

# Massachusetts Community College Council



## BYLAWS & POLICY MANUAL

Revised November 2019

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# BYLAWS

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## *ARTICLE I—NAME*

The name of this organization shall be the Massachusetts Community College Council, hereinafter referred to as the Council.

## *ARTICLE II—PURPOSES AND OBJECTIVES*

### SECTION 1. PURPOSES:

We, the faculty and professional staff at the fifteen community colleges of the Commonwealth of Massachusetts, have organized into a politically active Union to protect the professional rights and advance the economic well being and working conditions of our members, as well as maintain and improve the quality of education in our community colleges.

### SECTION 2. OBJECTIVES:

- Engage in collective bargaining
- Promote livable, equitable, and competitive wages
- Improve salary and benefits
- Promote professional working conditions, including professional development opportunities, adequate resources, and safe working environments
- Ensure reasonable workloads and work schedules
- Protect professional rights
- Protect and maintain academic freedom
- Promote full-time employment
- Promote equitable employment conditions for part-time unit professionals and adjunct faculty
- Promote quality public higher education and integrity of curriculum
- Promote job security
- Promote political action through education and organizing

*Approved by the MCCC Delegate Assembly April 30, 2011*

## *ARTICLE III—MEMBERSHIP*

### SECTION 1. MEMBERSHIP CATEGORIES

Membership in the Council shall be classified as Active or Retired and shall be available to those who pay the prescribed dues.

- A. Active Members are those who are employed within the Massachusetts Community College System, who are engaged in work of a professional nature in the field of education, who are in the bargaining unit, and who hold membership in the Council.
- B. Adjunct Members are those active members, both faculty and professional staff, who are employed less than full time. Dues for adjunct members who present evidence of part-time employment which is less than or equal to one-half ( $\frac{1}{2}$ ) of a full-time position shall be an amount equal to thirty (30) percent of the annual dues of full-time active members, except that the dues for part-time active members who teach fewer than three (3) credits per semester or work an equivalent number of assigned hours shall be fifteen (15) percent of the annual dues of full-time active members.

*Approved by the MCCC Delegate Assembly, April 26, 2014*

- C. The Council shall continue active membership to those members laid off due to a reduction in force with reduction in dues of fifty (50) percent. Such eligibility for active membership shall continue as long as such persons are eligible to be recalled or for three (3) years, whichever is longer. These members shall be granted voice and vote at chapter and Council meetings, but they shall not be eligible for elective office.

- D. Retired Members are those former active members who, upon retirement, apply in writing for membership. Retired members shall pay dues equal to ten (10) percent of the combined Council and chapter dues.

#### SECTION 2. ACTIVE MEMBERSHIP

Active membership shall be continuous until the member leaves the Massachusetts Community College System, resigns from the Council, or fails to pay membership dues.

#### SECTION 3. VOTING PRIVILEGES

Only active members as defined in Section 1.A of this Article III shall have the privilege both of voting and of holding office in the Council.

- A. For purposes of election to the Delegate Assembly and the Board of Directors, and of officers of the Council and chapter officers, all active members shall have a full vote.
- B. No member may cast more than one vote in any election.

*Approved by the MCCC Delegate Assembly April 30, 2011*

#### SECTION 4. SUSPENSION

Adherence to the Delegate Assembly's applicable Code of Ethics shall be a condition of continuing membership. According to procedures adopted by the Delegate Assembly, the Board of Directors may suspend from membership or expel any member who has been found in violation of the Code of Ethics of the education profession.

#### SECTION 5. MEMBERSHIP YEAR

The membership year for the Council shall coincide with the membership year of the MTA/NEA.

#### SECTION 6. MTA/NEA MEMBERSHIP

No person shall be admitted to or be continued as an active member in the Council who is not also a member of the MTA/NEA.

### *ARTICLE IV — OFFICERS*

#### SECTION 1. DEFINITIONS AND TERMS

The officers of the Council shall be a President, a Vice President, a Secretary, and a Treasurer. Each shall take office on June 1st of the year in which elected and shall serve for a period of two years until May 31<sup>st</sup> or until a successor takes office. Nominations and elections will be held in accordance with an officer elections policy established by the Board of Directors.

- A. All officers are subject to re-election without restriction as to the number of terms served.
- B. Officers must be MCCC members. No member shall run for or hold more than one elected or appointed position in the Council during the term of office, except for committee memberships or duties of the office as established by these Bylaws.

#### SECTION 2. PRESIDENT

It shall be the duty of the President to:

- A. Preside at all meetings of the Delegate Assembly, of the Board of Directors, and of the Executive Committee.
- B. Supervise all plans for the efficient work of the Council and perform such other duties as usually devolve upon a President.
- C. Convene the annual Delegate Assembly.
- D. Submit a report at the annual meeting of the Delegate Assembly.
- E. Appoint, after consultation with the Executive Committee and subject to the approval of the Board of Directors, the chair and members of all standing committees, unless otherwise noted in these Bylaws.
- F. Appoint the chair and members of *ad hoc* committees (*Note: see Section Article V Section 5E for the Board's role to approve such appointments*)

- G. Be a member, ex officio, of all committees except the Nominations and Elections Committee.
- H. Represent the Council at conferences, meetings, and before the general public.
- I. Represent the Council in its business with the Board of Regents of Higher Education or any successor organization.
- J. Coordinate the implementation of policies and programs adopted by the Delegate Assembly and the Board of Directors.
- K. Monitor compliance of the Council and its chapters with the Bylaws and Rules of the MCCC and the MTA/NEA.
- L. Interpret the Bylaws in accordance with the parliamentary authority cited in these Bylaws.
- M. Perform all duties normally associated with this office.

### SECTION 3. VICE PRESIDENT

It shall be the duty of the Vice President to:

- A. Preside at all meetings of the Delegate Assembly, the Board of Directors, and the Executive Committee in the absence of the President. He/she shall assist the President at the latter's request.
- B. Assume the duties and responsibilities of the President in case of the death, resignation or retirement of the President or in the event the President is unable to perform the duties of that office. The Vice President shall perform such duties and bear such responsibilities until the next regularly scheduled election.
- C. Chair the Strategic Action Committee and the Strategic Action Steering Committee.
- D. Perform all duties normally associated with this office.

*Approved by the MCCC Delegate Assembly April 30, 2011*

### SECTION 4. SECRETARY

It shall be the duty of the Secretary to:

- A. Keep accurate minutes of all meetings of the Delegate Assembly, the Board of Directors, and the Executive Committee in accordance with Robert's Rules of Order, Newly Revised.
- B. Maintain the official records of the Council and assist the President with association correspondence and records when so directed.
- C. Chair the Personnel Committee.
- D. Perform all duties normally associated with this office.

### SECTION 5. TREASURER

It shall be the duty of the Treasurer to:

- A. Present an annual financial report to the MCCC Delegate Assembly.
- B. Inform the President and Board of Directors of the financial condition of the Council on a regular basis.
- C. Act as ex-officio, non-voting chair of the Finance Committee.
- D. Carry out such budgetary and financial duties as may be assigned by the President, the Board of Directors, or the Delegate Assembly.
- E. Perform all duties normally associated with this office.

### SECTION 6. REMOVAL FROM OFFICE

Any officer may be removed from office by the following recall procedure:

- A. A petition must be initiated by presenting a request from thirty (30) members or more at each of a majority of the chapters to the Board of Directors at a regular meeting or special meeting.
- B. The petition must include the name of the petitioner(s), name of the officer in question, and the reason(s) for the recall request.
- C. The Board of Directors shall inform the membership on each campus of the petition and make a copy available for those who wish to sign it.
- D. If, within 60 days of initial presentation to the Board of Directors, the petition is signed by 30 percent of the Council membership, then a special recall election shall be conducted by the Board of Directors. All active members of the Council shall be eligible to vote.

- E. The ballot shall ask for a yes or a no vote to the question, “Shall ----- be removed from office?” If two thirds (2/3) of those casting ballots vote yes, then the officer shall be considered removed from office. Temporary replacement will follow procedures set forth in Article IV, Section 3B and Article V, Section 5J.

#### SECTION 7. SALARIES

The salaries of the constitutional officers shall be established in the annual budget adopted by the Delegate Assembly. The salaries of said officers shall not be either increased or decreased between meetings of the Delegate Assembly.

### ARTICLE V — BOARD OF DIRECTORS

#### SECTION 1. MEMBERSHIP

- A. The Board of Directors shall be composed of the officers, one member elected for a term of one or two years from each chapter by the members of the chapter with the one or two year term determined by chapter bylaws, and two at-large part-time adjunct members elected by part-time/adjunct members as part of the regular election cycle each year. The term of office for members other than officers and chapter directors elected for a two-year term shall be one year beginning with the June Board meeting of the year in which members are elected. Any Director may remain in office until a successor takes office.
- B. At-Large Part-Time/Adjunct Members
1. The Board of Directors is empowered to fill vacancies in the two part-time/adjunct positions, which occur after the election cycle.
  2. If a part-time adjunct director can't attend a meeting, the runner-up in the statewide election will be asked to participate for that meeting only.
- Approved by the MCCC Delegate Assembly April 21, 2018*
- C. Chapter Directors
1. In elections for Chapter Director, if there is only one candidate, that candidate may be deemed elected by the chapter. If the Chapter Director cannot attend a Board of Directors' meeting, the Chapter President may send an alternative chapter member.
  2. If a vacancy occurs in the office of Chapter Director, the Chapter President may appoint a Director for the remainder of that term, with the approval of the Chapter Executive Committee.
- D. An MCCC member on the MTA Board of Directors, MTA Executive Committee or NEA Board of Directors, or NEA Executive Committee shall be an ex officio, non-voting member of the MCCC Board of Directors.

#### SECTION 2. AUTHORITY

Within provisions of the Bylaws and within the policies established and actions ordered by the Delegate Assembly, the Board of Directors will be responsible for the management of the Council.

#### SECTION 3. MEETINGS

The Board of Directors shall ordinarily hold monthly meetings. It shall further meet upon the direction of the Council President or upon written request of five members of the Board.

#### SECTION 4. QUORUM AND VOTING

A majority shall constitute a quorum. Each member or alternate shall be entitled to one vote. All business of the MCCC will be conducted in accordance with the most recent edition of Robert's Rules of Order Newly Revised.

*Approved by the Delegate Assembly MCCC April 21, 2018.*

*NOTE: Bylaws and Policies take precedent over Robert's Rules. Where the Bylaws and Policies are silent, Robert's Rules should be consulted.*

## SECTION 5. POWERS AND DUTIES

All management responsibilities not otherwise delegated to constitutional officers shall be vested in the Board of Directors. However, the Board may delegate certain responsibilities to the constitutional officers or to the standing committees of the Council. It shall have the authority and responsibility to:

- A. Recommend policies or changes in policies to the Delegate Assembly.
- B. Establish policies consistent with the Bylaws.
- C. Adopt procedures and rules for conducting the business of the Council.
- D. Receive and act upon reports and recommendations from standing committees.
- E. Approve the appointment of chairs and members of standing committees and *ad hoc* committees.
- F. Convene special meetings of the Delegate Assembly.
- G. Create such *ad hoc* committees as it may deem necessary.
- H. Employ staff for the efficient management of the Council and adopt personnel policies for this staff.
- I. Recommend, through the Treasurer, an annual budget and membership dues to the Delegate Assembly for the Assembly's approval.
- J. Appoint the Vice President, Secretary or Treasurer of the Council when a vacancy exists in each office respectively. The appointee shall serve until a regularly scheduled election is held and the winning candidate takes office.
- K. Establish a method by which services provided to the Council by the MTA and NEA can be monitored and evaluated impartially and objectively. The results of said evaluation shall be reported annually to the Delegate Assembly.

## ARTICLE VI — DELEGATE ASSEMBLY

### SECTION 1. MEMBERSHIP

- A. Composition
  1. The Delegate Assembly shall be composed of the MCCC Officers, Directors, and Chapter Delegates, who are elected from each chapter.
  2. The number of Chapter Delegates to which each chapter is entitled shall be based upon and elected from the active membership that the chapter has on March 1 of each year, determined according to the following procedure: For each chapter, the number of active members at that chapter on March 1 shall be divided by the total number of MCCC members as of March 1, and that fraction shall be multiplied by 250. The result is rounded up to the next whole number if the result is not a whole number.

*Approved by the MCCC Delegate Assembly April 28, 2012*

- B. Election of Chapter Delegates
  1. Eligibility
    - a. MCCC Officers and Directors are ineligible to be a Chapter Delegate.
    - b. No person may be Chapter Delegate for more than one chapter.
  2. Each chapter will elect its Chapter Delegates in March or April, at least two weeks prior to the MCCC Delegate Assembly.
  3. Chapter Delegates shall present their credentials at the opening of each Delegate Assembly.
  4. Each chapter may elect as many alternates as it is entitled to delegates.
  5. After the chapter elections, the Chapter President may appoint delegates to remaining vacancies, with approval of the Chapter Executive Committee.
  6. The term of office of delegates begins with the first Delegate Assembly after their election and ends when their successors are elected.

*Revised by the MCCC Delegate Assembly April 23, 2016*



## SECTION 2. MEETINGS

The Delegate Assembly shall convene for a regular meeting once each calendar year on a date specified at least sixty (60) days in advance by the Board of Directors. Special meetings may be called by the Board of Directors or by the Delegate Assembly.

## SECTION 3. QUORUM AND VOTING

Forty (40) percent or eighty (80), whichever is less, of the authorized members of the Delegate Assembly shall constitute a quorum. Each member is entitled to one vote.

## SECTION 4. POWER AND DUTIES

All legislative responsibilities of the Council shall be vested in the Delegate Assembly, and its policies and programs shall be implemented by the constitutional officers and governing bodies of the Council. The Delegate Assembly shall have the authority and responsibility to:

- A. Receive for its consideration reports and recommendations, which have been submitted in accordance with the established bylaws, rules, and procedures of the Council.
- B. Develop, amend and interpret the policies of the Council.
- C. Take action or recommend action on any matters relating to possible violations of policy.
- D. Establish *ad hoc* committees relative to legislative, policy, and strategic concerns.
- E. Determine dues to be paid by the membership.
- F. Adopt the annual budget.

# ARTICLE VII — STANDING COMMITTEES

## SECTION 1. EXECUTIVE COMMITTEE

This committee shall consist of the President, the Vice President, the Secretary, and the Treasurer of the Council, and three other members selected by and from the Board of Directors. This election shall be conducted annually at the June meeting of the Board of Directors. The term of office shall run from July to June of the following year.

- A. The Committee shall ordinarily meet once each month.
- B. It shall be directly responsible to the Board of Directors and as such it shall provide direction to the Board by recommending specific procedures and actions.
- C. It shall have the ultimate authority on grievance matters.
- D. The presence of five members at all announced meetings shall constitute a quorum.

## SECTION 2. DELEGATE ASSEMBLY CREDENTIALS COMMITTEE

- A. The Board of Directors shall appoint three members to this committee from its own membership in advance of a Delegate Assembly meeting. The term of office shall expire at the conclusion of said meeting.
- B. It shall be the responsibility of this committee to pass on delegate credentials, to hear appeals on credentials, and to establish the quorum for the Delegate Assembly.

## SECTION 3. NOMINATIONS AND ELECTIONS COMMITTEE

It shall be the purpose of this committee to provide equal access to nomination procedures to all members of the Council and to assure each candidate for office equal treatment in the election process. This committee shall consist of five members appointed by the President, with the advice and consent of the Board of Directors. The term of office shall be for two years and shall begin on September 30th of the year in which the appointments are made. The committee shall have the authority and responsibility to:

- A. Place in nomination for President, Vice-President, Secretary and Treasurer candidates who have submitted at least fifty (50) signatures of active members in support of their candidacy, and for At-large Part-Time/Adjunct Director, candidates who have submitted at least ten (10) signatures of active members in support of their candidacy.

- B. Publish the names of those candidates for elective office, together with information about each candidate, no later than two weeks preceding the date of the election.
- C. Supervise elections and conduct all voting by secret ballot.
- D. Conduct the elections during the month of March.
- E. Count the ballots and certify as elected to the Board of Directors a candidate who receives a plurality of the votes cast for an office. If no candidate for an office gets 33 percent or more of the votes, a run-off election will be held with the top three (3) ranked candidates.
- F. Safeguard the ballots for a period of one year and allow inspection of the ballots by any active member of the Council.

#### SECTION 4. FINANCE COMMITTEE

The members of this committee shall be the Treasurer of the Council who shall be the ex officio, non-voting chair of the committee, and five additional members appointed for two-year terms by the President of the Council, subject to the approval of the Board of Directors. With the exception of the Treasurer, the terms of office shall begin on September 1st of the year in which the appointments are made. It shall be the duty of this Committee to:

- A. Prepare a balanced budget\* for each fiscal year which reflects the program objectives and goals of the organization and identifies all revenue and expenses. This budget shall be presented to the Executive Committee and the Board of Directors. The Board shall then transmit its recommendation to the Delegate Assembly through the Treasurer.  
\* Definition: a balanced budget refers to a budget, which meets current expenses with current revenues.
- B. Recommend the amount of annual dues to the Executive Committee and the Board of Directors. The Board shall then transmit its dues recommendation to the Delegate Assembly through the Treasurer.
- C. Administer, maintain, and recommend revisions of the financial policies of the organization.
- D. Monitor the fiscal affairs of the organization to maintain awareness of trends or patterns in financial matters and to advise the Board of Directors on courses of action.
- E. Develop an investment strategy for appropriate accounts and cash reserves of the organization, which is consistent with requirements of the law and submit a report annually for the approval of the Board of Directors.
- F. Conduct annually a complete inventory of all fixed assets of the organization and maintain a current register of those assets.
- G. Review capital expenditures and either approve them or recommend their approval to the Board of Directors, as consistent with organizational policies and practices.

#### SECTION 5. PERSONNEL COMMITTEE

There shall be a five-member Personnel Committee. Appointments to this committee shall be for two-year terms. The terms of office shall begin on September 1st of the year in which the appointments are made. It shall be the duty of this committee to:

- A. Develop and periodically review job descriptions and annual performance evaluations for MCCC Coordinators and other employees and to present its recommendations to the Executive Committee and the Board of Directors.
- B. Review periodically rates of compensation for MCCC Officers, Coordinators, and other employees, and to present its recommendations to the Executive Committee and the Board of Directors.
- C. Develop, maintain, and recommend revisions of the personnel policies of the organization.

#### SECTION 6. BYLAWS AND RULES

There shall be a five-member Committee on Bylaws and Rules. Appointments to this committee shall be for two-year terms. The terms of office shall begin on September 1st of the year in which the appointments are made. It shall be its responsibility to:

- Make a report at the March meeting of the Board of Directors and subsequently to make recommendations to the Delegate Assembly for action by the delegates.

- Receive proposed amendments to the Bylaws and Rules of the Council for its review and recommendations.

#### SECTION 7. DCE UNIT GRIEVANCE COMMITTEE

- A. The DCE Unit Grievance Committee shall be composed of:
  1. One representative per chapter, determined by the chapter;
  2. The DCE Grievance Coordinator, who shall be the committee chair;
  3. One Member of the Executive Committee as a non-voting member.
- B. A chapter may send an alternate to a committee meeting. The term of office of a chapter representative shall be one year beginning on September 1 and expiring on August 31.
- C. It shall be the responsibility of this committee to:
  1. Provide an opportunity to grievants to present their cases to representatives of the MCCC and to provide a forum for discussion of cases and issues for certification.
  2. Provide training for chapter DCE Grievance Representatives.
  3. Consider for certification DCE grievances filed for mediation and arbitration. Grievances shall go forward by majority vote of those in attendance.
- D. Decisions of the MCCC Unit Grievance Committee may be appealed to the MCCC Executive Committee.

#### SECTION 8. DAY UNIT GRIEVANCE COMMITTEE

- A. The Day Unit Grievance Committee shall be composed of:
  1. One representative per chapter, determined by the chapter;
  2. The Day Grievance Coordinator, who shall be the committee chair;
  3. One member of the Executive Committee as a non-voting member.
- B. A chapter may send an alternate to a committee meeting. The term of office of a chapter representative shall be one year beginning on September 1 and expiring on August 31.
- C. It shall be the responsibility of this committee to:
  1. Provide an opportunity to grievants to present their cases to representatives of the MCCC and to provide a forum for discussion of cases and issues for certification.
  2. Provide training for chapter Day Grievance Representatives.
  3. Consider for certification Day grievances filed for arbitration.
  4. Grievances shall go forward by majority vote of those in attendance.
- D. Decisions of the MCCC Day Unit Grievance Committee may be appealed to the MCCC Executive Committee.

#### SECTION 9. NEGOTIATING TEAM, DAY UNIT

The Negotiating Team shall be composed of the President and Vice-President of the Council, ex officio, and a minimum of five (5) Day unit members appointed by the Board of Directors. The immediate past President of the Council will continue as an ex-officio member when negotiations begin in one elective term and overlap to the new elective term. The newly elected President will serve as an ex-officio member simultaneously. The Negotiating Team shall have the responsibility to negotiate with the employer on behalf of the Council and the unit on all matters relating to hours, wages, and conditions of work. The team's term of office shall end upon the expiration date of an agreement.

#### SECTION 10. NEGOTIATING TEAM, DCE UNIT

The Negotiating Team shall be composed of the President and Vice President of the Council, ex officio, and a minimum of five DCE unit members appointed by the Board of Directors. The immediate past President of the Council will continue as an ex-officio member when negotiations begin in one elective term and overlap to the new elective term. The newly elected President will serve as an ex-officio member simultaneously. The Negotiating Team shall have the responsibility to negotiate with the employer on behalf of the Council and the unit on all matters relating to hours, wages, and conditions of work. The team's term of office shall end upon the expiration date of an agreement.

## SECTION 11. NEGOTIATIONS COMMITTEE, DAY UNIT

The Negotiations Committee shall consist of one active member from each college elected by its chapter. In the event that no twelve-month professional staff unit member shall have been elected to this committee, it shall be the duty of the Board of Directors to elect such a member. No person who holds elective office within the Council, except the President of the Council who shall serve ex officio, shall be a member of this committee. It shall be the responsibility of the Committee to:

- A. Develop procedures to survey the general membership's contractual needs and priorities.
- B. Administer a member survey and report the results to the Day Negotiations Team and the Board of Directors with recommendations for the asking package.

The Committee's responsibility shall end upon acceptance of the report by the Board of Directors.

## SECTION 12. PROFESSIONAL STAFF COMMITTEE

The Professional Staff Committee shall consist of full or part-time professional staff. Each chapter shall select one member and one alternate, each serving a two-year term. Chapter bylaws determine how the member and alternate are selected and how a vacancy will be filled.

The committee shall be chaired by one or more committee members to serve a two-year term. It shall be the responsibility of the Committee to:

- A. Research issues and advocate for concerns of professional staff.
- B. With the approval of the President, consult as necessary with the MCCC Negotiations Committee and any other committee deemed appropriate.
- C. Provide an annual report to the MCCC Board of Directors including any findings and recommendations of the committee.

*Approved by the MCCC Delegate Assembly April 29, 2017*

## SECTION 13. ADJUNCTS COMMITTEE

The Adjuncts Committee shall consist of one member selected by each chapter to serve a one-year term. The chapter may select an alternate to attend meetings when the member cannot attend. The committee shall be chaired by an adjunct appointed by the President with the approval of the Board of Directors. It shall be the responsibility of the Committee to:

- A. Explore issues deemed important to the adjunct faculty.
- B. With the approval of the President, consult as necessary with the MCCC DCE Coordinator, MTA UniServ consultant, and any other committee or union officials deemed appropriate.
- C. Provide an annual report to the MCCC Board of Directors including any findings and recommendations of the committee.

## SECTION 14 STRATEGIC ACTION COMMITTEE (SAC)

A. The Strategic Action Committee shall consist of one member selected by each chapter to serve a one-year term, the Vice President of the MCCC as Chair, and the Strategic Action Steering Committee. A chapter may select an alternate to attend meetings when the member cannot attend.

B. The Strategic Action Committee shall be chaired by the Vice President of the MCCC.

C. It shall be the responsibility of the Strategic Action Committee to:

1. Explore strategic action issues and concerns that impact members of the MCCC that relate to legislation and government policies.
2. Develop relevant strategic, political, and legislative actions to support contract and employee rights of MCCC members in conjunction with MCCC leadership and, when appropriate, the MTA.
3. Communicate the SAC agenda to local chapters and work with chapter and statewide leadership to implement the MCCC's political and legislative agenda.

D. The SAC Chair shall:

1. Submit to the BOD for endorsement a recommended legislative and political agenda relevant to the above-stated goals prior to the commencement of each legislative session and
2. Provide a report to the MCCC Board of Directors as needed and an annual report to the MCCC Delegate Assembly.

*Approved by the MCCC Delegate Assembly April 30, 2011*

#### SECTION 15 STRATEGIC ACTION STEERING COMMITTEE

- A. The Strategic Action Steering Committee shall consist of three members who shall be appointed by the SAC Chair and approved by the Board of Directors to serve a two-year term starting on September 1 of an MCCC Officer Election year.
- B. The Strategic Action Steering Committee shall be chaired by the Vice President of the MCCC.
- C. It shall be the responsibility of the Strategic Action Steering Committee to lead and assist the Strategic Action Committee to accomplish its goals.

*Approved by the MCCC Delegate Assembly April 30, 2011*

#### SECTION 16 ELECTRONIC MEETINGS

All standing committees except the MCCC Executive Committee may meet electronically, as circumstances dictate, by either video or teleconference (see MCCC Policies regarding electronic meetings).

*Approved by the MCCC Delegate Assembly April 21, 2018*

### *ARTICLE VIII – CHAPTERS*

#### SECTION 1. MEMBERSHIP

The Council members at a Massachusetts community college will comprise a chapter of the Massachusetts Community College Council.

#### SECTION 2. POWERS AND DUTIES

Chapters shall have the authority and responsibility to:

- A. Assist the Council in the administration of the collective bargaining agreement on their campuses.
- B. Secure the advice and recommendations of their members when such is sought by the Council, the Board of Directors, or committees of the Council.
- C. Conduct all other business related to on-campus concerns.
- D. Insure that their activities do not conflict with the Bylaws and Policies of the Council or with the Bylaws and Rules of the MTA and NEA.

#### SECTION 3. ORGANIZATION

- A. Each chapter shall establish a structure through the adoption of formal bylaws, and it shall adopt those policies, procedures and rules it deems essential to the conduct of chapter matters.
- B. Chapters may not charge dues to their members.

### *ARTICLE IX – PARLIAMENTARY AUTHORITY*

The rules contained in Robert's Rule of Order, Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the Council.

### *ARTICLE X – AMENDMENTS*

#### SECTION 1. AMENDMENT PROPOSALS

Amendments may be proposed by any individual or group of the Council, in accordance with the provisions of the standing rules.

## SECTION 2. AMENDMENT NOTIFICATION

Notice of proposed amendments to the Bylaws must be given at least fourteen (14) calendar days before the Delegate Assembly.

## SECTION 3. AMENDMENT VOTE

These Bylaws may be amended, after previous notice has been provided, by a two-thirds (2/3) vote of the Delegate Assembly members present and voting at any regular or special meeting of the Delegate Assembly, in accordance with the provisions of the standing rules.

# **Standing Rules for Delegate Assemblies**

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## ***RULE 1: AMENDMENTS TO THE BYLAWS***

Section 1. Proposed amendments to the Bylaws must be submitted in writing and on the approved form to the Committee on Bylaws and Rules by February first of the year in which consideration is sought. Proposals shall require a maker and seconder, both of which must be members.

*Approved by the MCCC Delegate Assembly April 23, 2016*

Section 2. The Committee on Bylaws and Rules shall forward by email all submitted Bylaw Amendment and Proposal Forms to all members of the MCCC Board of Directors within 12 hours of the February first deadline of the year in which consideration is sought.

Section 3. The Bylaws Committee will make a reasonable effort to provide assistance to the authors of a proposed amendment. The assistance will be in the form of:

- A. Advice on language to make the meaning and application clear.
- B. Identification of consistency with, or impact on, other sections of the Bylaws.

*Approved by the MCCC Delegate Assembly April 29, 2017*

## ***RULE 2: AMENDMENTS TO THE RULES***

Section 1. Amendments to the rules must be submitted to the Bylaws and Rules Committee at least 48 hours prior to the scheduled opening time of the Delegate Assembly.

Section 2. The Committee will present the proposed changes and its recommendations to the Assembly.

Section 3. Changes will be approved by two-thirds (2/3) vote of the Delegates present and voting.

## ***RULE 3: DISTRIBUTION OF BYLAWS AND STANDING RULES***

A copy of the amended Bylaws and Standing Rules of the Council shall be transmitted to each member as soon as possible after the annual Delegate Assembly.

## ***RULE 4: ORDER OF BUSINESS AND DEBATE***

Section 1. The first item of business of the meeting of delegates shall be to act on proposed amendments to the Standing Rules.

Section 2. The second item of business shall be adoption of the Order of Business.

Section 3. The meeting of delegates shall be conducted in accordance with the provisions of the Bylaws of the Council.

Section 4. There shall be an official parliamentarian appointed by the President.

Section 5. No member shall speak in debate more than twice to the same question, nor longer than three (3) minutes at one time, unless permission is granted by majority vote of the delegates present.

Section 6. A roll call vote shall be taken only after approval by a majority of delegates present.

Section 7. Questions on the determination of whether or not an item is one of new business or a resolution shall be channeled through the Presiding Officer for a decision.

Section 8. New business items must be submitted to the Presiding Officer prior to the scheduled opening of the Assembly. There must be a copy for each delegate.

Section 9. With the exception of items on the agenda, all substantive motions must be submitted in writing to the Presiding Officer.

### *RULE 5: ALTERNATES*

- Section 1. Only a qualified alternate (one who presents an alternate temporary credential signed by the President of a chapter) may take the place of an absent delegate.
- Section 2. If more than one alternate is present, the chapter delegation shall determine who shall act as delegate.
- Section 3. If a delegate arrives late, and a duly qualified alternate has been registered, the alternate shall continue as delegate.
- Section 4. If a registered delegate leaves because of an emergency, a duly qualified alternate may take the delegate's place for the remainder of the Assembly.
- Section 5. A delegate's temporary absence from the assembly hall does not entitle an alternate to make motions, speak in debate, or cast the delegate's vote – even with the delegate's authorization.

### *RULE 6: MINUTES*

The Secretary will prepare and submit the minutes of the Delegate Assembly to the Executive Committee not later than May 31 following the MCCC Delegate Assembly. The Executive Committee shall approve the MCCC Delegate Assembly minutes at their next meeting.

*Approved by the MCCC Delegate Assembly April 28, 2012*



# FINANCIAL POLICIES

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*This section has been extensively updated as per policies passed along with the 2018-2019 post-Janus v. AFSCME Alternate Budget approved by the MCCC Delegate Assembly that met on April 21, 2018. References to earlier policy updates that still remain in place after the 2018 post-Janus overall update are still noted.*

## *ACCOUNTING POLICY*

The Treasurer and Finance Committee shall employ conservative accounting policies.

## *APPEAL POLICY*

The Treasurer and/or the Finance Committee are charged with maintaining the financial policies of the organization, in general, and specifically in certain policies. Any decision of the Treasurer or Finance Committee may be appealed to the Executive Committee, through the President, within 10 (ten) days of the decision. A decision of the Executive Committee will be rendered within 10 days, and that decision may be appealed, through the President, to the Board of Directors within 10 days of the decision. The Board will hear any such appeal at its next regularly scheduled meeting.

## *BUDGET CHANGES BETWEEN COST CENTERS*

Recommendations to reallocate funds between cost centers shall be submitted to the Finance Committee for review. The Finance Committee shall recommend action to the Board of Directors on a requested change after consultation with cost center heads. The Finance Committee recommendation shall be to support, deny, or modify the budget for the corresponding centers.

## *COMMITTEE POLICY*

Committee members will receive reimbursement for expenses incurred according to the following chart. All committee meetings must have quorum per Robert's Rules and/or MCCC Bylaws. A committee may meet more frequently than specified but the committee must have prior approval of the MCCC President or Board of Directors.

### **Committee Based Criteria for Reimbursement**

<b>Committee</b>	<b>Meeting Frequency</b>
Adjunct Committee	2 Fall, 2 Spring
Board of Directors	see Bylaws
Bylaws and Rules Committee	2 Spring
Day Grievance Committee	1 Fall, 1 Spring
Day Negotiations Committee	2 times per negotiation cycle
Day Negotiations Team	as needed
DCE Grievance Committee	1 Fall, 1 Spring
DCE Negotiations Team	as needed
Delegate Assembly Credentials Committee	see Bylaws
Editorial Board	as needed
Executive Committee	see Bylaws
Finance Committee	2 Fall, 2 Spring
Joint Study Committee	see Day Contract
Nominations and Elections Committee	as needed
Personnel Committee	as needed
Professional Staff Committee	2 Fall, 2 Spring
Distance Education Committee	1 annually
Strategic Action Committee	2 Fall, 2 Spring
Strategic Action Steering Committee	as needed

## *CONFERENCE AND PROFESSIONAL DEVELOPMENT POLICY*

### Conference-Based Criteria for Reimbursement

<b>Conference</b>	<b>Officer</b>	<b>XC-At Large Member</b>	<b>Director</b>	<b>Coordinator</b>	<b>Any Member</b>
MCCC Delegate Assembly	Travel	Travel	Travel	Travel	No Reimbursement
MCCC Fall Bi-Annual Conference	Travel	Travel	Travel	Travel	No Reimbursement
MTA Summer Conference	No Reimbursement	No Reimbursement	No Reimbursement	No Reimbursement	No Reimbursement
MTA Annual Meeting (1)	\$25 a day Stipend	\$25 a day Stipend	\$25 a day Stipend	\$25 a day Stipend	\$25 a day Stipend
NEA Representative Assembly	No Reimbursement	No Reimbursement	No Reimbursement	No Reimbursement	No Reimbursement
NCHE/NEA HE	No Reimbursement	No Reimbursement	No Reimbursement	No Reimbursement	No Reimbursement
MTA Higher Ed	No Reimbursement	No Reimbursement	No Reimbursement	No Reimbursement	No Reimbursement
COCAL	No Reimbursement	No Reimbursement	No Reimbursement	No Reimbursement	No Reimbursement
HELC	Travel for MCCC President and MCCC MTA Board Members				
Other Conferences (2, 3)	No Reimbursement	No Reimbursement	No Reimbursement	No Reimbursement	No Reimbursement

(1) If elected as a delegate. *Note: There is no hotel reimbursement.*

(2) Coordinators are also entitled to up to \$2,000 of travel support every two years for professional development activities.

(3) Availability is determined by an amount specifically budgeted for these purposes.

### DUTIES-BASED CRITERIA FOR REIMBURSEMENT

#### OFFICERS

It is assumed that the President and Vice-President are encouraged to attend as many MCCC, MTA and NEA conferences, workshops, etc. as their duties permit. The Secretary and Treasurer are also encouraged to participate in these activities. Registration, travel, meals at the MCCC rates, and hotel accommodations are funded with the permission of the President, who shall confer with the Treasurer about the availability of funds.

#### DIRECTORS

Directors are always encouraged to participate in any MCCC sponsored event.

#### ANY MCCC MEMBER:

Any member is reimbursed for travel whenever that travel is required to fulfill an appointed, elected or assigned MCCC duty. This includes officers, directors, coordinators, members of standing committees when attending, as appropriate, Board of Directors, Executive Committee, Standing Committee meetings, and ad hoc committees as stipulated by the Board of Directors. Unit members

are reimbursed when invited to testify as witnesses at mediation or arbitration meetings, or invited by the President to attend a meeting for a stipulated MCCC purpose.

Regardless of MCCC position held, support for conferences will never exceed \$1,500. There will be two levels of support in general, \$1,500 and \$800.

*Approved by the Board of Directors on March 17, 2015*

### ***BAD DEBT AND CUSTOMER BALANCE AT YEAR END***

#### **MONEY OWED TO THE MCCC AT THE END OF THE FISCAL YEAR**

A customer balance which is over 360 + 180 days old, and for whom there has been no unit membership for 360 days, is written off. The customer's record is flagged in case they ever return to the unit.

#### **MONEY OWED TO MEMBERS AT THE END OF THE FISCAL YEAR**

- A credit balance of \$1 or less will revert to the general fund
- A credit balance of more than \$1 will be paid to the member.

### ***CAPITAL EXPENDITURES POLICY***

The MCCC capitalizes fixed assets with value greater than or equal to \$3,000 and a life expectancy of three (3) or more years.

## ***CHAPTERS***

Chapter Support: Chapters receive a variable base remittal related to the number of chapter members, calculated as follows:

<b>MEMBERS</b>	<b>BASE</b>
Less than 250	\$2400
251-400	\$2700
401-550	\$3000
551 and up	\$3400

Also, a per member remittal is calculated at \$2 per member. These remittals are paid on or about November 1 and on or about April 1 of each academic year. This distribution will automatically make any adjustments between current membership and the June 30 membership of the previous fiscal year. No action is required of the Local Treasurer to receive the above distributions except that the following conditions must be met:

- Have on file in the MCCC office a Chapter Financial Report for the previous fiscal year in good condition.
- Have submitted Corrected Chapter Membership Lists as requested by the Treasurer.
- Have on file in the MCCC office a copy of the most recent chapter-approved bylaws, or attest that no chapter bylaws exist.

The per member amount shall be set by the Treasurer. The objective is to maximize the amount of chapter support while staying within the budget.

The total chapter support for the fiscal year shall not exceed the amount budgeted for that year provided the chapter is paid the base plus the per member minimum.

*Approved by the MCCC Board of Directors on October 24, 2018*

#### **CHAPTER FINANCIAL REPORTING**

Each Local Chapter is required to file with the MCCC Treasurer a report of the Chapter's financial condition. The report covers the period July 1 to June 30 and is due **NO LATER THAN AUGUST 15**. The information is needed for reports to the government and the MCCC budget process.

The beginning balance must include all liquid assets, i.e. checking, savings accounts and certificates of deposit.

NOTE: No MCCC Chapter will be sent monies if the Financial Statement has not been filed in good condition with the MCCC Treasurer.

### *DONATIONS*

Donations up to \$100 may be authorized by the Executive Committee and donations over \$100 may be authorized by the Board of Directors. Annual donations should not exceed the amount budgeted. The MCCC does not contribute to anything that does not clearly fit our articles of incorporation and our statement of "Purpose and Objectives". This includes expenditures for charitable, religious or ideological causes not germane to a bargaining agent's duties as the exclusive representative.

*Approved by the MCCC Board of Directors on February 17, 2017*

### *DUAL SIGNATURE POLICY*

All checks at or above \$5000 require the signatures of two officers.

### *DUES FOR MEMBERS OF BOTH UNITS*

Persons who are both part-time Day unit members and DCE unit members pay whichever dues would be higher if considered separately. Persons who are both full-time Day unit members and DCE unit members pay full-time dues.

### *EQUIPMENT*

#### *PURCHASE APPROVAL*

Purchases by Officers or Coordinators requiring an Association expenditure of over \$200 must have prior approval of the Finance Committee. Purchases requiring an Association expenditure of \$200 or less will be reimbursed at the discretion of the MCCC Treasurer. The Finance Committee may require product research and comparisons by the person making the request to insure reasonableness of the request.

#### *COMPUTERS*

The MCCC will reimburse for a desktop or a laptop computer for an officer or coordinator as often as every four (4) years up to a maximum of \$2,000 per computer. The condition of presently owned equipment will determine whether replacement or possibly upgrade is indicated at that time. The individual for whom reimbursement is sought should self-estimate the percentage of its usage for significant personal use, and for MCCC use, and seek reimbursement for the appropriate prorated amount. The Finance Committee will make decisions about computer purchases.

#### *OTHER EQUIPMENT*

Equipment such as cell phones, utilitarian office furniture, and copiers, may be reimbursed by the MCCC with prior approval of the Finance Committee. The individual for whom reimbursement is sought should self-estimate the percentage of its usage for significant personal use, and for MCCC use, and seek reimbursement for the appropriate pro-rated amount.

#### *REPAIRS*

Before approving the repair of equipment or the purchase of a maintenance contract, the Finance Committee shall consider the equipment's age, expected life, replacement cost, current residual value, current intrinsic value, and probability of failure.

Repair, rental, leasing and maintenance costs will be reimbursed at cost multiplied by the self-estimated portion of the time the equipment is used for Association business.

#### MCCC MAKE WHOLE POLICY

If a reimbursed individual leaves the employ of the MCCC before three years for electronic equipment and five years for office furniture, the individual must reimburse the MCCC for the pro-rated amount.

#### SOFTWARE PURCHASES

Reimbursement for software and upgrades costing more than \$200 must have prior approval by the Finance Committee.

#### SUPPLIES

The Association will reimburse for the purchase of reasonable supplies needed for the performance of duties (paper, disks, toner, etc.).

### *INSURANCE*

The MCCC will maintain a Non-Owner's automobile insurance policy with the following limits-- Personal Liability 1,000,000 and Property Damage \$ 100,000.

### *INVESTMENT AND RESERVE POLICY*

#### STABILITY FUND

**Purpose:** Ensure the continuing viability of the MCCC in any reasonable emergency.

- Provide a means of operating the union for up to four (4) months if funding sources became unavailable for any reason.
- Provide a pool that can be tapped for extraordinary, unforeseen need vital to the existence of the organization.
- When tapped, a plan should be put in place for replenishment within five (5) fiscal years.
- Approval to withdraw from this reserve should be obtained at two successive Board of Director meetings, one of which may be replaced by the Delegate Assembly.

**Amount:** Thirty three percent (33%) of the average of the actual budgeted spending for the prior three (3) fiscal years. This is equivalent to four (4) months of operating costs.

**Placement:** Treasury bills, CDs etc. that have the maximum protection for loss while maximizing the return on this asset.

#### SPECIAL PURPOSE FUND

**Purpose:** Provide funding for extraordinary needs deemed to be of high importance to the MCCC as determined by the Board of Directors and/or the Delegate Assembly

- When tapped, a plan should be put in place for replenishment within five (5) fiscal years.
- Approval to withdraw from this reserve should be obtained at two successive Board of Director meetings, one of which may be replaced by the Delegate Assembly.

**Amount:** \$100,000

**Placement:** Investment vehicles that have the maximum protection for loss while maximizing the return on this asset, but for which there is no significant penalty for accessing the funds.

#### OPERATING NET ASSETS

**Purpose:** Provide adequate cash flow for normal operations of the organization.

**Amount:** Twenty percent (20%) of the current operating budget, to cover approximately two months of operating cost:

**Placement:** Liquid holdings – checking or savings account. Although this will exceed FDIC insurance limits, this may be kept on one account.

## *MEMBERSHIPS*

The MCCC maintains a variety of memberships to maintain the political effectiveness of the MCCC within the MTA and NEA.

- MHEC (Massachusetts Higher Education Caucus)  
This organization promotes the goals of the Higher Education locals within the MTA. The cost of membership is \$0.15 per full-time equivalent unit member.
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## *REASSIGNED TIME PURPOSE*

In general, the purpose of reassigned time is to provide availability for an MCCC member to perform their duties. It is recognized that individuals may not be able to actually get reassigned time because they are in a small program, are a DCE or day part-time member, or for other legitimate reasons. In these cases, stipends in lieu of reassigned time will be determined in the approved Annual Budget. All stipends in lieu of reassigned time will be set at the same rate.

*Approved by the Board of Directors on April 26, 2019*

## *REIMBURSEMENT POLICIES*

### VOUCHERS AND EXPENSES

Expenses will be reimbursed at rates determined by the MCCC Board of Directors.

### RECEIPTS

All expense reimbursements over \$10.00 require a receipt.

### TIME LIMITS

Requests for reimbursement of expenses must be submitted within ninety (90) days of the expense, or completion of travel, or receipt of a bill.

### REIMBURSEMENT REQUESTS - FORM

Expenses must be itemized and reported on an approved MCCC expense report form with original receipts or alternate documentation where original receipt is not available. The expenses must be approved by the supervisor/committee chair/cost center manager, as applicable, and then by the Treasurer.

### MILEAGE

Travel expenses for officers, coordinators, directors, and members of the Executive Committee on official MCCC business are reimbursed. The MCCC will also reimburse individuals for travel who are invited by the President to the Board of Directors and/or Executive Committee meetings. This reimbursement will be applied as it is applied to members of the Board of Directors.

Mileage is reimbursed at a rate approved by the Board. Check with the MCCC Office for the most current rate. Tolls are also reimbursed.

### BOARD OF DIRECTORS MEETINGS

Meals and snacks are supplied at Board of Director meetings per general policies and practice.

### DAY CARE

The MCCC will reimburse up to \$20 per day of actual incremental expenses for all MCCC Representatives attending official statewide MCCC Activities. Such activities would include, but not be limited to, persons elected or appointed to the following:

Board of Directors

Delegate Assembly

Negotiating Team

Constitutional Committees

Executive Committee

### EXECUTIVE COMMITTEE MEETINGS

Meals and snacks are supplied at Executive Committee meetings per general policies and practice.

#### MEALS

Meals are reimbursed at cost, not to exceed \$10 for breakfast, \$15 for lunch and \$25 for dinner; a receipt is required for meals over \$10. In urban areas, as determined by the Treasurer, the lunch allowance is increased to \$20 and the dinner allowance is increased to \$35.

#### NEGOTIATING COMMITTEE MEETINGS

The MCCC reimburses the mileage, tolls and meal expenses for Chapter Representative to the MCCC Negotiating Committee as per MCCC Board Policy. These expenses should be submitted directly to the MCCC Treasurer by the Representative on an appropriate voucher for reimbursement.

#### NEGOTIATING TEAM MEETINGS

The MCCC Negotiating Team is reimbursed for expenses incurred in negotiations, including travel/mile, tolls, parking, lunch and/or dinner where applicable.

#### MEMBERSHIP STATUS

For purposes of reimbursement by the MCCC and its chapters, active MCCC membership is required. Exception: Retired members may receive stipends and reimbursements if they serve in elected or appointed positions where active membership is not required.

*Approved by the Board of Directors February 24, 2012*

#### STIPENDS

##### OFFICER STIPEND RATIOS:

Vice President	55% of President
Treasurer	75% of President
Secretary	40% of President

##### COORDINATOR STIPENDS:

Coordinator stipends and stipend increases are stipulated in the MCCC-PCA Contract.

##### OFFICER STIPEND INCREASES

Increases in compensation: Future regular annual increases in compensation of MCCC officers shall be (1) the negotiated across-the-board percent for day unit member salary increase or (2) the percent change in the CPI (Consumer Price Index), whichever is greater.

##### PART-TIME/ADJUNCT DIRECTOR STIPENDS

Each part-time/adjunct at-large director is paid a \$500 stipend per academic year.

##### SUBSCRIPTIONS AND MEMBERSHIPS

The MCCC reimburses officers and coordinators for a variety of subscriptions and memberships that will enhance their expertise in serving the membership. Subscriptions must be initially approved by the Finance Committee.

##### FAX TELEPHONE LINES

The MCCC will pay for a dedicated fax line for the grievance coordinators and President.

##### VOICE TELEPHONE LINES

The MCCC will reimburse for a voice phone telephone line for Officers, Coordinators.

##### CELL PHONES

The MCCC will reimburse the President and Vice President, and Grievance Coordinators for cell phones with calling plans commensurate with their job requirements, as determined by the President in consultation with each party and the Finance Committee. The MCCC will reimburse up to \$15 per month for a cell phone for the Secretary and Treasurer, in recognition of the extensive travel required for these officers in the service of the MCCC. Cell phone reimbursement for a basic plan may be authorized for the day and/or DCE negotiating team chair(s) with authorization of the President.

#### INTERNET ACCESS SUPPORT

The MCCC will reimburse for DSL or Broadband or dial up Internet Access for coordinators.

*Adopted by the Board of Directors March 25, 2016*

#### *DURATION OF APPOINTMENTS*

All positions of the MCCC or an MCCC chapter for which the MCCC pays a stipend are for one or two years. Unless otherwise specified, these positions begin work on July 1.

*Adopted by the Board of Directors October 21, 2011*

#### *EARLY CONTACT PROGRAM (ECP)*

The MCCC believes that it is mutually beneficial to the MCCC and newly hired unit members when meaningful and early contact is made with their union. Recognizing that there are intrinsic differences in contractual issues for DCE faculty, as well as availability during the day, two types of program are envisioned, one for day contract members and one for DCE contract members. The MCCC will reimburse each chapter up to \$150 for each program that meets the guidelines below after approval of a proposal by the MCCC President. It is hoped that this incentive and this goal of the MCCC will encourage chapters to implement early contact programs.

#### DAY NEW MEMBER PROGRAM

The MCCC encourages chapters to find ways to have new full-time members meet with chapter and state leaders (whenever possible) within the first few weeks of the semester. New part-time day unit members should be invited as well. Any MCCC-supported day unit early contact program should have the following features:

- A group event that is held by October 1, if in the fall, or by February 28 if in the spring.
- All new full-time unit members at the campus are invited. New day part-time members can be invited.
- MCCC officers are invited.
- An MCCC-supplied PowerPoint, adapted as the local sees fit, is presented.

#### DCE MEMBER PROGRAM

The MCCC encourages chapters to find ways for DCE unit members to meet with chapter and/or state leadership within the first few weeks of the semester. This is not aimed at just new hires, but instead should provide a vehicle for interaction between the evening DCE faculty, who normally cannot attend day chapter meetings, and chapter and statewide leadership. Any MCCC supported DCE unit contact program should have the following features:

- A group event that is held within the first few weeks of the semester.
- All DCE unit members at the campus are invited.
- MCCC officers are invited.
- An MCCC-supplied PowerPoint, adapted as the local sees fit, is presented.

*See the forms section of this document to apply for either program.*

#### *CHAPTER PRESIDENTS' MEETINGS*

Chapter Presidents will receive reimbursement for food and mileage for two meetings per fiscal year.

*Adopted by the Board of Directors on April 26, 2019.*



# GENERAL POLICIES AND RELATED PROCEDURES

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## INTRODUCTION

The Massachusetts Community College Council (MCCC) is a statewide local affiliated with the MTA/NEA. The MCCC represents members in two units: the Day Unit and the Division of Continuing Education Unit (DCE). The governance structure at each college, called a chapter, also represents both Day and DCE units. The MCCC's responsibility, and therefore each chapter's responsibility, is to provide representation for members of both units in contract negotiations, contract administration, and governance. As the elected leaders of the MCCC represent all members in both units, so the elected leaders at each chapter represent all members in both units.

Dues-paying members of both Day and DCE units are eligible to vote and to hold elected office at statewide and chapter levels, insofar as their status is consistent with unit determination.

*Updated as per the Janus v. AFSCME Supreme Court Decision June 27, 2018*

## MEMBERSHIP

In accordance with the MCCC Bylaws, which say a member must pay dues, the MCCC will drop from membership any person who has not paid dues within 90 days of receiving the initial bill. The following policies apply:

1. This policy does not apply to members who pay dues through payroll deduction.
2. Members who have not paid will receive a 30-day and a 60-day notice.
3. All members will be given 30 days' notice before being dropped from membership.

*Adopted by the Board of Directors on April 26, 2019*

## MCCC STANDING RULES FOR MEETINGS

*The following standing rules are from Robert's Rules of Order, Newly Revised and are applicable as Robert's is the appointed parliamentary authority of this organization. These rules are for meetings other than the Delegate Assembly, for which MCCC has established its own set of Standing Rules. These rules are itemized for convenience by/from Robert's for members to have a "short easy version" of the rules. Where MCCC's own bylaws are different from these rules, then MCCC's bylaws govern; Robert's is always subordinate to an organization's own printed governance documents. If there are no conflicting bylaws or other rules adopted by MCCC, these rules stand as they are and do not need to be adopted. According to Robert's, Standing Rules may be suspended by a two-thirds vote. Please note, however, that MCCC has separately established or may establish methods of voting for various decisions of various bodies within MCCC, in its bylaws and/or other governance documents.*

1. After a motion has been made and seconded, and prior to debate, the motion shall be restated by the chair.
2. The maker of a motion shall be given the first opportunity to speak on that motion.
3. No member shall speak in debate longer than three minutes at one time, unless permission is granted by a majority of those voting. *Amended by the BOD on November 20, 2015.*
4. No member shall speak in debate a second time unless all who wish to speak on the question have spoken.
5. No member shall speak in debate more than twice to the same question during the same meeting, unless permission is granted by the majority of those voting.
6. A member may not yield the microphone or speaking time to another member for the unused portion of his allotted time.

7. After debate has been closed and prior to voting, the motion shall be restated by the chair.
8. A secret ballot vote shall be taken only after approval of a majority of those voting.
9. A roll call vote shall be taken only after approval by a majority of those voting. The motion for a roll call vote shall be out of order when a motion for a secret ballot is pending or has been adopted.
10. A Division may be called for by one member or by the Chair. Once called for, a new vote must be taken by the Chair, but calling for Division shall not go beyond a standing vote. Teller count, secret ballot and roll call votes shall only be taken after a majority has voted to use the secret ballot or roll call method of voting.
11. The Chair may call for a teller count if uncertain about the vote. A motion by a member for a teller count shall require a second and a majority of those voting.
12. The motion to Reconsider any motion which may be reconsidered, must be made at the same meeting at which the original motion was made and acted upon, and may only be made by a person who voted on the prevailing side or who abstained.
13. The motion to Lay on the Table shall be in order only when it is being made to take up business of an emergency or immediate nature.
14. The Order of Business may be amended by a two-thirds vote.
15. These Standing Rules may be suspended by a two-thirds vote.
16. Non-voting members or guests shall be seated separately from voting members at meetings.
17. Executive Session may be called by a majority of those voting.
18. Points of Order may be made by any member, when appropriate, and the Chair shall make a ruling on the Point of Order.
19. Appeals from the Decision of the Chair may be made by any member, when appropriate; the decision of the chair shall be upheld by a majority or a tie vote.
20. The Chair or any other member may “call a member to order” in the event the member is breaching order or decorum. The Chair will ask the member to cease and to be seated. In cases of grave breaches of order, after reasonable warning, the Chair may prefer charges by “naming” the offending member, and proceedings with appropriate penalty shall be held in accordance with the Bylaws (*or with Robert’s Rules if the bylaws do not contain provisions for charges and trials.*)
21. The Chair can vote as any other when the vote is by ballot. In all other cases, the Chair may vote whenever his vote will affect the result.
22. During MCCC BOD meetings no audio or video recordings or still photography will be allowed while in session without the express permission of the Board with the exception of video, audio or still photography that is under the coordination of the MCCC Communications Coordinator or the Secretary for documentation authentication, or with the express permission of the Board.

*Adopted by the Board of Directors September 29, 2017*
23. Electronic meetings must be conducted by either video or teleconference. The electronic meeting must be conducted by a method that allows all members of the Standing Committee to participate. Simultaneous oral communication is essential. All rules regarding quorum apply. Face-to-face meetings of Standing Committees may include participants by either video or teleconference. Notice of an electronic meeting must include an adequate description of how to participate and reasonable

notice. Any motions to be decided must be written, emailed, and visible to all participating committee members prior to the vote. All voting in electronic meetings is by roll call.

*Approved at the MCCC Delegate Assembly April 21, 2018*

24. All motions to amend the MCCC policies must have a reading at two meetings of the MCCC Board of Directors before a vote is taken.
25. All motions to take money out of MCCC reserves to increase the amount for budgeted items or for non-budgeted items must have a reading at two meetings of the MCCC Board of Directors before a vote is taken.

*Approved by the MCCC Board of Directors on November 15, 2019*

### *DISCIPLINE POLICY*

Violations of MCCC Bylaws and Policy shall be subject to discipline according to the procedures of Roberts' Rules of Order and the MCCC Bylaws and Policy Manual.

*Adopted by the Board of Directors October 17, 2014*

### *MCCC PROCEDURE FOR CHARGES AND TRIAL*

Subsequent to the formal filing of charges with the Board of Directors, and subsequent to the confidential investigation of the charges and evidence by a special committee of five (5) members chosen by the Board of Directors and to their review of the charges and evidence, the Board of Directors may vote: (1) to undertake further investigation before determining further action; (2) to undertake further investigation and to also establish a timeline for a formal trial to be scheduled for a date no sooner than one week and no later than two weeks; (3) that there is sufficient evidence and to establish plans for a formal trial to be scheduled for a date no sooner than one week and no later than two weeks; (4) to censure the member without additional investigation or trial; or, (5) to dismiss the charges with no further action.

Prior to the vote on one of the motions above, which shall be by secret ballot, the charged member shall be entitled to respond to the charges against him and to present to the Board of Directors any pertinent evidence regarding the charges and the rationale and for continuing membership.

The trial shall be held in accordance with the MCCC's parliamentary authority, Robert's Rules of Order, Newly Revised (RRNR). RRNR states: "At any time before the commencement of the trial with the first of the preliminary steps described below, the assembly may, by majority vote, adopt a resolution to govern the trial specifying details not inconsistent with the procedures described here. The resolution may include an agenda that establishes times for portions of the trial, such as time limited for opening and closing statements. If time limits are imposed, they must allow the defense at least equal time for each element of the trial as that allowed the managers, and this rule may be suspended with the consent of the defense."

The proceedings will proceed as follows:

- The Chair: The Chair of the trial shall be nominated by and from the members of the Board of Directors at the time they vote to proceed with a trial. The Chair shall be elected by secret ballot by a plurality vote.
- Executive Session: "The trial will be held in executive session, as must the introduction and consideration of all resolutions leading up to the trial."
- Hearsay Evidence: "Ordinarily, it is impossible for the society to obtain legal proof of facts in disciplinary cases. To get at the truth under the condition of such a trial, hearsay evidence

has to be admissible, and judgment as to the best interests of the society may have to be based on it.”

- **Manager’s Duties:** “The ‘managers’ at the trial have the task of presenting the evidence against the accused, and must be members of the society. Their duty, however, is not to act as prosecutors – in the sense of making every effort to secure conviction – but rather to strive that the trial will get at the truth and that, in the light of all facts brought out, the outcome will be just.” The number of managers shall be selected, and the positions shall be filled by plurality vote.
- **Secretary’s Duties:** “It is the duty of the secretary to have at hand at the trial a photocopy, printout, or other direct reproduction of the letter of notification with delivery confirmation attached, as proof that it was delivered to the accused’s address.” The secretary shall also have all governance and relevant documentation on hand. It is also the Secretary’s duty to send the letter of notice of the charges, the time, date, and place of the trial; and the procedures to the accused.
- **Presence of the Accused:** “If the accused fails to appear for trial at the appointed time as directed, the trial proceeds without him.”
- **Defense Counsel:** “Defense counsel can be an attorney(s) or not, but must be a member(s) of the society unless the trial body by vote agrees to permit attorney(s) who are not member(s) to act in this capacity.”
- **Nonmembers:** “Nonmembers who consent to testify can be brought in as witnesses at the trial, but such a witness should be allowed in the room only while testifying.”
- **Voting:** “A member who votes for a finding of guilt at a trial should be morally convinced, on the basis of the evidence he has heard, that the accused is guilty.” Voting shall be by secret ballot.

The Agenda for the trial will be as follows:

1. The chair calls the meeting to order; announces executive session; and, confirms the obligation of confidentiality of all members present.
2. Secretary’s reading of the resolutions adopted relating to the trial.
3. Chair verifies with the secretary that the accused received a copy of the charges.
4. Chair announces the names of the managers for the society.
5. Chair inquires of the accused as to whether he will have counsel and then proceeds to the Preliminary Steps to the Trial.

Preliminary Steps to the Trial:

6. The chair directs the secretary to read the charge and specifications.
7. The chair asks the accused how he pleads to each of the specifications and to the charge.
  - a. If a plea of guilty is entered to the charge, there need be no trial, and the proceedings go directly to the determination of the penalty after hearing a brief statement of the facts.
  - b. If a plea of not guilty is entered to the charge, the trial proceeds.
8. The chairs relays the steps that will be followed during the trial: (1) opening statements by both sides – managers first; (2) testimony of witnesses produced by the managers for the Council; (3) testimony of witnesses produced by the defense; (4) rebuttal witnesses on behalf of the Council; and then on behalf of the defense; and (5) closing arguments by both sides.
9. The chair explains that up until the completion of the closing arguments, no one is entitled to the floor except the managers and the defense; and they must address the chair

except when questioning witnesses. Cross examination, re-direct-examination, and re-cross-examination of witnesses is permitted, and witnesses can be recalled for further testimony as the occasion may dictate.

10. The chair further announces that:

- a. Subject to the relevant rules and the provisions in any resolution governing the trial, the presiding officers, similarly to a judge at a trial, directs the proceedings and rules on all questions of evidence and any objections or requests by the managers or the defense, the merits of which may first be argued by the managers and the defense. From any such direction or ruling, a member of the board may take an undebatable appeal, or the presiding officer may, in the first instance, submit any such question to a vote, without debate, by the board. Any motion to alter a resolution previously adopted to govern the trial, which may be proposed only by the managers or defense, or a proposal by the chair to do the same, is submitted without debate to a vote by the board; its adoption requires the vote necessary to Amend Something Previously Adopted. (2/3 vote)
- b. If a member of the board who is not a manager or with the defense wishes a question to be put to a witness, a manager, or the defense, the question must be delivered in writing to the presiding officer, who at an appropriate point puts it, unless he rules it out of order of his own accord or upon an objection by the managers or the defense, which ruling, like any other in the trial, is subject to an undebatable appeal.
- c. The only motions in order are the five privileged motions and those motions that relate to the conduct of the meeting or to the trial itself. Any member who is not a manager or with the defense may offer such a motion, subject to the limitation in (a) above, only in writing delivered to the presiding officer, who at an appropriate point reads the motion aloud, inquires whether there is a second (if required), and either rules upon it or puts the motion to a vote with debate.

11. The Chair conveys that the timing of the various segments of the trial will be timed as follows:

- a. Opening Statement by the managers – ten minutes
- b. Opening Statement by the defense - ten minutes
- c. Testimony of witnesses produced by managers – five minutes for each witness
- d. Testimony of defense witnesses – five minutes for each witness
- e. Rebuttal witnesses on behalf of the Council – five minutes for each witness
- f. Rebuttal witnesses on behalf of the defense – five minutes for each witness
- g. Closing arguments by the Council – ten minutes
- h. Closing arguments by the defense – ten minutes

12. The chair then calls for each segment of the trial in sequence:

- a. Opening Statement by the managers
- b. Opening Statement by the defense
- c. Testimony of witnesses produced by the managers
- d. Testimony of defense witnesses
- e. Rebuttal witnesses on behalf of the Council
- f. Rebuttal witnesses on behalf of the defense
- g. Closing arguments by the Council
- h. Closing arguments by the defense

13. When closing arguments are completed, the accused and all nonmembers must leave the room. The chair then states the question on the finding as to the guilt of the accused, as follows: “the question before the Board is: Is \_\_\_\_\_ guilty of the charge and specifications preferred against him? Each of the specifications, and then the charge, is read, opened to debate, and voted on separately – although the several votes can be delayed to be taken on a single ballot.

14. The specifications or the charge can be amended to conform to facts brought out in the trial – but not in such a way as to find the accused guilty of a charge not wholly included within

charge(s) for which he has been tried.

15. If the accused is found guilty, the chair announces that the next item of business is the determination of the penalty. One of the managers for the Council may make a motion for a penalty the managers feel appropriate, although any member may move that a specific penalty be imposed; this motion is debatable and amendable.

16. On the demand of a single member both the question of guilt and the question of the penalty must be voted on by ballot.

17. The usual possible penalties for an officer are censure or removal from office, although in special circumstances others may be appropriate. ... For all of these, including removal from office, a majority vote is required. ... For expulsion, a two-thirds vote is required.

18. After voting is completed, the accused is called back into the hall and advised of the result. In the event the accused is not present after voting, a written communication advising him of the result will be sent.

19. Subsequent to the trial, while the society has the right to disclose the fact that a member has been removed from office, it can be circulated only to the extent required for the protection of the society, or, possibly, of other organizations. Notwithstanding the right to provide notification of the change in the member's status, "neither the society nor any of its members has the right to make public the charge of which an officer or member has been found guilty, or to reveal any other details connected with the case."

*Adopted by the Board of Directors March 3, 2017 and confirmed June 14, 2017*

### *ACCOMODATIONS POLICY*

The MCCC is committed to accommodating the needs of members relative to the ADA (Americans with Disabilities Act) at its meetings. Providing accommodations requires significant resources and planning. Therefore, to facilitate meeting this commitment, the MCCC requires that accommodation requests be made at least seven (7) calendar days prior to a meeting.

*Adopted by the Board of Directors August 19, 2015*

### *AWARDS*

The MCCC may make awards at the MCCC Delegate Assembly including, but not limited to, the Jon Butler Memorial Award, the Raymond C. Lemieux Memorial Award, the John A. Palmer III Memorial Award, and the Donnie McGee Strategic Action Award.

#### **THE JON BUTLER MEMORIAL AWARD**

##### **PURPOSE**

Recognize the Chapter President (s) whose leadership, acts, or support have made a significant impact on MCCC unit members.

##### **ELIGIBILITY**

Nominees must be current Chapter Presidents.

##### **NOMINATIONS**

Any Chapter President may be nominated by petition of five or more of that chapter's members; a nomination form can be obtained from the MCCC web site. The deadline for submitting nominations is March 1 at noon. Nominations should be sent to the MCCC President.

##### **SELECTION OF FINALISTS**

The MCCC Executive Committee serves as a screening committee. The Committee submits its recommendations for the award to the Board of Directors for approval.

## THE AWARD

The Jon Butler Memorial Award is presented by the MCCC President or the President's designee during the Delegate Assembly, in a ceremony designed to place emphasis on the importance of the Award.

## THE RAYMOND C. LEMIEUX MEMORIAL AWARD

### PURPOSE

To recognize a member whose service, leadership, and dedication have contributed significantly to the MCCC, as exemplified by the life of Raymond Lemieux.

### ELIGIBILITY

To be eligible for this award, an individual must meet the following criteria:

- Service to higher education and the labor movement in the quest for improved working conditions and high standards of professional excellence.
- Demonstration of leadership in MCCC and higher education.
- Exemplification of the concerned and caring approach of Raymond C. Lemieux, who dedicated much of his life to the betterment of faculty and professional staff.

### NOMINATIONS

Any member of the MCCC Board of Directors or Chapter President may nominate a candidate by completing a nomination form, which can be obtained from the MCCC web site. The deadline for submitting nominations is March 1 at noon. Nominations should be sent to the MCCC President.

### SELECTION OF FINALISTS

The MCCC Executive Committee serves as a screening committee. The Committee submits its recommendations for the award to the Board of Directors for approval.

## THE AWARD

The Raymond C. Lemieux Memorial Award is presented by the MCCC President or the President's designee during the MCCC Delegate Assembly, in a ceremony designed to place emphasis on the importance of the Award.

## JOHN A. PALMER III MEMORIAL AWARD

### PURPOSE

To recognize an adjunct MCCC member whose service, leadership, and dedication have contributed significantly to MCCC adjunct faculty, as exemplified by the life of John A. Palmer III.

### ELIGIBILITY

To be eligible for this award, a past or present MCCC adjunct faculty member must meet the following criteria:

- Service to higher education adjunct faculty in the quest for improved working conditions and high standards of professional excellence;
- Demonstration of leadership in the Union and higher education, especially as it pertains to issues of importance to adjunct faculty;
- Exemplification of the concerned and caring approach of John A. Palmer III, who dedicated much of his life to the betterment of adjunct faculty.

### NOMINATIONS

Any MCCC member may nominate a candidate by completing a nomination form, which can be obtained from the MCCC web site. The deadline for submitting nominations is March 1 at noon. Nominations should be sent to the MCCC President.

### SELECTION OF FINALISTS

The MCCC Executive Committee serves as a screening committee. The Executive Committee submits its recommendations for the award to the Board of Directors for approval.

#### THE AWARD

The John A. Palmer III Award is presented by the MCCC President or the President's designee during the MCCC Delegate Assembly in a ceremony designed to place emphasis on the importance of the Award.

#### THE DONNIE MCGEE STRATEGIC ACTION AWARD

##### PURPOSE

Recognize a member (s) who has shown exemplary service in the area of political and strategic action that has made a significant impact on MCCC unit members.

##### ELIGIBILITY

Nominees must be current MCCC members.

##### NOMINATIONS

Any MCCC Member may nominate a candidate by completing a nomination form, which can be obtained from the MCCC web site. The deadline for submitting nominations is March 1 at noon. Nominations should be sent to the MCCC President.

##### SELECTION OF FINALISTS

The MCCC Executive Committee serves as a screening committee. The Committee submits its recommendations for the award to the Board of Directors for approval.

#### THE AWARD

The Donnie McGee Strategic Action Award is presented by the MCCC President or the President's designee during the Delegate Assembly, in a ceremony designed to place emphasis on the importance of the Award.

### *BOARD OF DIRECTORS*

#### RESPONSIBILITY OF DIRECTORS

Consistent with MCCC bylaw Article V, Section 5, "Board of Directors, Powers and Duties," the Board of Directors adopts a MCCC Director Job Description (see below). The job description is presented during the annual Board orientation to be conducted at the first meeting following the election of new Board members, usually the June Board of Directors' meeting.

#### CONSTITUTIONAL MANDATES

- I. Assist with the development and implementation of the Delegate Assembly agenda by doing the following:
  - A. Recommending policies or changes in policy to the Delegate Assembly
  - B. Promulgating policies, procedures, rules to further the interests of the MCCC
  - C. Convening special meetings of the Delegate Assembly
  - D. Recommending, through the Treasurer, an annual budget and membership dues to the Delegate Assembly for its approval
  - E. Establishing a method by which services provided to the MCCC by organizations with which the MCCC is affiliated can be monitored and evaluated impartially and objectively. The results of all evaluations will be reported to the Delegate Assembly by the evaluators.
- II. Assist with the development and management of MCCC Committees by doing the following:
  - A. Acting upon recommendations of the President for the appointment of conveners and other members to standing committees
  - B. Appointing such *ad hoc* committees as it may deem necessary
  - C. Receiving and acting upon reports and recommendations from committees
- III. Assist with MCCC administration by doing the following:
  - A. Employing staff for the efficient management of the MCCC and adopting personnel policies for this staff
  - B. Adopting procedures and policies for the conduct MCCC business.



- C. Appointing the Vice President, Secretary and/or Treasurer of the MCCC when a vacancy exists in either office until such time as the next regularly scheduled election

## MCCC DIRECTOR JOB DESCRIPTION

- I. Chapter Representation
  - A. Attend Board meetings and, where absence is unavoidable, provide advance notice to the MCCC President of a chapter alternate.
  - B. Notify chapter membership of Board activities, and where feasible, solicit member input prior to Board action.
  - C. Where feasible, regularly attend chapter meetings inclusive of Executive, MACER, and membership meetings.
  - D. Maintain close communications with the Chapter President.
- II. MCCC Representation
  - A. Attend MCCC Delegate Assembly
  - B. Participate in the MCCC Fall Conference (Note: *Currently held every other year, in odd years*)
  - C. 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
  - D. Assist the Chapter in compliance with MCCC mandates (i.e. submission of annual Financial and Incorporation Reports)
- III. Ex Officio Committee Membership
  - Each At-large Part-time/Adjunct member of the Board shall be an ex officio, voting member of the Adjunct Committee or the Professional Staff Committee, as appropriate.

## ELECTION OF AT-LARGE EXECUTIVE COMMITTEE MEMBERS

At-large members of the Executive Committee are elected from the directors at the first Board meeting of each session (usually the June meeting.) A Board member need not be present in order to be nominated to serve on the Executive Committee, provided that the individual has indicated in writing to the President a willingness to serve. (See Bylaws, Article 7, Section 1)

## POLICY CONCERNING MULTIPLE ROLES OF MEMBERS OF THE BOARD OF DIRECTORS

*See PERSONNEL POLICIES, Multiple Roles*

## PROCEDURE FOR RECOGNITION OF MCCC MEMBERS AT MEETINGS OF THE MCCC BOARD OF DIRECTORS

Any member who wishes to address the Board directly on a specific issue of concern will register with the MCCC President at least four business days prior to a regularly scheduled meeting of the Board of Directors. A period of time (not to exceed 30 minutes) for members' comments will be set aside before all other business. Up to fifteen minutes will be allotted to an individual member to address the Board. The Board of Directors may extend these time limits by a two-thirds vote.

## CHAPTER POLICIES

### CHAPTER BYLAWS

Chapter Bylaws must be in compliance with MCCC Bylaws. The Board of Directors will take all necessary steps to insure compliance.

MCCC Model Bylaws serve as enforceable chapter bylaws until such time as a chapter establishes bylaws. The model bylaws will serve for all purposes not addressed by a chapter's bylaws.

Chapters will maintain an electronic copy of their most recent chapter-approved bylaws on file in the MCCC office. These Chapter Bylaws will be submitted annually with the chapter's annual financial report. If the chapter does not have bylaws, it shall submit a statement to that effect.

The MCCC Model Chapter Bylaws will be reviewed on an annual basis by the MCCC Bylaws Committee.

#### MCCC MODEL CHAPTER BYLAWS

*See APPENDIX for the MCCC web site.*

#### COMPENSATION FOR CHAPTER NEWSLETTERS AND CHAPTER WEBSITES

*See FINANCIAL POLICIES*

#### COMPENSATION FOR CHAPTER STRATEGIC ACTION COMMITTEE REPRESENTATIVES

*See FINANCIAL POLICIES*

### COMMITTEES

These policies and procedures for MCCC Standing and *Ad Hoc* Committees pertain to all committees authorized by the Bylaws, the Delegate Assembly and the Board of Directors.

#### I. TYPES OF COMMITTEES

##### A. Standing Committees

Standing Committees are formed through the MCCC Bylaws. They have permanent duration. Their duties and charge are determined by the Bylaws.

##### B. *Ad Hoc* Committees

*Ad Hoc* Committees are formed by the Board of Directors or the Delegate Assembly. Their duration is established by the Board or the Assembly but cannot go past the term of each body; they are short-term committees established to fulfill a specific task. The specific expectations for each ad hoc committee, including timelines, composition, responsibilities, and resources needed for successful implementation is determined when the committee is established.

#### II. RECRUITMENT

- A. Announcements of committee vacancies may be made through the MCCC Newsletter, at MCCC Board meetings, and/or by any other method deemed appropriate by the President.
- B. Applications for committees may be initiated by individual members. Committee members may also be recommended by local or chapter leaders.

#### III. APPOINTMENT

Except for committees in connection with collective bargaining or other committees specified in the Policies, chairs and members of committees are appointed by the President after consultation with the Executive Committee. The Board of Directors approves appointments of chairs and members of standing committees. *Ad Hoc* committee chairs and members are approved by the governance body that creates the *ad hoc* committee or by the Board of Directors. Notice of appointment is given to committee members by letter from the MCCC President. A chair shall be appointed prior to the first meeting of the committee, unless the language creating the committee specifies otherwise.

#### IV. COMPOSITION

Insofar as possible, appointments to committees should take into consideration such factors as geographical balance, campus size, diversity, and constituency representation.

#### V. PROCEDURES

##### A. Charge

Each committee has a clear purpose and role that originates from the bylaws, Board of Directors, or Delegate Assembly.

B. Meetings

1. Elect a Secretary at the first meeting.
2. Keep minutes of meetings.
2. Follow parliamentary procedures according to *Roberts Rules of Order, Newly Revised*.
4. Distribute minutes to the committee members and the MCCC Office.
5. The Chair notifies committee members of meetings in a timely and appropriate manner.

VI. MEETINGS

A member who is absent from two meetings without having notified the Chair of the committee in advance is considered as having resigned and a vacancy is declared. A member who is absent from four meetings, with or without notice to the Chair, is considered as having resigned.

Meetings are generally expected to be held at no-cost facilities. Meetings held at other than no-cost facilities must be approved through the budgetary process or the Executive Committee or the Board of Directors.

The President is ex-officio on all *ad hoc* committees. "As an ex-officio member of a committee, the President has the same rights as the other committee members, but is not obligated to attend meetings of the committee, nor is he [she] counted in determining if a quorum is present." *Robert's Rules of Order, Newly Revised, Section 46. (Note: Also see Section 50 e)*

VII. REPORTING

MINUTES

Minutes of committees shall

- Accurately reflect the agenda and substance of the topics discussed;
- Include members present and not present, place, date, and time;
- Be sent to committee members and the MCCC office as soon as possible after each meeting.

REPORTS

Standing Committees

Interim reports will be issued to the Executive Committee and Board of Directors as requested.

*Ad Hoc* Committees

Final reports will be issued in writing to the governance body that established the committee.

Interim reports will be issued to the Executive Committee and Board of Directors as requested.

VIII. COMMITTEE FINANCIAL SUPPORT

See *FINANCIAL POLICIES*

IX. Committees and Boards of the MCCC (*Note: A Quick Summary*)

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Committee	Composition & Appointment	Responsibility
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<b>Committee</b>	<b>Composition &amp; Appointment</b>	<b>Responsibility</b>
ADJUNCTS COMMITTEE	One member selected by each chapter to serve a one-year term. The chapter may select an alternate to attend meetings when the member cannot attend. The committee shall be chaired by an adjunct appointed by the President with the approval of the Board of Directors.	Explore issues deemed important to the adjunct faculty; with the approval of the President, consult as necessary with the MCCC DCE Coordinator, MTA UniServ consultant, and any other committee or union officials deemed appropriate.
BOARD OF DIRECTORS – BYLAWS	The MCCC officers, one member from each chapter, and two part-time/adjunct members elected for a term of one year, beginning with the June Board meeting. MCCC members on the MTA Board of Directors, MTA Executive Committee and NEA Board of Directors are ex-officio, non-voting members.	Within provisions of the Bylaws, and policies established and actions ordered by the Delegate Assembly, the Board of Directors shall be responsible for the management of the MCCC.
BYLAWS AND RULES COMMITTEE – BYLAWS	5 members; September 1 of appointment year for two-year term of office	Review proposed amendments to the Bylaws and Rules and make recommendations to the MCCC Delegate Assembly.
DAY GRIEVANCE COMMITTEE – BYLAWS	Day Grievance Coordinator as Chair; 15 chapter Day Grievance Representatives; one member of the Executive Committee, who is non-voting September 1 to August 31.	Provide support, training, and empowerment to Day Grievance Representatives; certify grievances for arbitration
DAY NEGOTIATIONS COMMITTEE – BYLAWS	MCCC President and 15 members, one from each campus; three (3) months prior to bargaining until survey results are reported to Day Negotiations Team.	Develop and administer a membership survey on contractual priorities. Report the results of the survey to the Day Negotiations Team and recommendations for the asking package.
DAY NEGOTIATIONS TEAM – BYLAWS	MCCC President and Vice President and minimum of 5 members; at least 6 months prior to the expiration date of the agreement until the expiration date of the new agreement	Negotiate with the employer on hours, wages, and conditions of employment
DCE GRIEVANCE COMMITTEE – BYLAWS	DCE Grievance Coordinator as Chair and 15 chapter DCE Grievance Coordinators; one member of the Executive Committee, who is non-voting September 1 to August 31	Provide support, training, and empowerment to DCE Grievance Coordinators; consider for certification DCE grievances filed for mediation and arbitration.
DCE NEGOTIATIONS TEAM – BYLAWS	MCCC President and Vice President and minimum of 5 DCE members; at least 6 months prior to the expiration date of the agreement until the expiration date of the new agreement	Negotiate with the employer on hours, wages, and conditions of employment

<b>Committee</b>	<b>Composition &amp; Appointment</b>	<b>Responsibility</b>
DELEGATE ASSEMBLY CREDENTIALS COMMITTEE – BYLAWS	3 Board members; appointment prior to Delegate Assembly; term of office expires at conclusion of said meeting	Pass on credentials, hear appeals on credentials, and establish quorum
EDITORIAL BOARD – BOARD	Executive Committee and Communications Coordinator	Review policies and guidelines for Newsletter and other publications; assist Communications Coordinator in developing new ideas and techniques for the Newsletter
EXECUTIVE COMMITTEE – BYLAWS	4 MCCC officers, and 3 Board members elected by the Board at June Board meeting; term of office July to June	Provide direction to the Board and act as grievance committee
FINANCE COMMITTEE – BYLAWS	MCCC Treasurer and 5 members; September 1 of appointment year for two-year term	Prepare a budget, recommend dues, administer and maintain financial policies, monitor fiscal affairs
JOINT STUDY COMMITTEE – AGREEMENT	President and 3 full-time day members; September 1 of appointment year for two-year term of office	Meet with the employer to try to resolve labor/management issues
NOMINATIONS AND ELECTIONS COMMITTEE – BYLAWS	5 members; September 30 of appointment year for two-year term of office	Provide equal access and treatment of candidates and conduct elections.
PERSONNEL COMMITTEE – BYLAWS	5 members; September 1 of appointment year for two-year term of office	Prepare and revise job descriptions, evaluations, salary recommendations; administer and recommend personnel policies
PROFESSIONAL STAFF COMMITTEE – BYLAWS	One member and one alternate from each chapter to serve a two-year term of office	Research issues and advocate for concerns of professional staff
STATEWIDE IMPLEMENTATION COMMITTEE ON DISTANCE EDUCATION – AGREEMENT	3 unit members; Contractually Mandated	Discuss and develop an evaluation instrument for distance education courses, and address the Higher Education Collaborative Distance Learning Honors Course Project and any other distance education programs now in progress.
STRATEGIC ACTION COMMITTEE – BYLAWS	MCCC Vice President as Chair, the Strategic Action Steering Committee and 15 chapter representatives; a one-year term running starting September 1	Provide support and empowerment for MCCC Strategic Action initiatives; educate and advise on issues that warrant strategic action.

<b>Committee</b>	<b>Composition &amp; Appointment</b>	<b>Responsibility</b>
STRATEGIC ACTION STEERING COMMITTEE- BYLAWS	MCCC Vice President as Chair and 3 members appointed by the Chair and approved by the Board of Directors; a two-year appointment starting September 1 of an officer election year	Assist with lobbying efforts; provide support for the Strategic Action Committee and MCCC strategic initiatives

*Approved by the MCCC Delegate Assembly April 30, 2011*

**DELEGATE ASSEMBLY**

DATE	ACTIVITY	WHO
2-3 years prior	Reserve Hotel	President
June 30, after Board approves the calendar	1. Confirm the facility 2. Confirm the Parliamentarian	1. President or designee 2. President
First Spring Newsletter	Announce the Delegate Assembly	Communications
February 1	1. Remind chapters to elect delegates 2. Remind all members about the DA date	1. President 2. President
Date - 2 months prior	1. Notify anyone who will supply reports, written or oral 2. Appoint Credentials Committee 3. Put Award Plaques into production 4. Request Interpreters	1. President 2. President 3. Office
Date - one month prior	1. Confirm Venue 2. Arrange Meals a. Continental Breakfast b. Lunch 3. Make AV Arrangements a. Podium b. Two floor mikes c. Projector / Screen d. Registration Table in hallway e. Materials Table in Hallway f. Guest Table	President or designee
Date - two weeks prior	Prepare 1. Banners and method of hanging them 2. Agendas 3. Standing Rules 4. Some copies of the Bylaws 5. Registration Sheets per chapter 6. Budgets 7. Membership List	1. Communications 2. President 3. Secretary 4. Secretary 5. Treasurer 6. Treasurer 7. Treasurer
Date of the Delegate Assembly	1. Staff Registration Table a. Registration Sheets b. Membership list 2. Materials Table a. Pens / Notepads b. Other 3. Plaques/Awards	1. Credentials Committee 2. Treasurer 3. Treasurer

**FALL CONFERENCE**

*This conference is held in odd-numbered years only per vote of the Board of Directors March 2016.*

DATE	ACTIVITY	WHO
February BOD	Solicit Program Committee Volunteers	President
March BOD	Appoint ad hoc Program Committee w Chair <ul style="list-style-type: none"> <li>• Charge: Have a program with speakers in place and AV needs established by the August Board Meeting</li> </ul> Traditional Program Items <ol style="list-style-type: none"> <li>1. Day Contract Session</li> <li>2. DCE Session</li> <li>3. Professional Staff Session</li> <li>4. Retirement Session(s)</li> <li>5. Awards</li> <li>6. MTA Greetings</li> <li>7. Door prizes</li> </ol>	President
Last Summer & First Fall Newsletter	Announce Conference with program as available	Communications
August ExCom Meeting	<ol style="list-style-type: none"> <li>1. Consider awards</li> <li>2. Confirm with all speakers</li> </ol>	<ol style="list-style-type: none"> <li>1. Exec Cmt</li> <li>2. Program Cmt Chr</li> </ol>
Fall Semester Week 2	<ol style="list-style-type: none"> <li>1. Remind Chapters and Members</li> <li>2. Online Registration Live</li> <li>3. Award items into production</li> </ol>	<ol style="list-style-type: none"> <li>1. President</li> <li>2. Webmaster</li> <li>3. ExCom</li> </ol>
Date – 1 month prior	<ol style="list-style-type: none"> <li>1. Confirm Venue</li> <li>2. Arrange Meals               <ol style="list-style-type: none"> <li>a. Registration snacks w water, soda, coffee, tea</li> <li>b. Dinner, w water, soda, coffee, tea</li> </ol> </li> <li>3. AV arrangements</li> <li>4. Registration and materials tables in hall</li> </ol>	President or designee
Date – two weeks prior	Prepare <ol style="list-style-type: none"> <li>1. Banners and method of hanging them</li> <li>2. Programs</li> <li>3. Registration Sheets</li> <li>4. Prizes</li> </ol>	<ol style="list-style-type: none"> <li>1. Communications</li> <li>2. Program Cmt Chr</li> <li>3. Treasurer</li> <li>4. Vice President</li> </ol>
Date of the Conference	<ol style="list-style-type: none"> <li>1. Staff Registration Table</li> <li>2. Provide               <ol style="list-style-type: none"> <li>a. Registration Sheets</li> <li>b. Membership list</li> <li>c. Name tags and felt-tip pens</li> <li>d. Raffle tickets</li> </ol> </li> <li>3. Materials Table               <ol style="list-style-type: none"> <li>a. Pens / Notepads</li> <li>b. Other</li> </ol> </li> <li>4. Plaques/Awards/Prizes</li> </ol>	<ol style="list-style-type: none"> <li>1. Program Cmt</li> <li>2. Treasurer</li> <li>3. Treasurer</li> <li>4. Treasurer</li> </ol>



## *DIVISION OF CONTINUING EDUCATION*

Members of the NEA/ MTA/ MCCC through the Division of Continuing Education are represented on each campus through the existing chapter structure of the MCCC. The chapter provides representation and services for the DCE unit, including contract administration and participation in chapter governance. These two areas include but are not limited to the following specific elements of service:

- A Contract administration: communications with management, handling of grievances, implementation of contractual provisions.
- B. Chapter governance: selection of a representative to the chapter's Executive Committee, opportunities for communication such as membership meetings and newsletters.

### **POLICY AND PROCEDURES RELATING TO DCE ORGANIZATIONAL STRUCTURE**

#### **REPRESENTATION IN CHAPTER GOVERNANCE STRUCTURE**

1. There shall be a designated seat on the chapter Executive Committee for a DCE representative. This seat may be an existing at-large seat designated for DCE or an added seat.
2. After a chapter-wide, open, self-nomination process, a dues-paying DCE member may be elected as DCE representative to the chapter Executive Committee. If no DCE member is elected, then the Chapter President appoints a DCE member with the approval of the Executive Committee. (Note: Before self-nomination occurs, DCE members must be made aware of the responsibilities of Executive Committee members, including attendance at regular meetings, and must be able to fulfill those responsibilities to be eligible for the position.)
3. The DCE representative helps with informal problem solving and day-to-day relationships between the campus administration and chapter leadership with regards to non-grievance DCE issues.
3. The DCE representative on the Executive Committee has a full vote on the Executive Committee.
4. In addition to a DCE representative on the Executive Committee, the chapter may develop a further structure or mechanism to address DCE issues. (For example, the chapter may form a DCE subcommittee to carry out DCE business. The DCE representative on the Executive Committee might then be appointed chair of that subcommittee.)

#### **DCE VOTING**

1. Voting Status
  - For any system-wide or chapter-wide election (e.g. election of officers), or meeting in which DCE members and day members are both voting, each DCE member has a full vote.
  - At the MCCC Delegate Assembly, every elected delegate has a full vote.
  - For any system-wide or chapter-wide election (e.g. election of officers), or any situation in which DCE members and day members are both voting, a person eligible to vote as both a Day and DCE unit member may vote in only one unit.
  - Within any meeting or election solely of DCE members a DCE member has a full vote.
  - While serving on a system-wide or chapter-wide committee composed of both Day and DCE unit members, a DCE member has a full vote on the committee.
2. Election Procedures  
*See ELECTIONS*

#### **CONTRACT ADMINISTRATION: DCE GRIEVANCE COORDINATOR/OFFICER**

1. Each chapter shall have a DCE Grievance Coordinator who may be the same person responsible for day unit grievances or may be the DCE representative on the Executive Committee. This person does not necessarily have to be a DCE unit member.
2. The DCE Grievance Coordinator's responsibility is to

- A. Process DCE grievances based on the collective bargaining agreement and in accordance with contractual grievance procedures.
  - B. Communicate with the MCCC's DCE Grievance Coordinator.
  - C. Represent the chapter at meetings of the DCE Grievance Committee.
3. The DCE Grievance Coordinator can be elected or appointed by the Chapter President with the approval of the Executive Committee.

*Adopted by the Board of Directors January 22, 2010*

## *ELECTIONS*

### PART I - POLICIES RELATED TO STATEWIDE AND CHAPTER OFFICER ELECTIONS

#### INTRODUCTION

The following campaign and election principles are intended to foster a fair and open election process for officers of the Massachusetts Community College Council in both statewide and chapter elections. MCCC chapters may specify additional requirements or procedures by chapter bylaw or policy.

#### I. CAMPAIGN REQUIREMENTS

##### A. Association Resources:

- 1. No Association resources may be used to publicize or support specific candidates. The MCCC and its chapters may provide information about all candidates for particular positions. Association resources include but are not limited to use of the union (1) name, logo, or letterhead, (2) telephone, fax machines, and computers, (3) email addresses @mccc-union.org, (4) web site, and (5) funds, directly or indirectly.
- 2. An electronic file of member names, membership category, mailing addresses, and home colleges will be provided to all certified statewide officer candidates without cost. Candidates may request the mailing list by emailing the Nominations and Elections Committee chair. The email must include acknowledgement that this information will be used only for mailing election materials and only before the closing date of the election.

##### B. Campaign Revenues and Expenditures

- 1. Definitions
  - a. Campaign revenues include fundraising and financial contributions to a campaign.
  - b. Campaign expenditures include the cost of printing, mailing, telephone, travel, giveaways, social or fundraising events, and expenditures of a campaign committee.
- 2. No dues money shall be used to promote the candidacy of an individual for statewide or chapter office.
- 3. Campaign funds may be used only for campaign expenses.

##### C. Campaign Materials

- 1. Campaign materials include but are not limited to printed materials, electronic materials such as web sites and blogs, buttons, and/or giveaways bearing the name of a candidate.
- 2. Campaign materials must not attack the character of an individual or group. Campaigners must not remove or deface campaign materials belonging to any candidate.

##### D. Violation of Policies

Any infractions of these policies can be referred to the chair of the Nominations and Elections Committee for subsequent review and possible action by the Board of Directors.

#### II. CONDUCT OF ELECTIONS

In MCCC elections, the main principle to be observed is that every member eligible to vote shall have a reasonable opportunity to make nominations, to run for office, and to vote.

##### A. Nominations and Elections: Statewide Elections

1. A Nominations and Elections Committee is mandated by the MCCC Bylaws (Art. VII, sec. 3 for statewide elections).
2. Statewide nominations are placed by mail or electronically.
3. Statewide elections are conducted by mail or electronically. Ballots and/or election materials are delivered to member home addresses or by email; votes are cast by mail or electronically or hand-delivered to the designated location.
4. The Committee will certify and place in nomination in accordance with the Board approved MCCC Nominations and Elections Timeline outlined in the election year and the submission of the MCCC Nomination Form: (1) the names of all officer candidates who have secured at least fifty signatures of active members in support of their candidacy, (2) and the names of all candidates for Adjunct/Part-time Board member who have secured at least ten signatures of active members in support of their candidacy, (3) the names of candidates for the MTA Annual Meeting, and (4) the names of candidates for the NEA-RA Delegate Assembly.
5. If the officer and Adjunct/Part-time Board member positions are uncontested, the nominees for those positions are deemed elected.
6. If the number of certified candidates for the MTA Annual Meeting and/or the NEA Representative Assembly is less than or equal to the number of delegates permitted, then those candidates are deemed elected.
7. If an election has no contested positions, the MCCC does not need to conduct the elections but must declare the nominees elected and post the newly elected officers. Adjunct/Part-time Board member positions, and delegates to the MTA Annual Meeting and the NEA Representative Assembly within ten (10) days of the close of nominations.
8. All communications with candidates on the statewide ballot may be by email.

*Approved by the MCCC Board of Directors August 21, 2019*

9. The Nominations and Elections Committee shall have the authority and responsibility to:
  - a. Provide a recommended nominations/elections schedule each year to the Board of Directors by the September meeting.
  - b. Give notice of nominations and elections. Such notice should appear in the *MCCC News* and on the MCCC Website. Notice of nominations and elections shall appear at least ten weeks prior to the deadline for nominations. The notice should specify (1) open offices, (2) nomination procedures and deadline, (3) election procedures and timeframe, (4) the time and date by which ballots must be cast, and (5) the location to which ballots must be mailed or hand delivered.
  - c. Publish the names and statements of candidates for each officer and part-time/adjunct position in the *MCCC News* and on the MCCC web site.
  - d. Institute a balloting procedure assuring that each vote has been cast by an eligible voter and that each voter has cast only one ballot.
  - e. Mail or email ballots or notification of electronic voting procedures in late February or early March, leaving at least twenty (20) days for voters to submit the ballots. NEA delegate candidate statements are included in the ballot material.
  - f. Supervise elections and conduct all voting by secret ballot. In a mail election, the voter must be provided with a business reply envelope with the Association address used for the return address.
  - g. Provide replacement ballot procedure. Replacement ballots are not reviewed or counted unless their numbers could affect the outcome of an election.
  - h. Count the ballots. A reasonable number of observers are permitted at the counting of the ballots, to be determined by the chair of the Nominations and Elections Committee. An observer must be an MCCC union member.
  - i. Certify as elected the candidate who receives the highest number of votes for each office and certify the candidates elected to serve as MTA and NEA delegates. Such

certification is sent to the MCCC President within five working days of the vote count. The President then presents the certification to the Board of Directors and announces the election results to the members.

- j. Maintain the ballots or electronic election results at the MCCC statewide office for one year and allow inspection of the ballots by any active MCCC member, after reasonable notice.

*Amended by the Board of Directors on November 15, 2019*

## B. Nominations and Elections: Chapter Elections

1. It is strongly recommended that each chapter establish a Nominations and Elections Committee as part of its bylaws for the purpose of assuring equal access to all members of the chapter to the nomination and election process. If a chapter chooses not to establish a Nominations and Elections Committee, the chapter has the responsibility, nonetheless, to follow the procedures indicated below.
2. The chapter Nominations and Elections Committee or the chapter, if no committee exists, shall have the authority and responsibility to:
  - a. Give notice of nominations and elections. Notice of nominations and elections shall be distributed or mailed at least two weeks prior to the deadline for nominations. The notice should specify (1) open offices, (2) nomination procedures and deadline, (3) election procedures and timeframe, (4) the time, date, and place of the election if it is to be an on-site election, OR the time and date by which mail ballots, either through campus mail or U. S. Postal Service, must be received.
  - b. Post the names of candidates for each elective office at least five working days before the start of the election.
  - c. Supervise elections and conduct all voting by secret ballot.
    - (1) In an on-site election the voter must be provided an area where the ballot may be marked with reasonable privacy. No campaigning shall be allowed within a polling area. Neither campaign literature nor materials may be distributed, posted, or worn within the polling area on the day of the election. Maintaining a physical presence in a polling area shall be construed as campaigning.
    - (2) In a mail election, the ballot and other materials must be designed to protect the integrity of the voting process.
  - d. Provide an absentee ballot procedure for on-site elections. Such ballots must be received by the closing time for voting.
  - e. Provide a replacement ballot procedure. Replacement ballots are not reviewed or counted unless their numbers could affect the outcome of an election.
  - f. Conduct the elections during the period from April 1 through May 15. In the case of mail elections, a reasonable time should be allowed between the mailing of ballots and the deadline for returning ballots.
  - g. Institute a balloting procedure assuring that each vote has been cast by an eligible voter and that each voter has cast only one ballot. Membership lists provided by the MCCC office must be the source for voter lists.
  - h. Count the ballots and certify as elected the candidate who receives the highest number of votes for each office. A reasonable number of observers are permitted at the counting of ballots. An observer must be an MCCC member.
  - i. Announce the election results, including the vote count, to chapter members no more than three working days after the close of the election.
  - j. Maintain the ballots for one year and allow inspection of the ballots by any active member of the chapter, by the chair of the MCCC Nominations and Elections Committee, or by a designee of the MCCC President.

- k. Rely on the statewide MCCC Nominations and Elections Committee as a resource on nominations and election procedure.

### III. ELECTION CHALLENGE PROCEDURE

A challenge to a statewide or chapter election must be conducted according to the following process. Any union member may file a challenge.

#### A. Statewide Elections

1. A union member who wishes to challenge an election of an MCCC officer, part-time/adjunct Director, or the outcome of an election for delegates to the MTA Annual Meeting or the NEA Representative Assembly must file the challenge with the MCCC President no more than five (5) working days from the day the vote count is announced to the membership. If the challenge involves the office of the MCCC President, the challenge should be filed with the MCCC Vice President, Secretary, or Treasurer. If the challenge involves all four MCCC offices, the challenge may be filed with any MCCC Board member.
2. The MCCC Board of Directors must conduct a hearing on a challenge to an election no more than sixty (60) days from the documented receipt of that challenge and must issue a decision no more than ten (10) working days from the date of the hearing. Multiple challenges may be consolidated and/or handled at the same hearing.
3. An appeal of the decision of the MCCC Board of Directors may be made to the Massachusetts Teachers Association. It must be filed no more than five (5) working days from the documented receipt of the MCCC Board decision.

#### B. Chapter Elections

1. It is strongly recommended that each chapter establish a process to address a challenge to an election of officers. A union member from that chapter must utilize the chapter's challenge process before appealing to the MCCC Nominations and Elections Committee. If a chapter lacks a challenge process, a union member from that chapter may appeal directly to the MCCC Nominations and Elections Committee.
2. A challenge to an election must be filed no more than five (5) working days from the day the election results are announced.
3. The MCCC Nominations and Elections Committee must conduct a hearing on a challenge or appeal no more than thirty (30) days from its documented filing. It must issue a decision no more than five (5) working days from the date of the hearing. Multiple challenges may be consolidated and/or handled at the same hearing.
4. The decision of the MCCC Nominations and Elections Committee may be appealed to the MCCC Board of Directors no more than five (5) working days from receipt of the decision.
5. The MCCC Board of Directors must consider an appeal of the decision by the MCCC Nominations Committee no more than sixty (60) days from the documented receipt of that appeal. The MCCC Board must take such steps as it deems appropriate to make a final resolution to the challenge. Multiple appeals may be consolidated and/or handled at the same hearing.

## PART II - OTHER ELECTION POLICIES

### ELECTION OF AT-LARGE EXECUTIVE COMMITTEE MEMBERS

A Board member need not be present in order to be nominated to serve on the Executive Committee, provided that the individual has indicated a willingness to serve to the President, in writing.

## *FINANCIAL CONFLICT OF INTEREST POLICY FOR MCCC OFFICIALS*

### DEFINITION OF MCCC OFFICIAL

Every member of the Board of Directors. *Updated by the Board of Directors on November 16, 2018.*

## STATEMENT OF PRINCIPLE

No official of the Massachusetts Community College council shall have any interest, financial or otherwise, direct or indirect; or engage in any business or transaction or professional activity; or incur any obligation of any nature, which is in substantial conflict with the proper discharge of that individual's duties in the interest of Council members.

## STANDARDS

1. No official shall make personal investments in enterprises which that individual knows or could reasonably be expected to know may be affected by decisions in which the official is involved.
2. No official shall make personal investments that may create substantial conflict between the duty to serve the members' interest and the official's private interest.
3. No official serving as a representative of the Council shall engage in any transaction with any business entity in which that individual has a direct or indirect interest.
4. No official shall directly or indirectly sell goods or services to the Council.
5. No official shall employ a household member to work for the Council.
6. No official shall accept any other position that will impair that individual's independence of judgment in the exercise of their official duties.
7. No official shall disclose nor otherwise use confidential information gained by reason of their Council position to further that individual's personal interest.
8. No official shall receive directly or indirectly a gift of value from a firm, corporation, individual, or any other source which sells goods or services to the Council.

## COMPLAINT PROCEDURE

1. A charge of violation of the Financial Conflict of Interest Policy for MCCC Officials against any officer should be filed with the MCCC President. If the charge is against the President, or would include the President, the charge may be filed with the Vice-President, Secretary, or Treasurer or, if necessary, any regular voting member of the Board of Directors.

The person receiving the complaint shall work with President, Vice-President, Secretary or Treasurer, as long as that individual is not part of the charge, to convene a three-member panel of neutral parties, which will conduct an inquiry.

The neutral parties shall be selected from among incumbent Chapter Presidents or Immediate Past Presidents of chapters who are not members of the MCCC Board of Directors. The charging party and the charged party each will select a panel member, and the two selected shall agree upon the third member. Not more than one panel member shall be from any one chapter, and no panel member shall be selected from a chapter of which either the charging party or the charged party is a member.

2. The three-member panel shall transmit the report of the neutrals to the charged and charging parties and shall inform the Board of Directors of the case and of the results of the neutrals' report. If the neutrals report conflict of interest as defined in the policy, their report shall recommend a means to eliminate such conflict (i.e., divestment of holdings, resignation from office, abstention from participating in certain issues, full disclosure). If the neutrals report a conflict of interest they will afford the charged party a reasonable period of time to remove the conflict or resign. Upon the expiration of such stated period of time, the Board of Directors, the Presidents of the chapters of the principal parties, and the MCCC President shall be informed of the case and of the results of the neutrals' report.

If the charged party fails to comply with the neutrals' recommendation within the stated period of time, the following steps may be invoked:

- (a) In the event the charged party is a member of a committee or council, or a member designated to represent the MCCC, the findings shall be reported to the President who shall exercise his right to remove the member from the appointed position.

- (b) In the event the charged party is the President or Vice President, or a member of the Board of Directors, the matter shall be referred to a Hearing Committee consisting of all Chapter Presidents who are not involved.

#### DISTRIBUTION AND ACKNOWLEDGEMENT

1. Copies of the Financial Conflict of Interest Policy for MCCC Officials and the Complaint Procedure shall be distributed to all MCCC officials annually.
2. All MCCC officials will sign a statement annually, by the September Board meeting, that they have read the policy and are reporting any conflict of interest.

*Revisions adopted by the Board of Directors August 2010*

#### *REASSIGNED TIME*

One of the primary purposes of MCCC reassigned time is to maximize an individual's availability to conduct MCCC business. For this reason, individuals receiving MCCC reassigned time should not use that reassigned time as a new opportunity to teach another course.

#### *MCCC CODE OF ETHICS AND CONDUCT AND WHISTLEBLOWER POLICY*

##### GENERAL

The Massachusetts Community College Council requires officers, directors, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The MCCC adheres to both the MTA and NEA Code of Ethics of the Education Profession. As employees and representatives of the Council, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

##### REPORTING RESPONSIBILITY

It is the responsibility of all officers, directors, and employees to report violations or suspected violations in accordance with this Policy.

##### NO RETALIATION

No director, officer or employee who in good faith reports a violation of business and personal ethics in the conduct of their duties and responsibilities shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Council prior to seeking resolution outside the Council.

##### REPORTING VIOLATIONS

The Council maintains an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with an officer of the Council whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of business and personal ethics in the conduct of an individual's duties and responsibilities to the Council's President, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Council's open door policy, individuals should contact the Council's President directly.

The Council's President is responsible for investigating and resolving all reported complaints and allegations concerning violations of business and personal ethics in the conduct of an individual's duties and responsibilities and, at the President's discretion, shall advise the Finance Committee.

In the event that the complaint involves the President, another elected officer should be contacted.  
*Revisions Adopted by the Board of Directors in August 2016*

## **FRAUD PREVENTION POLICY**

### **PURPOSE**

The Massachusetts Community MCCC Council (MCCC) is committed to protecting its revenue, property, proprietary information and other assets. The MCCC will not tolerate any misuse or misappropriation of those assets. This Fraud Prevention Policy is established to provide guidance to employees and all officials of the MCCC when misuse or misappropriation of MCCC assets is suspected and to facilitate the development of protocols and practices that will aid in the detection and prevention of fraud.

### **SCOPE OF POLICY**

This policy applies to any fraud perpetrated by an employee or official of the MCCC (collectively "employees"), as well as consultants, vendors, contractors, outside agencies and/or any other parties with a business relationship with the MCCC. Any investigation commenced pursuant to this policy shall be undertaken without regard to a person's length of service, position or title, or relationship to the MCCC.

### **ACTIONS CONSTITUTING FRAUD**

The term fraud includes, but is not limited to, the following:

- Forgery or alteration of any document or account belonging to the MCCC;
- Forgery or alteration of a check, bank draft, or any other financial document;
- Misappropriation of funds, securities, supplies, or other assets;
- Assigning an employee to perform non-employment-related tasks;
- Accepting or seeking anything of substantial value, defined as over \$100, from contractors, vendors or persons providing services/materials to the MCCC, without notifying the MCCC President;
- Authorizing or receiving payment for goods not received or services not performed;
- Intentional violation of MCCC purchasing requirements;
- Profiteering as a result of insider knowledge of MCCC activities;
- Theft, destruction, removal or inappropriate use of MCCC records, furniture, fixtures, intellectual property and equipment; and/or
- Actions related to concealing or perpetuating abovementioned activities.

*If there is any question as to whether an act constitutes fraud, please contact the President or the Treasurer.*

### **EMPLOYEE RESPONSIBILITY**

All employees of the MCCC, regardless of ranks or position, have a stewardship responsibility with regard to MCCC funds and other assets. MCCC employees are responsible for safeguarding MCCC resources and ensuring that those resources are used only for authorized purposes in accordance with MCCC rules, policies, and applicable federal and state laws.

- When fraud is suspected, observed, or otherwise made known to an employee, the employee must immediately report the activity to his/her supervisor.
- If the employee has reason to believe his/her supervisor may be involved in fraudulent activity, the employee is obligated to report the activity to the next higher level of management or to another MCCC official such as the President or Vice President.
- All employees shall cooperate fully with any investigation performed by the MCCC, oversight agencies and/or law enforcement officials.

### **MANAGERIAL RESPONSIBILITY**

All management personnel are responsible for detecting and preventing fraudulent activities in their respective work areas. All management personnel will be familiar with the types of activities



that constitute fraud and be alert for any indication that improper or dishonest activity is or was in existence in his/her work area.

- If a member of management suspects fraud, or has received a report of fraud from an employee, she/he must contact his/her supervisor immediately.
- When a supervisor is informed by management personnel that fraud is suspected, the supervisor must immediately contact the President.
- Upon investigation, if the MCCC determines that fraud exists, the MCCC shall take immediate remedial action to halt the fraudulent activity. If criminal activity has occurred, the MCCC shall report the activity to appropriate oversight agencies and/or law enforcement officials.
- All management personnel shall cooperate fully with any investigation performed by the MCCC, oversight agencies and/or law enforcement officials.
- Following all incidents of fraud, or at least on an annual basis, management personnel shall conduct a review of all internal controls, policies and procedures for the prevention and detection of fraud and implement new and/or modified controls when necessary.

### CONFIDENTIALITY

All participants in a fraud investigation shall treat all information received confidentially. A person reporting suspected fraud may remain anonymous.

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. Any employee contacted by the media with respect to a fraud investigation shall refer the media person to the Executive Vice President.

### INVESTIGATION AND DISCIPLINE

Employees who have committed fraud will be subject to disciplinary action up to and including dismissal. Any disciplinary action taken by the MCCC as a result of its investigation shall be in accordance with the terms and conditions of applicable collective bargaining agreements and non-unit personnel policies. In all cases, the MCCC reserves the right to refer the matter to appropriate oversight agencies and/or law enforcement officials for independent review, investigation and/or prosecution. The MCCC's internal investigation and disciplinary process shall be conducted independently from any external review performed.

### ADMINISTRATION OF THIS POLICY

The Treasurer is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed.

### COMPLIANCE WITH STATE AND FEDERAL LAWS

In addition to this policy, the MCCC shall comply with all applicable state and federal laws addressing fraud prevention, including, but not limited to:

- Chapter 647 of the Acts of 1989 (MA Law): Report on Unaccounted for Variances, Losses, Shortages, Thefts of Funds or Property
- MGL Chapter 93H: Unauthorized Release of Personal Information
- MGL Chapter 268A: Commonwealth of Massachusetts Ethics Laws
- MGL Chapter 149, Section 185 (Whistleblower Statute): Protects employees from adverse employment actions and retaliation for reporting violations of law.
- Gramm-Leach-Bliley Act {Financial Services Modernization Act of 1999}: Requires financial institutions and others to ensure the security and confidentiality of personal financial information from their customers.
- Accurate Credit Transactions Act of 2003 {"Red Flags Rules"}: Requires Financial institutions and others to implement programs to detect, prevent, and mitigate instances of identity theft.
- Family Educational Rights and Privacy Act ("FERP A"): Generally protects against the unauthorized disclosure of student record information, including social security numbers and grade information.
- Health Insurance Portability and Accountability Act ("HIP AA"): Generally protects against

the unauthorized disclosure of medical records and information.

## COMMONWEALTH HOTLINE NUMBERS

Additional Commonwealth resources available for reporting fraud include:

- Massachusetts Inspector General, (800) 322-1323 -To report suspected fraud, waste or abuse in Government.
- Massachusetts Attorney General-Fair Labor Helpline, (617) 727-3465 -To report violations of minimum wage and overtime laws and requirement for timely payment of wages.
- Division of Unemployment Assistance, (800) 354-9927 -To report unreported wages or persons collecting benefits while working.
- Office of the State Auditor, (617) 727-6200 -For state agencies to report variances, shortages or thefts of funds or property.

*Adopted by the Board of Directors September 23, 2011*

## ACCOUNTING AND AUDITING MATTERS

The finance committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The President shall immediately notify the finance committee of any such complaint and work with the committee until the matter is resolved.

### ACTING IN GOOD FAITH

Anyone filing a complaint concerning a violation or suspected violation of business and personal ethics in the conduct of an individual's duties and responsibilities must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. If any allegations prove not to be substantiated and to have been made maliciously or knowingly, the complainant will be considered as having committed a serious disciplinary offense.

### CONFIDENTIALITY

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### HANDLING OF REPORTED VIOLATIONS

The President will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## OPERATION STABILITY POLICIES

### DISASTER RECOVERY PLAN

The MCCC should archive electronically whenever it is feasible. If proper offsite backup of this E-Archive exists, any physical damage to the Worcester office is survivable.

Office Space	Could be leased or borrowed fairly quickly. <i>Project: Negotiate an MOA with the MTA that we could borrow a desk or two at their Auburn office.</i>
Computers	<i>Project: Buy one or two computers</i>
Software	All the license codes for software should be kept in an E-document, which is E-Archived. Where possible copies of the install disks should be created, or possibly kept in a safe deposit box.
	<b>Quickbooks.</b> Either from the install disks if they survived, or we would have to obtain a replacement from Intuit.
	<i>Project: Check Intuit's replacement policy. Keep a copy of the QuickBooks install disk offsite, perhaps at the MTA's Auburn office.</i>
	<b>Microsoft Office:</b> Easily replaceable quickly. Can be reinstalled or repurchased.
	<b>Custom Software:</b> Source code should be backed up with other documents. It can be recompiled.
	<b>RealBasic:</b> Reinstall or repurchase
	<b>TPI:</b> Easy to buy a new copy.
Email:	Might have to establish a new ISP, at least temporarily. mccc-union.org accounts would stay intact and can be accessed from anywhere after they are set up. Past email is not currently archived.
Website:	It is independent of our location. It should be E-archived. Perhaps by downloading periodically to the host computer (which is archived online by Carbonite).
QuickBooks Data Base and other E-documents	These are backed up by Carbonite. However the QB database is not updated on Carbonite too often as it is so large. We do daily backups in the office, and the backup is taken off site by an employee. We could investigate online backup via QuickBooks, as well.
Printed documents	This is much more problematic. It would be very difficult and labor intensive to create backups of most of our documents, especially the grievance files. E-Archiving is envisioned. It might be feasible to scan and E-archive selected grievance materials, but it would not be feasible to do this for all of the files. All coordinators and officers with home offices shall be consulted about archiving their materials.

### MCCC DOCUMENT STORAGE, RETENTION, AND DESTRUCTION POLICY

The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored.

No document listed below should be destroyed without the express agreement of the Treasurer.

Document storage locations and backup locations are listed in Table 2.

The MCCC document retention policy time requirements are listed in the Table 1 below.

TABLE 1 – PHYSICAL DOCUMENT RETENTION

Type of Document	Minimum Requirement
Audit reports	<b>Permanently</b>
Checks (for important payments and purchases) (1)	
Contracts (still in effect)	
Correspondence (legal and important matters)	
Deeds, mortgages, and bills of sale	
Depreciation Schedules	
Year End Financial Statements	
Insurance records, current accident reports, claims, policies, etc.	
Minute books, bylaws and charter	
Tax returns and worksheets	
Personnel files (terminated employees)	
Accounts payable ledgers and schedules	<b>7 years</b>
Contracts, mortgages, notes and leases (expired)	
Inventories of products, materials, and supplies	
Invoices (to customers, from vendors)	
Payroll records and summaries	
Timesheets	
With holding tax statements	<b>3 years</b>
Bank statements	
Employment applications	
Insurance Policies (expired)	
Internal audit reports	<b>2 years</b>
Bank Reconciliations	
Correspondence (general)	
Correspondence (with customers and vendors)	
Duplicate deposit slips	<b>Not retained</b>
Email	

TABLE 2 – PHYSICAL RECORD BACKUP

TYPE OF DOCUMENT	STORAGE LOCATION	BACKUP LOCATION	BACKUP SCHEDULE	
Accounts payable ledgers and schedules	QuickBooks	QuickBooks		Bills need to be entered within a few days of receipt, whether paid at that time or not.
Audit reports	Office	E-Copy		
Bank Reconciliations	Office	QuickBooks		
Bank statements	Office	E-Copy		Scan in our bank statements, or receive electronically.
Checks for important payments and purchases	Office	E-Copy		These should be in the bank statements, which are backed up.
Contracts, bills of sale, mortgages, notes and leases - Current and expired	Office	E-Copy		
Correspondence (general)	Office			
Correspondence (legal and important matters)	Office	E-Copy		Must be scanned if needed. Home office employees must ensure that the office has E-copies for archiving.
Correspondence (with customers and vendors)	Office			
Deeds, mortgages, and bills of sale	Office	E-Copy		
Depreciation Schedules	Office	E-Copy		
Duplicate deposit slips	Office			
Employment applications	Office			
Insurance Policies	Office	E-Copy		
Insurance Policies (expired)	Office	E-Copy		
Insurance records, current accident reports, claims, etc.	Office	E-Copy		
Internal audit reports	Office			
Inventories of products, materials, and supplies	Office	E-Copy		
Invoices (to customers, from vendors)	QuickBooks, Office	QuickBooks		
Bylaws, articles of incorporation, minutes	Office	E-Copy		
Payroll records and summaries	Office	E-Copy		
Personnel files (current and terminated employees)	Office	E-Copy		

Tax returns and worksheets	Office	E-Copy		
Timesheets	Office			
Withholding tax statements	Office			
Year End Financial Statements	QuickBooks	E-Copy		
Grievance Files	Office			This needs to be looked at.

E-Copy means a PDF copy or other electronic file, on the Host (Office) Computer. The document may be an original or scanned from printed copy. Any document that is to be archived by E-Copy should be scanned if needed, and the archive E-Copy filed in the proper folder whenever the normal filing procedure occurs. Some means of recording that an E-Copy has been archived needs to be devised.

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### POLICY AND ISSUING RECORD FOR KEYS TO MCCC WORCESTER FACILITIES

1. Each officer may have keys for the Curley Boardroom and the Office.
2. Each member of the office staff may have keys for the Curley Boardroom and the Office.
3. An Executive Committee At-large member will be given a set of keys and instructions for the Curley Boardroom and/or Office on a one-time basis, upon request, for a specific MCCC event. The keys must be returned the next time that person is in the office.
4. Any other MCCC member will be given a set of keys and instructions for the Curley Boardroom and/or Office on a one-time basis, upon request, for a specific MCCC event with the express permission of the President or Treasurer, and notification (email suffices) of both the President and Treasurer. The keys must be returned the next time that person is in the office.
5. All persons receiving keys to the MCCC Worcester Facilities will complete and sign an Issuing Record.

### GRIEVANCE APPEALS PROCESS

#### PROCESS AND CRITERIA FOR A UNIT MEMBER TO APPEAL A GRIEVANCE COMMITTEE DECISION TO THE EXECUTIVE COMMITTEE

##### GRIEVANCE COMMITTEE PURPOSE AND PROCEDURE

The purpose of the Day and the DCE Grievance Committees is to provide an opportunity to grievants to present their cases to representatives of the MCCC to provide a forum for discussion of cases and issues for certification. The committees consider for certification grievances filed for arbitration. Grievances go forward by majority vote of those in attendance. Decisions of each committee may be appealed to the MCCC Executive Committee.

##### APPEAL TO THE EXECUTIVE COMMITTEE

**Purpose:** The purpose of the appeal process is to provide unit members and their MTA legal counsel with the ability to raise any concerns/issues they might have as to whether they were provided with fair representation by the action(s) of a Grievance Committee. This is not intended to be a repeat of prior deliberation of the Grievance Committee.

**Procedure:** Upon notification by a grievance committee chair or designee about the committee's decision on certification for arbitration, and if the grievant or their MTA legal counsel feels that the case did not receive a full and fair hearing by the grievance committee, or that the committee made a grievous error in judgment, then the grievant or the grievant's MTA legal counsel may appeal the decision to the MCCC Executive Committee. This appeal should be in writing to the MCCC President within ten (10) business days of receiving the committee's decision, and must state the basis for the appeal. The Executive Committee will

review the request and the grievance materials and will invite the grievant or the grievant's MTA legal counsel to meet with the Executive Committee to present the appeal.

#### EXECUTIVE COMMITTEE PROCEDURE

All deliberations of the Executive Committee shall be conducted in executive session. The Grievance Chair or designee will be provided the opportunity to report orally to the Executive Committee the following considerations made by the Grievance Committee:

- Steps taken to investigate the alleged violation
- Opportunity afforded any directly affected unit member to present information to the Committee
- Consideration of the merits of the alleged violation
- Impact of pursuing the matter to arbitration upon the contract and the bargaining unit
- Any similar grievance matters previously considered and the relevant outcome

The Grievant will be afforded an opportunity to present any and all information which the grievant deems relevant for consideration by the Executive Committee in consideration of the appeal.

The Executive Committee will make a recommendation and respond to the grievant within ten (10) business days of the meeting.

### *MULTIPLE ROLES*

#### I. MCCC BOARD OF DIRECTORS AND OFFICERS

- A. Members of the MCCC Board of Directors and Officers should not serve as MCCC Coordinators.
- B. Members of the MCCC Board of Directors and Officers are not precluded from holding positions on the MTA and/or NEA Board of Directors.
- C. Members of the MCCC Board of Directors and Officers who accept paid positions with MTA or NEA should report this employment to the MCCC Board through the MCCC President.

#### II. MCCC COORDINATORS

- A. MCCC Coordinators should not hold more than one (1) coordinator position.
- B. MCCC Coordinators should function as resource persons or consultants to a negotiating team.

### *NEGOTIATIONS*

#### ROLE OF THE NEGOTIATING COMMITTEE

- A. The functions of the Negotiating Committee are:
  1. to gather input from the chapters
  2. to survey the general memberships' contractual needs and priorities
  3. to provide recommendations for the negotiations package
- B. In carrying out these functions, the Negotiating Committee shall be responsible for soliciting membership input in a uniform manner at every campus. The committee may also request input from other MCCC committees and the Research Coordinator.

The committee will report the survey results and their recommendations to the Negotiating team and the Board of Directors.
- C. The committee consists of one member from each chapter and, ex-officio, the President of the MCCC. The committee shall be convened and chaired by the President of the MCCC.

The chair of the negotiating committee shall be responsible for the following duties:

  1. to present reports at meetings of the Board of Directors and on other occasions as requested by the President of the MCCC
  2. to approve committee reimbursements and expenditures to the Treasurer

## ROLE OF THE MCCC NEGOTIATING TEAM

- A. The functions of the negotiating team are:
1. to negotiate with the Massachusetts Department of Higher Education on wages, hours, conditions of employment and standards of productivity
  2. to prepare and submit its report and recommendations on all matters under negotiation to the MCCC membership upon reaching tentative agreement
  3. to participate in pre-ratification process activities for the tentative agreement as developed by the Board of Directors
- B. In carrying out these functions, the negotiating team has the authority to make all tactical and issue related decisions within the parameters of Article XXVII (*Note: This refers to the article in the Day Unit Contract only*) of the collective bargaining agreement on negotiations procedures. The team shall use the recommendations developed by the negotiating committee as its initial basis for discussions and shall consult and/or meet as needed with or requested by the MCCC Executive Committee, the Board of Directors, MCCC committees, MTA staff, or other resource personnel.
- The team has the responsibility to report on the progress of negotiations in the following circumstances:
1. at meetings of the Board of Directors
  2. at other meetings as requested by the President of the MCCC
  3. to the MCCC membership periodically in writing
- C. The new negotiating team shall be convened by the current Team Chair; the team shall elect its (new) chair at its second meeting. *Approved by the Board of Directors January 19, 2018*

The Chair shall do the following:

1. convene meetings of the negotiating team
2. prepare a budget projection
3. verify and submit committee reimbursements and expenditures to the Treasurer
4. report to appropriate bodies on behalf of the team
5. co-chair joint meetings of the negotiating committee and team

## *MCCC IMPACT BARGAINING PROCEDURE/POLICY*

### NOTICE

The Employer notifies the MCCC President with copies to the appropriate Negotiating Team Chair(s) and MTA Consultant(s), of any changes that may affect working conditions of unit members.

The MCCC Negotiating Team(s) shall be responsible for conducting impact bargaining on behalf of the Association according to the procedures/policies set forth in the next section. The MCCC Negotiating Team, in consultation with the MCCC President, shall have ultimate decision making authority for any agreements that result from impact bargaining.

### DETERMINATION

The appropriate Negotiating Team Chair(s), MTA Consultant(s), and Grievance Coordinator(s) investigate possible impact of proposed changes.

- Is the change mandatory – limiting bargaining to impact
- Where not mandatory, does the Union want to enforce current contractual standards
- Is there more information that the Union needs to collect from the employer?

The appropriate Negotiating Team Chair(s) or MTA Consultant(s) notifies the Employer of dates for preliminary investigation in the event a meeting is necessitated and/or requests necessary information.

The appropriate Negotiating Team Chair(s) shall consult with the MTA Consultant and Grievance Coordinator, and the Chair or Consultant shall forward recommendations to MCCC President:



- Suggest necessary adjustments to assure change consistent with current collective bargaining agreement, or
- File appropriate grievance/DLR action, or
- Identify bargaining issue(s) and position(s).

The appropriate Negotiating Team Chair(s) and/or MTA Consultant(s) consult(s) with chapter representatives to determine a course of action. Where bargaining is appropriate, the Negotiating Team Chair or MTA Consultant establishes a bargaining date with Employer and appropriate MCCC representatives (Team Chair, Chapter reps, and/or MTA Consultant.) The MCCC Grievance Coordinators serve as resource persons for impact bargaining at the request of the MCCC President.

When impact bargaining meetings are conducted, the MTA Consultant shall document the meeting by taking notes, coordinating the drafting of the agreement where appropriate, updating the MCCC President regarding the outcome of the meeting, and forwarding executed agreements to the MCCC Executive Committee, the MCCC Grievance Coordinators, and the appropriate Team Chairs.

Should the team chair(s) be unable to perform the duties outlined above, the MCCC President in consultation with the Executive Committee will appoint a substitute bargaining representative.

#### COLLEGE-WIDE IMPACT

The Employer has agreed that when a change will impact across bargaining units it will provide notice to both day and DCE units. The Employer has requested, where feasible, the MCCC commence impact bargaining with both units represented.

*Approved by the Board of Directors February 24, 2012*

### *LETTERHEAD USE POLICY*

MCCC Letterhead shall be created and used according to following guidelines.

1. MCCC letterhead shall contain the MCCC logo, the names of the current officers and coordinators, and the address, phone and email of the MCCC main offices.
2. MCCC letterhead shall be used in the publication of the minutes of the meetings of the MCCC Executive Committee, Board of Directors, and Delegate Assembly.
3. MCCC letterhead shall be used in all official MCCC correspondence.
4. The use of MCCC letterhead shall be limited to the current President, Vice President, Treasurer, Secretary, and Coordinators.
5. All others requesting use of MCCC letterhead must have written permission from the President of the MCCC. If permission is granted, an electronic copy of the letter must be sent to the President and to the Secretary prior to dissemination.

*Approved by the Board of Directors October 17, 2014*

### *PUBLICATIONS*

#### EDITORIAL REVIEW BOARD

##### COMPOSITION

The Executive Committee and the Communications Coordinator serve as the MCCC Editorial Review Board (ERB).

##### PURPOSE

The ERB shall do the following:

- Recommend policies and guidelines for the Newsletter and all MCCC publications.
- Review the content of each Newsletter.
- Assist the Communications Coordinator to develop new ideas, techniques, etc. for the Newsletter and other MCCC publications.

## MCCC NEWSLETTER

All editions of the MCCC News will be distributed electronically to all unit members.

*As per policies passed along with on the 2018-2019 post Janus v. AFSCME Alternate Budget approved by the MCCC Delegate Assembly April 21, 2018*

### PURPOSE

The newsletter of the MCCC shall reflect the following purposes:

- To inform the membership of the activities of the MCCC, MTA, and NEA to encourage participation and communication among the membership.
- To showcase the professional and union activities of its members and chapters.

### CONTENT POLICIES

#### News Stories

The editor is encouraged to solicit stories from the membership.

Stories related to any committee should be examined by the appropriate committee chair for accuracy and other feedback. Stories related to negotiations should be prepared in consultation with the appropriate team.

#### Editorials

##### MCCC Editorials

Editorials may be presented in each issue and must be approved by the ERB.

##### Guest Columns

Guest Columns should be no more than 400 words in length. Columns by authors who are not MCCC members may be accepted. The author's name and affiliation will be published with the column. Guest columns must be approved by the ERB.

#### Letters to the Editor

Only submissions by MCCC unit members will be considered by the ERB. Letters should be no more than 200 words in length. The author must include name and chapter affiliation, which will be published with the letter. Authors must provide the editor with contact information in the form of an email address, mailing address, or telephone number. Letters will be published on a space available basis and may be edited for length and appropriateness. Not all submissions can be published.

The MCCC wishes to allow freedom of expression to the membership with regard to letters to the Newsletter. A Letter to the Editor will be rejected if, in the opinion of the ERB, the letter's chief intent is to subvert the strategies, policies, or structure of the MCCC. This guideline does not preclude thoughtful criticism of any of these or other things.

*See Appendix for the application form and further information.*

## ACCOUNTABILITY

Any person who receives Board-authorized at-cost reassigned time must submit a written report to the President by February 1 for a fall reassigned time and by June 1 for a spring reassigned time. The report would address the goals, activities, and outcomes of the reassigned time. Reports will be reviewed at the February and June Board of Directors' meetings.

*Adopted by the Board of Directors April 16, 2010*

## GENERAL POLICIES FOR RETIRED MEMBERS

### MEMBERSHIP ELIGIBILITY

1. An individual must apply for retired membership within one year of retirement.
2. The applicant must have been a MCCC/MTA/NEA member for at least five (5) consecutive years immediately prior to retirement.
3. Retired membership is suspended if a unit member takes a position that makes them an active member.

### DUES

1. If a retired member becomes an active member, any retired membership dues will be applied to the active membership dues for that membership year.
2. If a retired member becomes active, they must pay membership dues, or forfeit eligibility for retired membership thereafter.

### BENEFITS/LIMITATIONS

1. Retired members receive the newsletter.
2. Retired members may attend the Delegate Assembly as a guest.
3. Retired members are assigned membership in the chapter where they primarily held membership prior to retirement. Privileges or limitations are subject to chapter bylaws and policies in addition to MCCC bylaws and policies.
4. Retired members may serve on council committees per council policy and on chapter committees per chapter policy.
5. Retired members are not included in computing chapter support.

*Approved by the Board of Directors February 24, 2012*

## MCCC WEB SITE CONTENT POLICIES

Content is approved by a board liaison designated by the MCCC President, acting on behalf of the MCCC Board of Directors. The liaison must be a board member. The liaison and President consult with the Board when necessary. The liaison has access to the site (location information and password) but does not normally modify the site. Access information is also kept by the MCCC office.

The office has certain needs for online forms and information sharing. The Treasurer or other suitable person may maintain these independently. The webmaster will provide MCCC links to these forms and information when requested.

The webmaster may post material which has met previous liaison approval or which clearly adheres to the guidelines below. When the situation is not clear the webmaster will seek approval of the liaison. The webmaster and liaison will consult whenever the content of the site materially changes.

Material that is listed in the position description is approved. The following are guidelines for other content that is acceptable.

### MCCC MATERIAL

- Any material officially created by MCCC to serve the interests of MCCC's membership at large may be posted on the MCCC web site.
- Any MCCC document, which has been publicly disseminated.
- Notices of MCCC- and affiliate-approved conferences, workshops, meetings.
- Pages created or posted by the Webmaster to disseminate information about MCCC activities, programs, materials, regions, committees, etc.
- Regular session Board of Directors and Executive Committee meeting minutes shall be available online in the Members Only section of the MCCC website. *Approved by the Board of Directors June 20, 2018.*

### INTERSITE LINKS

An intersite link transfers the web browser to the URL of a web page, which is not maintained by the MCCC.

The Webmaster may link the MCCC site to other pages based upon request by the President, Vice President, or liaison, and upon the web site coordinator's own initiative. Links should serve the MCCC mission and the MCCC membership. The MCCC President may direct that a link not be posted.

Examples of links that might be appropriate

- Affiliate and chapter web sites
- Pages with information pertinent to community college teaching
- Other union and professional organizations
- Pages of general interest to MCCC members

*Approved by the Board of Directors April 19, 2013*

# PERSONNEL POLICIES – Coordinators

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*Approved by the Board of Directors November 2010*

## GENERAL

### EMPLOYMENT, COMPENSATION, AND BENEFITS:

All employees of the MCCC are employed by and serve at the will of the MCCC Board of Directors. Employees take their general direction from the MCCC President or designee. Compensation and benefits, if any, are determined by the Board of Directors in its sole discretion and may be amended from time to time. Employees are reimbursed for reasonable expenses incurred in connection with their employment subject to the approval of the President or designee.

### PERSONNEL RECORDS:

Individual records are maintained for each employee in a central location and are available for review by the employee in that location. Employment records are confidential. Any records regarding an employee's health are maintained in a file separate from the employee's general personnel records and are available only on a need-to-know basis.

### JOB RESPONSIBILITIES AND JOB DESCRIPTIONS:

The overall responsibilities are contained in the job description, which may be amended from time to time. Specific job duties and expectations are determined by the President. Job descriptions are reviewed at least every three years during the process of negotiations for a successor agreement.

### APPOINTMENT/REAPPOINTMENT

#### 1. Initial Appointments

A first appointment shall be for two years. A second consecutive appointment shall be for two years. A third consecutive appointment shall be for three years.

#### 2. Regular Appointment

A fourth consecutive appointment shall not have a stipulated duration.

### VACANCIES AND POSTINGS

1. The MCCC shall announce a vacancy for coordinator positions at the end of each initial appointment. The MCCC shall invite applications for the vacancy from the membership in at least two issues of the Newsletter and elsewhere as appropriate. Applications shall be submitted to the President or the President's designee.
2. Within two months of the performance review results for a coordinator on a regular appointment, the MCCC may determine that a vacancy shall occur for that position by a majority vote of the Board of Directors. Such a vacancy may not occur until at least six months after the vote.
3. In case of limited notice, the Board of Directors may appoint a replacement to a vacant coordinator position without posting for a period up to six months.

### TERMINATION/SUSPENSION

1. A coordinator may be dismissed by a 2/3 vote of the Board of Directors at two consecutive regular meetings.
2. A coordinator may be suspended with or without pay by the President at any time. The President must notify the Board of Directors as soon as practicable.

### RESIGNATION

Under normal circumstances it is expected that a coordinator shall provide sufficient notice of intent to vacate the position to allow posting the position in two successive issues of the MCCC

Newsletter and selection of a replacement. If a coordinator is in a third or fourth appointment, compliance with this notice, proper job performance, and adequate transition of all MCCC records and equipment shall entitle the coordinator to three months of monthly base pay at termination.

#### TRANSITION

If requested by the Executive Committee, outgoing coordinators will provide advice and guidance to new appointees for a period up to three months during the academic calendar. This would include occasional meetings with the appointee, occasional attendance at grievance or other hearings or meetings, etc. The individual will be compensated at a rate of 50 percent of their monthly base pay at termination for each month of transition.

#### PERFORMANCE REVIEW

1. Committee. The Personnel Committee shall conduct performance reviews of the coordinators.
2. Initial Appointments. A performance review of a coordinator on an initial appointment shall occur within the last three months of the expiration of the appointment and prior to candidate selection. The confidential results will be available to the coordinator, the Board of Directors, and those selecting a candidate to fill the vacancy.
3. Regular Appointments. A performance review of a coordinator serving in a regular appointment shall occur within the academic year succeeding each regular installation of MCCC officers. The confidential results will be available to the coordinator and the Board of Directors.
4. Review Components. The review shall consist of at least the following components. Additional components may be added by the committee if deemed essential to the review, except that such additions shall not constitute a retroactive change to the job description, or retroactive change to the expectations of the coordinator.
  - a. A written self-appraisal of job performance by the coordinator.
  - b. A written assessment by the coordinator of the position - job description, resources, problematic issues - and related recommendations.
  - c. Interview by the committee.
  - d. A narrative review, written by the committee, of the strengths and weaknesses of the coordinator's performance, approved by a majority of the committee. A minority opinion could also be attached.
  - e. Opportunity for written response to the review by the coordinator.
5. Maintenance of Records. The review is retained in the employee's permanent employment record.

#### COMPENSATION

See the Professional Coordinators Association Agreement

### *JOB DESCRIPTION: COMMUNICATIONS COORDINATOR*

#### SCOPE OF RESPONSIBILITIES

The Communications Coordinator oversees and coordinates internal and external communications of the Council, reports on events and activities related to the Council and its members, and publicizes activities of the Council.

#### I. RESPONSIBILITIES

##### PUBLICATIONS

- A. Publish at least eight monthly issues of the newsletter of the organization. One issue must be distributed by the first week of classes in September. (The August newsletter has been eliminated). Publication shall include carrying out or supervising all stages of the process from gathering materials to printing to distribution. Distribution shall include Day and DCE

units and other individuals or groups deemed appropriate. Notice shall be given to MCCC officers approximately two weeks in advance of each newsletter's deadline.

- B. Create pamphlets, flyers, etc., for the MCCC as necessary.
- C. Create and maintain a MCCC Facebook page beginning no later than July 1, 2016. Maintenance of the page shall include at least one weekly posting. Any training, if necessary, will be arranged with MTA.

#### ATTENDANCE AND REPORTING

- A. Attend the business part of meetings of the MCCC Board of Directors and Executive Committee.
- B. Report to the Board once per semester unless business demands additional reporting. This will be a comprehensive high-level report discussing trends that the Board should be aware of.
- C. Attend, as deemed necessary by the MCCC President, other events such as arbitration hearings, negotiating sessions, meetings of the Board of Higher Education, etc.

#### LIAISON

Act as the MCCC's liaison with the MTA Division of Communications

#### CHAPTERS

- A. Verify publication of chapter newsletters and certify eligibility for stipends to the MCCC Treasurer.
- B. Distribute chapter newsletters to the Board.

#### BUDGET/OVERSIGHT

- A. Prepare an annual budget for approval by the Finance Committee and Board.
- B. Meet with the Finance Committee for the purpose of review of the proposed budget as requested.
- C. Administer the budget for the cost center.
- D. Prepare an annual report for the MCCC Delegate Assembly.
- E. Insure that publications are created and distributed in a cost-effective manner.

#### PUBLICITY

- A. Publicize the activities of the MCCC as appropriate.

#### OTHER

Carry out other public relations or communications functions as mutually agreed between the MCCC President and the Coordinator.

## II. REQUIRED QUALIFICATIONS

- A. Provide evidence of writing, editing, and word processing skills.
- B. Be familiar with the journalistic process from writing to printing stages.
- C. Demonstrate effective skills in the areas of interpersonal and public relations.
- D. The Communications Coordinator must possess strong writing skills.
- E. The coordinator must be articulate verbally and in writing, must be a team player, and must be proficient in common media-related computer applications.

## III. PREFERRED QUALIFICATIONS

- A. Knowledge of and experience with desktop publishing.
- B. Public relations experience.

## IV. TERMS OF EMPLOYMENT

- A. An initial appointment is for two years; a second consecutive appointment is for two years, and a third consecutive appointment is for three years, and a fourth consecutive appointment does not have a stipulated duration.

- B. A stipend is provided, and, if a full-time MCCC member, three sections of reassigned time per semester.
- C. Documented travel expenses are reimbursed consistent with the policy of the MCCC Board of Directors.

### *JOB DESCRIPTION: GRIEVANCE COORDINATOR*

#### SCOPE OF RESPONSIBILITIES

The Grievance Coordinator oversees and coordinates contract enforcement activities, conducts activities related to unit determinations and unfair labor practices, and serves as a resource to the Council.

#### I. RESPONSABILITES

##### CONTRACT ENFORCEMENT

- A. Oversee and coordinate the enforcement of the appropriate collective bargaining agreement.
- B. Educate campus leaders to administer the collective bargaining agreement effectively and better serve unit members at the chapter level.

##### GRIEVANCE

- A. Advise potential grievants and local chapters regarding the various avenues of dispute resolution. This activity may include an appraisal regarding the viability of such actions.
- B. Assist chapters and unit members in the preparation and presentation of grievances. This might include attendance at President's Level (and DCE Supervisor's Level) hearings if agreed necessary by the Chapter and the MCCC Grievance Coordinator.
- C. Prepare, file, and present statewide grievances and Association grievances through mediation.
- D. Chair the Grievance Committee in accordance with MCCC policy.
- E. Coordinate the scheduling of hearings of mediation cases with the Community College Counsel's office.
- F. Prepare and present cases at mediation, with assistance from the MTA Consultant by mutual agreement.
- G. Assist the MTA Consultant in the preparation of arbitration hearings by mutual agreement.
- H. Attend arbitration hearings if requested and by mutual agreement of the MCCC Grievance Coordinator and the MTA Consultant.
- I. Attend the meetings of the MCCC Board of Directors and report on the status of grievances, commission cases, DET appeals, etc. only as needed and to meet requirements under Reporting and Communication.
- J. Attend the meetings of the MCCC Executive Committee to report on grievance issues, to report and advise on cases that will be considered for arbitration, and to report on or advise the Committee on issues that require its attention or action only as needed.

##### MTA LIAISON

- A. Act as the MCCC's liaison and President's designee, if designated, with the MTA Division of Legal Services on matters of the assigned unit, and advise and assist the MTA on court cases, MDLR cases, unemployment cases, etc.
- B. Attend hearings and related meetings as requested by MTA legal counsel.
- C. Assist in the preparation of evidence and serve as a witness as deemed necessary by MTA Legal Counsel.

##### MASSACHUSETTS LABOR RELATIONS COMMISSION

- A. Assist the MTA Consultant in the preparation and presentation of Unit Determination petitions and Charges of Prohibited Practices as requested and by mutual agreement of the MTA Consultant and MCCC Grievance Coordinator.
- B. Attend hearings and meetings as requested by the MTA Consultant or Legal Counsel.



- C. Assist in the preparation of evidence in collaboration with the Research Coordinator and serve as a witness as requested and by mutual consent of the Grievance Coordinator and the MTA Consultant or Legal Counsel.

#### NEGOTIATIONS

- A. Serve as resource to the negotiation team of the assigned unit as requested by the MCCC President.
- B. Serve as a resource in any interim bargaining activity that relates to the assigned unit as requested by the MCCC President.

#### REPORTING AND COMMUNICATION

- A. Prepare or participate in the preparation of communications on grievance related issues for MCCC leaders and the general membership.
- B. Report to the Board once per semester unless business demands additional reporting. This will be a comprehensive high-level report discussing trends that the Board should be aware of.
- C. Prepare an annual report for the MCCC Delegate Assembly.
- D. Backup and securely store all relevant data.
- E. Train statewide and chapter leadership concerning grievance related issues relevant to the assigned unit.

#### BUDGET

- A. Prepare annually a preliminary budget for the cost center and submit this proposed budget to the MCCC Finance Committee.
- B. Meet with the Finance Committee to review the proposed budget as requested.
- C. Administer the budget for the cost center.

#### OTHER RESPONSIBILITIES

Carry out other responsibilities related to the implementation of the collective bargaining agreement as mutually agreed between the MCCC President and the Coordinator.

## II. REQUIRED QUALIFICATIONS

- A. Demonstrate knowledge of collective bargaining and an understanding of contemporary employment and labor issues.
- B. Demonstrate effective skills in problem solving, negotiating, oral and verbal communication, and interpersonal relations.
- C. Have sufficient computer skills to maintain records and report on grievance matters.
- D. Have sufficient computer skills to utilize the MCCC database and other computer resources to carry out the responsibilities described above.
- E. The Grievance Coordinator must possess an overall understanding of labor relations and labor laws related to public employees and in-depth knowledge of contract enforcement procedures and relevant judicial agencies.
- F. The coordinator must have very strong interpersonal, persuasive, administrative, and analytical skills; must be articulate verbally and in writing; must be a team player; and must be proficient in common business computer applications.

## III. PREFERRED QUALIFICATIONS

Demonstrate knowledge of the collective bargaining agreement.

## IV. TERMS OF EMPLOYMENT

- A. An initial appointment is for two years; a second consecutive appointment is for two years, and a third consecutive appointment is for three years, and a fourth consecutive appointment does not have a stipulated duration.
- B. A stipend is provided, and, if a full-time MCCC member, three sections of reassigned time per semester.
- C. Documented travel expenses are reimbursed consistent with the policy of the MCCC Board of Directors.

## *JOB DESCRIPTION: RESEARCH COORDINATOR*

### SCOPE OF RESPONSIBILITIES

The Research Coordinator collects, maintains, archives, analyzes, and reports on data related to Day and DCE contract maintenance, bargaining, professional development, organizational operations, member benefits, economic and other data related to employment in community colleges statewide and nationally. The primary responsibility is to maintain all contractually mandated data, to analyze this data, and to report on it as needed to the Day and DCE grievance coordinators, the Board of Directors, and bargaining teams.

### I. RESPONSIBILITIES

#### DATA COLLECTION AND MAINTENANCE

##### A. Contractually Mandated Materials

**DAY:** Maintain a database on contractually mandated materials in the Day contract, including data collection and data archiving.

- Part Time Faculty Seniority Lists (15 August, per Article 11.05B5)
- Part Time Staff Seniority Lists (15 August, per Article 11.06B5)
- Part Time DCE Transfer List (15 August, per Article 11.05B3)
- Part-time Unit Members with Dual Status in the Day and DCE Units
- Vacant and filled positions (15 October, per Article 2.06)
- All college payrolls (salaries of all members) (15 October, per Article 2.06)
- Enrollment figures by program (15 October, per Article 2.06)
- New hires with course assignments, salary, funding source, rank, address, home telephone number (15 October, per Article 2.06)
- M002 and M004 Forms within 30 days of hire.
- All job postings (per Article 2.06)
- Unit Postings (Per Article 16)
- Faculty and Professional Staff Seniority Lists (15 October, per Article 19.05C)
- New hires with course assignments, salary, funding source, rank, address, home telephone number (28 February, per Article 2.06)
- Unit Vacancies (job posting) (within 3 days, per Article 2.06)
- Maintain a database on Day contract part-time faculty and professional staff including name, home address, telephone number, salary, starting date, funding source, rank, address, course assignments, and anticipated hours (15 October & 28 February per Article 2.06)

**DCE:** Maintain a database on contractually mandated materials in the DCE contract, including data collection and data archiving.

- Seniority Lists (Article 10.07)
- Hiring history
- Current teachers (Article 9.03B)
- Outside Entities (Article 10.10)

**Day and DCE:** Review the above documents for completeness. Organize in separate files by category and by year. In the event of incompleteness, notify the Human Resource Directors are the appropriate college and the appropriate Grievance Coordinator and request the information. Ensure that the material is received in a timely fashion. If not, notify the appropriate Grievance Coordinator.

##### B. Membership

Maintain a database on full and part-time and DCE membership with name, salary, seniority, date of hire, gender, race, job title, work area, and employment history.

### C. Other Categories of Data Collection

- Maintain a database on administrators at each college with salary history and title.
- Maintain historical information on the CPI, state revenues, higher ed spending, tuitions, enrollments, and college budgets.

### SUPPORT

#### CONTRACT NEGOTIATIONS SUPPORT

Supply reports as needed by the Day and DCE negotiations teams.

#### CONTRACT ENFORCEMENT MAINTENANCE

Supply data, analysis, and/or reports as needed by the Day and DCE grievance coordinators.

#### DATA INTEGRATION

Work with the MCCC office to establish and maintain a membership database that would cover all contractually mandated materials and MCCC employment histories.

### REPORTING

- In addition to the support function, generate reports and/or distribute information as requested or as the coordinator sees a need for the chapters, the Board of Directors, the President, and the Delegate Assembly.
- Generate an annual report on membership and other pertinent data for the Delegate Assembly. Attend the Delegate Assembly and be ready to respond to questions on the written report.
- Be available to report occasionally at meetings of the Executive Committee and the Board of Directors.

## II. REQUIRED QUALIFICATIONS

- A. Demonstrate strong written and oral communications skills.
- B. Provide evidence of computer applications skills.
- C. Demonstrate ability to work with MCCC leaders.
- D. The Research Coordinator must have a background in computer applications, strong written and oral expression skills, and the ability to work with MCCC leaders.

## III. PREFERRED QUALIFICATIONS

- A. Knowledge of Day and DCE Collective Bargaining Agreements.
- B. Knowledge of basic statistics.

## IV. TERMS OF EMPLOYMENT

- A. An initial appointment is for two years; a second consecutive appointment is for two years; and a third consecutive appointment is for three years, and a fourth consecutive appointment does not have a stipulated duration.
- B. A stipend is provided, and, if a full-time MCCC member, one section of reassigned time per semester.
- C. Documented travel expenses are reimbursed consistent with the policy of the MCCC Board of Directors.

### *JOB DESCRIPTION: WEBMASTER*

The Webmaster shall be responsible for the maintenance of the MCCC website in accordance with the MCCC website content policies below:

#### MCCC WEB SITE CONTENT POLICIES

Content is approved by a board liaison designated by the MCCC president, acting on behalf of the MCCC Board of Directors. The liaison must be a board member. The liaison and president

consult with the Board when necessary. The liaison has access to the site (location information and password) but does not normally modify the site. Access information is also kept by the MCCC office.

The office has certain needs for online forms and information sharing. The treasurer or other suitable person may maintain these independently. The Webmaster will provide MCCC links to these forms and information when requested.

The Webmaster may post material which has met previous liaison approval or which clearly adheres to the guidelines below. When the situation is not clear the Webmaster will seek approval of the liaison. The Webmaster and liaison will consult whenever the content of the site materially changes.

Material which is listed in the position description is approved. The following are guidelines for other content which is acceptable.

#### MCCC MATERIAL

- Any material officially created by MCCC to serve the interests of MCCC's membership at large may be posted on the MCCC web site.
- Any MCCC document which has been publicly disseminated.
- Notices of MCCC- and affiliate-approved conferences, workshops, meetings.
- Pages created or posted by the Webmaster to disseminate information about MCCC activities, programs, materials, regions, committees, etc.

#### INTERSITE LINKS

An intersite link transfers the web browser to the URL of a web page which is not maintained by the MCCC.

APPENDIX

*FORMS*

Up-to-date forms may be secured at the MCCC web site, <http://mccc-union.org>, or by request to the MCCC office.

## *JON G. BUTLER MEMORIAL AWARD NOMINATION*

To the MCCC President:

We hereby nominate the following MCCC Chapter President to receive the Jon G. Butler Memorial Award.

NOMINEE \_\_\_\_\_ COLLEGE \_\_\_\_\_  
TITLE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

---

---

Nominators (five from the Chapter President's College; attach additional nominators on separate sheets).

---

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PRINTED NAME	Signature
1.	
2.	
3.	
4.	
5.	

---

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ON A SEPARATE SHEET, please indicate reasons for nomination and qualifications of the nominee. You may wish to attach supporting documents to substantiate your nomination.

---

A COMPLETE NOMINATION includes (1) the signed form above and (2) a separate sheet as described above.

Email a complete nomination to [President@mccc-union.org](mailto:President@mccc-union.org) or mail a complete nomination to the MCCC Office in Worcester.

Nominations must be received no later than March 1 at noon.

*RAYMOND C. LEMIEUX MEMORIAL AWARD*

NOMINATION FORM

I hereby nominate the following person to receive the Raymond C. Lemieux Memorial Award, to be presented during the MCCC Delegate Assembly.

NOMINEE \_\_\_\_\_

TITLE \_\_\_\_\_

COLLEGE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

In the space below, or on a separate sheet of paper, please indicate reasons for nomination and the qualifications of the nominee in 100 words or less. You may wish to attach supporting documents to substantiate your nomination. Selection of the recipient will be made by the MCCC Executive Committee with the approval of the Board of Directors.

IMPORTANT: Nomination must be signed below.

NOMINATOR: (Signature) \_\_\_\_\_

NOMINATOR (Print Name) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE (HOME) \_\_\_\_\_ (COLLEGE) \_\_\_\_\_

Email a complete nomination to [President@mccc-union.org](mailto:President@mccc-union.org) or mail a complete nomination to the MCCC Office in Worcester.

Nominations must be received no later than March 1 at noon.

*JOHN A. PALMER III MEMORIAL AWARD*

NOMINATION FORM

I hereby nominate the following person to receive the John A. Palmer III Memorial Award, to be presented during the MCCC Delegate Assembly.

NOMINEE \_\_\_\_\_  
TITLE \_\_\_\_\_  
COLLEGE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

In the space below, or on a separate sheet of paper, please indicate reasons for nomination and the qualifications of the nominee in 100 words or less. You may wish to attach supporting documents to substantiate your nomination. Selection of the recipient will be made by the MCCC Executive Committee with the approval of the Board of Directors.

IMPORTANT: Nomination must be signed below.

NOMINATOR: (Signature) \_\_\_\_\_  
NOMINATOR (Print Name) \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE (HOME) \_\_\_\_\_ (COLLEGE) \_\_\_\_\_

Email a complete nomination to [President@mccc-union.org](mailto:President@mccc-union.org) or mail a complete nomination to the MCCC Office in Worcester.

Nominations must be received no later than March 1 at noon.



*DONNIE MCGEE STRATEGIC ACTION AWARD*

NOMINATION FORM

I hereby nominate the following person to receive the Donnie McGee Strategic Action Award, to be presented during the MCCC Delegate Assembly.

NOMINEE \_\_\_\_\_

TITLE \_\_\_\_\_

COLLEGE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

In the space below, or on a separate sheet of paper, please indicate reasons for nomination and the qualifications of the nominee in 100 words or less. You may wish to attach supporting documents to substantiate your nomination. Selection of the recipient will be made by the MCCC Executive Committee with the approval of the Board of Directors.

IMPORTANT: Nomination must be signed below.

NOMINATOR: (Signature) \_\_\_\_\_

NOMINATOR (Print Name) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE (HOME) \_\_\_\_\_ (COLLEGE) \_\_\_\_\_

Email a complete nomination to [President@mccc-union.org](mailto:President@mccc-union.org) or mail a complete nomination to the MCCC Office in Worcester.

Nominations must be received no later than March 1 at noon.

**MASSACHUSETTS COMMUNITY COLLEGE COUNCIL NOMINATION FORM**

A candidate must file this form (or a copy) with the MCCC Nominations and Elections Committee by \_\_\_\_\_, 4 p.m. **Nomination papers that arrive late will not be accepted.**

**Check all that apply**

**MCCC OFFICER**

- President
- Vice President
- Treasurer
- Secretary

**OTHER STATEWIDE POSITIONS**

- At-Large Part-Time Director
- NEA Representative Assembly Delegate
- MTA Annual Meeting Delegate

- Nomination for President, Vice President, Treasurer, and Secretary requires at least 50 signatures of MCCC members.
- Nomination for At-Large Part-Time Director requires at least 10 signatures of MCCC members
- Nomination for NEA Representative Assembly Delegate and MTA Annual Meeting Delegate does not require signatures.

\*  
 Name of Candidate \_\_\_\_\_ Email \_\_\_\_\_  
 Full Home Address \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 College \_\_\_\_\_ College Telephone \_\_\_\_\_

Unit Membership:     Full time MCCC     Part Time Day     DCE

For ALL Candidates:     Black     Asian Pacific Islander     Caucasian     Hispanic/Chicano  
     Native American

**Bio or Statement for NEA Delegates (Optional) – 50 word limit (1 word per box)**


**INSTRUCTIONS**

1. Type or print clearly using both upper and lower case letters as you expect the final statement to appear.
2. Insert no more than one word per box except when combining letters (ex. MCCC) or hyphenated words.
3. Insert punctuation in the same box immediately after the word you want it to follow.

Send a complete document to  
 Chair  
 MCCC Nominations and Elections Committee  
 27 Mechanic Street, Suite 104  
 Worcester, MA 01608-2402

Signature \_\_\_\_\_ Date \_\_\_\_\_



*KEY ISSUING RECORD*

<b>INITIALS</b>	<b>Initial all appropriate sections.</b>
	I have been issued a key for the building at 27 Mechanic Street, Worcester
	I have been issued a key for the MCCC Office
	I have been issued a key for the MCCC Curley Board Room
	I have been issued a key for other: Please describe: .....
	I have received instructions and password to close the building and set the alarm if necessary.
	I will report a loss or other compromise of these keys immediately to Edy Stoddard and the Treasurer.
	It is my understanding that I will retain these keys until I leave office or am no longer employed at the MCCC.
	I have been issued these keys for a one-time use, for the purpose of ..... and will return them (day and date) .....

Print Name of Person Issuing the Keys: .....

Signature .....

Print Name of Keys Recipient: .....

Signature: .....

*MASSACHUSETTS COMMUNITY COLLEGE COUNCIL  
BYLAW AMENDMENT AND PROPOSAL FORM*

Deadline: February 1                      Year: \_\_\_\_\_

Please send electronic submissions to the Chair of the Bylaws and Policies Committee.

---

Date:

Maker's Name and Second:

College(s):

Address(es):

Phone Number(s):

Email Address(s):

---

Current Bylaw:

Proposed Bylaw Amendment (please use specific language to denote proposed changes to the particular bylaw):

Impact of the Proposed Bylaw Change:

Rationale for the Proposed Bylaw Change:

*MCCC EARLY CONTACT PROGRAM (ECP) PROPOSAL FORM*

Chapter: \_\_\_\_\_ Chapter President: \_\_\_\_\_

Event: Day \_\_\_\_ or DCE \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Invitees:

Unit Members: \_\_\_\_ New Day or \_\_\_\_ All DCE

Chapter Leaders:

MCCC Officers:

MTA Consultants:

Will an MCCC PowerPoint be presented? \_\_\_\_\_

Briefly Describe the Event:

Anticipated Expenses:

Chapter President Signature\*: \_\_\_\_\_

MCCC President Signature\*: \_\_\_\_\_

Reimbursement up to \$150 per event is authorized by MCCC President

**AFTER THE EVENT**

*Send applicable receipts to the MCCC Office after the event(s) have been held.*

For reimbursement, the Chapter Treasurer must send the following to the MCCC office.

- (1) a copy of the MCCC President's email which gives PRIOR approval,
- (2) an itemized list of expenditures with amounts,
- (3) receipts for any expenditure over \$50.

## *MODEL CHAPTER BYLAWS*

*Revised January 2013*

### ARTICLE I NAME

The name of the association shall be the (Chapter) Professional Association, hereinafter referred to as the Association.

### 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,
- 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 and MTA,
- E. to implement MCCC policies,
- F. 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 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.
- 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 unit member shall have one (1) vote, regardless of work load.
- B. Any member may hold office unless specifically restricted by the MCCC or chapter policies.
- C.

### ARTICLE IV OFFICERS, MCCC DIRECTOR, OTHER OFFICERS, AND CHAPTER APPOINTEES

#### 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 1 of the year in which regular elections are held and shall serve for a period of one (1) year until May 31. Chapter bylaws may specify that officers serve for a period of two years.
- C. Officers may stand for re-election.
- D. Election of officers shall take place no later than April.

#### SECTION 2 POWERS AND DUTIES OF OFFICERS

- A. The President shall:
  - 1) preside at meetings of the Executive Committee and 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 including Day and DCE MACER or by the administration of the college;
  - 3) per the MCCC Bylaws and Policy Manual, appoint alternate chapter directors;

- 4) be an ex officio member of all committees except the Nominations and Elections Committee;
  - 5) when feasible, and if elected, represent the chapter as a delegate to the MCCC Delegate Assembly.
  - 6) distribute all correspondence from the MCCC.
- 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) When feasible, and if elected, 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) When feasible, and if elected, represent the chapter as a delegate to the MCCC Delegate Assembly.
- 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. Chapter funding and payment of officer salaries is contingent upon receipt;
  - 6) prepare and file statements with supporting documentation with the Treasurer of the MCCC in accordance with MCCC policy;
  - 7) ensure chapter contact with, and obtain needed MCCC paperwork from, new full-time members;
  - 8) maintain a roll of the members. Changes in membership information shall be reported to the Treasurer of the MCCC;
  - 9) When feasible, and if elected, 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. Per the MCCC Bylaws and Policy Manual election of the Director shall take place in April.
- C. The Director shall take office on June 1 of the year in which regular elections are held and shall serve-until May 31.
- D. The Director shall do the following:
  1. Chapter Representation



- a) Attend Board meetings and, where absence is unavoidable, provide notice to the Chapter President of the need for a chapter alternate.
  - b) Notify chapter membership of Board activities, and where feasible, solicit member input prior to Board action.
  - c) Where feasible, regularly attend chapter meetings inclusive of Executive, MACER, and membership meetings.
  - d) Maintain close communications with the Chapter President.
  - e) Distribute all correspondence from the MCCC.
2. MCCC Representation
- a) When feasible and if elected represent the chapter as a delegate to the MCCC Delegate Assembly.
  - b) When feasible participate in the bi-annual MCCC Fall Conference.
  - c) 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.
  - d) Assist the Chapter in compliance with MCCC mandates (i.e. submission of annual Financial and Incorporation Reports).

#### 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. 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 the active members constituting twenty percent of the full-time equivalent of the active membership 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 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 Executive Committee's meeting. The Executive Committee 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, Section 4 for filling a vacancy shall apply.

#### SECTION 7 OTHER OFFICERS AND CHAPTER APPOINTEES

- A. The chapter may create positions, and appoint or elect chapter members to those positions, to help fulfill its and the MCCC's goals and objectives.
- B. Appointments are made by the chapter 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, and three members at large, one (1) of whom shall be a day unit member, one (1) a Division of Continuing Education unit member, and one (1) a professional staff unit member.
- B. At large members shall serve a one (1) year term of office (two (2) years if stipulated in chapter bylaws) and may stand for reelection. Election of at large members should take place in April 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 Executive Committee shall be responsible for the management of the Association. It shall have the authority and responsibility to do the following:

- A. adopt procedures and rules for conducting the business of the Association;
- B. appoint coordinators 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.

### ARTICLE VI COMMITTEES

#### SECTION 1 COMMITTEES

There shall be the following standing committees: Bylaws and Rules Committee 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. Nominations and Elections Committee

- 1) The purpose of this committee is to provide equal access to nomination procedures to all members of the Association 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:
  - a) adhere to MCCC chapter election policies (See *MCCC Bylaws and Policy Manual - Elections*)
  - b) place in nomination candidates for office who have submitted a formal application;
  - c) publish the names of those candidates for elective office no later than five (5) working days preceding the date of the election;
  - d) prepare ballots, including online ballots, supervise the conduct of elections, and certify the results;
  - e) 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 should choose a Secretary who records the activities of the committee and assists the chair with communications as necessary.

### ARTICLE VII MEETINGS

#### SECTION 1 EXECUTIVE COMMITTEE MEETINGS

The Executive Committee shall meet on a regular basis during the academic year on a schedule to be determined by the Executive Committee. Any Executive Committee member may request additional meetings.

#### SECTION 2 MEMBERSHIP MEETINGS

Membership meetings will be held at least twice per semester. An agenda shall be prepared and distributed for each meeting.

#### SECTION 3 SPECIAL MEETINGS

Special meetings may be held (a) at the call of the President, (b) by a majority of the Executive Committee, or (c) by petition of 10 percent of the full-time equivalent 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 Executive Committee.
- B. For membership meetings, the quorum shall be 10 percent of the full-time equivalent of the members of the Association.

### ARTICLE VIII PARLIAMENTARY AUTHORITY

*Robert's Rules of Order, Newly Revised* shall govern the proceedings of the chapter.

## ARTICLE IX CHAPTER BYLAW POLICIES

### Section I Compliance

Chapter Bylaws must be in compliance with the MCCC Bylaws and Policy Manual. The Board of Directors will take all necessary steps to insure compliance.

### Section 2 Absence of Bylaws

MCCC model chapter bylaws serve as enforceable chapter bylaws until such time as a chapter establishes bylaws. The model bylaws will serve for all purposes not addressed by a chapter's bylaws.

### Section 3 Submission of Bylaws

Chapters will maintain an electronic copy of their most recent chapter-approved bylaws on file in the MCCC office. These Chapter Bylaws will be submitted annually by June 30 with the chapter's annual financial report. If the chapter does not have bylaws, it shall submit a statement to that effect.

### Section 4 Review

The MCCC Model Chapter Bylaws will be reviewed on an annual basis by the MCCC Bylaws Committee.

## ARTICLE X AMENDMENTS

### SECTION 1.

These bylaws may be amended by two-thirds (2/3) vote of the members present and voting at any regular or special meeting of the Association providing the notice requirement has been met.

### 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.

## NOTES ON OPTIONAL MATTERS

### ARTICLE IV OFFICERS, MCCC DIRECTOR, AND CHAPTER APPOINTEES

Sections related to additional chapter representatives:

1. Some current chapter bylaws contain references to representatives other than officers and the MCCC Director. These include some type of building or work area representative, a "part time" representative, a professional staff representative, and/or a DCE representative. Some of these designations may refer to overlapping categories or positions.
2. The chapter should determine whether building or work area representatives function primarily with decision making responsibilities or as channels of communication. If these representatives are part of the organizational and decision making structure, they should be included in the bylaws in an appropriate article. If these representatives serve primarily as channels of communication, they would be more correctly included in statements of the chapter's personnel policies rather than in bylaws.
3. Some references relate to a person who is appointed rather than elected and who has a specific function, for example, a grievance coordinator. This type of appointed position should be detailed in statements of the chapter's personnel policies rather than in bylaws.
4. Representation in the Bylaws should be limited to the five (5) titles of office noted and to a chapter's organizational structures such as the Executive Committee.

## ARTICLE VI COMMITTEES

Management Association Committee on Employee Relations:

Day and DCE MACER are contractual rather than organizational structures; therefore, their responsibilities and composition are determined through collective bargaining and administration of the agreements.

## ELECTIONS

Neither the MCCC nor the MTA bylaws include guidelines for elections. The chapter's Nominations and Elections Committee has the responsibility to establish procedures for the conduct of elections, preferably subject to the approval of the Executive Committee and to a vote of the membership.

*Approved by the Board of Directors June 2011*