

**CONSTITUTION AND BYLAWS  
FOR THE  
MARYLAND COMMUNITY COLLEGE LEARNING ASSESSMENT GROUP (MCCLAG)**

**ARTICLE I NAME**

The name of the organization shall be the Maryland Community College Learning Assessment Group (MCCLAG).

**ARTICLE II PURPOSES**

The major purpose of the MCCLAG shall be to: 1) provide for the dissemination of information and the interchange of ideas related to assessment of learning outcomes; 2) provide for professional development; 3) make recommendations or comments on issues related to learning outcomes assessment to relevant policy-making entities; 4) foster a spirit of unity and cooperation among persons having interests and activities related to assessment of learning outcomes; 5) engage the college communities in creating and fostering a culture of assessment; and 6) to report to M4CAO.

**ARTICLE III MEMBERSHIP**

Section 1. Membership shall be open to any community college within Maryland and District of Columbia. An unlimited number of representatives engaged in assessment of learning may participate from each community college.

Section 2. A roster of members of the MCCLAG shall be maintained by the President and distributed to the membership each year.

Section 3. A copy of the Constitution and Bylaws, along with other orientation material(s) shall be presented to each new member of the MCCLAG. Each time a change is made to the Constitution and Bylaws, all members shall receive a copy.

Section 4. Annual Dues to support the activities of the MCCLAG shall be collected from each community college with membership. These dues shall be in the amount deemed appropriate by the membership and shall be collected by September 30 and maintained by the Treasurer. Dues do not cover special events or conferences.

**ARTICLE IV OFFICERS**

Section 1. The officers of the MCCLAG shall consist of the President, the President-elect, and Treasurer.

Section 2. Duties of the Officers

*Subsection a.* The President. The President shall: i) preside at regular meetings of the MCCLAG; ii) represent the MCCLAG or provide for appropriate representation at conferences or meetings of interest to the group; iii) report to the M4CAO; iv) act as spokesperson for the group; v) appoint committee members; vi) and, perform other duties as necessary to assist the MCCLAG in achieving its purposes as stated in the Constitution.

*Subsection b.* The President-elect. The President-elect shall: i) perform the duties of the president in the President's absence; ii) assist the President; iii) take the minutes of the meeting and disseminate to the members; iv) act as organizer of special events or programs; v) perform other assignments delegated by the President; vi) assume the duties of the President in the event that an unexpired term of the Presidency occurs; and, vii) assume the Office of the Presidency at the end of the President's term

*Subsection c.* The Treasurer. The Treasurer shall: i) receive and disburse all funds of the MCCLAG; ii) establish and maintain appropriate records of all fiscal transactions; iii) prepare and submit an annual fiscal report; and, iv) collect annual institutional membership dues.

### Section 3. Term of Officers

The term of officers shall be one year and the officers shall assume office at the close of the regular spring meeting and serve until the close of the following spring meeting.

### Section 4. Nomination of Candidates for President-elect

*Subsection a.* Each Maryland community college member who has not served as President for two years immediately prior to the year for which the election is held is eligible to be nominated as a candidate for President-elect.

*Subsection b.* The current President-elect shall furnish a written roster of eligible members for nomination to the membership one month prior to the spring meeting, together with a specification of the date, time, and place for the summer meeting.

*Subsection c.* Each Maryland community college member shall have the right to nominate one candidate for the office of President-elect.

*Subsection d.* Nominations shall be returned to the President after the spring meeting date in preparation for the summer meeting.

### Section 5. Election of the President-Elect

*Subsection a.* For voting purposes, each Maryland community college with paid membership shall be entitled to one vote cast by a designated representative for President-elect.

*Subsection b.* The designated representative shall exercise the right to vote for the President-elect by returning their ballot to the President before the opening the summer meeting.

*Subsection c.* The President shall present a ballot of candidates for the office of President-elect to the membership 14 days prior to the summer meeting.

*Subsection d.* Completed ballots shall be returned to the President before the opening of the summer meeting.

*Subsection e.* The President and the President-elect shall count the ballots by the summer meeting and announce the candidate who receives the majority of votes cast as the President-elect.

*Subsection f.* Should no candidate receive a majority of the votes cast, a run-off election between the candidates tied (top two) shall be conducted by the President prior to the summer meeting.

*Subsection g.* Announcement of the result of the election shall be made to the membership by the President within two weeks of clear determination of final results.

*Subsection h.* In the event that any officer is unable to assume the duties to which they are elected, the individual should notify the President within 30 days of the spring meeting. The President will call for new nominations and conduct a vote following election bylaws prior to the summer meeting.

## Section 6. Appointment of the Treasurer

*Subsection a.* The President shall appoint the Treasurer at the summer meeting.

*Subsection b.* The Treasurer may serve for more than one term.

## **ARTICLE V AMENDMENTS**

This Constitution may be amended by a two-thirds vote of the designated representatives of the community colleges with membership. Voting shall be accomplished using a ballot.

## **ARTICLE VI BYLAWS**

### Section 1. Meetings

*Subsection a.* The purposes of the MCCLAG will be served by regular meetings, special meetings, and committee meetings.

*Subsection b.* Meetings normally will be held on a regular basis, three times per year (spring, summer, and fall). A fourth meeting may be called and organized by the President related to a common conference or event typically attended by the membership.

*Subsection c.* Special meetings may be called by the President.

### Section 2. Voting

For voting purposes, each community college with paid membership shall have one vote.

### Section 3. Committees

*Subsection a. Standing Committee.* A Program Committee, chaired by the President-elect, will be appointed by the President each year to plan program and professional development activities.

*Subsection b. Ad hoc committees.* Ad hoc committees as deemed necessary for the benefit of the MCCLAG may be appointed by the President.

### Section 4. Procedure

Robert's Rules of Order shall be utilized at regular meetings of the MCCLAG whenever this is deemed necessary for the good of the order by the President.

### Section 5. Amendment of the Bylaws

These bylaws may be amended in any regular meeting by a (simple) majority vote of the designated representative of the community colleges with membership, provided the substance of the proposed amendment has been submitted to the membership 30 days prior to the meeting.

Drafted April 13, 2010

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