

# **Bylaws and Policies of the Middlesex Community College Professional Association**

## **ARTICLE I - NAME OF THE ASSOCIATION**

The name of the Association shall be Middlesex Community College Professional Association (MCCPA), hereinafter referred to as "the chapter".

## **ARTICLE II - OBJECTIVES**

The objective of the chapter, the campus level body of the MCCC (Massachusetts Community College Council), are as follows:

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

## **ARTICLE III - MEMBERSHIP**

### Section 1 Membership

- A. Members are those employed by the college who are engaged in full or part-time work of a professional nature in the field of education, who are in the bargaining unit, and who are members of the MCCC. (Agency fee payers are not members.)
- B. Retired members are former active members who obtained a retired member status in the MCCC.

### Section 2 Membership Year

- A. The membership year of the Association shall coincide with that of the MCCC.

### Section 3 Voting and Office Holding Privileges

- A. Each unit member shall have one vote, regardless of workload.
- B. Any member may hold office unless specifically restricted by the MCCC or chapter policies and bylaws.

## ARTICLE IV - OFFICERS AND REPRESENTATIVES

### Section 1 Officers and Representatives

- A. The officers must include a President, a Vice President Bedford Campus, a Vice President Lowell Campus, a Secretary, a Treasurer, and an MCCC Director.
- B. Representatives must include a DCE Representative and a Professional Staff Representative.
- C. Area representatives may be added to represent specific constituencies as needed.
- D. Officers and representatives shall take office on June 1 of the year of the election and serve for a period of two (2) years until May 31.
- E. Officers and representatives may stand for re-election.
- F. Election of officers and representatives shall take place no later than April 30.
- G. When feasible, and if elected, officers and representatives shall represent the chapter as delegates to the MCCC delegate assembly.

### Section 2 Powers and Duties of Officers

- A. The president shall
  - 1. convene and preside at meetings of the executive committee and of the general membership;
  - 2. appoint the chair and members of the standing committees or teams, and representatives of the Association on committees formed under the collective bargaining agreement, including the Day and DEC MACER, by the administration of the college or general membership;
  - 3. per the MCCC Bylaws and Policy Manual, appoint alternate chapter directors;
  - 4. perform all other functions usually attributed to this office.
- B. The vice president shall
  - 1. Preside at meetings of the Executive committee and membership in the absence of the president;
  - 2. assist the President as necessary;
  - 3. 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;
  - 4. serve as a chapter grievance officer for the day contract.
- C. The secretary shall
  - 1. Keep and distribute minutes of all meetings of the executive committee and the general membership;
  - 2. maintain official files and assist the president with chapter correspondence;
  - 3. prepare election ballots and distribute them to the membership;
  - 4. act for the vice-president in any circumstances in which the vice-president is unable to function.
- D. The treasurer shall
  - 1. Oversee the development and approval of a chapter budget;
  - 2. hold the funds of the Association and disburse them in accordance with appropriate authorization;
  - 3. keep accurate account of receipts and disbursements and report to each meeting of the Executive committee and membership;

4. keep the President and the Executive committee informed of the financial condition of the Association;
  5. prepare and file an annual financial statement as directed by the Treasurer of the MCCC;
  6. prepare and file statements with supporting documentation with the Treasurer of the MCCC in accordance with MCCC policy;
  7. obtain needed MCCC paperwork from new full time members;
  8. maintain a roll of the members and inform the executive committee of new members.
- E. The MCCC director shall
1. attend the monthly meetings of the board of directors;
  2. report on MCCC business at each meeting of the general membership of the chapter or by written communication to the membership after each MCCC board meeting;
  3. communicate MCCC positions/concerns to local College administration in conjunction with chapter leadership, the Massachusetts Legislature, and any other institution as deemed appropriate by the MCCC;
  4. assist the chapter with official MCCC mandates (for example, submission of annual Financial and Incorporation Reports);
  5. maintain close communication with the chapter President;
  6. act for the secretary or treasurer in any circumstances in which the secretary or treasurer is unable to function.

### Section 3 Powers and Duties of Representatives

- A. The professional staff representative must be a member of the professional staff and shall
1. Represent the viewpoint of the professional staff unit members;
  2. provide communication between chapter members and the executive committee;
    - a. explicitly solicit professional staff input for the negotiations committee representative;
  3. assist unit members in contract interpretation and enforcement;
  4. represent professional staff from the unit at the Professional Staff Issues Committee or designate an alternate.
- B. The DCE representative must be a member of the DCE unit and shall
1. Represent the viewpoint of the DCE unit members;
  2. provide communication between chapter members and the executive committee;
  3. communicate with the DCE unit members at least once per semester;
    - a. explicitly solicit DCE input for the negotiations committee representative;
  4. assist unit members in contract interpretation and enforcement;
  5. act as the grievance officer for the DCE unit.
- C. Area representatives shall
1. Represent major physical locations or work areas of the chapter membership;
  2. provide communication between chapter members and the executive committee;
  3. assist unit members in contract interpretation and enforcement.

#### Section 4 Eligibility, Terms and Succession

- A. Eligibility: Any chapter member is eligible to be elected an officer of the chapter. An area representative must have a significant portion of their work assignment in the building or work area represented. The professional staff representative must be a professional staff unit member. The DCE representative must be a DCE unit member who is not also a full-time day unit member.
- B. Terms: The terms of president, Lowell vice-president, treasurer, and area representatives are two year terms expiring in even numbered years. The terms of other officers and representatives are two year terms expiring in odd numbered years. All officers and representatives may stand for re-election.
- C. Elections: Election of officers and representatives will occur by April 30. Newly elected officers and representatives shall assume the duties of office on June 1 of that year.
- D. Recall: An officer or representative may be removed from office in the following way. A petition to this effect carrying the signatures of at least fifty (50) members shall be presented to the executive committee. Within ten (10) working days from receipt of this petition the executive committee shall hold a recall vote which, in order to pass, will require that a two-thirds ( $\frac{2}{3}$ ) majority of votes cast be for removal from office. If that removal is approved, the official is removed, and the executive committee shall, within thirty (30) days, hold a special election to fill the office vacated.
- E. Resignation or Vacancy: If an officer or representative is unable to serve for any reason for a period of time longer than two months, that office may be declared vacant by a unanimous vote of the other members of the Executive Board. If an officer or representative resigns or their position is declared vacant, the executive committee shall appoint a chapter member to fill the position until the next annual election. If the original term still has one year remaining at the next annual election, an election will be held for a one year term. The committee shall ensure that timely notice is provided to all full and part-time members.
  - a. In the case of the resignation or vacancy of the President, the Vice President with the least time remaining in their term shall automatically serve the remainder of the President's term of office. The office of Vice President shall not be filled until the next annual election.

### **ARTICLE V - EXECUTIVE COMMITTEE**

#### Section 1 Membership

- A. The executive committee shall consist of the officers and representatives.

#### Section 2 Powers and duties

- A. The executive committee shall
  1. be responsible for the management of the chapter, governed by the policies established by the general membership,
  2. report its transactions to the membership,
  3. suggest policies for consideration by the membership,
  4. assist the treasurer in preparing an annual budget for the operation of the chapter,

5. distribute a list of deadlines called for by the current contracts at the beginning of the fall and spring semesters,
6. represent the chapter at the Delegate Assembly, if possible.

## **ARTICLE VI - MEETINGS**

- A. There shall be at least two executive committee meetings each semester on a schedule to be determined by the executive committee. Additional meetings will be held at the request of at least three executive committee members.
  1. Members are welcome to attend executive committee meetings as observers.
- B. There shall be at least two general membership meetings each semester, scheduled as determined by the executive committee. At least two weeks prior to each meeting, the executive committee shall solicit items for the agenda from all members. One week prior to each meeting, the executive committee shall prepare an agenda, including all items submitted by members, and shall circulate it to all members.
- C. Special Meetings
  1. Special meetings of the general membership may be held at the call of the president or upon written request to the executive committee from five percent (5%) of the membership.
  2. Special meetings of the professional staff members may be held at the call of the president or the professional staff representative.
  3. Special meetings of the DCE members may be held at the call of the president or the DCE representative.
  4. Business to come before special meetings must be stated in the call, which shall be sent in writing to each member at least five working days prior to the meeting.
- D. Quorum
  1. The majority of their members shall be a quorum for the executive committee.
  2. A quorum for general membership meetings shall be five percent (5%) of the membership.
  3. In the event that a member cannot personally attend a general or special meeting due to specifically assigned regularly scheduled classroom, clinical, or professional duties as contractually mandated, that member may vote on an issue in balloting held at that meeting according to the voting policies.

## **ARTICLE VII - COMMITTEES**

- A. There shall be the following standing committees.
  1. Nominating/election committee
    - a. This committee shall be responsible for soliciting nominations and preparing a slate of candidates to be presented to the general membership and for supervising elections as specified in Article VIII Section 4.
  2. Unit Personnel Practices Committee
    - a. This committee shall be responsible for reviewing personnel files of those eligible for tenure as specified in Article IX of the day contract.
    - b. Committee members will be elected as specified in Article IX of the day contract.

B. Special Committees

1. Ad hoc committees shall be established as needed by the Executive Committee or by simple majority vote at general membership meetings and shall have a term of one calendar (1) year.

C. Meetings

1. Each committee shall meet according to the needs of the chapter.

D. Reports

1. The chair of each committee shall report to the Executive Committee and/or to the general membership on the work of the committee or on items requiring action.
2. Each committee shall choose a secretary who shall record the activities of the committee and assist the chair with correspondence, reports, etc.

## **ARTICLE VIII - RULES AND PROCEDURES**

A. Roberts Rules of Order Newly Revised shall be the authority of the chapter, where not superseded by these bylaws.

B. The President may appoint a parliamentarian to assist at general membership meetings of the chapter.

C. Election procedures

1. At the general meeting preceding the one in which the election will take place, nominations will be invited from the floor.
2. The slate will be drawn up by the nominating/election committee and presented to the general membership two (2) weeks prior to the election date. The two (2) week requirement is waived in the event of a special election.
3. The slate will be presented to the membership at a general meeting and ballots will be prepared by the nominations/election committee and distributed to the membership.
4. Ballots will be returned by individual members to a specified voting area. Names will be checked against the official chapter membership list and ballots will be tabulated by the nominating/election committee.
5. To be elected a candidate must receive a majority of the votes. If no candidate receives a majority, a run-off election between two (2) candidates with the largest number of votes will be held, such election to be supervised by the nominating/election committee.

## **ARTICLE IX- AMENDMENTS**

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.

# Policies

## **Policy on stipends to chapter officers and representatives**

It is the policy of the Chapter that officers and representatives serve primarily on a voluntary basis. This policy recognizes that all officers and representatives provide substantial services to the unit, that the burden of these duties varies from semester to semester and with the individuals fulfilling these duties, and that adequate recompense on an hourly basis is beyond the fiscal resources of the unit. The president, director, each vice-president, the treasurer, the secretary, the DCE representative, and the professional staff representative shall receive a predetermined yearly stipend listed below and disbursed in two payments.

- President \$1000
- Director \$500
- Each Vice-president \$500
- Secretary \$500
- Treasurer \$500
- DCE Representative \$500
- Professional Staff Representative \$500

## **Policy on stipend to strategic action coordinator**

The Middlesex representative to the MCCC Strategic Action Committee shall receive a yearly stipend of \$500 disbursed in two payments.

## **Policy concerning released time for officers**

When the Agreement permits the chapter to have at least one section of released time per semester, one section shall be allocated to the chapter president. A second available section shall be allocated to the chapter director.

## **Policy on mileage**

The MCCPA shall pay mileage at the same rate as the MCCC allowance.