

# **Meyerhoff Alumni Advisory Board Bylaws**

## **CHARTER FOR THE CHAPTER OF MEYERHOFF ALUMNI OF THE UNIVERSITY OF MARYLAND, BALTIMORE COUNTY ALUMNI ASSOCIATION**

### **Article I. Name**

This chapter shall be called the Chapter of Meyerhoff Alumni of the UMBC Alumni Association.

### **Article II. Purpose**

The purpose of the Chapter of Meyerhoff Alumni will be:

- A. To promote a relationship among the University of Maryland, Baltimore County (UMBC), the Meyerhoff Scholarship Program in particular, and its alumni, parents, students and friends;
- B. To act as an extension of the University community;
- C. To enhance a sense of community and to recognize the commitment and contributions of the Meyerhoff Scholarship Program Alumni;
- D. To encourage career development networks;
- E. To serve as a resource for students and faculty;
- F. To encourage communication between alumni and students through social and cultural activities with the purpose of extending the learning experience.

The term “Meyerhoff Scholarship Program Alumni” as applies within this document is defined as students that matriculated into the Meyerhoff Scholarship Program and obtained a baccalaureate degree. This designation will also apply to all Meyerhoff Graduate Fellows.

### **Article III. Membership**

All Meyerhoff Scholarship Program alumni (as defined in Article II) are members.

### **Article IV. Executive Board**

- A. The Chapter officers shall be President, Vice President, Secretary, Treasurer, and Parliamentarian. These officers are referred to in this document as the Executive Board.
- B. The Executive Board shall set the vision and goals for the Meyerhoff Alumni

Advisory Board.

C. The Executive Board shall recruit, identify, and involve new volunteers for committees and chapter leadership.

D. If so desired, the previously elected MAAB President may serve as a non-voting President Emeritus.

E. Terms of Office

Each Chapter officer shall serve for a term of two years, and may be re-elected with a limit of two consecutive terms. Terms limits may be waived if there are no candidates and an exhaustive effort has been made to find candidates.

E. Officer Duties

**a. President**

- i. Greets alumni and guests at meetings and activities;
- ii. Represents chapter at major University and Development events;
- iii. Serves as a liaison (or appoints a substitute) with University staff, UMBC Alumni Board of Directors, and Meyerhoff Parents Association;
- iv. With the Secretary, provides annual report to the UMBC Alumni Association Executive Committee or Board of Directors;
- v. Establishes any ad hoc committees as deemed appropriate; and
- vi. With assistance from the Vice President, appoints the parliamentarian and committee chairs.

**b. Vice President**

- i. Organizes and chairs meetings;
- ii. Serves in the absence of the President;
- iii. Oversees the planning and implementation of chapter and committee activities;
- iv. Oversees membership benevolence;
- v. Assists in recruitment and selection of committee chairs;
- vi. Prepares to assume the office of President at the end of the one year term; and
- vii. Serves as the focal point for organizing cohort group representatives.

**c. Secretary**

- i. Submits notice and minutes of each meeting to the Meyerhoff Alumni Advisory Board as defined in Article V and Alumni Relations Office;
- ii. Coordinates telephone, e-mail, newsletters, and other communication required;
- iii. Tracks event attendance and provides reports to Alumni Relations Office; and

- iv. With President, provides annual report to the UMBC Alumni Association Executive Committee or Board of Directors.

**d. Treasurer**

- i. Facilitates financial transactions on site for all chapter and committee events (i.e. donations, registration fees);
- ii. Creates and tracks budget for all chapter and committee events;
- iii. Communicates regularly with Alumni Relations regarding budget; and
- iv. Serves as a de facto member of the Fundraising Committee as defined in Article VII.

**e. Parliamentarian**

- i. Advises the President, the Executive Board, and the general membership on all Parliamentary procedures according to Robert's Rules of Order;
- ii. Stands as the official interpreter on all Charter issues;
- iii. Ensures that all meetings are conducted in accordance with proper procedures;
- iv. Serves as Chairperson of the Elections Committee; and
- v. Conducts the election of new officers and prepares ballots if necessary.
- vi. The parliamentarian shall be a non-voting member of the Executive Board.

**f. President Emeritus (optional)**

- i. Advises the current President and Executive Board as a non-voting member.

**Article V. Alumni Advisory Board**

A. The Alumni Advisory Board (Advisory Board) executes the vision and goals set by the Executive Board. The Advisory Board also recruits, identifies, and involves new volunteers for Committees.

**B. Cohort Group Representative**

a. There shall be one cohort group representative for every four cohorts. For example, M1 – M4s will be represented by one cohort group representative. The cohort groups shall be as follows: M1-M4, M5-M8, M9-M12, M13-M16, M17-M20, M21-M24, and M25-M28. As new cohorts graduate, new groups will be created. The youngest group cohort representative shall represent from two to four cohorts as they graduate.

b. The cohort group representatives on the Advisory Board shall be elected by their cohort group and serve as the liaison between the Advisory Board and their respective cohort group on agenda, events, goals, and plans for the chapter.

c. Each cohort group representative shall serve as a member of at least one committee.

d. Cohort representatives will not concurrently hold positions as Executive Board officers unless no other cohort representative is available.

e. The length of membership for the cohort group representatives on the Advisory Board shall not exceed two consecutive terms of two years each. Committee Chairpersons will remain members of the Advisory Board until their appointments are up.

C. The voting members of the Advisory Board shall include the Executive Board officers (except the President Emeritus), the elected representative from each cohort group cluster, and appointed committee chairs.

D. There shall be an optional, non-voting member of the Advisory Board who is a member of the current Meyerhoff graduating class to be selected by their cohort representatives. If none is selected, this member can be appointed by the President. Upon graduation this member is eligible to be elected as an officer or as the cohort group representative if the position is on the ballot.

E. Chairpersons of standing committees as defined in Article VII shall have voting status on the Advisory Board. Committee chairpersons may concurrently hold another position on the Board.

F. Advisory Board Member Eligibility

Any member of the Chapter of Meyerhoff Alumni is eligible to hold the office of Treasurer, Secretary, Parliamentarian, Cohort Cluster Representative, or Committee Chairperson. Only an active member (see below) can hold the office of President or Vice President.

An “active member” is defined as an alumna/us that has served as an officer, cohort group representative, or committee member. In addition, any alumna/us shall be considered an active member if he/she has: 1) actively participated in a minimum of two (2) MAAB meetings or UMBC-sponsored events during the previous election term, or 2) served as a volunteer on any MAAB committee in the previous election term. (Note: One of the meetings must be a chapter meeting, where the alumna/us has either attended in person or by conference call).

G. Elections

Nominations and self-nominations will be accepted from the membership at-large electronically via e-mail, through a Call for Involvement. An election will take place annually by electronic means and new officers will take office as soon as the election is complete and results are submitted to the Executive Board by the elections committee. The Call for Involvement will take place each year between May 1 and June 30th. A formal voting process is not required when only one nominee has been identified.

Elections of officers and cohort cluster representatives will take place via e-mail between July 1<sup>st</sup> and July 15<sup>th</sup> with guidelines to be specified by the Elections Committee. The Chairperson of the Elections Committee shall break any ties in Elections results, where the first tie-breaker shall favor the candidate who has actively participated in the most meetings or sponsored events.

The officer serving as Vice President will have the option to become President at the end of the term as Vice- President. Should the officer serving as Vice President decide not to assume the office of President, the Office of President will be added to the ballot. The departing President has the option to serve as President Emeritus for the following term. Elections shall occur every year with 2-year terms for each elected office. The President, Vice-President, Parliamentarian, and half the cohort group representatives shall be elected in year one; and the Secretary, Treasurer, and the second half of the cohort group representatives shall be elected in the second year.

## **Article VI. Vacancy**

Any vacancy will be filled with an appointment by the President with the approval of the Meyerhoff Alumni Advisory Board on a pro tem basis until a special election can be held at the next scheduled chapter meeting. If the office of President becomes vacant, the Vice President will fill the vacancy on a pro tem basis until the next scheduled chapter meeting, at which time a special election will take place to determine a replacement. A member chosen in a special election shall serve in the new position until the end of the term for that position.

## **Article VII. Committees**

### **A. Standing Committees**

The Parliamentarian shall serve as the Chair for the Elections Committee. The four remaining committee chairs are to be appointed by the President, subject to approval by the Advisory Board. Committee chairs and members can consist of any member of the chapter as defined in article III.

- a. Fundraising—cohort giving, general fundraising to support the Meyerhoff Program.
- b. Mentoring/Advising—support summer bridge activities and the mentoring program.
- c. Programs—Alumni networking, social and outreach events.
- d. Communications—Newsletter, website, and general alumni communications.
- e. Elections—facilitate Executive Board and Cohort Group Representative elections

### **B. Ad Hoc Committees**

Committees may be formed by the Advisory Board as needed. Committee chairpersons shall be appointed by the President subject to the approval of the majority of the Advisory Board.

## **Article VIII. Quorum**

Quorum shall be defined as fifty percent (50%) plus one (1) of the voting members of the Advisory Board.

## **Article IX. Removal from Office**

Any officer or member of the Advisory Board may be removed from office for cause by two-thirds ( $2/3$ ) vote of the Advisory Board membership, provided a written statement of the charge brought by no less than one-third ( $1/3$ ) of the voting membership has been furnished to the Advisory Board member prior to the meeting at which the vote is taken. The Advisory Board member shall be given the opportunity to be heard in defense prior to the vote. Examples of causes for removal include, but are not limited to, chronic absence, neglect of duties or misrepresentation of the Advisory Board.

## **Article X. Finances**

- A. Dues, fees, or donations are not to be collected without the knowledge and prior consent of the UMBC Alumni Association Steering Committee, its Board of Directors, and the Director of Alumni Relations.
- B. No bank account is to be opened in the name of the Chapter of Meyerhoff Alumni.
- C. All legal contracts on behalf of the Chapter must be reviewed and signed by the Director of Alumni Relations, holding liability to the University and not to the Chapter volunteers.

## **Article XI. Adoption and Amendments**

The charter may be adopted or amended by a  $2/3$  majority of the voting members of the Advisory Board present at a regularly scheduled meeting. Approval by the UMBC Alumni Association Board of Directors is required. Members may submit votes electronically to amend this charter.

## **Article XII. Meetings and Activities**

- A. The Advisory Board conducts a minimum of 4 meetings per year to communicate project plans and details. The Office of Alumni Relations shall provide administrative support to the Chapter of Meyerhoff Alumni as required.
- B. Some meetings (particularly for committees) may be conducted electronically (via email, IRC, conference call or similar means) rather than by a traditional face-to-face meeting, if this method can be used to accomplish the meeting objectives.

History of adoption & amendments:

Adopted – August 20, 2008

Amended – November 8, 2008

Amended – December 5, 2008

Amended – March 5, 2009

Amended – February 28, 2013

Amended – March 29, 2015

Amended – April 18, 2018