



# *Maryland Student Legislature Alumni Association*

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## MARYLAND STUDENT LEGISLATURE ALUMNI ASSOCIATION BYLAWS

*Updated as of April 9, 2006*

### **Preamble**

We, the alumni of the Maryland Student Legislature, in order to promote camaraderie and friendship amongst former members of the Maryland Student Legislature, and to support the corporation and students of the Maryland Student Legislature do hereby establish the Maryland Student Legislature Alumni Association. To provide this association with an infrastructure for operations, we hereby further establish these bylaws on this 24<sup>th</sup> day of August in the year of 2002.

### **Article I: Title**

This organization shall forthwith be known as the Maryland Student Legislature Alumni Association, and may be herein referred to, at points in these bylaws, as the Alumni Association or MSLAA.

### **Article II: Purpose**

Section I: To promote camaraderie and friendship amongst former members of the Maryland Student Legislature program.

Section II: To communicate and exchange information with Maryland Student Legislature Alumni and to sponsor a forum for such communication

Section III: To provide financial and technical support for the continued existence of the Maryland Student Legislature.

Section IV: To provide technical, educational and experiential support to the Students of the Maryland Student Legislature.

Section V: To convene, study, discuss and act on issues brought before the Alumni Association

### **Article III: Scope and Source of Authority**

Section I: The power and authority of the MSLAA are expressly delegated by the Maryland Student Legislature, Inc., pursuant to Article II, Section III of the Corporate Bylaws and Article IV, Section III, (C) of the Maryland Student Legislature Constitution.

Section II: Any legislative initiatives of the MSLAA shall only be for the purpose of pursuing the Alumni Association's purpose, goals, and objectives.

Section III: Mandates received from the Board of Directors of Maryland Student Legislature, Inc. are binding upon the Alumni Association.

Section IV: Any resolution passed by the Maryland Student Legislature program that mandates or regulates behavior and activities of MSLAA shall be acted upon by the Alumni Association only if

ratified by the Board of Directors, and shall have no binding effect unless ratified by the Board of Directors.

#### **Article IV: Operative Functions**

Section I: To provide for continued communication with Alumni regarding:

- A) The activities and services of the Alumni Association;
- B) News and notes about the lives of various alumni; and,
- C) Important information regarding Corporation and Student activities.

Section II: To provide opportunities for alumni networking and to provide such resources to alumni that may be helpful in developing such networks.

Section III: To devise opportunities for alumni to reinvest their knowledge, skills, and other resources in continued support of the Maryland Student Legislature's activities.

Section IV: To convene, study, discuss and act on issues brought before the Alumni Association.

Section V: To provide support for the continued existence of the Maryland Student Legislature.

#### **Article V: Membership**

Section I: Membership in the Alumni Association shall be offered to any person meeting the qualifications outlined in Article IV, Section III, (C), of the Maryland Student Legislature Constitution.

Section II: All alumni members may vote on Alumni Association matters.

Section III: Alumni members may be appointed to represent the Alumni Association before the students of MSL, Board of Directors or State Faculty Panel, as may be appropriate.

Section IV: Nothing shall prevent alumni members from serving as a member of the Board of Directors or the State Faculty Panel, except as provided under Article X, Section IX of these Bylaws.

Section V: Any individual who has had conferred upon them honorary membership in the Maryland Student Legislature shall likewise be recognized as a non-voting member of the Alumni Association.

Section VI: There shall be no practice of discrimination of Alumni Membership on the basis of race, age, religion, color, creed, handicap, sex, sexual orientation, national origin, or political affiliation.

#### **Article VI: Alumni Administration**

Section I: All administrative powers of the MSLAA herein granted are vested in the Alumni Committee

Section II: The President of the Alumni Association

- A. All responsibility for the day-to-day operations of the Alumni Association is vested in the President of the Alumni Association.
- B. The President of the Alumni Association shall be appointed biennially by the Board of Directors of the Maryland Student Legislature.
- C. The President of the Alumni Association shall:
  1. Represent the MSLAA as a member of the MSL Board of Directors for the length of his or her term.
  2. Call to order and preside over meetings of the Alumni and the Alumni Committee.
  3. Ensure the administration of all MSLAA programs and requirements.
  4. Work to prepare the Association's official budget in cooperation with the Director of Finance of the MSLAA and the Corporate President of the Maryland Student Legislature, Inc.
  5. Deliver a State of the Association address before gatherings of the Alumni,

6. Serve as the official representative of the MSLAA to the Programmatic Arm of the Maryland Student Legislature.
  7. Annually address the Maryland Student Legislature program to discuss the services and benefits of cooperation with the MSLAA and continued participation in the Alumni Association after graduation.
- D. When consultation with the Alumni Committee is impossible, the President of the Association shall be bestowed with full executive authority for Alumni Association governance.

### Section III: The Alumni Committee

- A. All Legislative Authority of the Alumni Association shall be vested in the Alumni Committee.
- B. The Alumni Committee shall consist of the Alumni President and the following elected officers:
- C. Director of Communications, Director of Finance, Director of Alumni Relations, and Director of Development.
- D. The elected Executive Officers shall annually select one elected officer to serve as the Vice-President of the Alumni Association.
- E. All members of the Alumni Committee, with the exception of the President of the Alumni Association, shall be elected pursuant to the procedures set forth in Article X.
- F. When meeting the Alumni Committee shall maintain a Journal of its proceedings.
- G. When meeting, the Committee shall be presided over by the President of the Alumni Association and in his or her absence the Vice-President shall server as the presiding officer.
- H. Elected members of the Alumni Committee shall serve in accordance with the duties identified in Article VII.
- I. Any member of the Alumni Committee conducting financial matters must coordinate such activity with the Treasurer of the Board of Directors.

Section IV: All Executive Officers of the Maryland Student Legislature Alumni Association shall execute the duties of their office immediately following their elections, shall hold their office for a term of two years, and be eligible to serve any number of terms thereafter.

## **Article VII: Duties and Responsibilities of the Executive Officers of the Alumni Committee**

### Section I: The Director of Communications will:

- A. Oversee publication of the official MSLAA newsletter, the MSL Caucus, and ensure its
- B. publication and dissemination no less than quarterly.
- C. Publicize MSLAA events to alumni, students, faculty and the media.
- D. Administer the MSLAA database.
- E. Create a system to provide MSLAA content to the official MSL website.

### Section II: The Director of Finance will:

- A. Maintain the MSLAA treasury.
- B. Organize and administer MSLAA fundraisers.
- C. Draft the annual MSLAA budget.
- D. Administer any financial program undertaken by the MSLAA.

### Section III: The Director of Development will:

- A. Encourage and foster the growth and success of the MSLAA and MSL, Inc. amongst business and government entities.
- B. Oversee publication of the official MSLAA Directory, and ensure its publication and dissemination not less the biennially.
- C. Oversee publication of the MSLAA Speakers Directory, and ensure its publication and dissemination to programmatic delegations no later than September 15<sup>th</sup> of every year.

- D. Coordinate and execute the Maryland Student Legislature capital campaign plans with the Board of Directors and State Government.

Section IV: Director of Alumni Relations will:

- A. Organize and coordinate all MSLAA events.
- B. Coordinate the conduct of the MSLAA Annual Meeting and the Annual Session Reception with the MSL Lt. Governor.
- C. Procure necessary materials to hold alumni meetings including, but not limited to rooms, supplies or food.
- D. Coordinate and administer an MSL and MSLAA Networking function.

#### **Article VIII: Alumni-Student Relations**

Section I: The President of the Alumni Association and the Alumni Committee shall be entered into a Memorandum of Agreement with the Governor and the Council of State of the Maryland Student Legislature.

Section II: The Memorandum of Agreement shall highlight the goals, expectations, and the relationship between the programmatic arm and the Maryland Student Legislature.

Section III: The President shall meet yearly with the incoming Governor to discuss the Memorandum of Agreement and to propose any changes to its content.

Section IV: The Memorandum of Agreement, and any future changes to it, will become effective only with the consent of the Alumni Committee and the Council of State.

#### **Article IX: Meetings and Gatherings of the Alumni Association**

Section I: The Maryland Student Legislature Alumni Association will be required to hold an annual business meeting in conjunction with the Annual Session of the Maryland Student Legislature, held yearly in Annapolis, Maryland.

Section II: The Maryland Student Legislature Alumni Association may sponsor other meetings, events, or gatherings as it sees fit throughout the year.

Section III: To maximize participation, the Alumni Committee shall bear the responsibility of publicizing the meetings to the members of the Alumni Association in the most expedient way possible at the earliest possible date

#### **Article X: Selection of Officers**

Section I: All officers of the Maryland Student Legislature Alumni Association, except for that of President, shall be elected.

Section II: Robert's Rules of Order, Newly Revised, shall govern Elections for other legislative officers in the following order:

- A. Director of Alumni Relations;
- B. Director of Development;
- C. Director of Finance;
- D. Director of Communications.

Section III: Alumni members who wish to seek candidacy for an office shall apply by the deadline established by the Alumni Committee according to the procedures established by this document.

Section IV: Candidates for an office in the Maryland Student Legislature Alumni Association shall:

- A. Be member of the MSLAA.
- B. Have been one-year removed from active participation in the Maryland Student Legislature.

Section V: The President of the MSLAA shall conduct elections for all offices. In the event that the President is not present, then the Vice-President shall conduct elections. In the event that the President is not present and the Vice-President is not present or standing as a candidate for election, the Chairman of the Board of Directors of the Maryland Student Legislature, Inc. to serve as the Presiding Officer for the purpose of conducting elections.

Section VII: Election Proceedings shall follow the procedural order established below:

- A. The Presiding Officer shall name a designee to serve as clerk for the purpose of conducting elections.
- B. The Presiding Officer will open election proceedings by stating the procedures contained in this section. In the case of an office where the Alumni Committee has certified no candidates the Presiding Officer shall then ask for nominations from the floor. A person nominated from the floor must meet all requirements established in Section IV.
- C. The Presiding Officer will then recognize an individual designated by each candidate who shall officially place the name of the certified candidate into nomination and be given the opportunity to speak on behalf of the candidate for a period not greater than 2 minutes, followed by a person designated by the candidate who shall second the nomination.
- D. After all candidates have been nominated and seconded, each candidate, in alphabetical order shall have the opportunity to address the Alumni for up to 2 minutes.
- E. After all candidates for all offices have been given the opportunity to address the General
- F. Assembly, the Presiding Officer shall order ballots distributed and commence with the balloting process, with a simple plurality required for election to office.
- G. Upon the conclusion of tallying and recording of the ballots, the designee shall notify the Presiding Officer of the results, who shall announce the results immediately.
- H. The results of any election are subject to appeal, provided that the appeal is submitted in writing to the sitting Alumni Committee and the Board of Directors within 24 hours of the election. The Alumni Committee, less any member who is a candidate affected by the appeal, shall hear the appeal within 24 hours of its receipt and issue a judgment requiring a  $\frac{3}{4}$  majority to overturn the election and having overturned the results shall order it held anew.

Section VII: In the event that no candidates for officer are nominated, all Officers of the MSLAA shall be considered re-elected to a full term unless they will have transmitted to the sitting President in writing a declaration that under no circumstances will they accept an extension of their term.

Section VIII: No regular member of the Board of Directors of MSL, Inc. may serve as an officer of the MSLAA, including that of President.

#### **Article XI: Officer Succession**

Section I: In the event of death, resignation or removal by other means of any officer of the Alumni Committee, the President of the Alumni Association shall be empowered to appoint a replacement.

Section II: In the event of the death, resignation or removal by other means of the current President, the Vice President shall assume the role of President for the remainder of the term, or until the Board of Directors appoints a new President.

Section III: In the event of a vacancy in the office of Vice President, the President may appoint an interim Vice President to serve until the Alumni Committee can select a replacement.

Section IV: In the event of a vacancy in the office of President and Vice President, then the remaining members of the Alumni Committee shall immediately select one of their ranks to serve as Acting President until the Board of Directors of the Maryland Student Legislature, Inc appoints a new President.

## **Article XII: Impeachment**

Section I: All MSLAA officers may have impeachment proceedings brought against them on the grounds of malfeasance, misfeasance or nonfeasance to the MSLAA.

Section II: The impeachment process for the elected officials shall involve a statement of charges filed by any regular member with the Alumni Committee.

Section III: The President will appoint an officer of the Alumni Committee to investigate such charge by compelling any witnesses or evidence as may be necessary.

Section III: The Appointee shall, within thirty days of his or her appointment, issue a statement of findings and a recommendation of disposition of the charges to the Alumni Association.

Section IV: Within thirty days of receipt of such statement of findings, the Alumni Committee shall meet to consider the recommendations of the committee and issue a judgment on the charges, said judgment requiring a 2/3 affirmative vote to remove an elected official from office.

Section V: The decision of the Alumni Committee shall be subject to appeal before the Board of Directors, MSL, Inc. with said appeal requiring a unanimous affirmative vote to overrule the decision of the Alumni Committee.

Section VI: No member of the Alumni Committee who is charged in such impeachment proceedings shall sit as a member of the Alumni Committee during the impeachment proceedings, but may continue to execute the duties of his or her office.

## **Article XIII: Privacy**

The Maryland Student Legislature Alumni Association shall not cause the public release of any personal information submitted by alumni and/or maintained by MSLAA unless so authorized. This authorization may be obtained explicitly by individual alumni or inferred after providing several notices to alumni and undertaking good faith efforts to provide alumni the opportunity to opt-out of any blanket release of said information. MSLAA uses any personal information about members for Alumni Association purposes only and, as such, generally intends to share this information with other individuals and/or trusted third-party entities only when it undertakes to publish an alumni membership directory.

## **Article XIV: Amendments**

Section I: Any Alumni member may propose an amendment to these Bylaws by presenting said amendment in writing to the Alumni Committee.

Section II: The Alumni Committee shall have the said amendment placed on its calendar at its next meeting, where it shall hear testimony, debate and vote upon the proposed amendment at its next meeting and shall vote on its disposition.

Section III: Upon approval by the Alumni Committee, the amendment will be forwarded to the Board of Directors.

Section IV: The Board of Directors shall have the said amendment placed on its calendar at its next meeting, where it shall debate and vote upon the proposed amendment. A two-thirds majority vote of those present and voting shall be required to adopt the amendment.

Section V: The amendment shall take effect immediately after its adoption and be noted in an addendum to the Bylaws until such time as the Alumni Committee orders the Bylaws reprinted with all amendments incorporated therein.

## **Article XV: Ratification**

Section I: These Bylaws shall be ratified by the Alumni Committee at a time designated by the President of the Alumni Association, provided that it shall be transmitted to all Alumni Committee members prior to said meeting.

Section II: Upon ratification by the Alumni Committee, the Bylaws shall be sent to the Board of Directors for consent and approval.

Section III: These bylaws shall become effective one year from the date of approval by the Board of Directors.

Section IV: This document shall then become binding upon all components of the Maryland Student Legislature Alumni Association and not superseded by any other document, except the Articles of Incorporation and Corporate By-Laws of the Maryland Student Legislature, Inc.

**Article XVI: Dissolution**

Section I: It shall require a unanimous vote of the Alumni Committee and the Board of Directors to dissolve the Maryland Student Legislature Alumni Association.

Section II: Upon dissolution, all assets, files and property shall be distributed in a manner determined by the Alumni Committee and Board of Directors, with all financial assets being divided equally or as required by the laws of the State of Maryland.