

Maryland Collegiate STEM Conference  
Bylaws

**ARTICLE I – NAME**

The name of this organization shall be the Maryland Collegiate STEM Conference where STEM is an acronym meaning Science, Technology, Engineering, and Mathematics.

**ARTICLE II – PURPOSE**

The purpose of the Maryland Collegiate STEM Conference, hereafter called the Conference, is: (1) to promote learning and networking opportunities for community college STEM students; (2) to promote professional development opportunities for community college STEM faculty; and (3) to organize and hold an in-person annual conference for STEM community college faculty and students in the state of Maryland

**ARTICLE III – PARTICIPATION**

Section 1. PARTICIPATION. Any person, institution, or organization interested in the purpose of the Conference may participate. Participants must register for the conference and may sponsor, present, or attend the event. The conference registration and sponsor fees support the Conference's goals of promoting learning and networking opportunities for community college STEM students and promoting professional development opportunities for community college STEM faculty.

Section 2. RIGHTS AND BENEFITS OF PARTICIPATION. Participants of the conference have the right to attend sessions, provide feedback on the Conference, and volunteer for the Organizing Committee.

**ARTICLE IV – ORGANIZING COMMITTEE**

Section 1. THE ORGANIZING COMMITTEE. The Organizing Committee, hereafter known as the OC, will be composed of representatives from at least 5 different community colleges in the state of Maryland. Anyone can be part of the OC, but a majority of the OC must be community college representatives. It shall constitute the managing board of the Conference. As such the OC shall have power and authority to carry out policies of the Conference as determined at business meetings and to conduct the business of the Conference. Custody of all property of the Conference shall be vested in the OC. It shall also have power and authority to formulate and promulgate policies for the Conference between meetings, subject to the approval of the Conference as may be necessary and as may be sought by ballots.

Section 2. ACTIVE STATUS. To maintain active status within the Organizing Committee, OC members must be part of, and actively participate in, at least one subcommittee membership during a Conference cycle (August - May). OC members may participate in up to two (2) subcommittees at a time and may self-nominate or be nominated by their peers to serve on a subcommittee. The Director, Conference Chair, and Conference Vice Chair are exempt from this requirement, as they serve on the ad hoc venue committee. It is expected that OC Members shall attend the conference and assist with the duties associated with the conference.

Section 3. APPROVAL OF NEW ORGANIZING COMMITTEE MEMBERS. A new organizing committee member may join the OC by recommendation from a current OC member. New

members will be approved into the OC during the Annual Meeting, or during a special meeting if the recommendation occurs after the Annual Meeting.

Section 4. TERMS. Terms for Organizing Committee members are for one Conference cycle (August - May). Terms are automatically renewed dependent on active membership of the member; see Article IV, Section 2.

## **ARTICLE V – MEETINGS OF THE ORGANIZING COMMITTEE**

Section 1. MEETINGS. All meetings of the Conference shall be held at times and in places determined by the OC.

- a. ANNUAL MEETING. There shall be an annual meeting held each September or October to transact the official business of the Conference to include scheduled elections, new OC member approvals, committee assignments, and review of finances.
- b. REGULAR OC MEETING. Meetings of the OC shall be held at least once every two months, except June, July, and August to conduct business to run the yearly conference or as other business arises.
- c. SPECIAL. Special meetings may be called by the OC for the purpose of transacting extraordinary business of the Conference. Such meetings are to be open to members of the Conference only. The members present shall constitute a quorum provided the membership has been notified at least 5 calendar days in advance of the meeting date.

Section 2. QUORUM. At any meeting of the OC for the transaction of business, the members present shall constitute a quorum. In situations where a vote is called and there are less than 7 of the OC voting, then voting must be sent out physically or electronically, and voting members can either be anonymous or named. Votes must be received within 7 calendar days to be counted and considered.

Section 3. ATTENDANCE. Attendance is expected at all meetings. If an OC member will be absent from a meeting, a proxy is not allowed.

Section 4. CONDUCTING BUSINESS BETWEEN MEETINGS. Voting is authorized by the OC between meetings when such action is warranted according to the opinion of the OC. The OC must collect physical or electronic votes over a 7-calendar day period, at which point the majority of responses will be followed.

## **ARTICLE VI – OFFICERS**

Section 1. OFFICERS. The officers of the Conference are as listed below:

- a. Director
- b. Conference Chair

- c. Conference Vice Chair
- d. Proposals and Presentations Chair
- e. Proposals and Presentations Vice Chair
- f. Guest Speakers and Dignitaries Chair
- g. Guest Speakers and Dignitaries Vice Chair
- h. Registration and Finance Chair
- i. Registration and Finance Vice Chair
- j. Sponsors Chair
- k. Sponsors Vice Chair

Section 2. NON-ELECTED OFFICERS. The following officers will not be elected, but instead are determined based upon their status as a Conference host. A Conference host is the selected institution to physically host the yearly Conference. An OC member of the same institution as a Conference host is considered an extension of the host.

- a. Conference Chair - this OC member must be a member of the institution that is hosting the Conference. In the event that the hosting institution does not have an OC member, or there are multiple members from the host institution, this position will be decided by a vote, following the rules of Article V, Section 2 or Section 4.
- b. Conference Vice Chair - this OC member is filled by the previous Conference's Conference Chair. In the event that this member is not available, this position will be decided by a vote, following the rules of Article V, Section 2 or Section 4.

Section 3. ELECTED OFFICERS. The elected officers of the Conference are as listed below. Refer to Article VII for nomination and election information.

- a. Director
- b. Proposals and Presentations Chair
- c. Proposal and Presentations Vice Chair
- d. Guest Speakers and Dignitaries Chair
- e. Guest Speakers and Dignitaries Vice Chair
- f. Registration and Finance Chair
- g. Registration and Finance Vice Chair
- h. Sponsors Chair
- i. Sponsors Vice Chair

Section 4. TERMS OF OFFICE. The terms of office shall correspond to the fiscal year of the organization, which shall be 1 July through 30 June. For all positions, an OC member may run for the position again after the term limit as long as they have stepped down from that position for one term.

- a. Director: 3-year term, 2 term limit.
- b. Conference Chair and Conference Vice Chair: 1 year term, no term limit as long as it is within the confines of Article VI, Section 2.
- c. All other Chairs and Vice Chairs: 2-year term, 2 term limit.

Section 5. VACANCIES. Vacancies will be filled through a special election during a special meeting (Article V, Section 1.C.). Until the special election, any vacancy occurring in the OC by reason of resignation or death shall be filled in the following manner:

- a. Director: Will be co-chaired by the Conference Chair and Registration and Finance Chair.
- b. Chairs: The Vice Chair shall automatically assume the duties of the Chair.
- c. Vice Chairs: The position will remain vacant.

## **ARTICLE VII – NOMINATIONS AND ELECTIONS**

Section 1. NOMINATIONS. Beginning 14 calendar days before the Annual Meeting, OC members may self-nominate or nominate other OC members for an elected officer position through an electronic nomination process. Nominations may occur during the Annual Meeting as well.

Section 2. ELECTIONS. The Committee shall prepare an official ballot listing all candidates for elected officers of the Conference. All members shall be eligible to vote for all elected officers of the Conference during the Annual Meeting. Votes will only be counted by those attending the Annual Meeting. The majority of votes determines the election for each position. In the event of a tie, if there are more than two nominees for a position, the nominees receiving less than the two highest votes are not included in a revote. In a vote with only two nominees, voting continues with remarks from nominees and supporters until a majority is reached.

Section 3. SPECIAL ELECTIONS. The OC shall have the authority to set times and conditions under which special elections shall be held. The voting process during a special election follows the rules set forth in Article V, Section 2.

## **ARTICLE VIII – DUTIES AND LIMITATION OF AUTHORITY**

Section 1. DUTIES. The elected and standing officers of the Conference, the standing and special subcommittees of the Conference and their chairs, and any special appointees, shall perform the duties of their respective offices or positions, and as they may be assigned by the OC.

Section 2. LIMITATION OF AUTHORITY. No action or resolution shall be binding or constitute an expression of the policy of the Conference until it shall have been approved by the OC. This limitation applies to any Conference member, elected or appointed officer, standing or special committee, special appointees, employees, division, section, discussion group, interest group as a whole or any of its units.

## **ARTICLE IX – AMENDMENTS**

Section 1. AMENDMENTS. These bylaws may be amended given a seven (7) calendar day review and voting period by OC members, completed either electronically or physically. A majority of members must approve any amendment suggested. Non-returned votes are interpreted as abstained.

## **ARTICLE X - FISCAL RESPONSIBILITY**

Section 1. ADMINISTRATION OF CONFERENCE FUND. At this time, the Conference funds are held with Carroll Community College. A financial agreement was signed on April 1, 2022, between Carroll Community College and the Director, Registration and Finance Chair, and Registration and Finance Vice Chair. This Agreement will be updated anytime there is a change in one of these officer positions.

Section 2. DISSOLUTION. The Conference is to undergo dissolution if it is not held for five (5) years in a row. Upon dissolution, all remaining funds for the Conference will be distributed to the Maryland community colleges that have served, at least once, as a financial sponsor of the Conference in the previous 5 conferences. The amount dispersed to each institution is weighted from their additive fiscal contributions over the 5 conferences.

Section 3 - FINANCIAL LIAISON. In the event where none of the following officers: Director, Registration and Finance Chair, or Registration and Finance Vice Chair; are not members of the institution that is holding onto the Conference funds, a special position of Financial Liaison will be appointed. This Financial Liaison will be appointed by the Director and must be an active OC member from the institution holding the Conference funds holding institution. The Financial Liaison will be responsible for communicating the needs of the Conference to the holding institution and convey financial information from the holding institution to the Conference.

Adopted: Friday, April 5<sup>th</sup>, 2024