

NOTICE!!!

TO: BRISTOL CHAPTER of the MCCC Union (BrCCC) MEMBERS (dues paying)

RE: **ELECTION OF NEW CHAPTER OFFICERS AND STATEWIDE MCCC REPRESENTATIVES**

(2-year term beginning June 1, 2020 – **May 31, 2022**)

NOMINATIONS being accepted from now (first announcement sent 4/22/2020) **until May 6, 2020** (open for 14 days)

POSTING CANDIDATE NAMES: **May 6, 2020 – May 13, 2020** (at least five working days)

ELECTIONS (if more than one candidate for a position) will be held on May 15, 2020 (*if an election is needed, the election period will be for one week from **May 15-May 22, 2020***)

- **Eligibility:** Dues-paying members only
 - **FT faculty**
 - **FT Professional Staff**
 - **Adjunct faculty**
 - **PT Professional Staff**

- **Elected Positions:** Chapter Director, President, Vice President, Secretary, Treasurer, Professional Staff Representative, Adjunct (DCE) Representative, **and DCE At-Large member (to local Chapter Executive Committee)**

- **CHAPTER DIRECTOR** (to the statewide MCCC Board of Directors)
 - **Stipend** - \$200 each Fall/Spring Semester
 - **Travel reimbursement (mileage and parking)** for attending statewide meetings in Worcester; reimbursed by MCCC
 - **Duties and Responsibilities**...The Director shall
 - Attend scheduled meetings of the MCCC Board of Directors (generally held at the MCCC office in Worcester on Fridays; no meetings in July or August)
 - NOTE: This is an EXTREMELY IMPORTANT POSITION as the statewide MCCC Board of Directors sets policies, budgets, etc.
 - Maintain close communications with the BrCCC president.
 - Notify chapter membership of Board activities; and where feasible, solicit member input prior to MCCC Board action.
 - Regularly attend chapter meetings, Executive Committee meetings, and MACER.

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

• **CHAPTER PRESIDENT**

- **Stipends**
 - Full-time members
 - Course release for faculty
 - 7.5 hour per week workload reduction for professional staff
 - Part-time members
 - Payment equivalent to DCE – Step 2 (upon the approval of the MCCC Board of Directors) for PT union
 - Chapter pays ***an additional \$200*** per Fall/Spring semester
- **Duties and Responsibilities**...The President shall:
 - preside at Chapter membership meetings (3-4 meetings per semester);
 - preside at Chapter Executive Committee meetings;
 - serve as co-chair of the Management Association Committee on Employee Relations (MACER);
 - appoint the chair and members of the standing committees and other committees with the approval of the Executive Committee;
 - be an ex officio member of all committees except the Nominations and Elections Committee; and
 - represent the chapter as a delegate to the MCCC Delegate Assembly.

• **CHAPTER VICE PRESIDENT**

- **Stipend** - \$200 each Fall/Spring Semester
- **Duties and Responsibilities**...The Vice President shall:
 - preside at meetings of the Executive Committee and membership in the absence of the President;
 - 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;
 - represent the chapter as a delegate to the MCCC Delegate Assembly.

• **CHAPTER SECRETARY**

- **Stipend** - \$200 each Fall/Spring Semester
- **Duties and Responsibilities**...The Secretary shall:
 - keep minutes of meetings: Chapter membership and Executive Committee
 - maintain official records and assist the President with the Association's communications;
 - represent the chapter as a delegate to the MCCC Delegate Assembly.

- **CHAPTER TREASURER**

- **Stipend** - \$200 each Fall/Spring Semester
- **Duties and Responsibilities**...The Treasurer shall:
 - hold the funds of the BrCCC and disburse them in accordance with appropriate authorization;
 - keep accurate account of receipts and disbursements and report to each meeting of the Executive Committee and membership;
 - keep the President and the Executive Committee informed of the financial condition of the BrCCC;
 - prepare and file an annual financial statement as directed by the Treasurer of the MCCC;
 - prepare and file statements with supporting documentation with the Treasurer of the MCCC in accordance with MCCC policy;
 - 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;
 - represent the chapter as a delegate to the MCCC Delegate Assembly.

- **CHAPTER PROFESSIONAL STAFF REPRESENTATIVE** (to the statewide MCCC Professional Staff Committee) – ***ONLY Professional Staff members (full-time and part-time) may run and vote for this position.***

- **Stipend** - \$99 each Fall/Spring Semester (for attending **TWO** (2) statewide meetings in Worcester each Fall/Spring semester
 - **Travel reimbursement (mileage and parking);** reimbursed by MCCC
- **Duties and Responsibilities**...The Chapter Professional Staff Representative shall:
 - Attend scheduled meetings of the statewide MCCC Professional Staff Committee (two meetings each Fall/Spring semester);
 - Maintain close communications with the Bristol Chapter President and Executive Committee.
 - Notify chapter professional staff members of Committee activities; and where feasible, solicit member input prior to Committee discussions and votes.
 - Attend Chapter meetings, if feasible.
 - Run for election as a delegate to the MCCC Delegate, if feasible.

- **CHAPTER ADJUNCT (DCE) REPRESENTATIVE** (to the statewide MCCC Adjunct Committee) – ***ONLY Adjunct faculty members (no full-time faculty) may run and vote for this position.***
 - **Stipend** - \$99 each Fall/Spring Semester (for attending **TWO** (2) statewide meetings in Worcester each Fall/Spring semester
 - **Travel reimbursement (mileage and parking);** reimbursed by MCCC
 - **Duties and Responsibilities...**The Chapter Adjunct (DCE) Representative shall:
 - Attend scheduled meetings of the statewide MCCC Adjunct Committee (**two** meetings each Fall/Spring semester);
 - Maintain close communications with the Bristol Chapter President and Executive Committee.
 - Notify chapter adjuncts of statewide Adjunct Committee activities; and where feasible, solicit member input prior to Committee discussions and votes.
 - Attend Chapter meetings, if feasible.
 - Run for election as a delegate to the MCCC Delegate Assembly, if feasible.

- **CHAPTER DCE At-Large member (to local Chapter Executive Committee)** – *as an At-Large DCE local chapter representative to the local Chapter Executive Committee – all unit members who teach both as FT faculty and as Adjunct faculty may run and vote for this position.*
 - **No Stipend**
 - **Duties and Responsibilities** (undefined) – attend local Chapter Executive Committee (XCOM) meetings as scheduled by the Chapter President

Bristol Chapter Nominations and Elections Committee (N&E):

Chair, Diana Yohe diana.yohe@verizon.net

Michael Geary, FT faculty English

Rose Ferro, FT faculty CIS

- Nominations should be sent to the Chair at diana.yohe@verizon.net
- All nominations should be sent from **an off-BCC email address**
- All questions about the N&E process should be sent to the Chair.