

# BYLAWS OF THE BRISTOL COMMUNITY COLLEGE COUNCIL (BrCCC)

## ARTICLE I - NAME

The name of the association shall be the Bristol Community College Council, hereinafter referred to as "BrCCC."

## ARTICLE II - OBJECTIVES

We, the members of the BrCCC, in order to fulfill our responsibilities to society, to our profession, and to our students, do hereby adopt the following general objectives for the BrCCC:

- A. To maintain and improve the quality of education at Bristol Community College.
- B. To uphold high professional standards.
- 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 Massachusetts Community College Council (hereinafter the MCCC), the Massachusetts Teachers Association (hereinafter the MTA), and the National Education Association (hereinafter the NEA).
- E. To conduct all chapter level business of the MCCC.

## ARTICLE III MEMBERSHIP

### SECTION 1 ACTIVE MEMBERSHIP

Active members are those who are employed by Bristol Community College, are engaged in full- or part-time work of a professional nature in the field of education, are in the bargaining unit, and who are dues-paying members of the MCCC, the MTA, and the NEA.

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### SECTION 2 ACTIVE MEMBERSHIP STATUS

- A. Active membership shall be continuous until the member leaves, resigns from the Association, fails to pay union dues, or violates the Code of Ethics of the education profession.
- B. Only active members as defined in this Article shall have the privilege of voting and holding office in the BrCCC.

### SECTION 3 RETIRED MEMBERS

Retired members are those former active members who apply in writing to the MCCC Treasurer for membership.

**SECTION 4 AFFILIATION**

No person shall be admitted to or be continued as an active member in the BrCCC who is not also a member of the MCCC, the MTA, and the NEA.

**SECTION 5 MEMBERSHIP YEAR**

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

**SECTION 6 VOTING AND OFFICE HOLDING PRIVILEGES**

- A. Each unit member shall have one (1) vote, regardless of work load.
- B. Only active members, as defined in this Article, may vote and hold office.

**ARTICLE IV - OFFICERS AND MCCC DIRECTOR**

**SECTION 1 OFFICERS**

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

**SECTION 2 POWERS AND DUTIES OF OFFICERS**

- A. The President shall:
  - 1) preside at meetings of the Executive Committee and membership;
  - 2) serve as co-chair of the Management Association Committee on Employee Relations (hereinafter MACER);
  - 3) appoint the chair and members of the standing committees, other committees or teams, and representatives of the BrCCC on committees formed under the collective bargaining agreement or by the administration of the college;
  - 4) be an ex officio member of all committees except the Nominations and Elections Committee;
  - 5) represent the chapter as a delegate to the MCCC Delegate Assembly.
- 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 chapter as a delegate to the MCCC Delegate Assembly.

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 Association's communications;
- 3) represent the chapter as a delegate to the MCCC Delegate Assembly.

D. The Treasurer shall:

- 1) hold the funds of the BrCCC 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 BrCCC;
- 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 and to the BrCCC Executive Committee;
- 7) represent the chapter as a delegate to the MCCC Delegate Assembly.

### **SECTION 3 MCCC DIRECTOR**

- A. The BrCCC's representative on the MCCC Board of Directors shall be elected for a term of two (2) years and may stand for reelection. The President of the BrCCC shall not be precluded from election as the MCCC Director.
- B. The Director shall take office on June 1 of the year in which regular elections are held and shall serve until May 31.
- C. The Director shall:
  - 1) Attend scheduled meetings of the MCCC Board of Directors and, where absence is unavoidable, provide advance notice to the BrCCC President and the MCCC President of a chapter alternate.
  - 2) Maintain close communications with the BrCCC president
  - 3) Notify chapter membership of Board activities; and where feasible, solicit member input prior to Board action.
  - 4) Regularly attend chapter meetings, Executive Committee meetings, and MACER.

- 5) Represent the chapter as a delegate to the MCCC Delegate Assembly. 6) Participate in the annual MCCC Fall Conference.

#### **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. If the Vice President does not wish to serve as President, notice shall be given for an election to fill the position for the remaining term of office.
- E. 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 has been accepted or until there has been reasonable opportunity for it to have been accepted.

#### **SECTION 6 RECALL**

- A. Any officer may be removed from office in the following manner:
  - 1) A petition bearing the signatures of twenty (20) percent of the active members 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 (10) working days of receipt of the petition to plan for a recall vote. The recall vote must be conducted within twenty (20) working days.
  - 4) The recall ballot shall ask for a "Yes" or "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.

**SECTION 7 OTHER OFFICERS AND CHAPTER APPOINTEES**

- A. The chapter may create positions to help fulfill its and the MCCC's goals and objectives.
- B. Appointments are made by the chapter President with the approval of the Executive Committee.
- C. The terms of office and appointments are for one (1) or two (2) years.

**ARTICLE V - EXECUTIVE COMMITTEE**

**SECTION 1 MEMBERS**

- A. The Executive Committee shall be composed of the officers, the MCCC Director, one Division of Continuing Education (hereinafter DCE) at large unit member, and others as named by the BrCCC President.
- B. The at large DCE member shall serve a two (2) year term of office and may stand for reelection. Election of the at large member should take place in April or May and may be held at the same time as the election of officers.

**SECTION 2 POWERS AND DUTIES**

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

- A. adopt procedures and rules for conducting the business of the BrCCC;
- B. appoint coordinators as needed to carry out the business of the BrCCC 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 BrCCC;
- G. employ staff as needed for the efficient management of the BrCCC.

**ARTICLE VI - MEETINGS**

**SECTION 1 EXECUTIVE COMMITTEE MEETINGS**

The Executive Committee shall meet at least twice per semester during the academic year on a schedule to be determined by the Executive Committee. Any two (2) members of the Executive Committee may request additional meetings.

**SECTION 2 MEMBERSHIP MEETINGS**

Membership (a/k/a Chapter) meetings shall be held at least twice each semester.

**SECTION 3 SPECIAL MEETINGS**

Special meetings of the membership may be held at the call of the President or upon written request to the Executive Committee from at least ten (10) members. Business to come before special meetings must be stated in the call to meeting, which shall be sent in writing or by e-mail to each member of the BrCCC. Business shall be confined to those items.

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**SECTION 4 QUORUM**

- A. For Executive Committee meetings, a majority of its members shall constitute a quorum.
- B. For membership meetings or special meetings, the presence of ten percent (10%) or thirty (30) (whichever is lower) of the members of the BrCCC shall constitute a quorum.

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**ARTICLE VII - COMMITTEES**

**SECTION 1 STANDING COMMITTEES**

There shall be the following standing committees: Bylaws and Rules Committee, Distance Education Committee, Health and Safety Committee, MACER, DCE MACER, 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 30.

B. Distance Education Committee

- 1) The purpose of this committee, created under a Memorandum of Agreement (MOA) dated September 28, 1998, is to discuss distance education initiatives/opportunities to be offered by the College subsequent to the Collective Bargaining Agreement (hereinafter CBA).
- 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 two (2) years and shall begin on September 30. The President of the College shall appoint at least three (3) members.

- 3) This committee shall have the authority and responsibility to serve as a vehicle to share information about campus distance education opportunities and system-wide distance education initiatives.
- 4) This committee shall have no authority to modify or to add to the terms of the CBA.

C. Health and Safety Committee

- 1) The purpose of this committee is to promote a safe, clean, and wholesome work environment.
- 2) The 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 two (2) years and shall begin on September 30.
- 3) The function of the committee is to
  - a) investigate (through document reviews and/or visual inspections) concerns brought to the Committee's attention by BrCCC unit members;
  - b) advocate on behalf of BrCCC unit members for improved health & safety at BCC; and
  - c) any other functions that the Committee deems appropriate to monitor and improve health & safety conditions at Bristol Community College.

D. MACER (Management Association Committee on Employee Relations)

- 1) The purpose of this committee, created by the CBA, is to discuss matters of mutual concern to the employee and employer.
- 2) The committee shall consist of the BrCCC Executive Committee and others appointed by the BrCCC President and members of management as appointed by the President of the College.
- 3) There shall be at least one meeting per month during the academic year with the chairpersonship alternating between the College and the BrCCC.
- 4) This committee shall have no authority to modify or to add to the terms of the CBA.

E. DCE MACER (Division of Continuing Education Management Association Committee on Employee Relations)

- 1) The purpose of this committee, created by the CBA, is to discuss matters of mutual concern to the local DCE unit members and the College.
- 2) The committee shall consist of three (3) management representatives appointed by the President of the College and three (3) DCE unit members appointed by the President of the BrCCC.
- 3) There shall be at least two meetings in each of the Fall and Spring semesters.
- 4) This committee shall have no authority to modify or to add to the terms of the CBA.

F. Nominations and Elections Committee

- 1) The purpose of this committee is to provide equal access to nomination procedures to all members of the BrCCC 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 30.
- 3) This committee shall have the authority and responsibility to:
  - d) adhere to MCCC chapter election policies (See Policy Manual - Elections)
  - e) place in nomination candidates for office who have submitted a formal application;
  - f) publish the names of those candidates for elective office no later than five (5) working days preceding the date of the election;
  - g) prepare ballots, supervise the conduct of elections, and certify the results;
  - h) safeguard the ballots for a period of one (1) year and allow inspection of the ballots by any active member of the chapter.

## **SECTION 2 AD HOC COMMITTEES**

Ad hoc Committees may be established by the President and/or the Executive Committee as deemed necessary. The President appoints, 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 except MACER chooses a secretary who records the activities of the committee and assists the chair with communications as necessary.

## **ARTICLE VIII - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority of the BrCCC (insofar as they are not inconsistent with the bylaws of the Association). In addition to parliamentary procedures, members agree to show civility and respect for the Chair, BrCCC Leaders, other members or guests on the agenda during a meeting. A warning will be issued by the chair for any member who is not demonstrating such behavior. In extreme cases, those who continue to behave uncivilly or disrespectfully will be asked to leave for the remainder of the meeting. Members can bring ongoing issues or concerns of civility at meetings to Executive Committee who may choose to issue restrictions on future meeting attendance of a member.

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## **ARTICLE IX - AMENDMENTS**

These bylaws can be amended by following this sequence:



1. Proposal can be made in any of the following ways in writing: a) a member at a chapter meeting makes proposal, b) a member sends a proposal directly to the Bylaws Committee, c) any BrCCC committee makes a proposal.
2. All proposals are first vetted through the Bylaws Committee to check for legality, conflicts of interest, conflicts with current bylaws of BrCCC, conflicts with model or state chapter by laws.
3. If the proposed bylaw has no conflicts, the Bylaw Committee must, within 30 days of receipt, forward the proposal to the Executive Committee with indication of SUPPORT or DO NOT SUPPORT. The Bylaw Committee can only change where in the bylaws this would be located. In the spirit of Democracy, they may also offer suggested revisions for consideration to the originator(s) before deciding on SUPPORT or DO NOT SUPPORT. If the bylaw has conflicts, this will be reported out at the next chapter meeting.
4. If the bylaw is forwarded, the Executive Committee must then vote, indicate SUPPORT or DO NOT SUPPORT and then bring the proposed bylaw back to members at the next immediate chapter meeting.
5. A straw vote of SUPPORT or DO NOT SUPPORT of members present is taken and recorded at the chapter meeting.
6. The proposed amendment then goes to vote to members within two weeks coordinated and overseen through the Nominations and Elections Committee. Ballot/voting information must contain: the originator(s) of the bylaw, indication if this is a revision or new, the language of the original bylaw if a revision, the language of the revision or new bylaw including section information with any changes clearly marked, a list of SUPPORT/DO NOT SUPPORT indicators from Bylaws Committee, Executive Committee, and the Chapter Meeting straw vote.
7. The bylaw may then be amended through an online vote. Members will be invited to vote online, eligibility as determined from a list of dues paying members generated by BrCCC and/or MCCC. If a two-thirds (2/3) majority of those that vote, vote for an amendment, the bylaw will be considered amended. Online voting shall be open at least one (1) calendar week.
8. In the case of competing bylaw proposals, that is, two (2) or more proposals brought to Bylaw Committee in the same time frame, from two or more different entities, regarding the same article or section thereof, a binding vote will be taken at the next chapter meeting for which bylaw proposal to submit to Bylaw Committee for review. In the spirit of Democracy, proposals may be merged in some way through discussions and proposed again for consideration at said meeting.

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