

BYLAWS FOR THE MWCC FACULTY AND PROFESSIONAL ASSOCIATION(NEW)

MEMBER OF THE MCCC

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ARTICLE I NAME

The name of the association shall be THE MWCC FACULTY AND PROFESSIONAL ASSOCIATION hereinafter referred to as the FPA.

ARTICLE II OBJECTIVES

The objectives of the organization known as the FPA, the campus level body of the Massachusetts Community College Council (MCCC), are as follows:

- A. To maintain and improve the quality of education at the college,
- B. to uphold high professional standards,
- C. to represent the interests of the FPA with the administration of the college,
- D. to serve as a liaison between the FPA members and the MCCC and the Massachusetts Teachers Association (MTA),
- E. to conduct all FPA level business of the MCCC.

ARTICLE III MEMBERSHIP

Section 1 MEMBERSHIP

- A. Full time and part time FPA members are those employed by the college who are engaged in work of a professional nature in the field of education, who are in the bargaining unit, and who are members of the MCCC.
- B. Retired members are former active members who obtained a retired member status in the MCCC.

Section 2 MEMBERSHIP YEAR

The membership year of the FPA shall coincide with that of the MCCC.

Section 3 VOTING AND OFFICE HOLDING PRIVILEGES

- A. Each unit member shall have one (1) vote, regardless of work load.
- B. Any member may hold office unless specifically restricted by the MCCC or FPA policies and, as an office holder, have one (1) vote.

ARTICLE IV OFFICERS AND MCCC DIRECTOR

Section 1 OFFICERS

- A. The officers of the FPA shall be a President, Vice President, Secretary, and Treasurer.
- B. Officers shall take office on June 1st of the year in which regular elections are held and shall serve for a period of two (2) years until May 31st.
- C. Officers shall serve a two (2) year term of office and may stand for re-election.
- D. Election of officers shall take place In April.

Section 2 POWERS AND DUTIES OF OFFICERS

- A. The President shall:
 - 1) Preside at meetings of the Executive Committee and membership;
 - 2) appoint the chair and members of the standing committees, other committees or teams, and representatives of the FPA on committees formed under the collective bargaining agreement or by the administration of the college;
 - 3) be an ex officio member of all committees except the Nominations and Elections Committee;
 - 4) represent the FPA as a delegate to the MCCC Delegate Assembly;
 - 5) perform any other functions usually attributed to the office.
- B. The Vice President shall:
 - 1) Preside at meetings of the Executive Committee and membership in the absence of the President;
 - 2) assume the duties of the President in case of the death, resignation, retirement, or recall of the President or in the event the President is unable to perform the duties of that office;
 - 3) represent the FPA as a delegate to the MCCC Delegate Assembly;
 - 4) perform any other functions usually attributed to the office.
- C. The Secretary shall:
 - 1) Keep minutes of the meetings of the Executive Committee and the membership;
 - 2) maintain official records and assist the President with the FPA's communications;
 - 3) represent the FPA as a delegate to the MCCC Delegate Assembly.
- D. The Treasurer shall:
 - 1) Hold the funds of the FPA and disburse them in accordance with appropriate authorization;
 - 2) keep accurate account of receipts and disbursements and report to each meeting of the Executive Committee and membership;
 - 3) keep the President and the Executive Committee informed of the financial condition of the FPA
 - 4) prepare and file an annual financial statement as directed by the Treasurer of the MCCC;
 - 5) prepare and file statements with supporting documentation with the Treasurer of the MCCC in accordance with MCCC policy;
 - 6) maintain a roll of the members. Changes in membership information shall be reported to the Treasurer of the MCCC;
 - 7) represent the FPA as a delegate to the MCCC Delegate Assembly.

Section 3 MCCC DIRECTOR

- A. The FPA's representative on the MCCC Board of Directors shall be elected for a term of one (1) year and may stand for reelection. The President of the FPA shall not be precluded from election as the MCCC Director.
- B. Election of the Director shall take place in April.
- C. The Director shall take office on June 1st of the year in which regular elections are held and shall serve for a period of one (1) year until May 31st.
- D. The Director shall do the following:
 - 1) FPA (Chapter) Representation
 - a) Attend scheduled meetings of the MCCC Board of Directors and, where absence is unavoidable, provide advance notice the MCCC President of a FPA alternative.
 - b) Notify FPA members of MCCC Board activities and, where feasible, solicit member input prior to Board action.
 - c) Where feasible, regularly attend FPA meetings inclusive of Executive, Management Association Committee on Employee Relations (MACER), and membership meetings.
 - d) Maintain close communications with the President of the FPA.
 - 2) MCCC Representation
 - a) Represent the FPA as a delegate to the MCCC Delegate Assembly.
 - b) Participate in the annual MCCC Fall Conference.
 - c) Communicate MCCC positions/concerns to local College administration in conjunction with FPA leadership, the Massachusetts Legislature, and any other institution as deemed appropriate by the MCCC.
 - d) Assist the FPA in compliance with MCCC mandates (i.e. submission of annual Financial and Incorporation Reports).

Section 4 VACANCY

- A. If an officer is unable to serve for any reason for a period of time longer than six months, that office may be declared vacant by recommendation of the Executive Committee and by majority vote of members present and voting at a membership meeting.
- B. In the case of a declared vacancy or of the resignation of the President, the Vice President shall automatically serve the remainder of the President's term of office.
- C. If the Vice President replaces the President as a result of a vacancy or resignation, the office of Vice President shall not be filled if the remaining term of office until the next election is less than six months. If, however, the remaining term of office until the next election is six months or more, notice shall be given for an election to fill the Vice President's position.
- D. In the case of a declared vacancy or of a resignation of an officer other than the President or Vice President, notice shall be given for an election to fill the position for the remaining term of office.

Section 5 RESIGNATION

- A. An officer may submit a resignation – normally in writing – to the President (or in the case of the President's resignation, to the Secretary). The Executive Committee shall act on a motion to accept the resignation at its next regular meeting or at a special meeting.
- B. The duties of a position must not ordinarily be abandoned until a resignation as been accepted or at least until there has been reasonable opportunity for it to have been accepted.

Section 6 RECALL

Any officer may be removed from office in the following manner:

- 1) A petition bearing the signatures of twenty percent (20%) of the full time equivalent of the members of the FPA must be presented to the Executive Committee at a meeting or through one of the officers.
 - 2) The petition must include the signatures of the petitioners, the name and office of the officer in question, and the reasons for the recall request. It should be accompanied by supporting documentation.
 - 3) The Executive Committee shall meet within ten working days of receipt of the petition to plan for a recall vote. The recall vote must be conducted within twenty working days of the Executive Committee's meeting. The executive Committee may or may not choose to make a recommendation on the recall to the membership.
 - 4) The recall ballot shall ask for a **YES** or a **NO** vote to the question:
"Shall _____ be removed from office?"
 - 5) If two-thirds (2/3) of those casting ballots vote yes, the officer shall be considered removed from office.
- B. If an officer is removed by means of a recall vote, the office shall be considered vacant, and the provisions in Article IV Section 4 for filling a vacancy shall apply.

ARTICLE V EXECUTIVE COMMITTEE

Section 1 MEMBERS

- A. The Executive Committee shall be composed of the officers and two members at large, one (1) of whom shall be a day unit member and one (1) a Division of Continuing Education (DCE) unit member. If the MCCC Director is someone other than the president of the FPA, that person shall also be a member of the Executive Committee.
- B. At large members shall serve a two (2) year term of office and may stand for reelection. Election of at large members will be held at the same time as election of officers.
- C. If needed the at large members will be selected by the president.

Section 2 POWERS AND DUTIES

Within the FPA's Bylaws and policies approved by the membership, the Executive Committee shall be responsible for the management of the FPA. It shall have the authority and responsibility to:

- A. Adopt procedures and rules for conducting the business of the FPA;
- B. appoint coordinators as needed to carry out the business of the FPA and the MCCC;
- C. receive and act upon reports and recommendations from committees;
- D. recommend policies or changes of policy to the membership;
- E. implement changes of policy approved by the membership;
- F. adopt an annual budget for the operation of the FPA;
- G. employ staff as needed for the efficient management of the FPA;
- H. in the unusual case that all officers are absent, the remaining Executive Committee members shall preside at meetings of the membership.

ARTICLE VI COMMITTEES

Section 1 COMMITTEES

There shall be the following standing committees: Bylaws and Rules Committee and Nominations and Elections Committee.

A. Bylaws and Rules Committee

- 1) The purpose of this committee is to receive proposed amendments to the bylaws for review and to make recommendations concerning them to the Executive Committee and members.
- 2) This committee shall consist of at least three (3) members appointed by the President subject to the approval of the Executive Committee. The term of office shall be for one (1) year and shall begin on September 30th.

B. Nominations and Elections Committee

- 1) The purpose of this committee is to provide equal access to nomination procedures to all members of the FPA and to assure each candidate for office equal treatment in the election process.
- 2) This committee shall consist of at least three (3) members appointed by the President subject to the approval of the Executive Committee. The term of office shall be for one (1) year and shall begin on September 30th.
- 3) This committee shall have the authority and responsibility to:
 - a) Adhere to MCCC chapter election policies (See *Policy Manual* – Elections)
 - b) place in nomination candidates for office who have submitted a formal application;
 - c) publish the names of those candidates for elective office no later than two (2) weeks preceding the date of the election;
 - d) prepare ballots, supervise the conduct of elections, and certify the results;
 - e) safeguard the ballots for a period of one (1) year and allow inspection of the ballots by any active member of the FPA.

Section 2 AD HOC COMMITTEES

Ad hoc Committees may be established by the President and/or the Executive Committee as deemed necessary. The President shall appoint, subject to the approval of the Executive Committee, the chair and members of ad hoc committees.

Section 3 REPORTS

The chair of each committee shall report to the Executive Committee and/or the membership on the work of the committee or on items requiring action. Each committee shall choose a secretary who shall record the activities of the committee and assist the chair with communications as necessary.

ARTICLE VII MEETINGS

Section 1 EXECUTIVE COMMITTEE MEETINGS

The Executive Committee shall meet as needed. Any two (2) members of the Executive Committee may request additional meetings.

Section 2 MEMBERSHIP MEETINGS

Meetings of the membership shall be held at least once per semester. An agenda shall be prepared and distributed at least one (1) week prior to each meeting.

Section 3 SPECIAL MEETINGS

Business to come before special meetings must be stated in the call to meeting, which shall be communicated to the membership prior to the meeting. Special meetings of the membership may be held

- A. At the call of the president,
- B. by a majority of the Executive Committee, or
- C. by petition of twenty percent (20%) of the full time equivalent of the members of the FPA.

Section 4 QUORUM

- A. A majority of its members shall be a quorum for the Executive Committee.
- B. For membership meetings, the quorum shall be ten percent (10%) of the full time equivalent of the members of the FPA.

ARTICLE VIII PARLIAMENTARY AUTHORITY

The latest edition of *Robert's Rules of Order* shall govern the proceedings of the FPA in all cases to which they are applicable, provided that they are not inconsistent with the bylaws of the MCCC.

ARTICLE IX AMENDMENTS

Section 1 AMENDMENT RATIFICATION

These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at any regular or special meeting of the FPA.

Section 2 AMENDMENT AVAILABILITY

The proposed amendments shall be made available to members of the FPA at least two (2) calendar weeks in advance of the meeting.

Section 3 AMENDMENT PROPOSAL

Amendments may be proposed by any individual or group of the FPA.