GREENFIELD COMMUNITY COLLEGE

ASSEMBLY BYLAWS

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BYLAWS
OF THE
GREENFIELD COMMUNITY COLLEGE ASSEMBLY

PREAMBLE

By adopting these Bylaws, members of the Greenfield Community College community assert their right to express their aspirations for and concerns about the college to one another and the community; preserve the privilege of members to participate in the governance of the college; promote clear, honest, and regular communication among all members of the college community; and honor the contributions that each member may make in the conduct of college affairs.

Further, members of the Greenfield Community College community respect the laws of the Commonwealth of Massachusetts; the policies and regulations of the Massachusetts Board of Higher Education and the Greenfield Community College Board of Trustees; and the collective bargaining agreements of the employees of Greenfield Community College and, therefore, no provisions of these Bylaws shall supersede such laws, policies, regulations, or agreements.

ARTICLE I
Name

The name of the organization shall be the Greenfield Community College Assembly.

ARTICLE II
Purpose

The purpose of the Greenfield Community College Assembly shall be to ensure a meaningful role for the Greenfield Community College community in the formation of college policy and practice; to promote effective communication among all employees; and to advance the quality of education and service that the College provides to its students and community.

ARTICLE III
Members

The members of the Assembly shall be all those people currently employed full-time and part-time by the Commonwealth of Massachusetts at Greenfield Community College; all those people currently employed full-time and part-time by the Greenfield Community College Foundation; and all those people currently employed by vendors contracted by the College to provide regular and ongoing service to the College. Those people employed by vendors who provide infrequent or periodic service to the College shall not be members of the Assembly.

ARTICLE IV
Officers

Section 1. The officers of the Assembly shall be the Secretary of the Assembly and the Deputy Secretary of the Assembly.

Section 2. The officers of the Assembly shall be elected by ballot to serve for terms of two (2) years or until their successors are elected, and their terms of office shall begin with the close of the Annual Meeting at which they are elected.

Section 3. The duties of the Secretary of the Assembly shall be to (1) establish the agendas for all meetings of the Assembly in consultation with the President of the College; (2) preside over all meetings of...
the Assembly according to the provisions of the Parliamentary Authority of the Assembly; (3) notify the responsible persons and report on the actions taken by the Assembly, the College Council, and the Standing Committees; (4) facilitate communication among members of the Assembly; and (5) otherwise coordinate all matters of the Assembly.

Section 4. The duties of the Deputy Secretary of the Assembly shall be to (1) determine the eligibility of prospective members of the Assembly; (2) coordinate the filling of vacancies on the Standing Committees, including the power to oversee midterm elections to fill a vacancy in an unexpired term and to appoint a nominee if a position is uncontested; (3) ensure the accurate recording and publication of minutes of meetings of the Assembly; (4) assist the Secretary of the Assembly in the coordination of all matters of the Assembly; and (5) fulfill the duties of the Secretary of the Assembly in the absence of the Secretary.

Section 5. No member shall hold more than one office of the Assembly at a time; nor shall any officer be a Chairperson of a Standing Committee of the Assembly.

Section 6. Members shall not be eligible for re-election to an office that they have held for two (2) consecutive terms until the second Annual Meeting following the completion of their second consecutive terms.

ARTICLE V
Meetings

Section 1. Regular meetings of the Assembly shall be held at least three (3) times during the fall and at least three (3) times during the spring semesters of each academic year. No regular meetings of the Assembly shall be held between June 1 and September 1.

Section 2. The agenda of regular meetings of the Assembly may include the presentation of reports from the Standing Committees, the College Council, the President of the College, and the Secretary of the Assembly; and the transaction of other business that properly may be brought before the Assembly.

Section 3. The third regular meeting of the Assembly held during the spring semester shall be known as the Annual Meeting and shall be for the purpose of electing officers; receiving annual reports from the Standing Committees, the College Council, the President of the College, and the Secretary of the Assembly; and for any other business that may arise.

Section 4. Items may be placed on the agenda of regular meetings of the Assembly by the Secretary of the Assembly, the Deputy Secretary of the Assembly, the President of the College, the Chairpersons of the Standing Committees, and by written request of ten (10) members of the Assembly.

Section 5. Special meetings of the Assembly may be called by the Secretary of the Assembly or the President of the College and shall be called upon the written request of thirty (30) or more members of the Assembly. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days notice shall be given.

Section 6. The Assembly shall establish, no later than the Annual Meeting, a schedule of regular meetings of the Assembly, the College Council, and Standing Committees for the following academic year.

Section 7. Minutes shall be taken to record the proceedings of all meetings of the Assembly. The contents and form of the minutes shall follow the provisions of the Parliamentary Authority that governs the Assembly. The minutes of each meeting shall be made public.

Section 8. No quorum shall be required to convene a regular or special meeting of the Assembly or for the Assembly to take formal action.

ARTICLE VI
College Council

Section 1. The purpose of the College Council shall be to recommend to the President of the College policy and practice involving issues related to the College’s mission and purposes; to the College’s annual budget and the allocation of resources; and to the functioning of the College’s administrative units and the Assembly’s Standing Committees.

Section 2. The College Council shall consist of the President of College; the Deans and Associate Deans who report directly to the President; the Chairpersons of the Standing Committees of the Assembly; one (1) representative of the Greenfield Community College Student Senate; one (1) representative of members covered by the collective bargaining agreement with the American Federation of State, County and Municipal Employees (AFSCME); and one (1) representative of members covered by the collective bargaining agreement with the Massachusetts Community College Council (MCCC).

Section 3. Members of the College Council representing the Student Senate, members covered by the AFSCME agreement and members covered by the MCCC agreement shall be elected by the groups they represent no later than the Annual Meeting preceding the first full academic year in which their terms begin.

Section 4. Members of the College Council representing the Student Senate, members covered by the AFSCME agreement and members covered by the MCCC agreement shall serve for terms of three (3) years or until their successors have been elected, and their terms of office shall begin with the close of the Annual Meeting by which they have been elected. Such members may serve for no more than two (2) consecutive terms.

Section 5. The President of the College shall preside over the College Council.

Section 6. Any member of the College Council may submit items to be included on the agenda of a regular meeting of the College Council.

Section 7. The regular meetings of the College Council shall be held at least three (3) times each fall semester and three (3) times each spring semester according to the schedule established under Article V, Section 6 of these Bylaws.

Section 8. The agenda of regular meetings of the College Council shall include presentation of reports from the Standing Committees and the President of the College and transaction of other business that properly may be brought before the College Council.

Section 9. Special meetings of the College Council may be called by the President of the College and upon the written request of six (6) or more members of the Council.

Section 10. Minutes shall be taken to record the proceedings of all meetings of the College Council. The contents and form of the minutes shall follow the provisions of the Parliamentary Authority that governs the Assembly. The minutes of each meeting shall be made public.

Section 11. A majority of the College Council shall constitute a quorum.
ARTICLE VII
Committees

Section 1. General Provisions

a. The committees of the Assembly shall be Standing Committees and Sub-committees of the Standing Committees.
b. Minutes of all meetings of the Standing Committees and Sub-committees shall be taken. The contents and form of the minutes shall follow the provisions of the Parliamentary Authority that governs the Assembly. The minutes of each meeting shall be made public.
c. A majority of the members of a Standing Committee or a Sub-committee shall constitute a quorum.
d. The Standing Committees of the Assembly shall be the College Affairs Committee, the Curriculum and Academic Policy Committee, the Diversity Committee, the Information Resource Management Committee, the Planning and Evaluation Management Committee, and the Student Development Committee.
e. Members of Standing Committees shall be appointed or elected to the Standing Committees. The Chairperson of the Committee shall convene the Standing Committees no later than three weeks prior to the Annual Meeting following the first full academic year in which their terms begin.
f. Faculty and staff members of Standing Committees shall serve for terms of three (3) years or until their successors are appointed or elected. Student members of the Standing Committees shall serve for terms of one (1) year. All members’ terms of office shall begin with the close of the Annual Meeting by which they are appointed or elected.
g. The regular meetings of the Standing Committees shall be held at least three (3) times each fall semester and at least three (3) times each spring semester according to the schedule established under Article V, Section 6 of these Bylaws.
h. The Chairpersons of Standing Committees shall be elected by the new and continuing members of the Committees at the final Standing Committee meeting of the academic year. Their term shall begin at the conclusion of that final Standing Committee meeting and shall serve until the term of their successors shall begin.
i. The Chairpersons of the Standing Committees shall report regularly to the College Council and annually in writing to the College Assembly.
j. Special meetings of the Standing Committees may be called by the Chairperson of the Committee and upon the written request of five (5) or more members of the Committee.
k. The assignment of issues to the appropriate Standing Committee and the jurisdiction of Standing Committees over appropriate issues shall be determined by the College Council, when necessary.
l. Sub-committees of a Standing Committee may be appointed by the Chairperson of the Committee, with the approval of a majority vote at a regular meeting of the Committee. Sub-committees of the College Council may be appointed by the President of the College, with the approval of a majority vote at a regular meeting of the College Council.
m. The appointment of Sub-committees shall include a specific charge to the Sub-committee, the membership of the Sub-committee, and the duration of the Sub-committee.

Section 2. College Affairs Committee

a. The purpose of the College Affairs Committee shall be to establish policy and practice, with the approval of the appropriate administrator, on issues related to co-curricular, college-wide, and community health and safety; employee and student diversity; and political awareness.

The College Affairs Committee shall consist of thirteen (13) members who shall be:
- two (2) members elected from the Student and Academic Affairs unit;
- one (1) member elected from the Administrative Services unit;
- one (1) member elected from Information Technology Department;
- one (1) member elected from the President’s unit;
- four (4) members elected at large from the College Assembly;
- two (2) student members appointed by the Student Senate (one year term);
- and two (2) members appointed by the President of the College.

Section 3. Curriculum and Academic Policy Committee

a. The purpose of the Curriculum and Academic Policy Committee shall be to establish policy and practice, with the approval of the Dean of Academic Affairs, on issues related to academic integrity, scholastic quality; curriculum development; and the evaluation, implementation and assessment of curricula and academic policy, including, but not limited to new academic programs, distance education, course offerings, graduation requirements, grading policies, and credit for life experience.

b. The Curriculum and Academic Policy Committee shall consist of fifteen (15) members who shall be five (5) members elected from the Student & Academic Affairs unit, including one (1) from the offices supervised by the Dean of Students; one (1) from the offices supervised by the Dean of Enrollment Services; one from each of the following Academic groupings: Business, IT, Professional Studies and Social Sciences; Humanities; Engineering, Math, Nursing and Science; three (3) members elected at large; three (3) faculty members appointed by the Chief Academic and Student Affairs Officer including one from each of the following Academic groupings: Business, IT, Professional Studies and Social Sciences; Humanities; Engineering; Math; Nursing and Science; one (1) librarian appointed by the Library Director; one (1) member appointed from members of Phi Theta Kappa for a one-year term; and two (2) as ex-officio members Registrar & Transfer Officer.

Section 4. Diversity Committee

a. The purpose of the Diversity Committee shall be to advise and establish policy and practice, with the approval of the appropriate administrator, on issues related to diversity in the support of the tenets put forth in the “Principles of Education” including, but not limited to, advocating and supporting diversity in the college community while encouraging opportunities for faculty, staff, and students to grow in their own understanding of diversity, promoting equality of opportunity for all.

b. The Diversity Committee shall consist of thirteen (13) members, recommended to be: four (4) members elected from the Student and Academic Affairs unit; one (1) member elected from the Administrative Services unit; two (2) members elected at large from the College Assembly; one (1) member appointed by the Student Senate (one year term); two (2) student members elected or appointed under the auspices of the Chief Academic and Student Affairs Officer (one year term); one (1) adjunct faculty member elected by adjuncts or appointed by the GCCPA (3 year term); and two (2) members appointed by the President of the College.

Section 5. Information Resource Management Committee

a. The purpose of the Information Resource Management Committee shall be to recommend policy and practice, with the approval of the appropriate administrator, on issues related to campus-wide information technology needs and the application of technology within the learning environment, including, but not limited to, the implementation of college-wide information systems, learning
management systems, adaptive technology, the distribution of technology resources, and other
technology related systems.

b. The Information Resource Management Committee shall consist of twelve (12) members who shall be: two (2) members elected from the Student and Academic Affairs unit; two (2) members appointed by the Chief Academic and Student Affairs Officer; two (2) members elected at large from the College Assembly; one (1) member appointed by the Chief Information Officer; one (1) member elected from the Administrative Services unit who is covered by the collective bargaining agreement with the American Federation of State, County and Municipal Employees (AFSCME); one (1) member appointed by the Chief Financial Officer; the Chief Information Officer; the Director of the Library or the Director’s designee; and one (1) student appointed by the President of the College.

Section 6. Planning and Evaluation Management Committee

a. The purpose of the Planning and Evaluation Management Committee shall be to serve in an advisory role on issues related to college-wide needs for assessment and planning.

b. The Planning and Evaluation Management Committee shall consist of twelve (12) members who shall be: two (2) members elected from the Student and Academic Affairs unit; two (2) members appointed by the Chief Academic and Student Affairs Officer; three (3) members elected at large from the College Assembly; one (1) member elected from the Administrative Services unit; one (1) member appointed by the Chief Information Officer; the Chief Information Officer or the Chief’s designee; the Comptroller; and one (1) student appointed by the President of the College.

Section 7. Student Development Committee

a. The purpose of the Student Development Committee shall be to establish policy and practice, with the approval of the Dean of Student Affairs, on issues related to student success in and beyond the classroom, including, but not limited to, orientation, advising, transition planning, career counseling, academic and personal support services, co-curricular activities, and other holistic activities that promote development of life skills required for future academic and/or vocational endeavors.

b. The Student Development Committee shall consist of twelve (12) members who shall be: three (3) members elected from the Student and Academic Affairs unit, including two (2) faculty members covered by the collective bargaining agreement with the Massachusetts Community College Council (MCCC); two (2) members appointed by The Chief Academic and Student Affairs Officer, including one (1) professional staff member covered by the MCCC agreement, and one (1) member elected from Student and Academic Affairs covered by the collective bargaining agreement with the American Federation of State, County and Municipal Employees (AFSCME); five (5) members elected at large from the College Assembly; one (1) member appointed by the Chief Financial Officer; and one (1) member appointed by the Greenfield Community College Student Senate.

ARTICLE VIII
Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Assembly in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Assembly may adopt.

ARTICLE IX
Standing Rules

Section 1. The Assembly may adopt Standing Rules in order to implement the provisions of these Bylaws.

Section 2. A Standing Rule shall be adopted, amended, or repealed by a majority vote at any duly convened meeting of the Assembly. Any proposed Standing Rule shall be presented to the College Council for its consideration prior to being voted on by the Assembly.

ARTICLE X
Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Assembly by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.
Greenfield Community College
Governance Working Group

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