

**University of Maine at Machias
BOARD OF VISITORS**

BYLAWS¹

I. NAME

The University of Maine at Machias Board of Visitors, hereinafter to be referred to as the “UMM Board,” was created by authority of the University of Maine System Board of Trustees.

II. PURPOSE

- Advocate for the University
- Advise and support the UMM Head of Campus on community and regional needs
- Support resource identification and fundraising activities
- Promote the University
- Review for final recommendation to the Board of Trustees tuition waivers, new academic programs, and the five-year plan of the University
- Submit an annual report of its activities to the Board of Trustees. The Board of Trustees shall submit a copy of the annual report of each board of visitors to the Legislature and to the joint standing committee of the Legislature having jurisdiction over education matters annually in January as part of its report required in the Maine Revised Statutes, Title 20-A, section 10902-A.

III. MEMBERSHIP

The Board of Visitors consists of up to 20 members recommended by the Head of Campus in consultation with the President and confirmed by the Board of Trustees. Membership will be drawn from the community external to the University; no more than one-third of the members may be non-Maine residents; and membership must demonstrate sensitivity to diversity. The regular term of appointment will be three years, with a maximum of two terms. Each term shall expire on July 1 of the appropriate year. The President and Head of Campus will be *ex officio* members.

IV. OFFICERS

The UMM Board shall elect from its membership a Chair and Vice Chair who shall serve until the Annual Meeting. The Chair and Vice Chair shall serve for a single term of two years. The Chair shall preside at all meetings of the UMM Board and the Vice Chair shall preside in the absence of the Chair. The term of the Chair may be extended by one year in the event that the Chair’s term on the Board of Visitors ends after the first year of leadership. The past Chair will serve as advisor to the current officers.

¹ Revised 09/04/18

V. COMMITTEES

Committees shall be established as necessary. Standing Committees shall include Board Recruitment and Orientation, Community Engagement, Marketing and Promotions.

VI. MEETINGS

There shall be four regular meetings each year, one of which will be with the UMS Board of Trustees—to be held at a time and place mutually agreed upon by the UMS Trustees and the UMM Board. The UMS Board of Trustee member who resides in the area should be encouraged to attend our meetings, at least once a year. The annual meeting shall be the last regular meeting scheduled in each fiscal year (ending June 30).

At the annual meeting the UMM Board shall elect officers and establish its meeting schedule for the following year.

Special meetings may be called by the Chair of the UMM Board or by the UMM Head of Campus with consent of 50% of the voting members.

A quorum for purposes of conducting business shall be 50% of the voting members.

VII. REIMBURSEMENT

Members may receive reimbursement for travel and other necessary expenses for attendance at meetings of the UMM Board or for carrying out UMM Board business.

VIII. RECORDKEEPING

The UMM Head of Campus shall be responsible for maintaining all records and correspondence of the UMM Board and for administering the UMM Board finances. The UMM Head of Campus shall also be responsible for ensuring that accurate minutes are maintained of all meetings and actions of the UMM Board.

IX. RESIGNATIONS/VACANCY

Any member or officer of the UMM Board may resign at any time by giving written notice to the UMM Head of Campus or to the Chair of the UMM Board. If any office of the UMM Board becomes vacant, the UMM Board may choose, by majority vote, a successor who shall hold that office until the expiration of the vacancy's term.

X. ADMENDMENTS

These By-Laws may be amended by a 2/3 vote of the UMM Board at any regular or special meeting, provided that notice of the proposed action has been included in the announced agenda of the meeting.