

CONSTITUTION OF THE HOLYOKE COMMUNITY COLLEGE PROFESSIONAL ASSOCIATION

Article I. Name

The name of this organization shall be the Holyoke Community College Professional Association, hereinafter referred to as the Professional Association.

Article II. Purpose

The purpose of this organization shall be to provide a formal structure through which the Professional Association shall carry out its role.

Article III. Role of the Professional Association

The Professional Association shall concern itself with anything that affects the educational function of the College and shall make recommendations relative to such concerns to the President of the College.

Article IV. Membership

- A. Full membership with voting privileges is held by all full-time professional members of the Holyoke Community College staff.
- B. Associate membership without voting privileges is held by all part-time professional members of the Holyoke Community College staff.

Article V. Officers

A. Presiding Officer

The Vice President for Academic Affairs shall be the presiding officer of the Professional Association. In the absence of the Vice President for Academic Affairs, the President of the Senate of the College shall preside.

The Vice President for Academic Affairs shall appoint someone, by the first meeting in September, to serve as Secretary for a term of one year. The Secretary shall:

- a. Oversee the recording and be the custodian of the minutes of the meetings of the Professional Association. The minutes of each meeting shall contain the tally of votes on items to be recommended to the President of the College.
- b. Be responsible for distributing complete minutes of all meetings to all members no later than two weeks prior to the next meeting.

- c. Receive suggestions for inclusion in the agenda and, together with the Vice President for Academic Affairs, prepare the agenda.
 - d. Be responsible for distributing copies of the agenda to all members at least two weeks prior to the meeting.
- B. The Parliamentarian of the Senate shall also be the Parliamentarian of the Professional Association.

Article VI. Meetings

- A. Regular meetings shall be held twice each semester.
- B. Special meetings may be called by:
- 1. Petition to the Vice President for Academic Affairs of ten percent of the membership of the Professional Association or twenty percent of the Senate.
 - 2. The President of the College.
 - 3. The Vice President for Academic Affairs.
- C. A special meeting shall consider only the business for which the meeting was specifically called or petitioned.

Notification for a special meeting shall be circulated to the entire membership at least three school days prior to the meeting.

Article VII. Regulations

- A. Voting
- 1. Decisions on items to be recommended to the President of the College shall be made by a show of hands.
 - 2. A secret ballot shall be used in case of elections or at the request of any member with voting privileges.

B. Quorum

A majority of the total voting membership shall constitute a quorum.

C. Order of Business

The regular order of business for meetings, unless altered by majority vote of the members present, shall be:

1. Call to Order
2. Approval of Minutes of Previous Meeting
3. Report of the President of the College
4. Old Business
5. New Business
6. Announcements
7. Adjournment

Robert's Rules of Order Revised shall be the authority when questions of parliamentary procedures arise.

Article VIII - Holyoke Community College Senate

A. Name

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

B. Purpose

The purpose of the Senate shall be to discuss and recommend directly to the President of the College policies and practices related to the educational mission of the College.

Approval of Senate recommendations of policy by the President of the College is assumed unless the President states an objection prior to the next Senate meeting.

The Senate shall act as liaison between the faculty/non-administrative professional staff and the administration of the College.

C. Relationship of the Senate to the Professional Association

1. The Senate may be overruled by a majority vote of the Professional Association at any Professional Association meeting.
2. The Senate shall conduct the business of the Professional Association and shall inform the Professional Association of its work and decisions through minutes published within two weeks after each Senate meeting.
3. Senate meetings are open to all as observers.

4. Chairpersons of committees or their designees (standing or ad hoc) shall present reports from their committees to the Senate and they may participate in discussions relating to their reports without the suspension of rules required normally to permit a non-Senator to address the Senate.

D. Membership

1. There shall be three types of memberships:

- a. Elected members
- b. Voting ex officio members
- c. Non-voting ex officio members

2. Elected members shall be chosen from the list of qualified voters (full-time faculty members, librarians, and non-administrative Student Development professionals with a minimum of one year of service at Holyoke Community College).

3. Ex officio members shall be distributed as follows:

- a. Voting ex officio members:

Vice President for Academic Affairs
Director of Academic Administration (nonvoting except when the Vice President is absent)
Vice President for Student Development
Division Deans
Director of the Library

- b. Nonvoting ex officio members:

President of the College
Registrar
Director of Admissions and Transfer Affairs
Vice President for Continuing Education and Community Services
Vice President for Administration and Finance
Student Senate President
Dean of Cooperative Education
Vice President for Institutional Development
Director of Institutional Research
Director of Academic Computing
Dean of Student Services
Director of Academic Support
Director of Resource Development
Dean of Continuing Education

Nonvoting members may make motions and propose amendments.

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E. Number of Elected Senators

The number of elected Senators shall be determined in the following fashion:

The basic ratio shall be one Senator to five members of the faculty/non-administrative professional staff.

Faculty/non-administrative professional staff members on leaves of absence and sabbatical leaves who are not temporarily replaced by a full-time faculty/non-administrative professional staff member will be considered as members of their division or work area in the allocation formula for Senate members.

There shall be at least one Senator representing each academic division of the College, at least one representing the non-administrative professional staff supervised by the Vice President for Student Development, and at least one representing the non-administrative professional staff supervised by the Director of the Library.

At-Large Senators shall be chosen by the entire faculty to provide for instances when there are additional faculty members not represented by the basic ratio.

The distribution of seats shall be the responsibility of the Rules Committee of the Senate.

F. Election of Senators

A Senator shall be a member of the constituency that elects him/her.

Write-in candidates are legitimate and eligible for election.

A candidate may not run for both a division and an at-large seat in the same election.

Elections shall be held prior to the end of classes in the spring semester.

An At-Large Senator shall serve a term of one calendar year. All other senators shall serve a term of two calendar years. A Senator may not hold both a division and an at-large seat at the same time. All terms shall begin at the first Senate meeting in the Fall semester.

G. Recall of Senators

An elected Senator may be recalled by action of the constituency that chose him/her. The process shall be as follows:

One member of the Senator's constituency may initiate action.

A ballot shall then be prepared and circulated to all members of the constituency.

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A two-thirds vote of the complete membership of the constituency in favor of recall shall be required.

The Rules Committee of the Senate shall supervise this balloting. If the Senator whose recall is in question should be a member of the Rules Committee, that member shall be replaced by a pro tem member elected by the Senate from its membership.

H. Resignation of Senators

Resignation shall be submitted to the President of the Senate and to the constituency.

The Rules Committee shall supervise an election for a replacement.

I. Meetings

1. Regular Meetings

The Senate shall hold regular meetings during the academic year.

The agenda of the meeting must be circulated to the Senate members at least one week prior to the meeting.

2. Special Meetings

A special meeting of the Senate shall consider only the business for which the meeting was specifically called or petitioned.

Notification for a special meeting of the Senate shall be circulated to the Senate members at least three school days prior to the meeting.

Meetings of the Senate may be called at the request of:

- a. The President of the College
- b. Twenty percent of the membership of the Senate, by petition to the President of the Senate.
- c. Ten percent of the membership of the full-time faculty/non-administrative professionals, by petition to the President of the Senate.

All such petitions shall be recorded by the Secretary of the Senate.

J. Regulation of Meetings

1. Voting

- a. All voting shall be open.
- b. All voting shall be recorded, including a tally of ayes and nays and abstentions.
- c. No proxy voting is permitted.
- d. A roll-call vote may be requested, either before or after voting, on any question on the floor of the Senate, provided the request is made before the Senate's consideration of the next order of business. The request for a roll call may be made without moving for reconsideration.

2. Quorum

- a. A quorum for the items published on the agenda for any regular or special meeting shall consist of those present.
- b. A quorum for business not on the agenda shall be a majority of the voting members of the Senate.

3. Order of Business

The regular order of business for meetings of the Senate, unless altered by a majority vote of the members present shall be:

1. Call to Order
2. Approval of Minutes of Previous Meeting
3. Report of the President of the Faculty Senate
4. Report of the President of Holyoke Community College
5. Report of the Student Senate President
6. Report of the Academic Affairs Council
7. Report of Committees
8. Other Reports
9. Old Business
10. New Business
11. Announcements
12. Adjournment

Robert's Rules of Order Revised shall be the authority when questions of parliamentary procedures arise.

K. Elections and Appointments by the Senate

1. Elected officers and representatives of the Senate:

- a. The President shall be chosen from the elected Senate membership and shall be the presiding officer.
- b. The Vice-President shall be chosen from the elected Senate membership and shall be the presiding officer in the absence of the President or if requested to be such by the President.
- c. The Secretary shall be chosen from the elected Senate membership. The Secretary shall, in the absence of the President and Vice-President, act as temporary presiding officer until the election of a pro tem presiding officer from the voting members of the Senate present. Such elected officer shall preside at that meeting only.
- d. The Senate President or designee shall be a voting member of the Administrative Council.
- e. The officers shall be elected at the first meeting of the Senate in the fall semester for a term of one calendar year. They are eligible for re-election during their terms as Senators.

2. Appointed officer of the Senate:

A Parliamentarian shall be appointed annually from the membership of the Senate by the President of the Senate.

L. Committees of the Senate

1. Rules Committee

a. This committee shall:

- i. Receive in writing from the President of the College or the Vice President for Academic Affairs requests for Senate advice on administrative policy and refer them to appropriate committees for study. It shall also receive in writing from such officers inquiries regarding the feasibility of consulting the Senate on other questions. If the committee advises against such consultation, the questions submitted shall be noted in an appendix to the next published agenda. The Secretary will likewise list accepted requests and the committee to which they have been referred.
 - ii. Receive from the Secretary of the Senate all items of new business proposed by Senators and determine the appropriate disposition.
 - iii. Receive from the Secretary of the Senate requests to deliberate upon Student Senate proposals and determine the appropriate disposition.
 - iv. Report regularly to the Senate regarding the disposition of all items of business submitted to the Rules Committee.
 - v. Prepare the Senate agenda.
 - vi. Review the Constitution and Bylaws for needed revisions. The result of this study shall be reported to the Senate no later than the first meeting of each spring semester.
 - vii. Continuously review the minutes of the Senate, investigate implementation of actions of both the Senate and Faculty committees, and report its findings every semester to the Senate.
 - viii. Conduct regular elections of Senators prior to the end of the second semester and by special elections during the first thirty days of each regular semester when vacancies arise.
 - ix. Study the committee structure of the Faculty, Faculty Senate, and college-wide ad-hoc committees with a view to its revision in light of changing needs. The results of the study must be presented to the entire professional association in the fall semester.
- b. Membership shall be five elected Senators elected by the Senate at its first meeting of the fall semester; the Senate President, the Senate Vice-President, the Senate Secretary, ex officio; and the immediate past Senate President, ex officio, nonvoting.

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- c. The terms of elected members shall be the remainder of their Senatorship.
2. College-wide ad-hoc committees may be established by the Senate as necessary, and shall report directly to the Senate. Any ad-hoc College committee, with the charge relating to the academic mission of the College, shall present its recommendations to the Senate.

Article IX. Plan for Committee Organization

A. There shall be twelve standing committees as follows:

1. Curriculum Committee
2. Academic Standards Committee
3. Instructional Technology Committee
4. Library Committee
5. Scholarship and Awards Committee
6. Faculty and Professional Staff Handbook Committee
7. College Affairs Committee
8. Professional Standards Committee
9. Long-Range Planning Committee
10. Honors Committee
11. Professional Development Committee
12. Learning Communities Committee

B. General Statement of Standing Committees

The following conditions shall apply to all standing committees unless otherwise indicated:

1. Members on standing committees that provide for representation of specific constituencies, such as Divisions, Librarians, or Counselors, shall be elected by their own constituencies.
2. Additional members may be co-opted by vote of the committee.
3. Terms on standing committees shall run for three years from September to September.
4. Standing committees shall make public an agenda three working days prior to any meeting; other Professional Association members may attend and comment on topics on the agenda unless the committee goes into executive session.
5. The standing committees are required to report their actions and recommendations to the Senate.

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6. The chairpersons of standing committees shall be elected by the committee members for a term of one calendar year, beginning in September. A chairperson may serve consecutive terms.
7. Each year, when standing committees are reconstituted, a statement of bylaws for the committee shall be filed with the Rules Committee of the Faculty Senate and in the Library.
 8. Resignation from a standing committee is accomplished as follows:
 - a. Submit resignation to constituency (e.g., Division, Librarians, Counselors).
 - b. Notify the Rules Committee and the Vice President for Academic Affairs.
 - c. The Rules Committee will provide for the election of a replacement.

C. Standing Committees

1. Curriculum Committee

- a. The general responsibility of this committee is to review policy and make recommendations to the Senate for its approval concerning every aspect of the curricular program of the College.
- b. The committee shall examine proposals and changes of courses and programs from the academic divisions of the College and the Division of Continuing Education to insure adherence to College policy, and make recommendations to the Senate.
- c. Membership shall consist of two faculty members from each academic division of the College; one student appointed by the President of the Student Senate and approved by the Student Senate at the beginning of each academic year; the transfer counselor, ex officio; the Vice President for Academic Affairs or designee, ex officio; the Vice President for Continuing Education and Community Services or designee, ex officio; and the Registrar, ex officio, nonvoting.

2. Academic Standards Committee

- a. The general responsibility of this committee is to review policy and make recommendations to the Senate for its approval concerning every aspect of the academic standards of the College.
- b. This committee shall:
 - i. Review academic regulations and graduation requirements, and study proposed revisions for referral to the Senate.

- ii. Recommend to the Senate general policy governing petitions for relief from specific College academic regulations and requirements for graduation and, at its request, recommend action in extraordinary cases.
 - iii. Recommend policy concerning other academic matters.
- c. Membership shall consist of one faculty member from each academic division of the College; one person representing, at large, Professional Staff from Student Development and the Library; one student appointed by the President of the Student Senate and approved by the Student Senate at the beginning of each academic year; the Vice President for Academic Affairs or designee, ex officio; the Vice President for Continuing Education or designee, ex officio; the Registrar, ex officio, nonvoting.

3. Instructional Technology Committee

- a. This committee shall serve as a resource to faculty and staff (including those involved in grant proposals) in the area of new and emerging classroom technology and review policy and make recommendations to the Senate for its approval. To this end, the committee will:
 - i. Facilitate the interdisciplinary exchange of information and expertise to promote collaborative efforts to advance the use of new and emerging technology in the classroom.
 - ii. Advise the Director of Academic Computing, the Director of Administrative Computing, and the Director of the Library in the areas of long range planning and operational issues.
- b. Membership shall consist of one faculty member from each academic division of the College; three members to be appointed annually by the President of the Senate; one person representing, at large, the Professional Staff from Student Development and the Library; an appointee of the Division of Continuing Education; one student appointed by the President of the Student Senate and approved by the Student Senate at the beginning of each academic year; the Vice President for Academic Affairs ex officio; the Vice President for Administration and Finance ex officio; the Director of the Library, ex officio, nonvoting; the Director of Academic Computing, ex officio, nonvoting; and the Director of Administrative Computing, ex officio, nonvoting.

4. Library Committee

- a. This committee shall:
 - i. Recommend policies for the development of the Library so as to serve the academic and research needs of the College.
 - ii. Advise the Director of the Library and recommend policies for the operation of the Library.
- b. Membership shall consist of one faculty member from each academic division of the College; one student appointed by the President of the Student Senate and approved by the Student Senate at the beginning of each academic year; and the Director of the Library, ex officio, nonvoting.

5. Scholarship and Awards Committee

- a. This committee shall make policy recommendations to the Senate for its approval concerning scholarships and awards, and shall implement approved policies.
- b. Membership shall consist of one faculty member from each academic division of the College; one person representing, at large, the professional staff from Student Development and the Library; the Vice President for Academic Affairs, ex officio; the Director of Academic Administration, ex officio (nonvoting except when the Vice President for Academic Affairs is absent); a representative from Financial Aid, ex officio, nonvoting; and the Comptroller, ex officio, nonvoting.

6. Faculty and Professional Staff Handbook Committee

- a. This committee shall review annually and revise as necessary the Faculty and Professional Staff Handbook.
- b. Membership shall consist of one faculty member from each academic division of the College; one person representing at-large the professional staff from Student Development and the Library; one student appointed by the President of the Student Senate and approved by the Student Senate at the beginning of each academic year; and the Director of Academic Administration, ex officio.

7. College Affairs Committee

- a. The responsibility of the College Affairs Committee shall be to coordinate all aspects of graduation and convocation, including such things as physical facilities needed, speakers and clergy, and caps and gowns for attending faculty and students.

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- b. Membership shall consist of two faculty members from each academic division of the College; two people representing at-large the professional staff from Student Development and the Library; the Director of Public Relations; the Director of Student Activities; the Director of Facilities; and one student appointed by the President of the Student Senate and approved by the Student Senate at the beginning of each academic year.

8. Professional Standards Committee

- a. The general responsibility of this committee is to review policy and make recommendations to the Senate concerning every aspect of the professional standards of the College.
- b. Membership shall consist of one tenured faculty member from each academic division of the College; and one person representing, at large, the professional staff from Student Development and the Library.

9. Long-Range Planning Committee

- a. The general responsibility of the committee is to prepare and revise all long-range plans of the College and to make recommendations to the Senate for its approval.
- b. The membership shall consist of one faculty member from each academic division of the College; one member from the Student Development Staff; one member from the Library staff; the Vice President for Academic Affairs (with the Director of Academic Administration, in absence of the Vice President); one Division Dean; five other persons designated by the President of the College by the beginning of each academic year; and one student appointed by the President of the Student Senate and approved by the Student Senate at the beginning of each academic year.

10. Honors Committee

- a. The general responsibility of this committee is to advise the Coordinator of the Honors Program.
- b. The membership shall consist of one faculty member from each division of the College; one member from the Library; the Coordinator of the Honors Program; the Vice President for Academic Affairs or designee; the Registrar; the Transfer Counselor; and one student appointed by the President of the Student Senate and approved by the Student Senate at the beginning of each academic year.

11. Professional Development Committee

- a. The committee shall plan and implement activities and make resources available to faculty and professional staff that enhance the teaching-learning process and the support services that complement them.
- b. Membership shall consist of two (2) faculty members from each academic division of the College; a designee of the Vice President for Academic Affairs; the Director of Human Resources or designee; one representative from each of the following areas: Academic Support Services; Resource Development (Grants); the Library; Student Development; and one student appointed by the President of the Student Senate and approved by the Student Senate at the beginning of each academic year.

12. Learning Communities and Interdisciplinary Education Committee

- a. The general responsibility of this committee shall be to encourage and support efforts to establish learning communities and other forms of interdisciplinary and collaborative education.
- b. The committee shall advise the Coordinator of Learning Communities and the Senate on policies concerning learning communities.
- c. The committee shall advise and support members of the faculty and staff who are teaching or wish to teach learning communities and other interdisciplinary and collaborative courses.
- d. The committee shall review proposals for learning communities and other interdisciplinary courses and make recommendations concerning them to the deans and the Vice President for Academic Affairs.
- e. The committee shall assist the Coordinator of Learning Communities in the collection and distribution of information about learning communities and other forms of interdisciplinary and collaborative education.
- f. The membership shall consist of one faculty member from each academic division of the college; two members of the professional staff supervised by the Director of the Library or the Vice President for Student Development; one dean designated by the Vice President for Academic Affairs; one student appointed by the President of the Student Senate and approved by the Student Senate at the beginning of each academic year; the Coordinator of Learning Communities, ex officio; and the Registrar, ex officio.

Article IX. Constitutional Amendment Procedure

A proposed amendment shall be distributed to each member of the Professional Association no later than fourteen calendar days prior to the next regular meeting of the Professional Association or no later than twenty-one calendar days prior to a special meeting of the Professional Association.

Two-thirds of those present and voting at that meeting must approve the proposed amendment for its adoption.