

I-3.01 UNIVERSITY SYSTEM OF MARYLAND
STUDENT COUNCIL CONSTITUTION
(As approved by the Board of Regents, June 10, 1994;
Amended July 13, 2001; Amended April 13, 2012)

The University System of Maryland Student Council, hereafter referred to as the “Council”, is an apolitical advisory board established to assist the Chancellor. The Council derives its authority from the Board of Regents and shall act as a conduit for communication between students and the Chancellor and the Board of Regents. In keeping with its proactive nature, the Council will propose new policies and policy changes to both the Chancellor and the Board of Regents, as well as review other proposed policies.

The primary function of the Council will be to advise the Chancellor on issues, matters, and policies having direct bearing on students and student affairs of the System as a whole. In fulfilling this function, the Council will transmit to the Chancellor its majority and minority views on behalf of its constituent student bodies.

The Council will also function as a network for sharing ideas and concerns of general interest to students and act as resource contacts for student government associations on the individual campuses.

SECTION I: REPRESENTATION

- (A) Each degree-granting institution will have two (2) representatives on the University System of Maryland Student Council (“Council”). The method of selection will be determined by the student government(s) or student council(s) of each institution or regional center, except the University of Maryland University College, which will determine its own method. The representatives will be determined with the advice and consent of the institution president or Regional Center executive director. It is not necessary that the representatives be members of any student government association or student council.
- (i) Regional Centers. University System of Maryland Regional Centers shall submit petitions for full membership to the Council. Regional Centers who wish to continue their membership with the council will submit a resolution before the Council on the last meeting of the Council’s schedule. The Council must pass the resolution in order for the Regional Centers to obtain full membership in the succeeding Council year.
- (B) Each degree-granting institution or Regional Center shall have one vote on the council. Regional Centers may be granted full-voting rights upon Council approval pursuant to Section I.A.i. Only the representatives will be allowed to vote. No absentee or proxy votes will be allowed.
- (C) The Student Regent will be an ex-officio member of the Council.

(D) The representatives will serve a term from May to the following May.

SECTION II: OFFICERS AND DUTIES

- (A) The Chairperson calls and presides at all meetings of the Council. He or she will appoint, with majority approval of all Council representative present, the Chairperson of all committees created by the Council and serves as an ex-officio member of each. The Chairperson reports to the Chancellor and the Board of Regents.
- (B) The Vice-Chairperson assumes the duties of the Chairperson during his or her absence or disability. He or she will perform such additional duties as the Chairperson requests.
- (C) The Secretary-Treasurer will maintain the minutes, rolls and other such records of all regular and closed meetings of the Council. He or she is responsible for distributing the minutes and financial reports of the Council to its members and for sending out written notices of all regular and special meetings. He or she will perform such additional duties as the Chairperson may request. The Secretary-Treasurer will formulate a semi-annual report of the financial activity of the Council, if applicable.

SECTION III: ELECTION OF OFFICERS

- (A) Election of officers for the succeeding Council year will be held annually, on the last day of the Council year. Vacancies that occur during the Council year will be filled by the Council.
- (B) All members are eligible to run for officer positions, including Regional Center representatives upon the approval of their membership.
- (C) The Student Regent will plan and execute the Council elections. The Student Regent will count the votes and announce the new officers immediately after the balloting.
- (D) Voting will be by secret ballot.
- (E) New officers will be determined by simple majority.

SECTION IV: STUDENT REGENT SELECTION PROCESS

- (A) The Council will conduct the Student Regent selection process at its December meeting.
- (B) Each of the eleven degree-granting institutions in the University System of Maryland may nominate a student to be interviewed at the December meeting. Students attending Regional Centers may submit applications for Student Regent in their home institutions. Granting institution or Regional Center shall have one vote on the Council. Regional Centers may be granted full-voting rights upon Council approval pursuant to Section I.A.i. Only the representatives will be allowed to vote. No absentee or proxy votes will be allowed.

- (C) Within five days of the December meeting, the Chairperson of the Council will send a letter to the Chancellor certifying that the selection process was carried out in accordance with this Constitution and the corresponding bylaws and transmitting the names of the Council's nominees for the position of Student Regent.
- (D) The selection process may be further elaborated in the bylaws.
- (E) Regional Center representatives may participate in the interview process and the deliberation, but will not be able to cast a vote for the Council's nominees for Student Regent.

SECTION V: MEETINGS

- (A) The Council will meet at least twice a semester, with time and place decided upon by a majority of the members at an official meeting.
- (B) Special meetings, including meetings over the summer term and winter break, may be called by the Chairperson or upon petition by a simple majority of the Council membership. At least ten (10) days notice is *required* for such meetings to be official.
- (C) The Council will meet at least once a year with the Chancellor.
- (D) The Council meetings will be open to all interested persons unless an Executive Session is called for by simple majority vote of the members present.

SECTION VI: ATTENDANCE AT MEETINGS

- (A) Attendance at all meetings is expected. Upon the absence of a representative, the Secretary shall send a letter to the president of the student government or student council representative's institution or Regional Center declaring the absence. The Chairperson of the Council and the representatives absent shall receive copies of the correspondence. After two absences, a letter recommending resignation of the representative will be sent to the Vice President for Student Affairs or the Executive Director of Regional Centers.
- (B) If an institution is not represented for two consecutive meetings, the Chairperson may appoint, with Council approval, appropriate representation for that institution or Regional Centers, to serve with full voting rights until duly selected representatives attend.

SECTION VII: REMOVAL OF OFFICERS

- (A) Removal proceedings may be initiated against an officer for failure to carry out his or her respective duties as outlined in the constitution.
- (B) A majority of the voting representatives will be required to initiate the removal process.

(C) The accused has the following rights:

- (i) Notification of date, time, place of the hearing, by certified mail at least fourteen (14) days in advance of the hearing;
- (ii) A copy of the charges and the evidence upon which the charges are included with the notification;
- (iii) An advisor of his or her choice may be presented during the removal process; and
- (iv) Presentation of evidence and witnesses in his or her behalf and responses to allegations.

(D) The Chancellor or his designee must be present at the hearing.

(E) The Chairperson shall preside over the proceedings.

(F) If the Chairperson is the officer facing charges, the Vice-Chairperson shall preside over the proceedings.

(G) A two-thirds majority of the voting representatives (excluding the accused officer) will be required to remove an officer.

SECTION VIII: PARLIAMENTARY PROCEDURE

The most recent edition of *Robert's Rules of Order* will govern the Council meetings except when in conflict with this Constitution.

SECTION IX: AMENDMENT PROCEDURES

(A) To amend this Constitution, 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 at which a vote is taken.
2. The proposed amendment must be sent to each member in printed 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 constitution.

(B) Any changes must also be approved by the Chancellor and the Board of Regents of the University System of Maryland.