

Association of Professional Administrators (APA) Massachusetts College of Liberal Arts Chapter

Article I Name

The name of the chapter shall be the Massachusetts College of Liberal Arts (MCLA) Chapter of the Association of Professional Administrators, herewith referred to as the "MCLA Chapter".

Article II Executive Board

Sec. 1. Officers: The MCLA Chapter shall elect two officers; Chapter President and Chapter Vice President. (The local chapter will have at least one officer- Chapter President). Should the local chapter membership exceed a total of 100 members in the bargaining unit, additional officer roles of Chapter Secretary, Chapter Treasurer/Membership Coordinator and Chapter Grievance Officer may become elected positions. Elections for all officers shall be held by ballot following the ratification of a new APA contract during the same election cycle of statewide officers.

- a. Elected officials will assume office within one month of the election and shall collectively be known as the Executive Committee.

Sec. 2. Term of Office: The terms of the Chapter President, Chapter Vice President, Chapter Secretary, Chapter Treasurer/Membership Coordinator and Chapter Grievance Officer shall be concurrent with the contract. Election of these offices shall be held within sixty (60) days, after the ratification of a new contract and shall continue for the duration of a new contract. Officers may run for re-election.

- a. An unfilled office of Chapter President shall remain open no longer than 90 days and must be filled by a scheduled or special election or appointed as interim by the Executive Board of the Association of Professional Administrators (APA).
- b. If a vacancy in an officer position occurs between the election process and the start of the term, the newly elected officer will be asked to finish out the current term in addition to the duly elected term.

Sec. 3. Duties of Officers:

- a. The Chapter President shall convene meetings, stand as an ex-officio member of all committees, serve as the designated representative on the Executive Board of the APA and be responsible for performing all the functions and duties usually charged to the office. The Chapter President shall be the contract negotiator for the Chapter.
- b. The Chapter Vice President shall assist the Chapter President in the functions and duties of office and assume the responsibilities of Chapter President in the event of an absence or resignation until such time as the office is filled as described in Sec. 2, Term of Office.
- c. In the event that there is only a Chapter President all the duties shall be assigned to the President and if there is a Chapter President and a Chapter Vice-President, the duties of the other officers will be decided between the President and Vice-President.
- d. The Chapter Treasurer/Membership Coordinator shall be responsible for reporting financial and membership information related to the business of the MCLA Chapter and for the welcoming of new members within a month of receiving notification from Human Resources of their hire or transfer into a unit position. These duties shall include, but not be limited to the record keeping and reporting of Chapter funds and membership data, reviewing the monthly membership roster, sending any corrections to the APA Membership Coordinator, and responding to any inquiries from the APA Membership Coordinator or APA Treasurer within five (5) business days of the request.
- e. The Chapter Secretary shall be responsible for recording the minutes of the Executive Committee and the membership, and other functions and duties usually charged to this post. Further, the Secretary shall serve on the Nomination and Election Committee as a liaison to the Executive Committee.
- f. The Chapter Grievance Officer shall be responsible for fielding all grievances for the membership unless there is a conflict of interest by virtue of employment.

1. Once determined, in consultation with the Chapter President, that a grievance exists, the Chapter Grievance Officer assists unit members to resolve specific issues with the member's employment.
2. When a member asks for union representation, the Chapter Grievance Officer will assist members at both the informal and formal processes associated with difficulties with employment (including but not limited to the formal grievance process).
3. If the Chapter Grievance Officer is unable to represent the member because of a conflict of interest by virtue of where the Chapter Grievance Officer is employed on the campus, the Chapter Grievance Officer will inform the Chapter President, who will serve in this capacity or appoint another Chapter Executive Committee member to assist the member.
4. If the Chapter Grievance Officer position is vacant or if the Chapter Grievance Officer is unavailable because of being away on business or because of vacation and there is an immediate need to assist a member which cannot be or would be impracticable to postpone, the Chapter President will serve in this capacity or may appoint another Chapter Executive Committee member to assist the unit member.

g. A Chapter officer may be removed from their elected position, for cause, by a majority of the Executive Committee after due notice. An appeal of this action is determined by a majority vote of the membership.

1. Chapter officers removed must indicate their plan to appeal within two (2) business days to the remaining Executive Committee.
2. Remaining Executive Committee members must schedule an emergency chapter meeting within three (3) business days.
3. At the emergency chapter meeting, both parties (Chapter Officer removed and the Executive Committee) will be given an opportunity to present their case to the membership.
4. A vote supporting or upholding the decision to remove the chapter officer, requiring quorum, will be taken at the end of the meeting.

Article III Chapter Meetings

Sec. 1. There will be a minimum of two scheduled Chapter Meetings per year in the months of October and March. The October meeting is designated as the Annual Meeting. Notification of the date, time, place and agenda of the meeting must be sent no less than two weeks prior to a regularly scheduled meeting.

Sec. 2. Any individual member of the Executive Committee, or any four members of the membership, may call an emergency meeting of the Chapter. A written notice to the membership, signed by the petitioner(s), must be provided at least 24 hours prior to the meeting.

Sec. 3. A quorum of the Chapter shall consist of 25% of the membership.

Article IV Chapter Committees

Sec. 1. Nominations and Elections Committee. This Committee shall be responsible for conducting scheduled elections and for meeting the requirements of special elections, as needed.

- a. The Nominations and Elections Committee shall consist of no more than five members; having representation from at least three different divisions of the University.
- b. Members on this Committee shall be appointed by the Chapter President, and shall serve for three years.
- c. The Secretary shall serve as the liaison from the Executive Committee.

Sec. 2. Professional Development Committee: Members of the MCLA Chapter shall be appointed to the Professional Development Committee as per the Agreement between the Board of Regents of Higher Education and the Association of Professional Administrators, and the duties of this Committee shall be defined by that Agreement.

- a. As needed, committee members shall be appointed by the MCLA Chapter President and shall serve for two years.
- b. As needed, the Chapter Vice President shall serve as the liaison from the Executive Committee.

Sec. 3. Sick Bank Leave Committee Membership to this Committee and the role and duty of this committee is designated by the Agreement between the Board of Regents of Higher Education and the Association of Professional Administrators.

- a. As needed, the Chapter President or Chapter Vice President shall serve as the designated representative on this committee.
- b. The designated representative shall serve in this capacity for the duration of the current contract.

Article V
Elections

Positions on the Executive Committee shall be elected by the membership.

- a. Chapter elections are coordinated by the Nominations and Elections Committee as designated by these bylaws.
- b. Nominations shall be solicited of the membership and must be received in writing by the Committee no later than three weeks prior to the scheduled election date.
- c. The list of finalists and the date of the election must be disseminated to the Chapter by the committee two weeks prior.
- d. Candidates must receive the majority of the votes cast in order to assume the elected post. If no majority, run-off elections will be held for the top two plus any ties. Any member whose full membership dues are paid in full may be a candidate for any office or committee.
- e. No Chapter officer or elected committee members may serve in two elected positions.
- f. All elections shall be conducted by ballot. Absentee ballots may be provided prior to the election by the Committee and be included in the election counting of ballots.

Article VI
AD-HOC Committees

Special committees may be created by the Chapter President and/or the Executive Committee, for a specific purpose and for a limited duration, as required. Membership of Ad-Hoc Committees are appointed by the Chapter President.

Article VIII
Amendment Process

Chapter By-Laws may be amended by a majority vote of the membership of the MCLA Chapter. Proposed amendments must be submitted in writing and sent to all members of the Chapter at least seven (7) business days in advance of the vote. The voting site and time shall be determined by the Nomination and Elections Committee.

Article IX
Association Year

The membership year for the MCLA APA Chapter shall be from July 1 to June 30.

Article X
APA By-Laws

Nothing in these By-Laws shall supersede the terms of the By-Laws of the Association of Professional Administrators.

Article XI
Acceptance of These By-Laws

Acceptance of these By-Laws by majority vote of the MCLA Chapter shall supersede all previous By-Laws and shall have the effective date of June 29, 2018.