

**Bunker Hill Community College
Professional Association
Bylaws**

Article 1: NAME

The name of the organization shall be the Bunker Hill Community College Professional Association, hereinafter referred to as the BHCCPA.

Article 2: MISSION and OBJECTIVES

The BHCCPA believes that advancing the economic interests and working conditions of its members will improve the quality of education and lead to student success and well-being.

The BHCCPA will:

- I. represent the interests of chapter members to the college and state.
- II. engage in political activity.
- III. serve as a liaison between chapter members and the Massachusetts Community College Council (MCCC) and Massachusetts Teachers Association (MTA).
- IV. promote high professional standards.
- V. implement MCCC policies at the chapter level.
- VI. support adherence to MCCC contracts.

Article 3: MEMBERSHIP

Section 1: Membership

- I. Unit members are Bunker Hill Community College (BHCC) employees who work under the Day and/or Division of Continuing Education (DCE) contracts of the MCCC.
- II. Chapter members are those unit members who are full dues- paying members of the MCCC. This confers membership in the MTA and National Education Association (NEA).
- III. Agency fee members are those unit members who pay only the agency fee of the MCCC.

Section 2: Voting and Office-Holding Privileges

- I. Each chapter member shall have one (1) vote, regardless of workload, in chapter business.
- II. Chapter members have voting privileges in MCCC, MTA, and NEA business as prescribed in those bodies' bylaws.

- III. Any chapter member may hold office unless specifically restricted by the MCCC or chapter policies.
- IV. Voting members shall have one (1) vote in applicable motions and votes.

Section 3: Membership Year

The membership year of the BHCCPA shall coincide with that of the MCCC (July 1- June 30).

Article 4 OFFICERS and REPRESENTATIVES

Section 1: Chapter Organization

- I. Elected positions in the BHCCPA include officers (President, Vice President, Secretary, Treasurer, and MCCC Director) and members of certain contractually-mandated committees.
- II. Appointments are made by the President and confirmed by the Executive Committee for positions in the BHCCPA, including membership in certain standing and contractually-mandated committees, local Grievance Coordinators, and statewide coordinators.

Section 2: Officers

- I. An officer shall take office on June 1 of the year in which they are elected. An officer's term shall end May 31st.
- II. An officer shall serve a term of two (2) years.
- III. An officer may stand for reelection and hold the same position for up to three (3) consecutive terms.
- IV. Any chapter member of the BHCCPA can run for an officer position.
- V. If a chapter member becomes an officer within a current term (due to current officer resigning or being recalled), then any service less than 366 days will not count as a term.
- VI. Each officer will automatically be nominated to represent the chapter as a delegate to the MCCC Delegate Assembly.

Section 3: Powers and Duties of Officers

- I. The President shall:
 - A. Preside at and facilitate all meetings of the BHCCPA and the Executive Committee.
 - B. Appoint the chair and members of standing and ad hoc committees; appoint BHCCPA representatives to committees as requested by the administration of the college; appoint chapter members to seats at the MCCC Delegate Assembly that remain vacant after election; make other appointments as needed.
 - C. Be a member, ex officio, of all standing committees except the Elections Committee.
 - D. Serve as the official spokesperson of the BHCCPA.

- E. Prepare an annual written document naming and reflecting on their activities as President and discussing the state of the BHCCPA, and circulate this document to the BHCCPA by May 31 of each year.
 - F. Be listed as a signer on all bank accounts.
 - G. Perform other duties typically belonging to the President, including ensuring the efficient operation of the BHCCPA.
- II. The Vice President shall:
- A. Preside at and facilitate all meetings of the BHCCPA and the Executive Committee in the absence of the President.
 - B. Temporarily perform the duties of the President in the event the President is unable to perform the duties of that office.
 - C. Assume the position of the President in case of the resignation, retirement, death, or recall of the President.
 - D. Perform other duties in order to ensure the efficient operation of the BHCCPA.
- III. The Secretary shall:
- A. Keep and distribute minutes of the meetings of the Executive Committee and the BHCCPA.
 - B. Designate a chapter member to account for quorum during each membership meeting.
 - C. Maintain official records in both paper and electronic formats.
 - D. Assist the President with the BHCCPA's communications as necessary.
 - E. In the event that a meeting of the BHCCPA or Executive Committee takes place when both the President and Vice President are unable to preside and facilitate, the Secretary shall hold an immediate election to determine a chair for the purposes of that meeting.
- IV. The Treasurer shall:
- A. Develop and propose a chapter budget.
 - B. Communicate the chapter budget to members as requested.
 - C. Be listed as a signer on all bank accounts.
 - D. Maintain financial records for the BHCCPA.
 - E. Keep accurate account of receipts and disbursements.
 - F. Report on the BHCCPA's finances at each meeting of the Executive Committee.
 - G. Prepare and file the BHCCPA annual financial statement as directed by the Treasurer of the MCCC, in order to ensure chapter funding and payment of officer salaries.
 - H. Prepare and file statements with supporting documentation with the Treasurer of the MCCC as needed, in accordance with MCCC policy.
 - I. Maintain a roll of membership (distinguishing chapter members from agency fee payers), document and report to the MCCC Treasurer changes in membership, obtain official MCCC membership paperwork from new members, and distribute membership materials to new members.

- V. The MCCC Director shall:
 - A. Serve as the BHCCPA's representative on the MCCC Board of Directors (Board).
 - B. Be excluded from serving simultaneously as the BHCCPA President.
 - C. Execute the following duties:
 - 1. Chapter Representation:
 - a. Attend Board meetings to represent the BHCCPA's interests, and, where absence is unavoidable, provide notice to the BHCCPA President of the need for a chapter alternate.
 - b. Notify chapter membership of Board activities, and where feasible, solicit member input regarding Board action.
 - c. Where feasible, regularly attend chapter meetings inclusive of Executive, MACER, and membership meetings.
 - d. Maintain close communications with the chapter president.
 - e. Assist the Chapter in compliance with MCCC mandates (e.g. submitting annual Financial and Incorporation Reports).
 - 2. MCCC Representation:
 - a. When feasible, represent the chapter as a delegate to the MCCC Delegate Assembly.
 - b. When feasible, participate in the annual MCCC Fall Conference.
 - c. Communicate MCCC positions and concerns to local College administration in conjunction with chapter leadership, the Massachusetts Legislature, and any other institution as deemed appropriate by the MCCC.

Section 4: Elections

- I. Election Procedures
 - A. The Elections Committee shall determine an election date that shall be a weekday between April 1 and May 15.
 - B. The Elections Committee shall define a nomination period with a duration of at least fourteen (14) days and ending no later than sixteen (16) days prior to the election date.
 - C. Members may be nominated by other members to stand for election or may self-nominate. The Elections Committee shall confirm that a nominated member consents to standing for election before presenting the slate to the general membership.
 - D. The slate will be drawn up by the Elections Committee and presented to the general membership fourteen (14) days prior to the election date. The fourteen-day requirement may be waived in the event of a special election.
 - E. The slate will be presented to the membership at a membership meeting in order to allow nominations from the floor. If a member is nominated from the floor, the

Elections Committee must confirm that member's consent to stand for election before placing them on the ballot.

- F. Ballots will be prepared by the Elections Committee of the Chapter and distributed to the membership.
- G. Ballots will be returned by individual members to a specified monitored voting area during a specified period of at least eight (8) hours total, at least four (4) of which must be between 9am and 5pm on a weekday. The period does not need to be continuous. Names will be checked against the official Chapter membership list and ballots will be tabulated by the Elections Committee.
- H. To be elected, a candidate must receive a majority of the votes. If no candidate receives a majority, a runoff election between two (2) candidates with the largest number of votes will be held within five (5) days of the original election date.

Section 5: Vacancy

- I. If, for any reason, an officer is unable to serve 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.
- II. 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.
- III. 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 (6) months. If, however, the remaining term of office until the next election is six (6) months or more, notice shall be given for an election to fill the Vice President position.
- IV. 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.
- V. During the interim of electing a new officer to fill a vacancy, the President will appoint a temporary member to the position.

Section 6: Resignation

- I. An officer may submit a written resignation 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.
- II. The duties of a position must not ordinarily be abandoned until a resignation has been accepted.

Section 7: Recall

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

- I. A petition bearing the signatures of five percent (5%) of the chapter members must be presented to the Executive Committee at a meeting or through one of the officers, and the officer in question must be notified within twenty-four (24) hours of receipt of the petition.
- II. 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.
- III. The Executive Committee shall meet within five (5) working days of receipt of the petition to plan for a recall vote. The recall vote must be conducted within fourteen (14) days.
- IV. At least 5 days prior to a recall vote, an emergency membership meeting will be held, unless a meeting is already scheduled within that time frame.
- V. A recall vote will be conducted by secret ballot.
- VI. If two thirds (2/3) of the ballots casted vote yes, the officer shall be considered removed.

Section 8: Chapter Appointees

- I. Appointments are made by the chapter President with the approval of the Executive Committee.
- II. The Day and DCE Grievance Coordinators shall:
 - A. Advise DAY and DCE faculty and staff regarding DAY and DCE grievances and procedures.
 - B. Coordinate Day and DCE grievances with MCCC Day and DCE Grievance Coordinators when necessary.
 - C. Attend MCCC Day and DCE Grievance Coordinator meetings.
 - D. Serve for one (1) year, and may be reappointed.
- III. The Strategic Action Coordinator shall:
 - A. Revise and coordinate political action that protects or enhances the contractual rights of the BHCCPA members.
 - B. Devise and maintain communication strategies among unit members and to and from pertinent state political leadership.
 - C. Maintain communication on educational issues with local leadership of major political parties.
 - D. Coordinate political action campaigns with MCCC/MTA leadership and propose political strategy to the BHCCPA Executive Board for approval.
 - E. Serve for one (1) year, and may be reappointed.
- IV. The Adjunct Coordinator shall:
 - A. Assist, communicate with, and counsel adjunct faculty within the BHCCPA.
 - B. Sit on the statewide Adjunct Committee.
 - C. Act as a liaison between DCE unit members and the Executive Committee.
 - D. Serve for one (1) year, and may be reappointed.

Article 5: EXECUTIVE COMMITTEE

Section 1: Membership

- I. The Executive Committee shall be composed of the officers, the MCCC Director, and three (3) members at large, one (1) of whom shall be a day unit faculty member, one (1) a DCE unit faculty member (a member who is not also a DAY member), and one (1) a professional staff unit member.
- II. Members at large members shall serve a one (1) year term of office and may stand for reelection. Election of members at large should take place in April and may be held at the same time as the election of officers.

Section 2: Powers and Duties

- I. Within the BHCCPA's Bylaws and policies approved by membership, the Executive Committee shall be responsible for the management of the BHCCPA.
- II. The Executive Committee shall have the authority and responsibility to do the following:
 - A. Advise the chapter officers as needed.
 - B. Provide strategy and procedures for functional operations and outward representation of the BHCCPA.
 - C. Receive and act upon reports and recommendations from committees and/or members.
 - D. Recommend policies or changes of policy to the membership.
 - E. Implement changes of policy approved by the membership.
 - F. Report meeting activities to the general membership.
 - G. Approve an annual budget for the operation of the BHCCPA.

Article 6 STANDING COMMITTEES

Section 1: Organization

- I. The standing committees of the BHCCPA will include the Outreach and Membership Committee, Elections Committee, and Bylaws and Rules Committee, as well as contractually-mandated committees such as the Management Association Committee on Employee Relations (MACER), DCE MACER, the Unit Professional Practices Committee (Tenure), and Distance Education Committee. The contractually-mandated committees are described in the MCCC Day Contract (DAY Contract Article XXII, Article XI, DCE Contract Article 2.06 and Distance Education Agreement); the standing committees are described in Section 2 of the present document.
- II. Chapter Members interested in serving on committees shall submit their names to the President. Committee members shall serve for one (1) year.

- III. The President will appoint members and announce to the general membership the membership of each committee before the committee takes any action. The President's appointments to the Elections Committee must be confirmed by the general membership before the Elections Committee takes any action.
- IV. Each committee will elect a chair to coordinate committee activities, to serve as a liaison, and to provide reports.
- V. Each standing committee shall meet regularly according to the needs of the Chapter.
- VI. Ad hoc committees can be established for special projects. Ad hoc committees can be established by the President, the Executive Committee, and/or the general membership.
- VII. All committees 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.

Section 2: Duties of Standing Committees

- I. The Outreach and Membership Committee shall:
 - A. Organize recruitment and enrollment of non-members.
 - B. Aid in or develop orientation programs for new personnel to the College.
 - C. Work with the Treasurer to maintain a current list of members.
 - D. Communicate with other individuals and organizations in the greater Boston community to the chapter's benefit.
- II. The Elections Committee shall:
 - A. Provide equitable access to nomination procedures to all chapter members.
 - B. Ensure each candidate equitable treatment in the election process.
 - C. Consist of at least three (3) members appointed by the President subject to the confirmation of the general membership.
 - D. Place in nomination candidates for office who have submitted a formal application.
 - E. Publish the names of those candidates for elected office no later than two weeks preceding the date of the election.
 - F. Prepare ballots, supervise elections, and certify the results.
 - G. Safeguard the ballots for a period of one (1) year and allow inspection of the ballots by any chapter member.
- III. The Bylaws and Rules Committee shall:
 - A. Review the current bylaws annually and submit a report to the President and Executive Committee by January 30 of each year.
 - B. Make, receive and review proposed amendments and revisions to the bylaws and make recommendations concerning them to the Executive Committee and the general membership.

- C. 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.

Article 7: PROCEDURES and MEETINGS

Section 1: Quorum

- I. A quorum for the Executive Committee shall be a majority of its members.
- II. For membership meetings, the quorum shall be greater than or equal to five percent (5%) of the total number of chapter members. The total number of chapter members will be defined by the count of chapter members verified by the President and Secretary in the preceding semester.
- III. Quorum is to be monitored by the Secretary's designee in membership meetings.
- IV. Quorum is necessary to conduct the business of the BHCCPA. If quorum is not met at the beginning of the meeting or is lost during a meeting, the President shall appoint a sergeant-at-arms to gather sufficient additional members to allow the meeting to proceed with quorum.
- V. Some business of the BHCCPA may be determined by the Executive Committee to directly affect only Day members or only DCE members. In those cases, only those members may be considered for the quorum count, as only those members shall vote on those matters.
 - A. For business directly affecting only Day members, quorum shall be defined as ten percent (10%) of total Day membership.
 - B. For business directly affecting only DCE members, quorum shall be defined as five percent (5%) of total DCE membership.

Section 2: Rules and Voting

- I. The business of the BHCCPA will be conducted in keeping with the most recent edition of *Robert's Rules of Order*, unless specified differently in the bylaws of the BHCCPA or of the MCCC.
- II. The President may appoint a parliamentarian to assist at general membership meetings of the Chapter. The parliamentarian will assist the President and other members in structuring the meeting according to the bylaws and *Robert's Rules of Order*.
- III. Most actions of the BHCCPA require a simple majority to pass.
- IV. Other kinds of actions require a two-thirds (2/3) majority to pass. These actions include:
 - A. Suspension or modification of a Rule of Order previously adopted. This action requires notification to the membership at least three (3) days before the meeting.
 - B. Prevention of the introduction of a question for consideration.
 - C. Closing, limiting, or extending the limits of debate or discussion.
 - D. Closing meetings so that they are only open to chapter members.
 - E. Closing of nominations or ballots, if different from procedures already stated.

- V. If the Executive Committee determines that a matter directly affects only Day members or only DCE members, only those members shall vote on the matter.

Section 3: Membership Meetings

- I. Membership meetings will be held at least two (2) times per semester.
- II. A call for agenda items will be sent to members at least two (2) weeks prior to a membership meeting.
- III. A finalized agenda and all materials related to planned business will be distributed to membership one (1) week prior to a membership meeting.
- IV. Membership meetings are open to all members, agency fee payers, and invited guests.

Section 4: Special Meetings

- I. Special meetings may be called by the President, by a majority of the Executive Committee, or by petition of five percent (5%) of chapter members. Special meetings must be scheduled at times appropriate for membership.
- II. Planned business of special meetings must be stated when the special meeting is announced to the membership.

Section 5: Executive Committee Meetings

- I. The Executive Committee shall meet on a regular basis during the academic year, on a schedule determined by the Executive Committee.
- II. Meetings are open to the general membership, unless the Committee votes to close them.

Article 8: AMENDMENTS

- I. These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at any regular meeting of the chapter, provided that copies of the proposed amendments have been provided to members of the chapter at least two (2) weeks in advance of the meeting and provided that normal conditions for a vote (such as quorum) are met.
- II. Amendments may be proposed by any individual or Committee of the BHCCPA.