

BYLAWS
FOR THE
NORTHERN ESSEX CHAPTER
OF
THE
MASSACHUSETTS
COMMUNITY COLLEGE
COUNCIL

ARTICLE I NAME

The name of the association shall be the **Northern Essex Community College Professional Association**, hereinafter referred to as "the Association" or "the Chapter".

ARTICLE II OBJECTIVES

The objectives of the organization known as the chapter, the campus level body of the MCCC, are as follows:

- a. to maintain and improve the quality of education at the college,
- b. to uphold high professional standards, and promote collegiality,
- c. to represent the interests of the chapter with the administration of the college,
- d. to serve as a liaison between the chapter members and the MCCC .
- e. to conduct all chapter level business of the MCCC.

ARTICLE III MEMBERSHIP

Section 1 Membership

- A. Full time and part time chapter 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 Association shall coincide with that of the MCCC.

Section 3 Voting and Office Holding Privileges

- A. Each full time unit member shall have one (1) vote, regardless of work load.
- B. Each part time or adjunct unit member shall have one-fourth (1 /4) vote, regardless of work load.

Any member may hold office unless specifically restricted by the MCCC or chapter policies and, as an office holder, have one (1) vote.

ARTICLE IV OFFICERS AND MCCC DIRECTOR

Section 1 Officers

- A. The officers of the Association 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 one (1) year until May 31st.
- C. Officers shall serve a one (1) year term of office and may stand for re-election.
- D. Election of officers shall take place at the last membership meeting of the academic year, usually in May.

Section 2 Powers and Duties of Officers

- A. The President shall:

- 1) preside at meetings of the Chapter Board and of the chapter membership;
- 2) appoint the chair and members of the standing committees, other committees or teams, and representatives of the Association on committees formed under the collective bargaining agreement or by the administration of the college;
- 3) be an ex-officio member of all committees;
- 4) ordinarily represent the chapter 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 Chapter Board and of the 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) ordinarily represent the chapter 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 Chapter Board and the membership,
- 2) maintain official records and assist the other chapter officers with the Association's communications;
- 3) ordinarily represent the chapter as a delegate to the MCCC Delegate Assembly.

D. The Treasurer shall:

- 1) hold the funds of the Association and disburse them in accordance with appropriate authorization;
- 2) keep accurate account of receipts and disbursements and report annually to the Chapter Board and membership;
- 3) keep the President and the Chapter Board informed of the financial condition of the Association.
- 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 to obtain reimbursement for office expenses 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) ordinarily represent the chapter as a delegate to the MCCC Delegate Assembly.

Section 3 MCCC Director

- A. The Association'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 Association shall not be precluded from election as the MCCC Director.
- B. Election of the Director shall take place in at the last membership meeting of the year, usully in May.
- 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:
 - 1) attend scheduled meetings of the MCCC Board of Directors;

- 2) maintain close communications with the President of the Association;
- 3) report regularly to the Chapter Board and the membership;
- 4) ordinarily represent the chapter as a delegate to the MCCC Delegate Assembly.

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 Chapter Board or by a 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 in writing to the President (or in the case of the President's resignation, to the Secretary).
- B. The duties of a position must not ordinarily be abandoned until a resignation has been tendered.

Section 6 Recall

- A. Any officer may be removed from office in the following manner.
 - 1) A petition bearing the signatures of thirty percent of the active members must be presented to the Chapter Board 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 Chapter Board 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 Chapter Board's meeting. The Chapter Board 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 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 for filling a vacancy shall apply.

ARTICLE V CHAPTER BOARD

Section 1 Members

- A. The Chapter Board shall be composed of the officers, and three members at large, one (1) of whom shall be a day unit member from the Lawrence Campus, and ordinarily one (1) a Division of Continuing Education unit member, and one (1) of whom shall be from the professional staff. If the MCCC Director is someone other than the president of the Association, that person shall also be a member of the Chapter Board.
- B. At large members shall serve a one (1) year term of office and may stand for reelection. Election of at large members should take place in May and may be held at the same time as the election of officers.

Section 2 Powers and Duties

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

- a) adopt procedures and rules for conducting the business of the Association,
- b) appoint coordinators and committees as needed to carry out the business of the Association 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 Association,
- g) employ staff as needed for the efficient management of the Association.
- h) Supervise and conduct elections, and votes of the chapter, and when necessary insure the protection of ballots in accordance with chapter policy.

ARTICLE VI COMMITTEES

Section 1 Committees

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

Section 2 Reports

The chair of each committee shall report to the Chapter Board 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 Chapter Board Meetings

The Chapter Board shall meet on a regular basis during the academic year on a schedule to be determined by the Chapter Board.

Section 2 Membership Meetings

Meetings of the membership shall be held at least once per semester. An agenda shall be prepared and distributed for each meeting.

Section 3 Special Meetings

Special meetings of the membership may be held (a) at the call of the president, (b) by a majority of the Chapter Board, or (c) by petition of 10% of the membership. 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.

Section 4 Quorum

- A. A majority of its members shall be a quorum for the Chapter Board.
- B. For membership meetings, the quorum shall be 20% of the members of the Association at the start of the academic year.

ARTICLE VIII PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall govern the proceedings of the chapter 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. 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 Association.
- Section 2. The proposed amendments shall be made available to members of the Association at least three calendar weeks in advance of the meeting.
- Section 3. Amendments may be proposed by any individual or group of the Association.