

Maryland Community & College Simulation Users Network

Bylaws

Article I. NAME

The name and title by which this organization shall be known is the Maryland Community & College Simulation Users Network, also referred to as MCCSUN, hereinafter known as MCCSUN. The organization shall have the logo/seal in the following form:



The organization may change the name of the organization and/or the seal at its discretion by a quorum of the membership body.

Article II. PURPOSES

MISSION:

Collaborative network focused on providing quality simulation training resources and education to optimize patient care and safety.

VALUES:

Education: Offers dynamic simulation training opportunities for healthcare educators.

Networking: Facilitates electronic and site-based networking opportunities for those using or learning to use simulation.

Communication: Provides an online resource to promote the advancement of simulation education (mdmccsun.org).

Mentorship: Contribute to the academic development of Maryland educators through the application of evidence-based knowledge and best practices in simulation.

VISION:

MCCSUN is a strong collaborative partnership of healthcare team members across the state of Maryland and surrounding areas, providing innovative educational opportunities and resources to promote the use of simulation for the advancement of healthcare education.

Article III MEMBERSHIP

Section 1. Membership

- 1) Members are those who have paid dues to join the organization.
- 2) MCCSUN Officers must be members of the organization.

Section 2. Voting

- 1) All members in good standing may vote.
- 2) A vote may take place when a quorum is present. A quorum is defined as four voting members and one elected member of the organization.
- 3) Decisions shall be made by a majority of the voting members attending the meeting when the vote takes place.

Section 3: Membership dues shall be \$50 per year (Jan 1 – Dec 31) beginning January 1st, 2019. Membership for the rest of 2018 will be \$30.

Article IV THE OFFICERS

Section 1. Officers

The officers of MCCSUN shall be President, Vice President, Secretary, and Treasurer.

Section 2. Term of Office

The offices of President, Vice President, Secretary, and Treasurer will begin on July 1. The term of each office will be 2 years.

Section 3. Duties of the President

The President or designee shall:

- 1) Serve as the chief executive officer of MCCSUN
- 2) Preside at all meetings
- 3) Execute all general correspondence of MCCSUN
- 4) Represent the organization as necessary
- 5) Perform such duties as prescribed in the Bylaws

Section 4. Duties of the Vice President

The Vice President or designee shall:

- 1) Assume the duties of the President in the President's absence
- 2) Perform general responsibilities in the interest of MCCSUN or as may be assigned by the President

Section 5. Duties of the Secretary

The Secretary shall:

- 1) Take the minutes and maintain the records of the business transacted at all MCCSUN meetings
- 2) Distribute the meeting minutes to the members

- Section 6. Duties of the Treasurer
The Treasurer shall:
- 1) Maintain complete and accurate accounts of all monies received and disbursed
 - 2) Countersign all checks approved by the membership
 - 3) Be responsible for all financial reporting of MCCSUN
 - 4) Present a financial report at each meeting

- Section 7. Vacancy in office
- 1) In the event of a vacancy in the office of President the vice-president shall succeed to such office for the un-expired term.
 - 2) Vacancies of other offices will be appointed by the president for the un-expired term.
 - 3) Vacancies of 12 months or more will be filled by a special election.
 - 4) The nominating committee will conduct any special elections.

Article V COMMITTEES

- Section 1. MCCSUN shall be empowered to establish standing and special committees as deemed necessary to carry out the business of the organization.

- Section 2. Standing Committees of MCCSUN are:
- 1) Communication
 - 2) Membership
 - 3) Nominations
 - 4) Professional Development

- Section 3. Standing Committees of MCCSUN shall be established as stated in the Bylaws. A description of the structure and function of the standing committees is as follows:

Committees

- 1) Communication
Communicate information to members, administrators, and the general public. Communication includes website content and maintenance, electronic, and printed materials.
- 2) Membership
Initiate recruitment efforts for new members, process membership registrations, and maintain the current roster of members.
- 3) Nominations
Solicit members to run for available offices and communicate to members regarding positions available. A nominating committee will be selected by

March 1 of an election year. The slate for new officers will be prepared by May 1 of election year. The Nominations committee shall prepare the ballot for election and conduct the election during May of the election year. New officers will be announced at the annual conference in June of the election year.

4) Professional Development

There will be two sub-committees within professional development.

- 1) Professional Development which will develop and implement education not related to the annual conference.
- 2) Conference committee will plan and implement the MCCSUN annual conference.

Article VI MEETINGS OF THE ORGANIZATION

Section 1. Meetings

- 1) MCCSUN shall meet every other month during the academic year.
- 2) Subcommittee meetings shall meet at the discretion of the members.
- 3) A call to meeting shall be issued to all members by the President or designee.

Section 2. Quorum

A quorum is defined as four voting members and one elected member of the organization.

Article VII CHANGE IN BYLAWS

Amendments of the Bylaws require two-thirds vote of the membership voting on the issue. Amendments shall be posted on the MCCSUN website accordingly.

Article VIII DISSOLUTION

Section 1. Procedure

- A. MCCSUN may be dissolved by resolution of the membership passed by not less than two-thirds (2/3) vote of the quorum present.
- B. Such action must be presented to the membership at least one month prior to the meeting in which the vote will take place.

Section 2 Dispersal of Assets. In the event of dissolution, all assets, shall be distributed to charities or groups approved by a two-thirds (2/3) vote of the quorum present.

Approved MD-OADN March 2015

Approved MCCSUN May 2015

Revision approved 5-11-18