In the event a Member changes Category or Division, the Executive Committee may permit the Member to assume any available vacancy in the respective Division or Category for the remainder of the Term of the vacant position, provided that the Member's original Term has not expired.

#### **SECTION IV: *STAC Membership Election Procedures and Guidelines***

A. After the original Members of STAC serve, the intention is to conduct staggered elections to ensure that some original Members of STAC will be retained for continuity purposes.

1. Election cycles shall occur as follows for Undergraduate Members: Stateside division shall elect two (2) Members each year; Asia division shall elect two (2) Members in odd years and one (1) in even years; and Europe division shall elect two (2) Members in even years and one (1) in odd years. No more than two (2) Members for each Division will be elected in one (1) cycle. If there are more than two (2) vacancies in a Division, the Members may extend the term of a Member from that Division for one (1) additional year.

2. Election cycles shall occur as follows for Graduate Members: graduate students shall elect one (1) graduate Member each year. No more than one (1) Graduate Member shall be elected each year. If there is more than one (1) vacancy, the Members may extend the term of one (1) graduate Member for one (1) additional year.

B. Elections shall be conducted every year to replace Members who have departed or graduated, and all other vacancies. The suggested timeline shall be as follows:

1. Mid-August: Ex officio members from each division, along with UMUC's IT department, shall publicize upcoming elections and request nominations via e-mail and through UMUC's Web site.

2. Sept. 15: Nomination packages shall be due to the ex officio members from each division, who shall then confirm minimum eligibility requirements of nominees and post nomination essays of eligible candidates to the election page of the UMUC Web site. Nominees shall be required to sign an acknowledgment of Member requirements and obligations prior to appearing on the ballot.

3. Oct. 1-15: Elections shall be conducted on-line. All UMUC students shall be eligible to vote for Members in their respective division. The candidate who receives the highest number of votes shall be elected as a Member.

4. Third Week of October: Ex officio members from each division shall announce the newly elected Members.

C. Special elections may be held during the Term Year: in order to fill unexpected vacancies; upon the availability of no alternates; or to address a change in STAC makeup. The decision to conduct a special election shall be at the discretion of the Executive Committee.

D. In the event two (2) or more candidates receive the same number of votes and no other candidate receives a higher number of votes, a new election shall be conducted as soon as practicable ("Tie-breaker").

1. Only those candidates who received the same number of votes shall appear on the ballot for the Tie-breaker; candidates who received a fewer number of votes shall not appear on the ballot. No new nominations shall be accepted. The Tie-breaker shall be conducted on-line and only those UMUC students eligible to vote for the candidates in the previous election shall be eligible to vote in the Tie-breaker.

2. The candidate who receives the highest number of votes in the Tie-breaker shall be elected as a Member.

E. An alternate who appears on the ballot for STAC during the alternate's STAC Term, but who is not subsequently elected, may serve the remainder of their STAC Term as an alternate.

## **SECTION V: *Election of Officers and Other Representatives***

A. STAC shall hold annual elections among its voting Members to elect a Chairperson, Vice-Chairperson, and Secretary. These positions shall constitute the Executive Committee of STAC.

B. Members can be nominated for office by another Member or by self. Nominations shall be accepted during the time period designated, or prior via LMS or other electronic means. Voting shall consist of secret e-mail ballots sent to a designated ex officio, non-voting member. Voting shall be completed by November 30, so that the Officers may begin their duties. Officers shall be elected by receiving a simple majority vote of voting Members.

C. In the event an officer position other than Chair or Chair-elect is vacated for any reason, STAC shall hold a special election among its voting Members to fill the vacancy for the remainder of the Term Year. In the event that the position of Chair or Chair-elect is vacated, the Vice Chair shall become the Chair for the remainder of the term year, or the Vice Chair-elect shall become the Chair-elect, as applicable. The vacancy created by the elevation of the Vice Chair or Vice Chair-elect shall be filled by special election among voting Members.

D. Officers may be reelected for subsequent Term Years.

E. Following the election of a new Chair, the immediate past Chair may serve as an ex officio member for one (1) year.

F. Officers may voluntarily step down from office for any reason and still remain active Members, if they so choose.

G. Officers may be removed from office for cause by a simple majority vote of voting Members.

H. In accordance with Article IV of the Constitution, the Executive Committee shall recommend to the Provost four (4) Members to serve as representatives on the University Advisory Council (UAC). The Secretary shall be ineligible for appointment as a representative on the UAC, but shall serve as an alternate representative on the UAC.

I. In accordance with Article IV of the Constitution, Members shall elect one (1) representative to serve on the University Graduate Council (UGC) and one (1) representative to serve on the Undergraduate Curriculum Committee (UCC). Election of these representatives shall be conducted in the same manner as described in Section IV.B of these Bylaws.

J. Subject to a confirmation vote by Members, Members may appoint students to represent UMUC students on other UMUC and non-UMUC committees or councils as needed. Such students upon appointment shall not be STAC Members but must meet the eligibility standards for STAC membership as detailed in Article II of the Constitution. Such students will be selected from Alternates, past Members, ex officio members, and volunteers.

K. One Member from each Division will be appointed to be the lead for that Division for the purpose of coordinating communication with Members of that Division.

#### **SECTION VI: *Duties of Officers***

A. The Chairperson shall work in partnership with the Officers and ex officio members to gather agenda items and facilitate meetings.

B. The Vice-Chairperson shall perform all of the duties of the Chairperson at the request of or in the absence or removal of the Chairperson. The Vice-Chairperson shall at all times be responsible for distributing to Members the agenda, date, time, and location for upcoming meetings.

C. The Secretary shall maintain a record of proceedings of all meetings of STAC. The Secretary shall draft meeting minutes and post on the LMS or other electronic means for review and approval by all Members. The Secretary shall maintain the historical record, which shall include all actions of STAC. The Secretary shall ensure that all STAC information and documents are passed on to the succeeding Secretary and/or the ex officio members. The Secretary shall maintain a current list of Members including mailing addresses, phone numbers, and e-mail addresses.

D. All Officers shall have faculty administration rights or the equivalent in the STAC LMS classroom or other electronic meeting space. All Officers are responsible for establishing conferences in the LMS or by other electronic means and conducting general housekeeping of the site. The Officers are responsible for producing the yearly status report required by the Board of Regents (BOR), submitted through UAC and the President.

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

#### **SECTION VII: *Meetings***

A. Members are physically located at a distance from one another and in various time zones; therefore, routine business may be conducted via synchronous or asynchronous communication media, specifically the UMUC LMS or other electronic means.

B. In accordance with Article V, Section 1 of the Constitution, STAC shall meet at least five (5) times during the Academic Year. The Executive Committee shall set the meeting schedule and determine the method by which each meeting shall be conducted. Meeting dates and times should accommodate Members in Asia, Europe, and Stateside.

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

D. Nine (9) Members shall constitute a quorum when there are twelve (12) Members. However, when there are fewer than twelve (12) Members, the Members, by a majority vote, may designate a different number of Members to constitute a quorum. Any quorum so designated by the Members shall be at least a simple majority of the voting Members and include at least one (1) representative from each Division.

E. Passage of a vote that is not otherwise specifically designated in the Constitution or Bylaws shall require a simple majority vote of voting Members.

F. Votes can occur in a meeting, through the LMS, or other means chosen by the Executive Committee.

#### **SECTION VIII: *Amendments***

1. **Absenteeism and Tardiness (2/1/2013)** – In addition to the policy set forth in Section III - D - 4 of these Bylaws, excessive absenteeism and tardiness for any event for which the member is representing UMUC STAC can result in the removal of the member from the specific assigned position or from STAC. In this circumstance excessive is defined as absenteeism and/or tardiness that could create a negative impression of STAC or UMUC, or is deemed counterproductive or distracting to the task at hand.

2. –