

BY LAWS OF THE HCC/MCCC

ARTICLE I - NAME

The name of this organization shall be the Holyoke Community College chapter of the Massachusetts Community College Council, hereinafter referred to as the HCC/MCCC.

ARTICLE II - PURPOSE

The purpose of the HCC/MCCC is to provide a formal means by which members may participate in the deliberations and actions of the Massachusetts Community College Council (MCCC) in order to maintain and improve the quality of education and uphold high professional standards on both the local and the state level. To that end, the HCC/MCCC shall have as its objectives to:

- A. Elect members to all offices, positions, and committees established by negotiated collective bargaining agreements, the MCCC, and the HCC/MCCC;
- B. Deliberate and take action on local issues regarding collective bargaining contract provisions and other matters of concern to members;
- C. Maintain communication among members on issues of common concern at Holyoke Community College;
- D. Make recommendations to the MCCC; and
- E. Receive and disseminate information from the MCCC or other local chapters.

ARTICLE III - MEMBERSHIP

- A. All members of the Full-time and Part-time Day Faculty and Professional Staff and the Division of Continuing Education Faculty at Holyoke Community College who pay dues to the MCCC/MTA/NEA shall be members of the HCC/MCCC. Retired members are former active members who obtained a retired member status in the MCCC.—
- B. The membership year of the HCC/MCCC shall coincide with that of the MCCC.
- C. Member voting privileges shall be as follows: each member shall have one.

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ARTICLE IV - OFFICERS

The officers of the HCC/MCCC shall be:

- A. A President who shall call and preside at all regular and special meetings of the chapter's members and of the Executive Committee, shall prepare the agenda of all meetings of the members and of the Executive Committee, shall coordinate the activities of the Executive Committee in order to insure that the purposes of the HCC/MCCC are served between meetings of the members, shall appoint any appointed officials or committees of the Chapter with the majority consent of the Executive Committee, and shall appoint a temporary alternate for any elected Officer who is unable to perform a necessary duty, and shall perform such other duties that are typical to this office;
- B. An MCCC Director who shall represent the HCC/MCCC at meetings of the MCCC Board of Directors, shall represent the MCCC at the local level, and shall fulfill the duties of the President in his or her absence;
- C. A Secretary who shall prepare and distribute copies of minutes of all regular and special meetings of the members and of the Executive Committee, and shall prepare and distribute communications of the MCCC or the HCC/MCCC; and
- D. A Treasurer who shall oversee all financial transactions and accounts of the HCC/MCCC; shall keep accurate account of receipts and disbursements and report in writing to each meeting of the Executive Committee and membership; shall prepare and file reimbursable expense statements with the MCCC Office; shall maintain a roll of the Chapters members, reporting changes to the MCCC Office; and shall prepare and file an annual financial statement with the MCCC Office.

ARTICLE V - EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the following:

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Voting members:

- A. elected officers listed in Article IV
- B. one representative of each academic division
- C. one representative of the benefitted professional staff
- D. one representative of the Division of Continuing Education
- E. one representative of the part-time, non-benefitted professional staff

Non-voting members:

- A. the immediate Past President of the HCC/MCCC
- B. the immediate Past MCCC Director
- C. the at-large MACER member
- D. all the coordinators and committee chairs

Non-voting members shall have a voice in debate, but shall not make or vote on motions.

The Executive Committee shall conduct the business of the HCC/MCCC between meetings of the members, shall assist the President in the preparation of the agenda of meetings of members, may, by majority vote or a petition signed by a majority, call a special meeting of members, shall approve all Presidential appointments by majority vote, and shall approve all chapter grievances.

If a Chapter grievance filing deadline does not allow for a grievance coordinator to wait until the next meeting of the Executive Committee, then the grievance coordinator may proceed upon verbal approval by three of the four elected Officers.

ARTICLE VI - MACER

The President, MCCC Director, and an at-large MACER representative shall serve as the HCC/MCCC members on the Holyoke Community College Management Association Committee on Employee Relations (MACER) as established in the Collective Bargaining Agreement. If both the President and the MCCC Director are members of the faculty, the President shall attempt to appoint a member of the professional staff in the at-large MACER position. If both the President and the MCCC Director are members of the professional staff, the President shall attempt to appoint a member of the faculty in the at-large MACER position

ARTICLE VII - ELECTIONS, TERMS OF OFFICE, AND FILLING VACANCIES

- A. The officers listed in Article IV shall be elected by a plurality vote for a one year term

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commencing on the first day of June and until their successors are elected.

Nominations may be made by submitting a name and five (5) supporting signatures to the Nominations and Election Committee. No member may run for or hold more than one elected position. In the event a candidate is unopposed, the Secretary shall cast one vote. Contested elections shall be by secret ballot in accordance with the Nominations and Election Committee procedure adopted by the Nominations and Election Committee and approved by the Executive Committee. In the event elections are held via paper ballots on campus, polling shall be available at least one day and one evening. Members shall have one vote.

- B. The members of the Executive Committee who represent the academic divisions shall be elected at the second meeting of their divisions in the spring semester and shall serve a term of one year beginning the first day of June and until successors are elected.
- C. The member of the Executive Committee that represents the full-time professional staff shall be elected by plurality vote for a one-year term commencing on the first day of June and until a successor is elected. Nominations for the office shall be made in writing by submitting a name and five (5) supporting signatures from full-time professional staff union members to the Nominations and Elections Committee. No member may run for or hold more than one elected position. In the event a candidate is unopposed, the Secretary shall cast one vote. Contested elections shall be made by secret ballot in accordance with the Nomination and Election procedures adopted by the Nominations and Elections Committee and approved by the Executive Committee. In the event elections are held via paper ballot on campus, polling shall be available at least one day and one evening.
- D. The member of the Executive Committee who represents DCE members shall be elected by a plurality vote for one-year commencing on the first day of June and until a successor is elected. Nominations for office shall be made in writing by submitting a name and five (5) supporting signatures from DCE union members to the Nominations and Election Committee. No member may run for or hold more than one elected position. In the event a candidate is unopposed, the Secretary shall cast one vote. Contested elections shall be by secret ballot in accordance with the Nomination and Election procedure adopted by the Nominations and Elections Committee and approved by the Executive Committee. In the event elections are held via paper ballot on campus, polling shall be available at least one day and one evening. All DCE members, whether or not they may also be members of the Day faculty or professional staff, may vote in this election.

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- E. The member of the Executive Committee that represents the part-time professional staff shall be elected by plurality vote for a one-year term commencing on the first day of June and until a successor is elected. Nominations for the office shall be made in writing by submitting a name and five (5) supporting signatures from part-time professional staff union members to the Nominations and Elections Committee. No member may run for or hold more than one elected position. In the event a candidate is unopposed, the Secretary shall cast one vote. Contested elections shall be made by secret ballot in accordance with the Nomination and Election procedures adopted by the Nominations and Elections Committee and approved by the Executive Committee. In the event elections are held via paper ballot on campus, polling shall be available at least one day and one evening. All part-time professional staff members, whether or not they may also be members of the Day or DCE faculty or professional staff, may vote in this election.

- F. All officers and representatives shall be eligible for re-election. If an elected position becomes vacant more than four months before their term ends, the Executive Committee shall arrange for a special election to fill the vacancy; if it is four months or less before their term ends, the Executive Committee may appoint to fill the position. If an officer or representative consistently fails to perform the duties of that position, the Executive Committee may, by two-thirds vote, declare the position vacant and arrange for a special election, provided that the officer or representative in question is informed of the meeting of the Executive Committee at which the vote is to be taken and is allowed to attend and to speak at the meeting.

- G. In any election, no individual shall have more than one vote.

ARTICLE VIII - MEETINGS

Meetings of the members of the HCC/MCCC may be called by the President or a majority of the Executive Committee or a petition signed by one-tenth of the members. The President or, in the President's absence, the MCCC Director, shall preside. A quorum shall be at least two officers and fifteen members. Roberts Rules of Order, Revised shall be the authority on parliamentary procedure. At any meeting, members shall have one vote each. No member shall have more than one vote.

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ARTICLE IX - APPOINTED OFFICIALS

- A. Appointed Officials of the Chapter shall include:
 - a. At-large-MACER member
 - b. Day Grievance Coordinator
 - c. DCE Grievance Coordinator
 - d. Political Action Coordinator
 - e. Newsletter Editor
 - f. Membership Coordinator

- B. Additional Appointed Official positions, their responsibilities and their compensation may be created by a majority vote of the Executive Committee.

- C. All Appointed Officials shall be appointed by the President and approved by the Executive Committee. The term of office of all appointed officials shall be a maximum of one year, ending upon the annual induction into office of the President. The compensation of any Appointed Official shall be decided by majority vote of the Executive Committee. Any appointed official may be removed by action of the President with a two thirds vote of the Executive Committee.

ARTICLE X - COMMITTEES

There shall be a Nominations and Elections Committee, a Scholarship Committee, and a By Laws Committee. The President or the Executive Committee may create other committees when deemed necessary.

ARTICLE XI - AMENDMENTS

These By Laws may be amended by a two-thirds vote at a regular meeting of the members conducted during the academic year, providing the proposal is included in the agenda of the meeting and the agenda is circulated to all members at least two weeks previous to the meeting at which the vote is to occur.

Amended: February 8, 2017
December 19, 2011
April 6, 2011
April 7, 2010

Revised: February 8th, 2017

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May 7, 2008
November 17, 2004
July 19, 1996

Revised: February 8th, 2017