



# Statutory Code of [The] Maryland Student Legislature, Incorporated

All adopted amendments incorporated as of May 29, 2009

## I. PREAMBLE

The Maryland Student Legislature's Statutory Code is a compilation of the codification of major regulations and business practices of the Maryland Student Legislature, Inc.

## II. SCOPE AND PRECEDENCE

All sections of the Statutory Code shall constitute an action and power exercised by the Board of Directors. As such, these regulations shall supersede any and all documents of the Maryland Student Legislature, Inc. and its associate bodies with the exception of the Corporation's By-Laws and the Articles of Incorporation both of which shall supersede the Statutory Code in any incidence whereby there shall be a conflict.

## III. CORPORATE MISSION STATEMENT

The Mission of the Maryland Student Legislature, Inc. is to open the doors of the government and the legislative process to students enrolled at colleges and universities in Maryland through a simulation of the Maryland State Government.

## IV. CORPORATE OBJECTIVES

- Provide a simulation of the Maryland State Government.
- Provide an opportunity for students in colleges and universities in Maryland to develop their research, debate, critical thinking skills and leadership skills through participatory education.
- Provide a forum to promote student ideas, opinions and involvement in public policy decision-making.

## V. CORPORATE

### A. Strategic Planning

#### 1. Five-Year Plan

- a. The Maryland Student Legislature shall operate under the Organization and Programmatic Five-Year Plan, Volume III, 2005-2010.
- b. The Board of Directors shall place the 2010-2015 Organization and Programmatic Five-Year Plan on the agenda for the 2009 Annual Meeting.

### B. Membership and Rules

#### 1. Board of Directors Standing Rules of Order

- a. The Maryland Student Legislature, Inc. Board of Directors shall operate under the Maryland Student Legislature, Inc. Board of Directors Standing Rules of Order in order to conduct business meetings and other pertinent business.

### C. Administration and Financial

#### 1. Calendar

- a. The Board of Directors shall pass a comprehensive calendar for the following year prior to the Adjournment of the Annual Meeting of the Board of Directors.
- b. The Board of Directors shall be responsible for the oversight of the calendar.

#### 2. Budget

- a. The Board of Directors shall pass a comprehensive corporate budget for the following Fiscal Year prior to the Adjournment of the Annual Meeting of the Board of Directors.
- b. The Corporate Treasurer shall be responsible for the oversight and enforcement of the budget.

3. Records
  - a. The Corporate Secretary shall maintain a compilation of all resolutions adopted by the Board of Directors during the current fiscal year not included in the Statutory Code.
  - b. This compilation shall include a copy of each resolution with all amendments approved by the Board of Directors attached to each resolution.
  - c. This compilation shall note the fiscal year in a conspicuous manner and be filed in the MSL archives prior to the conclusion of the current fiscal year.
- D. Collegiate Institutional & Faculty Relationships
- E. Alumni Association
  1. Administration
    - a. Alumni President
      - i. Appointment
        - 1) In even-numbered years, the Chairman of the Board of Directors shall appoint the President of the Alumni Association;
        - 2) The nominee shall be submitted before the Board of Directors for consideration at the Annual Meeting. A majority of Directors present and voting shall be necessary to confirm the nominee.
        - 3) The term of the Alumni President shall commence on July 1, and shall expire on June 30 two years hence.
      - ii. Vacancy
        - 1) In the event of a vacancy in the office of the President of the Alumni Association, the vacancy shall be filled in accordance with Article XI of the Alumni Association Bylaws.
        - 2) The Chairman of the Board retains the right to appoint a new President to fill the remainder of the term, pending approval of a majority of Directors present and voting at the next Regular Meeting of the Board of Directors.
        - 3) Any individual who shall succeed to the office of the President shall serve for the remainder of the original term.
- F. Honorary Members
  1. Definition
    - a. Honorary members of the Maryland Student Legislature may be bestowed on individuals who:
      - i. Are recognized by their ability with distinguished public or private service; or,
      - ii. Have made invaluable contributions to the Maryland Student Legislature.
  2. Membership
    - a. A resolution to recognize a person as an Honorary Member shall be presented at a Board of Directors meeting and a two-thirds vote of the Board of Directors shall be necessary to bestow Honorary Membership status on any individual.
    - b. Honorary Membership may be awarded posthumously.
    - c. Honorary Members shall remain Honorary Members unless their membership is terminated:
      - i. By written request of the Honorary Member or their estate; or,
      - ii. Revoked by a three-quarters vote of the Board of Directors.
  3. Rights and Privileges
    - a. Honorary Members shall be invested as an honorary member at a regularly scheduled Maryland Student Legislature event.
    - b. Honorary Members shall:
      - i. Receive a plaque from the Board of Directors signifying their recognition; and,
      - ii. Be maintained in a registry of Honorary Members publicly available on the Maryland Student Legislature Website.
    - c. Honorary Members shall not be allowed any voting privileges in any facet of the Maryland Student Legislature, Inc. unless the Honorary Members shall be elected by the Board of Directors, Board of Advisors or is sitting as a member of a corporate committee.
- G. Advisory Members
  1. Faculty Panel
    - a. Scope and Responsibilities
      - i. The Maryland Student Legislature, Inc. shall organize a Faculty Panel.
      - ii. The Faculty Panel shall:
        - 1) Serve as an advisory panel to the Maryland Student Legislature, Inc.
        - 2) Discuss pertinent academic issues regarding the program.
        - 3) Issue non-binding reports regarding any recommendations it makes to the Board of Directors.
    - b. Composition and Selection

- i. The Faculty Panel shall be made up of all the visiting, tenured track or adjunct Faculty Advisors of all duly established delegations of the Maryland Student Legislature.
      - ii. The Chairman of the Board of Directors shall appoint a Chairman of the Faculty Panel.
    - c. Meetings
      - i. Only the Board of Directors may call a formal meeting of the Faculty Panel.
      - ii. Members of the Faculty Panel shall be informed of formal meetings of the Faculty Panel not less than thirty days prior to a Faculty Panel Meeting.
  - 2. Board of Advisors
    - a. Scope and Responsibilities
      - i. The Board of Directors may select a Board of Advisors.
      - ii. The Board of Advisors shall serve as an advisory panel to the Maryland Student Legislature, Inc.
    - b. Selection
      - i. Any member of the Board of Directors may nominate an individual for membership on the Board of Advisors at any Annual Meeting of the Board of Directors.
      - ii. Members of the Board of Advisors shall be approved by a majority vote of the members of the present and voting.
      - iii. Members of the Board of Advisors shall serve for two (2) years unless removed, with or without cause, by the Board of Directors.
      - iv. The Chairman of the Board of Directors shall appoint a Chairman of the Board of Advisors.
  - 3. Meetings
    - i. Only the Board of Directors may call a formal meeting of the Board of Advisors.
    - ii. Members of the Board of Advisors shall be informed of formal meetings of the Board of Advisors not less than thirty days prior to a Board of Advisors Meeting.
- H. Agents of the Corporation
- 1. Legal Counsel
    - a. Scope and Responsibilities
      - i. The Board of Directors may select a Legal Counsel;
      - ii. The Legal Counsel may provide guidance on any issues of legal concern to the corporation;
      - iii. The Legal Counsel shall report to the Chairman of Board on the counsel's findings;
      - iv. The Legal Counsel shall be invited to, but not required to attend, all meetings of the Board of Directors;
      - v. The Legal Counsel shall receive compensation as determined by the Board of Directors for their services.
    - b. Appointment
      - i. Biennially, The Chairman of the Board of Directors shall appoint the Legal Counsel;
      - ii. The nominee shall be submitted before the Board of Directors for consideration at the Annual Meeting. A majority of Directors present and voting shall be necessary to confirm the nominee.
      - iii. The term of the Legal Counsel shall commence on July 1<sup>st</sup>, and shall expire on June 30<sup>th</sup> two years hence.
    - c. Vacancy
      - i. In the event of a vacancy in the position of Legal Counsel, the Chairman shall appoint a replacement as quickly as possible to fill the remainder of the term, pending approval of a majority of directors present and voting at the next regular meeting of the Board of Directors.

## VI. PROGRAMMATIC

### A. Strategic Planning

### B. Membership and Rules

#### 1. Release Forms

- a. All Associate Members of the Corporation shall complete a Release Form prior to participating in any event sponsored by the Maryland Student Legislature.
- b. An event for the purpose of this section shall be defined as any:
  - i. Leadership Training Institute
  - ii. Interim Assembly
  - iii. Legislative Reception
  - iv. Fundraising Event
  - v. Annual Session
- c. The official copy of the Release Form shall be the latest version approved by the Board of Directors.

- d. The Secretary of State shall:
    - i. Issue blank release forms to Associate Members.
    - ii. Collect completed release forms from Associate Members prior to their participation in the event.
    - iii. On request of the Chairman of the Board, provide the completed release forms to the Chairman or his or her designee.
  - e. A Release Form shall not be considered as complete unless:
    - i. All sections of the form are completely and accurately completed by the Associate Member.
    - ii. The form is signed and dated by the Associate Member.
  - f. Any Associate Member of the Corporation who does not have a completed Release Form on file with the Corporation for an MSL event shall not be allowed to participate in said event.
2. Universal Deadline
- a. There shall be a universal deadline established for each Leadership Training Institute, Interim Assembly and Annual Session by the yearly calendar.
  - b. The universal deadline shall be the deadline established for the following purposes:
    - i. Event Registration;
    - ii. Submission of Legislation;
    - iii. Submission of candidacy for Council of State offices;
    - iv. Submission of nominations for the William Troy Simmons Award for Distinguished Career of Service;
    - v. Submission of nomination for the Thomas V. Mike Miller, Jr. Award for Up and Coming New Members.
- C. Administration and Financial
1. Bank Accounts
- a. Audits
    - i. The Programmatic Checking Account shall be subject to an Internal Audit upon request of the Chairman of the Board, the Corporate Treasurer, or a majority vote of the Board of Directors.
    - ii. The Corporate Treasurer shall make use of the corporate budget when conducting the Internal Audit.
    - iii. Regularly scheduled Internal Audits of the Programmatic Checking Account shall take place:
      - 1) During the Fall Interim Assembly; and,
      - 2) At the Annual Succession Meeting.
2. Manuals
- a. Council of State Officer Manuals and Delegation Manuals shall be maintained by the Board of Directors.
  - b. Council of State Manuals shall include:
    - i. Position Descriptions
    - ii. Yearly Calendar
    - iii. Yearly Corporate Budget
    - iv. Governing Documents
    - v. Process Descriptions
    - vi. Examples
  - c. Delegation Manuals shall include:
    - i. Delegation Officers Position Descriptions
    - ii. Yearly Timeline
    - iii. Yearly Calendar
    - iv. Yearly Financial Responsibilities
    - v. Delegation Constitution
    - vi. Delegation Chairperson Checklist
    - vii. Governing Documents
  - d. Manuals Yearly Turnover
    - i. Council of State Manuals shall be turned over from the current Council of State to the Chairman of the Board, or the Chairman's designee, no later than the adjournment sine die of the General Assembly and be returned to the incoming Council of State at the Annual Succession Meeting.
    - ii. Delegation Manuals shall be turned over to the incoming Delegation Chairpersons at the adjournment sine die of the General Assembly
  - e. All manuals are required to be brought to the annual Summer Leadership Retreat.

- f. Materials in the manuals shall be updated by the Board of Directors on an as needed basis, but not later than the annual Summer Leadership Retreat.

D. Events

1. Agendas

- a. The agenda for each Leadership Training Institute, Interim Assembly, and Annual Session shall be the latest version of the Standard Agenda adopted by the Board of Directors.
- b. The Governor may, upon consultation with the Chairman of the Board or the Board of Directors, make appropriate changes to the agenda to accommodate any issues that make said changes to the agenda appropriate and in the best interests of the Maryland Student Legislature.

2. Leadership Training Institutes

3. Interim Assemblies

4. Annual Session

- a. *Annual Awards:* The following awards shall be presented annually during the Annual Session:

- i. Most Outstanding Act
- ii. Most Outstanding Resolution
- iii. Most Outstanding Delegation
  - 1) *Definition:* The Most Outstanding Delegation award recognizes the member delegation that best exemplifies the students and educational mission of the Maryland Student Legislature.
  - 2) *Qualifications:* To be recognized as Most Outstanding Delegation, the delegation must meet the following criteria:
    - a. The delegation shall be a delegation in good standing;
    - b. The delegation shall have been represented at all Maryland Student Legislature events during the academic year.
    - c. The delegation shall have ensured that its membership has submitted at minimum one act and one resolution at each event at which the General Assembly commences.

- iv. Most Outstanding Delegate

- v. Most Outstanding Senator

- vi. Best Orator

- vii. William Troy Simmons Award for Distinguished Career of Service

- 1) *Definition:* The William Troy Simmons Award is the award that recognizes the outgoing senior who has most distinguished themselves in their career of service to the Maryland Student Legislature.
- 2) *Qualifications:* To be nominated for the William Troy Simmons Award, the individual must meet the following criteria:
  - a. The individual shall have been an active member of the organization in good standing for not fewer than two years;
  - b. The individual shall have attended no fewer than two Annual Sessions of the Maryland Student Legislature;
  - c. The individual shall be a graduating member of the organization who shall not participate as a regular member of the organization in any programmatic activities following the conclusion of that year's Annual Session.
- 3) *Nomination:*
  - a. An individual nominated to receive the William Troy Simmons Award shall be nominated in writing by the Delegation Chairperson or his/her appointee of the individual's member institution by fully completing the William Troy Simmons Award for Distinguished Career of Service Nomination Form approved by the Board of Directors.
  - b. All nominations shall be received by the Governor by the Universal Deadline for Annual Session.
- 4) *Selection of Official Nominees*
  - a. The Governor shall forward nominations to the Chairman of the Board of Directors.
  - b. The Chairman of the Board of Directors shall forward to the other members of the Board of Directors a copy of all nominations received prior to the Annual Meeting.
  - c. The full Board of Directors shall consider and debate the nominations at its Annual Meeting.
  - d. The Board of Directors reserves the right to supplement the list of potential nominees in cases where an insufficient number of nominees has been received, or

in extraordinary cases wherein the Board must ensure that the most deserving individuals are nominated for the award.

- e. The Board of Directors shall select up to three individuals from the list of nominees to serve as the Official Nominees for the Award.
- f. The Governor shall pass on the list of Official Nominees to the Attorney General.

5) Awards Committee

- a. The Attorney General shall present the Awards Committee with the Official Nominees for the Award.
- b. The Attorney General shall provide the Awards Committee with copies of the nominating forms and other materials in the award nomination packet.
- c. The Chairman of the Board of Directors shall ensure that materials are provided for any nominee put forth by the Board of Directors under the extraordinary circumstances cited under Paragraph IV, Section 4 of this Article.
- d. The Awards Committee shall debate only those nominees that have been presented to the committee.
- e. The Awards Committee shall take a vote to determine the winner of the Award. The winner of the Award must receive a majority of the votes cast. If no majority is received after the first vote, the Committee shall vote again selecting only between the top two candidates from the first round of balloting.

viii. Thomas V. Mike Miller, Jr. Award for Up and Coming New Members

- 1) *Qualifications*: To be nominated for the Thomas V. Mike Miller, Jr. Award for Up and Coming New Members, the individual must meet the following criteria:
  - a. Shall be first or second year members of the Maryland Student Legislature; and,
  - b. Shall not be nominated for the William Troy Simmons Award for Distinguished Career of Service.
- 2) *Nomination*
  - a. An individual nominated to receive the Thomas V. Mike Miller, Jr. Award for Up and Coming New Members, shall be nominated in writing by the Delegation Chairperson or his/her appointee of the individual's member institution.
  - b. All nominations shall be received by the Attorney General by the Universal Deadline for Annual Session.

b. Trophies

- i. Engraved gavels shall be presented to the winners of:
  - 1) Most Outstanding Act
  - 2) Most Outstanding Resolution
  - 3) Most Outstanding Delegate
  - 4) Most Outstanding Senator
  - 5) Best Orator
  - 6) Thomas V. Mike Miller, Jr. Award for Up and Coming New Members
- ii. Engraved plaques shall be presented to the winners of:
  - 1) William Troy Simmons Award for Distinguished Career of Service
  - 2) Most Outstanding Delegation