

# Current Bylaw in effect:

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## 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.

# Proposed by Diana Yohe, November 2018

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## ARTICLE IV OFFICERS ~~AND~~ MCCC CHAPTER DIRECTOR, PROFESSIONAL STAFF REPRESENTATIVE, AND ADJUNCT (DCE) REPRESENTATIVE

### **Section 1 Officers, MCCC Chapter Director, Professional Staff Representative, and Adjunct (DCE) Representative**

A. Unchanged

B. (NEW; inserted after A) The Chapter shall also be represented by an elected Director to the MCCC Board of Directors, by a Professional Staff Representative to the MCCC Professional Staff Committee, and by an Adjunct (DCE) Representative to the MCCC Adjuncts Committee.

C. (former B.) Officers, MCCC Chapter Director, Professional Staff Representative, and Adjunct (DCE) Representative shall take office on June 1 of the year in which regular elections are held and shall serve for a period of two (2) years until May 31.

D. (former C; unchanged; "Officers may stand...")

E. (former D) Election of officers, MCCC Chapter Director, Professional Staff Representative and Adjunct (DCE) Representative shall take place in April or May.

### **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.~~

### **Section 4 (new) – Professional Staff Representative**

A. The BrCCC's representative on the MCCC Professional Staff Committee shall be elected for a term of two (2) years and may stand for reelection.

B. The Professional Staff Representative shall be elected by a vote of only the professional staff members (full-time and part-time) of the Chapter.

C. The Professional Staff Representative shall take office on June 1 of the year in which regular elections are held and shall serve until May 31.

D. The Professional Staff Representative shall:

1) Attend scheduled meetings of the MCCC Professional Staff Committee and, where absence is unavoidable, provide advance notice to the BrCCC President and to the Chair of the MCCC Professional Staff Committee and assist in finding an alternate professional staff member to attend.

2) Maintain close communications with the Bristol Chapter President and Executive Committee.

3) Notify chapter professional staff members of Committee activities; and where feasible, solicit member input prior to Committee discussions and votes.

4) Attend Chapter meetings, if feasible.

5) Run for election as a delegate to the MCCC Delegate, if feasible.

### **Section 5 (new) – Adjunct (DCE) Representative**

A. The BrCCC's representative on the MCCC Adjuncts Committee shall be elected for a term of two (2) years and may stand for reelection.

B. The Adjunct (DCE) Representative shall be elected by a vote of only the adjunct members (part-time teaching faculty under the DCE contract who have no full-time employment with Bristol Community College) of the Chapter.

C. The Adjunct (DCE) Representative shall take office on June 1 of the year in which regular elections are held and shall serve until May 31.

D. The Adjunct (DCE) Representative shall:

- 1) Attend scheduled meetings of the MCCC Professional Staff Committee and, where absence is unavoidable, provide advance notice to the BrCCC President and to the Chair of the MCCC Adjuncts Committee and assist in finding an alternate adjunct member to attend.
- 2) Maintain close communications with the Bristol Chapter President and Executive Committee.
- 3) Notify chapter adjuncts of Committee activities; and where feasible, solicit member input prior to Committee discussions and votes.
- 4) Attend Chapter meetings, if feasible.
- 5) Run for election as a delegate to the MCCC Delegate Assembly, if feasible.

**Section 6 - VACANCY** (replacing old Section 4 – Vacancy)

**Section 7 – RESIGNATION** (replacing old Section 5 – Resignation)

A. An officer ~~may~~ shall submit a resignation ~~– normally~~ in writing – to the President or another elected officer serving on the Chapter Executive Committee. ~~(or in~~ In the case of the President's resignation, the resignation shall be submitted in writing 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 8 – RECALL** (replacing old Section 6 – Recall)

**Section 9 –** (replacing old Section 7 – ~~OTHER OFFICERS AND~~ CHAPTER APPOINTEES)

# Proposed by Autumn Alden, November 2018

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## ARTICLE IV OFFICERS AND CHAPTER LEADERS

### SECTION 1 OFFICERS

- A. The officers of the BrCCC shall be a President, Vice President, Secretary, Treasurer, and Director.
- 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) years through May 31.
- C. Officers may stand for re-election, subject to term limits.
- D. Officers may serve for three (3) consecutive terms in the same office.
- E. Election of officers shall take place in April.
- F. No person may run for or serve in more than one office.

### SECTION 2 POWER AND DUTIES OF OFFICERS

- A. The President shall:
  - 1) preside at meetings of the Executive Committee and membership;
  - 2) develop the agenda for Executive Committee and chapter meetings with input from the Executive Committee members and others chapter members as needed or requested;
  - 3) from a list of volunteers, 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, under MCCC bylaws, or by the administration of the college;
  - 4) be an ex officio member of all committees except Nominations and Elections Committee;
  - 5) nominate himself/herself as a delegate to the MCCC Delegates Assembly and the MTA Annual Meeting.
- B. The Vice President shall:
  - 1) preside at meetings of the Executive Committee and membership in the absence of the President;
  - 2) assume all 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) attend all chapter meetings and Executive Committee meetings;
  - 4) nominate himself/herself 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 communication;
  - 3) attend all chapter meetings and Executive Committee meetings
  - 4) nominate himself/herself as a delegate to the MCCC Delegate Assembly.
- D. The Treasurer shall:

- 1) hold the 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) attend all chapter meetings and Executive Committee meetings
- 8) nominate himself/herself as a delegate to the MCCC Delegate Assembly.

E. The Director shall:

- 1) serve as the BrCCC representative to the MCCC Board of Directors by attending all 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 from a list of volunteers;
- 2) maintain close communication with the BrCCC president and, where feasible, solicit member input prior to Board action;
- 3) provide a written report, available to members, before or at each chapter meetings regarding MCCC Board of Directors meetings, Board activities
- 4) attend all chapter meetings and Executive Committee meetings
- 5) represent the chapter as a delegate to the MCCC Delegate Assembly and nominate himself/herself as a delate to the MTA Annual Meeting;
- 6) participate in the annual MCCC Fall Conference.

### **SECTION 3 VACANCY**

- A. If an officer is unable or unwilling 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 terms of office, and notice shall be given for an election to fill the Vice President's position. In the meantime, the President (formerly the Vice President) may appoint someone to fill the office of Vice President.
- C. If the Vice President does not wish to serve as President, the Vice President shall be removed from office and notice shall be given for an election to fill the positions of President and Vice President for remaining terms of office. The Vice President is ineligible to re-run for the office in that election.

- D. In the case of a declared vacancy or of a resignation of an office other than the President or Vice President, where the remaining term of office is six months or more, notice shall be given for an election to fill the position for the remaining term of office. In the meantime or in the event that remaining term of office is less than six months, the President may appoint someone to fill the office.

#### **SECTION 4 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). The Executive Committee shall act on a motion to accept the resignation at its next regular meeting or at a special meeting to be convened within 30 calendar days or 10 working days, whichever is sooner.
- B. If an officer is unwilling to perform the duties of office, the officer will resign.
- C. The duties of a position must not ordinarily be abandoned until a resignation has been accepted and a replacement has been elected or appointed.

#### **SECTION 5 RECALL**

- A. Any officer may be removed from office in the following manner:
  - 1) A petition bearing the signatures of ten (10) 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 where possible.
  - 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, given to people eligible to vote as outlined in Article III, Section 1, 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 immediately, and the provisions of Article IV, Section 4, for filling a vacancy shall apply.

#### **SECTION 6 CHAPTER APPOINTEES: LOCAL AND STATEWIDE**

- A. The chapter may create positions to help fulfill its and the MCCC's goals and objectives. In particular, the Chapter President will appoint representatives to serve on the MCCC Adjunct Committee, MCCC Professional Staff Committee, the MCCC Strategic Action Committee, and any others as needed per the MCCC Bylaws. Also, in the event that the elected officers do not include representation from a demographic (eg. full time faculty, part-time faculty, professional staff), then the President is compelled to appoint an At-Large Member to serve on the Executive Committee.
- B. Appointments are made by the chapter President with the approval of the Executive Committee.
- C. The terms of appointments are for no more than two (2) years, which may be renewed by the President.



D. The Day Grievance Coordinator shall:

- 1) Have detailed familiarity with the Day contract and be comfortable with administrative and legal procedures
- 2) Evaluate member concerns to determine which are contract violations.
- 3) Manage the grievance process in conjunction with MCCC Day Grievance Coordinator and MTA Service Representatives.
- 4) Organize and maintain a list of ongoing grievances and their status and publicize successful grievances.
- 5) Provide monthly reports to the President, for posting on the chapter website, and for dissemination to membership.
- 6) Educate members about the grievance procedure and provide training.
- 7) Chair the Grievance Committee and provide training to members regarding the contract and grievance procedures.

E. The DCE Grievance Coordinator shall:

- 1) Have detailed familiarity with the DCE contract and be comfortable with administrative and legal procedures
- 2) Work with the Day Grievance Coordinator to evaluate member concerns to determine which are contract violations.
- 3) Manage the grievance process in conjunction with BrCCC Day Grievance Coordinator, MCCC DCE Grievance Coordinator, and MTA Service Representatives.
- 4) Organize and maintain a list of ongoing grievances and their status and publicize successful grievances.
- 5) Provide monthly reports to the President, for posting on the chapter website, and for dissemination to membership.
- 6) Help educate members about the grievance procedure and provide training.
- 7) Serve on the Grievance Committee and help provide training to members regarding the contract and grievance procedures.

F. The Membership Chair shall:

- 1) Reach out to new faculty and professional staff, during the summer if possible and when reasonable, to be the first point of contact.
- 2) Provide information on the benefits and resources associated with union membership.
- 3) Invite new members to chapter meetings and let members know who the chapter leadership is, and who to contact with questions or concerns.
- 4) Serve as a point of contact for all members.
- 5) Host new member lunch/reception and order refreshments for chapter meetings.

G. The Webmaster shall:

- 1) Develop the site web pages and content.
- 2) Maintain and revise the pages in the site.

- 3) Create and modify appearance and setting of site.
- 4) Fix links that don't work, pictures that are not appearing properly, and update incorrect information.