

CONSTITUTION & BYLAWS
FACULTY – STAFF ASSOCIATION
(F.S.A.)

AT



AS ADOPTED FEBRUARY 22, 1996
AND AMENDED OCTOBER 29, 1998,
APRIL 8, 1999, MARCH 20, 2000,
NOVEMBER 30, 2006, APRIL 23, 2009,
APRIL 29, 2010, APRIL 26, 2012,
MAY 2, 2013 and May 1, 2014

CONSTITUTION

ARTICLE I – NAME

The name of the organization shall be Faculty-Staff Association at Middlesex Community College, hereinafter designated as FSA/MCC or Association.

ARTICLE II – PURPOSE

- a. to make policy recommendations to the President on a broad range of issues, through its deliberations and by vote of its membership.
- b. to establish and maintain high academic and professional standards, with a goal of aiding all Middlesex students to reach their highest level of academic achievement.
- c. to identify and advance the role of the college in the community.

ARTICLE III – MEMBERSHIP AND VOTING

SECTION 1: Membership

Full-time and part-time faculty, professional staff and administrators of Middlesex Community College shall be members and shall have voting privileges.

SECTION 2: Absentee Voting

If a member cannot attend an Association Meeting due to official college business, that member may vote for a candidate or on an issue in one of the following ways.

- a. Absentee voting: prior to the start of the meeting, the absentee shall submit to the Chairperson a statement in a sealed envelope, which specific the choice of candidate or position. This envelope shall bear a notation indicating the issue/position to which the vote applies, and should not contain the name of the absentee. This envelope shall be contained in a larger sealed envelope which has been signed by the absentee voter, and which also states the issue/position to which the vote applies. Immediately prior to the vote count, the outer sealed envelope will be opened by the Chairperson and the inner sealed envelope will be handed to the designated vote counters. The voter's name shall not be made known to the vote counters.
- b. Proxy voting: prior to the start of the meeting, the absentee shall submit a signed statement to the Chairperson, expressing a desire to vote by proxy and identifying an agent. No agent shall be allowed to cast proxy votes for more than one member. An agent must be a member of the FSA/MCC.

ARTICLE IV – OFFICERS

SECTION 1: Chairperson

There shall be a Chairperson whose function shall be:

- a. to coordinate and preside over Association meetings.
- b. to facilitate the formation of Standing and Ad Hoc Committees and to serve as a liaison between these committees and the Executive Committee.
- c. to solicit and receive items for the agenda.
- d. to make copies of the agenda and the minutes of the previous meeting available to all Association members at least three working days in advance of the meeting.
- e. to act as custodian of the minutes of the Association meetings and FSA/MCC committee meetings and to keep these minutes on file at the Association office.
- f. to represent the Association at Board of Trustees meetings and other appropriate college meetings and events.

SECTION 2: Vice Chairperson

There shall be a Vice Chairperson whose function shall be:

- a. to perform the duties of the Chairperson in the event of the Chairperson's absence.
- b. to present the recommendations of the Executive Committee at Association meetings.

SECTION 3: Secretary

There shall be a secretary who shall record the minutes for each Association meeting and present the minutes to the Chairperson no later than ten working days prior to the next meeting.

SECTION 4: Eligibility

All members of the FSA/MCC except the President, Associate Provost, Provosts, Vice Presidents, Deans, Associate Deans and Assistant Deans are eligible to serve as officers of the FSA/MCC.

ARTICLE V – MEETINGS SCHEDULE

Section 1: FSA/MCC Meeting Calendar

There shall be a master calendar for FSA/MCC-related regular meetings. It shall serve the following purposes.

1. Establish the dates for General Membership meetings.

2. Establish – dates for Standing Committee meetings.
3. Establish recommended dates for Ad Hoc Committee meetings.

The Executive Committee shall present a proposed calendar for the following academic year by the final Spring meeting for approval at that meeting. The adopted calendar shall be distributed within ten working days after its adoption.

SECTION 2: General Membership Meetings

The Association shall hold at least six meetings during the academic year. The first meeting shall be held in September.

SECTION 3: Executive Committee

The Executive Committee shall meet at least three times per semester and more frequently upon the call of the Chairperson or at the request of a majority of the committee.

SECTION 4: Standing Committees

Standing Committee meetings shall be held as designated by the FAS/MCC meeting calendar. Additional meetings may be requested by any three members of the committee. The Committee chairperson shall call any additional meetings within five working days of the time of the request.

SECTION 5: Ad Hoc Committees

Ad Hoc Committees should meet as designated by the FSA/MCC meeting calendar.

SECTION 6: Independent Meetings

The administrative staff, the professional staff and the teaching faculty may meet as independent groups to discuss and consider a particular issue or problem.

ARTICLE VI – COMMITTEES

SECTION 1: The business of the FSA/MCC

The business of the FSA/MCC shall be conducted through Standing and Ad Hoc Committees. Their composition and function are stated in the Bylaws. In emergency circumstances, when the FSA/MCC is not in session, policy which must be implemented before the first meeting of the academic year and which requires FSA/MCC approval, may be adopted provisionally, with the understanding that such policy shall be presented for approval as soon as the Association resumes session.

SECTION 2: Student members

Committees may elect to have up to two student members, who shall have the same voice and vote as any other committee member at committee meetings, and shall have the right to be present when the FSA/MCC is considering their committee's recommendations.

SECTION 3: Referring new business to committees

If new business concerning policy and requiring a vote of the FSA/MCC is proposed from the floor, a motion is required to refer the new business to the committee.

SECTION 4: Committees work through the FSA/MCC

Committees shall make proposals only through the FSA/MCC.

SECTION 5: Executive committee communications

The Executive Committee shall send written notice of all FSA/MCC recommendations to the President.

SECTION 6: President's Response

The President shall act on an FSA/MCC recommendation within four weeks of the receipt of the recommendation. When the President does not accept or approve a FSA/MCC recommendation, the reasons for the President's action shall be stated in writing and forwarded to the Executive Committee.

ARTICLE VII – AMENDMENTS

Proposed amendments to this constitution must be distributed to the Association membership two working weeks prior to voting on the amendment. Adoption of an amendment requires a two-thirds majority of the ballots cast at a regular or special meeting of the Association.

BYLAWS

ARTICLE I - MEETINGS

SECTION I: Roberts Rules in effect

All meeting of the FSA/MCC shall be conducted in accordance with those procedures of *Robert's Rules of Order* which are not in conflict with the Constitution.

SECTION 2: Quorum

- a. General membership meetings: Twenty-five percent of the full-time membership shall constitute a quorum.
- b. Committee meetings: At a regular meeting, a committee may function with three or more members present. At a special meeting a committee may function if one-half of the total members, or three members, are present, whichever is the larger number.

SECTION 3: Meeting notice

Written notice of the time and place of all regular FSA/MCC meetings, together with the call for agenda items, shall be distributed at least nine working days prior to the meeting.

SECTION 4: Agenda

Copies of the agenda shall be distributed with the meeting announcement at least three working days prior to a regular meeting. Any recommendation requiring action by the Association, which requires subsequent approval by the President, shall be distributed with the agenda.

SECTION 5: Discussion Period

Each FSA/MCC meeting should include at least one quarter hour of discussion and/or debate on relevant college issues.

SECTION 6: Student Guests at Meetings

Two representatives of the student government may attend FSA/MCC meetings.

ARTICLE II – EXECUTIVE COMMITTEE

SECTION 1: Membership

The Executive Committee shall consist of the Chairperson, Vice Chairperson, Secretary, two (2) at-large members primarily representing the Bedford campus, two (2) at-large members primarily representing the Lowell campus, and the Chairperson of the Curriculum Committee. The Chairperson and the Curriculum Committee Chairperson shall receive compensation from the College within appropriate contractual guidelines as established through negotiation and past practice. The FSA Chairperson shall chair the Executive Committee.

SECTION 2: Terms of Office

The terms for members of the Executive Committee shall be two years and begin June 1 and end May 31. The Chairperson may not stand for re-election; all other members of the Executive Committee may stand for re-election.

ARTICLE III – FUNCTIONS and COMPOSITION OF STANDING COMMITTEES

SECTION 1: Committees formulate policy

Within their respective areas of concern, committees shall be responsible for the formulation of new policy and the continuing review of the need for changes in established policy.

SECTION 2: Standing committees

Standing Committees shall be:

a. Academic Standards Committee:

- i. The purpose of the Academic Standards Committee shall be to maintain the integrity of academic life at the College.
- ii. Functions
 - Review academic policies and procedures including but not limited to policies related to grading, transfer credit, and academic integrity
 - Make recommendations for changes in or the adoption of academic policies & procedures
 - Review and approve proposed changes to the prerequisites of existing courses
 - Other responsibilities as determined by the Faculty Staff Association

b. Curriculum Committee:

- i. The purpose of the Curriculum Committee is to ensure that credit bearing courses and programs are consistent with the college's mission.
- ii. Functions
 - Provide assistance and recommendations to faculty, academic departments, and the provost regarding:
 - Curriculum development
 - Curriculum policies and procedures
 - Review and make recommendations to the provost regarding:
 - New courses to be piloted
 - New programs to be developed
 - Review and make recommendations to the FSA regarding:
 - New and revised programs
 - New and substantially revised courses, including prerequisites

- iii. Membership
 - Chairperson of the Curriculum Committee serves on the Executive Committee
 - Chairperson will be elected by the FSA in accordance with the election procedures in the bylaws
 - Representatives from all appropriate areas across the college
 - Provost and or Associate Provost will serve as ex-officio

c. Diversity Committee:

i. Purpose

The Diversity Committee is led by faculty and staff and seeks to build a deeper and broader understanding and appreciation of the unique diversity found both in our college community and in our larger civic communities. The Diversity Committee seeks to foster curricular, co-curricular, and institutional transformation by promoting an inclusive learning environment that engages students, faculty, staff and administrators in teaching-learning exchanges of various kinds. This committee works to support the following ISLOS: Social Responsibility, Professional Development, Multicultural and Global Literacy and Critical Thinking.

ii. Functions

- Respond to timely topics and concerns, with a diversity component, that are brought to the committee by administration, faculty, staff or students
- Provide educational information to FSA, departments, divisions, administration and students on diversity topics
- Organize and arrange faculty, staff and student seminars, presentations and workshops from MCC membership as well as outside organizations
- Support other areas of the college that request assistance for diversity related topics.
- Other responsibilities as determined by the Faculty Staff Association

iii. Committee Membership

- Representatives from all areas across the college
- An administration representative from a related area will serve as ex-officio

d. Executive Committee:

The goals of the Executive Committee shall be to:

- i. Serve as a steering committee for the FSA/MCC;
- ii. Create the agenda for FSA general membership meetings in accordance with Article I, Sections 3 and 4 of the bylaws.
- iii. Suggest issues to the Standing and Ad Hoc Committees for their consideration;

iv. Serve as the Nominating Committee commencing with year 2001 and in all odd-numbered years thereafter.

e. **General Education Committee:**

i. The purpose of the General Education Committee is to review, assess, and monitor all aspects of the General Education program and make recommendations and proposals for change.

ii. Functions

- Review and recommend all general education course and catalog changes related to general education
- Recommend operating policies and procedures to govern the general education program
- Recommend criteria and procedures for implementation of curricular requirements for the general education program
- Oversee the assessment of the general education program and its course offerings
 - Review ISLO distribution across programs
 - Review artifacts to determine how well the ISLOs are being achieved
- Other responsibilities determined by the Faculty Staff Association

f. **Honors Committee:**

The Honors Committee develops, promotes and markets the Honors Program among all college constituencies: students, faculty and professional staff, administration, and qualified applicants to the college. The committee is the advisory body of the program and is a resource in selecting extra-curricular events as well as the design of new honors experiences. The committee discusses innovative approaches to improve the program, reviews student applications to the program and approves Honors Option Contracts.

g. **Milieu Committee:**

The goals of the committee are to:

- Promote a clean, healthy, and safe environment for all students, faculty, and staff,
- Provide input with respect to facilities planning and development,
- Promote the efficient use of college resources with respect to support services, facilities maintenance, furnishings, security and communications.

h. **Sustainability Committee:**

i. The purpose of the Sustainability Advisory Committee is to encourage sustainability through communicating, educating, recommending, and implementing environmentally-sound practices.

ii. Functions

- Increase conversation among various areas of the college that are currently invested in sustainability practices
- Serve as a resource to faculty to encourage incorporation of sustainability practices and themes in the classroom
- Recommend fiscally responsible sustainability projects/practices/policies to college administration
- Assist in implementing sustainability initiatives
- Maintain and enhance campus initiatives

i. Technology Committee

The goals of the Technology Committee shall be to:

- i. Assess the adequacy of the College’s technology resources for both instruction and the day to day use by faculty, professional staff, and administration and improve the effectiveness of current decision making procedures and communication.
- ii. Participate in the development of an overall technology plan and technology budget for the College.
- iii. Facilitate regular communication concerning technology among faculty and staff;
- iv. Make recommendations concerning hardware, software, website management, and training consistent with the overall technology plan and budget.

j. Writing Across the Curriculum Committee:

The goal of the Writing Across the Curriculum (WAC) Committee is to introduce, support, and assess WAC program initiatives across the college. WAC is a college program that encourages and supports writing, reading, and critical thinking in all disciplines and throughout the college community. The WAC committee sponsors workshops, events, and special programs to help faculty incorporate writing assignments into their course work and to encourage student writing throughout the college. Throughout the year, there are many events sponsored by WAC for students, faculty, and all members of the Middlesex community, such as writing workshops, poetry readings, student essay contests, and Common Book activities.

ARTICLE IV – COMMITTEE MEMBERSHIP and PROCEDURES

SECTION 1: Appointment committees

- a. Solicitation for committee appointments should be made in writing to all full-time FSA/MCC members by the final Spring meeting.
- b. The Executive Committee shall ask each FSA/MCC member to indicate three committees on which the member would like to serve, in order of preference. The Executive Committee appoints members to committees. The Executive Committee shall strive to:
 - i. place FSA/MCC members on one of the committees of their choice.

- ii. maintain a certain continuity among the FSA/MCC committee members, allow for the influx of new personnel, and assure balanced representation from all segments of the college.
 - iii. encourage divisional balance on academically related committee.
- c. To the extent possible, appointments to Standing Committees should be made well before the first scheduled committee meeting, with timely notification of appointees.
 - d. The Government of the student body may appoint up to 2 student members to each standing committee which admits student members.
 - e. The President may appoint administrative staff and/or classified personnel to appropriate committees as ex officio participants.

SECTION 2: Ad Hoc Committees

The Association may direct the Executive Committee to appoint Ad Hoc Committees. Ad Hoc committees shall follow the same procedures as prescribed for Standing Committees. Ad Hoc committees shall be appointed for a period not to exceed a twelve month period. They may be reappointed on an annual basis.

SECTION 3: Committee Chair and Secretary

- i. Each Committee shall have a Chairperson and a Secretary. The Chairperson and Secretary of each standing and ad hoc committee shall be members of the FSA/MCC.
- ii. The Chairperson of a standing, or continuing ad hoc, committee for the succeeding academic year shall be elected by the committee membership in the current academic year, at its last spring meeting, unless otherwise specified by these bylaws. The term of office shall begin at the adjournment of the last spring meeting and terminate with the adjournment of the succeeding last spring meeting.
- iii. The Chairperson for a new ad hoc committee shall be elected at the first meeting of that committee.
- iv. The Secretary shall be elected at the beginning of the first meeting in an academic year. The term of office shall be from the election at the first meeting in an academic year up to the convening of the first fall meeting in the succeeding academic year.

SECTION 4: Committee minutes

Minutes of committee meetings shall be distributed to committee members, the FSA/MCC Chairperson, and the college libraries, within two weeks of the meeting. The libraries should maintain the minutes on reserve for the academic year.

ARTICLE V – ELECTIONS

SECTION 1: Regular election

Spring 2000 elections shall be conducted in accordance with the Constitution and Bylaws as adopted Feb. 22, 1996, and amended October 28, 1998, and April 8, 1999 and in future elections as described below.

a. Nominations

Serving as the Nominating Committee, the Executive Committee shall announce the search for candidates at the first Spring FSA/MCC meeting and ask the membership to submit the names of likely candidates, including self-nomination, to the Committee. For each anticipated vacancy, the Committee shall solicit at least one qualified member who is willing to be nominated as a candidate by the Executive Committee. The Committee shall nominate candidates for all offices at the second Spring meeting in all even-numbered years. At this meeting there shall be a call for nominations from the floor. The Executive Committee shall create a list of candidates who have accepted nominations. This list shall appear on the agenda for the final Spring meeting in all even-numbered year.

b. Election Procedures

- i. Elections shall be conducted at the final Spring meeting in all even-numbered years thereafter. All contested elections are by secret ballot.
- ii. The Secretary shall prepare ballots for the final Spring meeting.
- iii. The Executive Committee shall conduct the election at the final Spring meeting in all even-numbered years thereafter. A majority of fifty percent plus one of the votes cast shall be necessary for election to an office. If no candidate for a position receives a majority, there shall be a run-off between the two candidates who received the highest number of votes on the first ballot. In the event of a tie vote, a second ballot with the Chairperson of the FSA/MCC casting two votes.
- iv. The results of the election shall be announced at the final Spring meeting in all even-numbered years thereafter.

SECTION 2: Special elections

Vacancies in elected positions shall be filled by special elections conducted as soon as practicable, at a regular meeting. The Executive Committee shall accept and solicit nominations for at least one week after informing the membership of the vacancy. There must be at least a three day notice of the list of candidates before the election is conducted.

ARTICLE VI – AMENDMENTS

Proposed amendments to these Bylaws must be distributed to the Association membership two working weeks prior to voting on the amendment. Amendments may be adopted by a two-thirds majority of the votes cast at a regular or special meeting of the Association.

