## **ACADEMIC CHAPTER BYLAWS**

*(Updated April 2016)*

*(Updated June 2018: Attendance Policy)*

*(Updated September 2019: Article X.1.e)*

**ARTICLE I - NAME**

The name of this Component Organization shall be the School of Public Policy Alumni Chapter of the University of Maryland Alumni Association, Inc. (hereinafter referred to as “Association”), and shall be considered a Chapter as stated in the policy of accreditation adopted by the Board of Governors on May 1, 1993.

**ARTICLE II - BASIC POLICY**

The Chapter shall be non-commercial, non-sectarian, and non-partisan. The Chapter shall operate for the promotion of the welfare and maintenance of the University of Maryland, College Park (hereinafter referred to as “University”), the Maryland School of Public Policy (hereinafter referred to as “School”), and the Association; and carry on activities consistent with the Association’s 501(c)(3) status.

**ARTICLE III - PURPOSE**

The purpose of this Chapter shall be to:

1. Maintain channels of communication among the alumni, faculty, staff, students, and prospective students of the School and the University. See below for details on COMMUNICATION under Article V – THE BOARD.

2. Build ties to alumni that stress their importance as members of the School and the University family and as an important resource to students and faculty.

3. Provide mentoring, scholarships and other assistance to current students.

4. Promote and offer programs to advance the professional development of alumni and students. Increase the visibility of the School and the University, promote the reputation of alumni, and perform services that will contribute to the educational mission of the University.

5. Assist in identifying and advocating the School and the University to prospective students.

6. Encourage the recognition and appreciation of alumni in the School and the University family and in University activities.

1. Provide alumni with information about events and developments at the School and the University.
2. Promote and solicit membership in the association.
3. Collect and disburse funds for the achievement of these purposes.

**ARTICLE IV - MEMBERSHIP**

Membership in the Association, as prescribed by the Association Board of Governors, is a prerequisite to membership in the Chapter. The Chapter shall charge no additional membership dues. Each Member of the Association, hereafter called “Members,” is entitled to membership in the Chapter as long as he or she meets the following requirements.

1. Holder of a degree or certificate offered by the School and the University;

2. Former student who does not hold a degree or certificate offered by the School and the University;

3. Individual who was not a student of the School and the University, but who subscribes to the objectives and basic policies of the Chapter, and who wishes to participate in the activities of the Chapter.

**ARTICLE V - THE BOARD**

**RESPONSIBILITIES.** The Board shall have general supervision of the affairs of the Chapter including its business meetings, schedule of activities, committee appointments, budget, and perform such other duties as specified by these Bylaws.

**ACTION BY UNANIMOUS CONSENT**. Unless otherwise restricted by these Bylaws, any action required or permitted by the Board may be taken without a meeting if all of the Directors consent in writing to the adoption of a resolution authorizing such action.

**COMMUNICATION**. The Board shall serve as a liaison between the School, alumni, current students, and prospective students through appropriate means of communication, including phone calls, individual emails, and listserv correspondence. Communication should be sensitive to the School’s values, demographics, and academic calendar; efforts to communicate should be collaborative with School faculty and PSGA, when appropriate; and all means should maintain positive branding of the Board and the School. See the Alumni Board Communication Guide (est. 2016) for additional guidance.

**ATTENDANCE POLICY**. Recognizing participation on the Board is voluntary and done in addition to other personal and professional commitments, active participation and meaningful contribution is essential for the Board’s success. If a Board Member misses two consecutive Board Meetings, or three within a calendar year without an excuse or alerting Board leadership beforehand, then their participation as a Board Member will be under review.

The Secretary will track attendance, excused absences, and unexcused absences. If a Board Member’s “Participation is under review,” the President or a designee will reach out to the member to discuss their commitment. The President should then confer with the Vice President and together they have the authority to request that the Board Member step down.

If the Member is unable to make meetings by phone or in person but otherwise demonstrates their commitment through engagement in a committee, leadership on another project, or other email participation, this policy may be waived at the discretion of the President.

**DUTIES OF THE OFFICERS**

1. President

a. Serves as Chair of the Chapter.

b. Calls and presides at all Executive Committee, Board and Chapter meetings.

c. Appoints chairpersons, subject to the approval of the Board, and serves as ex-officio member of all committees except the Nominating Committee.

d. Represents the Chapter in School/College/University and community affairs.

e. Be authorized to sign check(s) along with the Treasurer. A signature of both the President and the Treasurer is required.

2. Vice President

a. Assumes all duties of the President in the absence of, or at the direction of the President.

b. Chairs one of the committees.

3. Secretary

a. Records the proceedings of all meetings.

b. Prepares minutes for publication.

c. Maintains a file of all committee reports.

d. Maintains Chapter mailing list.

4. Treasurer

a. Submits by June 1 a budget to the Board for the fiscal year July 1 - June 30.

b. Makes all deposits and disbursements as authorized by the Board.

1. Maintains the financial records for the annual report.
2. Complies with Article VI.

e. Be authorized to sign check(s) along with the President, Vice President, or Secretary is unavailable. A signature of both the President and the Treasurer is required.

5. Past President

1. Serves as advisor to the Board.
2. Chairs the Nominating Committee.
3. Serves as the Chapter’s representative to the Association’s Board of Governors or may appoint, subject to Board approval, a voting Member to serve in said capacity.

6. Directors

1. Attend Chapter meetings and other functions.
2. Serve on committees and task forces as determined by the Board.
3. Ensure the processes and guidance of these bylaws are followed.

7. Student Liaison (optional)

The Board may elect one (1) graduate student to serve in an ex-officio capacity as Student Liaison on the Board of Directors for a period not to exceed two (2) years.

**ARTICLE VI - MEMBERS OF THE BOARD OF DIRECTORS**

Members of the Board of Directors, hereafter called “Directors,” shall consist of at least three (3) and no more than fifteen (15) voting members, including the Officers and Directors.

1. The Officers shall be the President, Vice President, Past President, Secretary and Treasurer.

a. These five (5) Officers shall constitute the Executive Committee. During intervals between board meetings, the Executive Committee is authorized and empowered to transact business for and on behalf of the Chapter. The actions of the Executive Committee shall be reported to the Board at the next regularly scheduled meeting.

4. Term of Office.

a. Officers

The Officers may be elected for two (2) two-year terms. The President and Vice President may not be nominated for a second consecutive term in the same capacity, but may be elected to the same position after at least one (1) term has expired.

b. Directors

The Board shall elect the Directors. Initially, for new Chapters, approximately one-half of the directors not holding an officer position should be designated to serve a one (1) year term and the other half will serve a standard two (2) year term. Thereafter, all terms shall be two (2) years.

5. Election.

1. The Board shall elect the Officers of the Chapter from among its Directors-at-Large. The President, Vice President, Secretary, and Treasurer shall be elected bi-annually. The Executive Committee shall fill a vacancy in any office from candidates recommended by the Nominating Committee. The election typically takes place during the fall quarter.
2. Individuals serving on the Board of Directors can be nominated on an as needed basis, not to exceed 15 voting Directors.

6. Removal from Office. Any Officer or Director who has failed to meet Chapter requirements may be removed at any time upon the affirmative vote of two-thirds of the voting members of the Board.

**ARTICLE VII - EVENTS**

The Chapter may allow individuals who are not Members of the Association to participate in Chapter events.

**ARTICLE VII - FINANCES**

All financial accounts and records of the Chapter shall be submitted to the officers of the Chapter by the Treasurer after the close of each fiscal year on June 30th with copies to the Association.

**Section 1: Bank Account and Signing Powers**

Opening an Account:

Any bank account shall be opened by the signature of two (2) Board of Directors, namely President and Treasurer. The type of account shall be checking and two (2) signatures from the President and Treasurer shall be required to write a withdrawal check.

**Section 2: Bank Deposits:**

All checks, bills of exchange or other orders for the payment of money, notes other evidence issued in the name of University of Maryland School of Public Policy Alumni Chapter shall be signed by the President and/or Treasurer of the University of Maryland School of Public Policy Alumni Chapter and in such manner as shall from time to time be determined by resolution of the “Board or Directors”. Any Director may be assigned by the resolution of the “Board” to endorse notes and checks only for deposit with the bank for the credit of University of Maryland School of Public Policy Alumni Chapter Account.

**ARTICLE IX - MEETINGS**

**ANNUAL MEETING**. The Chapter shall hold an annual gathering of the members each year at a date and time arranged by the Board of Directors. The gathering will be open to all Members and made available by phone and/or webinar for those who are not present.

**REGULAR MEETINGS**. Regular meetings of the Chapter shall be held at the direction of the Board of Directors.

**NOTICE**. Notice shall be given to the Board of Directors and Members no less than five (5) days or more than sixty (60) days before the date of any meeting of the Chapter. Acceptable forms of delivery include U.S. Mail, fax or e-mail and notice will be deemed delivered when sent. Such notice will include an agenda featuring business items known to require a vote at the meeting.

**VOTING**.

1. If the manner of deciding any question has not been otherwise prescribed, it shall be decided by a majority vote of the Board of Directors present or represented by proxy at the meeting and entitled to vote on the subject matter.

2. Two-thirds of the voting Directors present in person or by proxy shall constitute a quorum.

3. A quorum is necessary for any action of the Board.

**PROXY**. Those unable to attend a meeting may vote by U.S. Mail, fax, or e-mail on business items identified on the agenda as requiring a vote, or a proxy may be filed for quorum purposes only. Such absentee or proxy ballots are valid only if delivered to the presiding officer by the start of the meeting. Any new business not on the agenda, objections to the agenda, or any amended motions may only be voted on by meeting attendees.

**MEETINGS VIA CONFERENCE CALL OR SIMILAR MEANS**. Except as otherwise required by law or restricted by these Bylaws, Directors may participate in a meeting via conference telephone, Internet chat, or similar communication by which all persons participating in the meeting are connected to all other persons at the same time.

**CALENDAR.** The Chapter year shall be the same as that of the Association, July 1 - June 30.

**ORDER OF BUSINESS**. The order of business at all meetings of the Chapter and Board of Directors may be according to *Robert’s Rules of Order Revised*, unless specified otherwise. Any member may invoke the use of *Robert’s Rules* to advance a discussion and/or decision.

**ARTICLE X - COMMITTEES**

The President shall appoint all committee chairs, except the Nominating Committee chair, subject to the approval of the Board. Committee chairs have the right to serve as ex-officio members of the Board. Committee members include alumni who wish to engage with the Board but are non-voting members. Committee members are invited to attend Board meetings at the discretion of the committee chair and the President. They are encouraged to be members of the Alumni Association, but it is not required.

1. Standing Committees.

1. Engagement Committee  
   The goal of the Engagement Committee shall be to grow the School’s overall diversity and caliber of its faculty, staff, and students.
2. Steering Committee

The goal of the Steering Committee shall be to align our own goals with the UMD Alumni Association and the School of Public Policy, meaningfully influence the School’s future direction, and represent alumni interests.

1. Communication Committee

The goal of the Communication Committee shall be to increase awareness and improve communication with, within, and among alumni and other SPP audiences.

1. Nominating Committee  
   The Nominating Committee shall consist of a minimum of three (3) members elected by the Board, with the Past President serving as chair. It shall solicit nominations through announcement to the membership at least thirty (30) days prior to the filing deadline. Such deadline may be set for no later than May 30 in a given year.
2. Diversity, Equity, and Inclusion Committee

The goal of the Diversity, Equity, and Inclusion Committee shall be to develop and set a framework for holistic ways of engaging all alumni, students, faculty, and staff of diverse backgrounds and to foster a culture of equity and inclusion where all individuals feel valued and respected and are treated fairly.

1. The committees shall collaboratively host at least one initiative each year to increase membership of the Association. It may be included within a chapter event.

2. Special Committees.

Committees and task forces shall be appointed by the President with the approval of the Board, as guided by a Vision Document and as deemed necessary to carry on the work of the Chapter. The Chair of Special Committees does not need to be a Member of the Board of Directors, but the Chair should be a member of the Alumni Association.

3. Committee Reports.

Each committee shall present a status report at every Chapter meeting.

**ARTICLE XI - PARLIAMENTARY AUTHORITY**

The rules contained in the current *Robert’s Rules of Order, Revised* shall govern the Chapter in all cases to which they are applicable and in which they are consistent with the bylaws and any special rules of order the Chapter may adopt.

## **ARTICLE XII - AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular meeting of the Chapter by a two-thirds vote of the Board, provided the amendment is in accordance with the Association bylaws; and all proposed amendments must be 1) announced at the previous meeting to the vote; and 2) submitted in writing to all members of the Chapter Board, with a copy to the Association.