

# **Maryland Community Colleges Behavioral Intervention Team (BIT) Affinity Group**

*A sub-affinity group of the Maryland Association of Community Colleges*

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## **~ By-Laws ~**

### **ARTICLE I – NAME AND LOCATION**

The name of this organization shall be the Maryland Community College Behavioral Intervention Team (MDBIT) Affinity Group.

### **ARTICLE II – PURPOSE**

The MDBIT group has been recognized by the Maryland Association of Community Colleges (MACC) as a subsidiary group that reports upward to the Maryland Community College Chief Student Affairs Officers Group (CSAO), which reports to the President’s Affinity Group. This group serves as the primary point of contact for issues regarding Behavioral Intervention Teams (BIT) at Maryland community colleges. As such, this organization (CSAO) oversees and serves as liaison to all other community college student services affinity groups in the State.

The MDBIT group serves as the state-wide Maryland community college BIT Affinity group, comprised of BIT chairs and other professional staff and faculty members. The purpose of this group is to allow the opportunity to come together to discuss BIT and threat assessment issues and concerns in support of compliant and efficient threat assessments, mental health disabilities, other quality of life issues, explore professional development opportunities, and to develop programs and initiatives to help member institutions advance their missions and better serve their students and their communities.

### **ARTICLE III – MEMBERSHIP & DUES**

Section 1. General Membership: Any Behavioral Intervention Team (BIT) member at a community college in the State of Maryland may become a General Member.

Section 2. Affiliate Membership: Affiliate Membership is extended to Behavioral Intervention Team (BIT) chairs and members from University System of Maryland (USM) institutions, Maryland independent colleges and universities, and other relevant organizations.

Section 3. Steering Committee Membership: The Steering Committee will be comprised of community college BIT Chairs or designees, any other General Members and Affiliate Members who wish to attend and participate.

Section 4. Executive Board: The Executive Board will include elected officers- the Chair, Vice-Chair, and Secretary/Treasurer.

Section 5. The MDBIT Affinity Group has no membership dues to be collected.

#### **ARTICLE IV – MEETINGS AND VOTING**

Section 1. Regular Meetings: A minimum of five Regular Meetings will be scheduled for each Academic Year. The time and place of these meetings shall be established by the Steering Committee at the Retreat/Planning Meeting of the previous academic year. Regular Meetings could consist of Professional Development, Conference Planning, and other related business.

Section 2. Special Meetings: The May meeting is the Retreat/Planning meeting designated for elections, Conference debriefing, and planning for the coming academic year. The summer meeting and last meeting prior to the conference are designated for Conference planning and will be held at the Conference host institution. Additional Special Meetings may be called as necessary.

Section 3. Meeting Notice: Notice of any meeting shall be sent to all members by email and posted to the MD BIT Affinity website/calendar at least fourteen days prior to the date of the meeting.

Section 4. Quorum: A quorum shall consist of at least one representative from 30% of the member colleges. In the event a quorum is not present at any meeting, the members may continue the meeting but delay any votes until quorum is met.

Section 5. Voting. Each member college is entitled to one vote, with voting governed by parliamentary procedure according to Robert’s Rules of Order. The voting member will be the BIT Chair or designee. For institutions that have more than one campus, they will have to determine who the voting member will be.

Section 6. Meeting Hosts: Regular Meetings will be held at institutions on a rotating basis. The Meeting Hosts will be determined at the Retreat/Planning Meeting based on the institution’s availability of space and a coordinator on the selected date. The Meeting Host will be responsible for providing meeting/Professional Development space, appropriate technology setups, and lunch for the Steering Committee members. They will also work with the Executive Board members prior to the meeting to coordinate meeting needs and details. Meetings can also be held remotely and coordinated by the Executive Board.

#### **ARTICLE V – OFFICERS, ELIGIBILITY, DUTIES, & TERMS**

Section 1. Officers. The officers of the group shall be the Co-Chairs, Secretary/Treasurer, Technology Coordinator, Affiliate Liaison, and Conference Chair. Officers will each serve a one-year term beginning June 1.

Section 2. Co-Chairs. The Co-Chairs will be voted on/approved by a two-thirds vote of the voting members during the Retreat/Planning Meeting and serves a one-year term. At least one Co-Chair must have served one year (non-consecutive) in another officer position prior to election. At least one Co-Chair must also be a faculty or staff member from a Maryland community college.

The Co-Chairs shall preside over all meetings of the group, call special meetings of the group, serve as the group's primary liaison to MACC, CSAO, other affinity groups, and NaBITA. The Co-Chairs will be responsible for developing meeting agendas, and creating the year-end report and perform all acts and duties usually required of an executive and presiding officer. The Co-Chairs shall provide feedback and testimony for proposed state legislation as needed by MACC, and request other members to assist in this as required. The Co-Chairs will oversee all committees of MDBIT.

Section 3. Secretary/Treasurer. The Secretary will be voted on/approved by a two-thirds vote of the voting members during the Retreat/Planning Meeting and serves a one-year term.

The Secretary/Treasurer shall keep a complete record of all meetings of the group, maintain the Membership Directory and monitor the MDBIT email, and perform such other duties as may be required of them by the Chair.

Section 4. Technology Coordinator. The Technology Coordinator shall be appointed by the Executive Board at the Retreat/Planning Meeting and serves a one-year term.

The Technology Coordinator will maintain the MDBIT website and calendar, create and collect meeting RSVP forms and training evaluations, and support the Conference Chair with technology needs (i.e. registration, evaluation, raffle).

Section 5. Affiliate Liaison. The Affiliate Liaison shall be appointed by the Executive Board at the Retreat/Planning Meeting and serves a one-year term. The Affiliate Liaison is a non-voting member.

The Affiliate Liaison will maintain communication with Affiliate groups (i.e.- 4-year institutions, ACLEA) regarding best practices and topics that may impact all parties.

Section 6. Conference Chair. The Conference Chair shall be appointed by the Executive Board at the Retreat/Planning Meeting and serves a one-year term.

The Conference Chair, with support from the Steering Committee, will coordinate the planning and execution of the annual conference. The Conference Chair will be selected from the institution hosting the conference. If the Conference Chair is no longer able to perform their duties, a new Conference Chair will be selected from the host institution. If no other individual is able to take on that role, a new Conference location will be determined.

Section 7. Reporting Structure. The Co-Chairs will also serve as representation to the Chief Student Affairs Officers (CSAO) group and will be responsible for annual reporting to the Chair of the CSAO group.

Section 8. Vacancies. In case of a vacancy in any office, the vacancy shall be filled by an appointment by the Executive Board following the vacancy and will serve until the end of the term.

Section 9. Removal. Any officer may be removed due to unsatisfactory service or non-performance of duty by a two-thirds majority vote of the voting members during a Regular or Special Meeting. Prior notice shall be given and the vote will be done by secret ballot.

Section 10. Compensation. No officers shall receive any salary or payment for their services.

Section 11. Consecutive Term Limits. No more than three consecutive terms for elected and appointed officers in the same position. Term limits can be overridden by a two-thirds majority vote of the voting members during a Retreat/Planning Meeting.

Section 12. Elections. Nominations for Executive Board positions will open in April for the following academic year. General Membership will be able to nominate. Nominees will confirm acceptance of their nominations prior to the Retreat/Planning meeting. Elections will be held at the Retreat/Planning Meeting and officers will officially take their positions beginning June 1. All Executive Board positions must be elected by a two-thirds vote of the voting members during the Retreat/Planning Meeting. The incoming Executive Board will appoint the Technology Coordinator, Affiliate Liaison, and Conference Chair at the Retreat/Planning Meeting.

## **ARTICLE VI – ANNUAL CONFERENCE**

Section 1. Location Selection. The host location for the Annual Conference will be selected at the Retreat/Planning Meeting each year. A representative from each interested institution will present information regarding their facilities, financial ability to cover materials, and support from administration within the institution. Once all information has been presented and discussed, selection will be done by a vote outlined in Article IV Section 5.

Section 2. Conference Chair. The Conference Chair will be selected from the Annual Conference host location and appointed by the Executive Board.

## **ARTICLE VII – COMMITTEES AND TASK FORCES**

Section 1. Standing Committees. Standing committees are as follows: Conference Planning Committee, Training/Professional Development Committee, Awards Committee, and the Bylaws Committee.

Section 2. Ad hoc Committees. The members may establish such committees or task forces as required to implement the goals and objectives of the MDBIT Affinity group, the CSAO Affinity group, the President's Affinity Group, or MACC.

#### **ARTICLE VIII – AMENDMENTS**

These By-laws may be amended at any Regular or Special Meeting by a two-thirds vote, provided that no amendment shall be adopted unless a copy of such proposed amendment shall have been included in or enclosed with the notice of such meeting.

(Adopted: 6/19/2020)