

MASSACHUSETTS BAY COMMUNITY COLLEGE PROFESSIONAL ASSOCIATION BYLAWS



ARTICLE I: NAME

The name of this organization shall be the Massachusetts Bay Community College Professional Association referred to as MBCCPA or the Association.

ARTICLE II: PURPOSE

The purpose of the Association is to promote the interests of its members. To this end the Association shall provide: a forum for discussing pertinent issues, communications among members of the Association regarding local issues, and a formal means by which its members may participate or impact -- via representatives -- both the local and state wide levels of the parent association: The Massachusetts Community College Council (MCCC), a local of the Massachusetts Teachers Association (MTA).

ARTICLE III: MEMBERSHIP

All members of the Massachusetts Bay Community College faculty/professional staff bargaining unit (as defined in the current contract) who have arranged for payment of the MCCC/MTA/NEA dues shall be members of the Association.

ARTICLE IV: OFFICERS

The officers of the Association shall be President, Vice President, Grievance Coordinator, Corresponding Secretary, Recording Secretary, Treasurer, and Legislative Action Coordinator

SECTION 1. ELIGIBILITY, ELECTION AND TERMS OF OFFICE.

A candidate for President must have been a member of the Association for at least one calendar year prior to candidacy. All members of the Association are eligible to hold any other office.

The terms of all offices will be from May 1st to April 30th.

SECTION 2. DUTIES OF OFFICERS.

A) The President.

- The President of the Association shall preside at all meetings of the Association and Executive Committee.
- The President shall file all grievances on behalf of the Association.
- The President shall call an Annual Fall Semester Meeting and an Annual Spring Semester Meeting of the membership of the Association.
- The President shall encourage full representation of the Association at all MCCC/MTA/NEA meetings.
- The President shall serve as or may appoint the MCCC Board of Director Representative.
- The President shall serve as or may appoint a Grievance Coordinator.
- The President shall serve as or may appoint a Legislative Action Coordinator.
- The President may delegate any duty to the Vice President

B) The Vice President.

- The Vice President shall perform those duties assigned to him by the President. When the President is absent, the Vice President shall perform the duties of the President.

C) The Grievance Coordinator.

- The Grievance Coordinator shall maintain a file of all grievances, whether filed by individual members or on behalf of the Association.
- The Grievance Coordinator shall act as counsel to any member requesting aid with a grievance. The Grievance Coordinator shall pursue the grievance to its resolution.
- The Grievance Coordinator shall advise the Executive Committee of any change in the status of a grievance and shall issue a semi-annual report to the Executive Committee on the status of all grievances.

D) Corresponding Secretary.

- The Corresponding Secretary will assist the members of the Executive Committee with correspondence.
- The Corresponding Secretary will maintain a file of correspondence between the Association and the management at the College and any other pertinent correspondence.

E) Recording Secretary

- The Recording Secretary shall take minutes of the Association and of the Executive Committee.

F) Treasurer.

- The Treasurer shall oversee all financial transactions and accounts of the Association.
- The Treasurer shall issue a Treasurer's Report at the annual fall semester meeting and at the spring annual semester meeting and issue an annual report at the end of the fiscal year.

- The Treasurer shall maintain a list of all current unit members and agency fee people.

G) Legislative Action Coordinator.

- The Legislative Action Coordinator shall keep members apprised of those items before the state and national legislators that may affect their profession.

ARTICLE V: EXECUTIVE COMMITTEE

1. Composition

- The Executive Committee shall be comprised of current officers and past President of the Association, an at-large representative and any Association member holding MCCC or MTA elective office.

2. Responsibilities

- The Executive Committee shall adopt an annual budget for the operation of the Association.
- The Executive Committee shall establish committees and create policies governing them.
- Any Executive Committee member may act as a grievance counsel at a unit member's request.
- The Executive Committee may request the President of the Association to file a grievance on behalf of the Association.
- The Executive Committee will call for elections in the spring of each year (last week of April or coincident with the MCCC/MTA/NEA elections.) Provisions must be made for absentee balloting.
- The Executive Committee shall be responsible for the publication of no less than two (2) Newsletters each semester to apprise the membership of its transactions and of actions of the officers of the Association.

- The Executive Committee shall meet at least monthly from September to May.
- The Executive Committee may call special meetings of the membership.

ARTICLE VI: RULES AND PROCEDURES

Roberts Rules of Order Newly Revised shall be the authority of the Association.

The President of the Association may appoint a parliamentarian who shall attend all general meetings of the Association.

Any individual who feels an issue has not been properly addressed may call for general meeting of the Association by presenting a petition signed by more than 25 percent of the Association membership to the Executive Committee. The Executive Committee must call for a general meeting within six working days and must publicize the meeting.

Directives to the Executive Committee may be made by the membership of the Association at general meetings by a simple majority vote of those present and voting.

Directives from a general meeting must be acted upon by the Executive Committee within thirty days (unless a longer term is specified).

ARTICLE VII: AMENDMENTS AND RECALL

The recall of any officer or the override of any Executive Committee action may be effected by a two thirds vote of those present and voting at a general meeting of the Association provided that one week advance notice is given to members as to the nature of the proposals.

Amendments to the Association By-laws may be effected by a two-thirds vote of those present and voting the annual spring semester meeting of the Association.