

BYLAWS

BRISTOL COMMUNITY COLLEGE

BOARD OF TRUSTEES

777 Elsbree Street
Fall River, Massachusetts 02720



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ARTICLE I**Organization and Operation of the Board of Trustees****Section 1: Composition and Functions**

The composition, functions, responsibilities, duties, powers, and authorities of the Board of Trustees shall be as provided by the General Laws of Massachusetts and such Acts of the General Court of Massachusetts as are in effect from time to time.

The Board of Trustees of Bristol Community College does not discriminate on the basis of race, color, religious creed, national origin, sex, age, sexual orientation, genetic information, handicap, or ancestry of any individual in admission, access or treatment of its programs and activities. Applicants for admission and employment, students, employees, and referrals of applicants for admission and employment with questions or complaints about compliance with Title VI of Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Age Discrimination Act of 1975, should contact Mr. Tafa Awolaju, Director of Human Resources, Room D208, at (508) 678-2811, ext. 2194. Or, contact the Assistant Secretary of the Office of Civil Rights, U.S. Department of Education, Washington, DC 20202, or the Regional Director for the Office for Civil Rights, Region One, Boston, MA 02109. You may also contact the Massachusetts Commission Against Discrimination by phone at (617) 994-6000, or by mail at One Ashburton Place, Room 601, Boston, MA 02108. Those with questions or complaints regarding the Americans with Disabilities Act should contact the Dean of Disabilities Services, Room L110, (508) 678-2811, ext. 2323. TTY: (508) 730-3269.

Section 2: Officers of the Board of Trustees

The Officers of the Board of Trustees shall be a Chairman, Vice-Chairman, and Secretary. These officers shall be elected by the Trustees at the Annual Meeting and shall hold office until the next Annual Meeting and until their respective successors are elected and qualified.

A. Duties of Officers

1. The Chairman shall have the following duties:
 - a. To preside at all meetings of the Board.
 - b. To call special meetings of the Board.
 - c. To serve as a member, ex-officio, of all committees of the Board.
 - d. To appoint members and chairmen of committees.

2. The Vice-Chairman shall have the following duties:

To perform the duties of the Chairman of the Board at his/her request or in case of his/her absence or incapacity.

3. The Secretary shall have the following duties:

- a. To give notice of all regular and special meetings of the Board of Trustees, and to compile and distribute agenda for each meeting; to give notice of all meetings of committees of the Board.
- b. To record the proceedings of the Board of Trustees at all regular and special meetings thereof.
- c. To preserve all documents and records determined by the Board of Trustees to be a part of its official records or of the official records of the College.
- d. To conduct correspondence as directed by the Board of Trustees and to certify official documents and proceedings.
- e. To perform duties, not inconsistent with those prescribed by these bylaws, which the Board of Trustees or the President of the College may, from time-to-time, direct.

ARTICLE II

Meetings of the Board

Section 1: Annual and Regular Meetings

The Annual Meeting of the Board of Trustees shall be held in June after Commencement Exercises. Regular meetings shall be held in each month, unless otherwise determined by the Board of Trustees. The time and place of such meetings shall be fixed by the Chairman of the Board of Trustees in consultation with the Secretary. All meetings shall be held within the Commonwealth.

Section 2: Special Meetings

Special meetings of the Board of Trustees may be held at any time and place within the Commonwealth when called by the Chairman of the Board of Trustees, or the President of the College, or by three Trustees in writing given to the Secretary specifying the purpose(s) of said meeting. The time and place of such meeting shall be fixed by the Chairman of the Board of Trustees in consultation with the Secretary. Written notice of such meeting shall be sent to each Trustee by mail at least three (3) days prior to the date fixed for said meeting, which notice shall state the time, place,

and purpose(s) for which it has been called; provided, that no notice need be given to any Trustee who waives the same by a written waiver executed by him/her before or after the meeting. Each such waiver shall be filed with the records of the meetings.

Section 3: Notice of Regular Meetings; Waiver

Written notice of each regular meeting of the Board of Trustees shall be sent to each Trustee by mail at least seven (7) days prior to the date fixed for said meeting, which notice shall state the time and place thereof; provided that no notice need be given to any Trustee who waives the same by a written waiver executed by him/her before or after the meeting. Each such waiver shall be filed with the records of the meeting.

Section 4: Agenda of Regular Board Meetings

A written agenda of matters to be considered at each regular meeting of the Board of Trustees shall be sent to each Trustee by mail at least five (5) days prior to the date fixed for said meetings. No item shall be included in the agenda for a regular meeting except upon consideration and recommendation by the Chairman of the Board of Trustees; provided that at any regular meeting the Chairman of the Board and the President of the College, and any Trustee upon majority vote of said Board, shall be entitled to present matters to the Board of Trustees for its consideration.

Section 5: Quorum

The number of Trustees necessary to constitute a quorum for the transaction of business shall be six (6), but a lesser number may adjourn any meeting from time-to-time, and such meetings may be held as adjourned without further notice. When a quorum is present at any meeting, a majority of the Trustees present may take action on behalf of the Trustees, unless a larger number is required by other provisions of these Bylaws. By vote of a majority of a quorum of Trustees present, any meeting may be recessed.

Section 6: Order of Business

Unless otherwise determined by the Chairman of the Board of Trustees, the following shall be the order of business at meetings of the Board of Trustees:

- I. Call to Order
- II. Consideration of Minutes of Prior Meeting
- III. President's Report
- IV. Reports of Special Committees
- V. Reports of Nominating Committee (at Annual Meeting)
- VI. Personnel Actions
- VII. Status of Pending Actions
- VIII. Other Business

Section 7: Conduct of Business

Robert's Rules of Order, Revised, shall govern the order of business at all meetings of the Board of Trustees, unless otherwise provided by these Bylaws.

Public Comment at Board Meetings

- The College's Board of Trustees reserves the right to place on a meeting agenda a period for public comment.
- The length of the public comment period shall be established at the discretion of the Board.
- Any member of the general public who wishes to appear before the Board during the public comment period shall do as follows:
 - Submit a written request to the Board's Secretary (or Chairperson) at least 48 hours prior to the scheduled Board meeting.
 - The written request shall include the identity of the person seeking to speak before the Board and an outline of the subject matter to be discussed. If a prepared statement is to be read before the Board, the statement shall be submitted to the Board along with the request to speak.
 - No written materials may be disseminated to the Board unless prior approval to do so is obtained from the Board's Chairperson.
- The Board retains the discretion to reschedule a public comment period depending on the Board's agenda.
- The Board retains the discretion to deny a request to provide public comment before the Board for any reason.

Section 8: Compensation

Trustees, Officers of the Board, and members of any committee of the Board shall be entitled to reimbursement for any reasonable expenses incurred in attending meetings of the Board or a committee thereof.

Section 9: Board Member Remote Participation

1. Chair may approve a request to participate remotely if physical attendance of a trustee is unreasonably difficult due to one or more of the following reasons: (a) Personal illness; (b) Personal disability; (c) Emergency; (d) Military service; or (e) Geographic distance.
2. A Board member participating remotely must be heard clearly by all in attendance at meeting.
3. A Board member participating remotely cannot be counted in order to establish a quorum.
4. A Board member participating remotely may vote on matters before the Board.
5. All votes taken when a Board member is participating remotely must be a roll-call vote and recorded in the meeting's minutes.
6. A Board member participating remotely is considered "present" at the meeting.

ARTICLE III

Committees of the Board of Trustees

Section 1: Practice of the Board of Trustees

The practice of the Board of Trustees, in general, shall be to act upon matters only after consideration and recommendation by a committee of the Board of Trustees, except that the President of the College any Trustee may present matters to the Board for consideration without prior reference to a committee.

Section 2: Nominating and Other Committees

There shall be a Nominating Committee of the Board of Trustees which shall be appointed by the Chairman from the Trustees at a meeting of the Board in January of each year; the number to be so appointed shall be three (3), to serve until the Annual Meeting of the Board in the next following June. The minutes of any and all Nominating Committee meetings shall be provided to the Board of Trustees at least five (5) days prior to the Annual Meeting. The Nominating Committee shall nominate all officers of the Board for election at each Annual Meeting. There shall be such other committees as the Board of Trustees may establish from time-to-time to have duties and tenure as the Board shall determine.

Section 3: Members of Committees

Each committee shall have no less than three (3) members appointed by the Chairman. The Chairman of the Board and the President of the College shall be non-voting members of each committee, ex-officio.

ARTICLE IV

Selection, Term, and Removal of the President

The President shall be elected by a two-thirds vote of the Board of Trustees then in office, and shall serve until his/her successor shall have been elected, or until his/her death, resignation, or removal. The President may be removed from office, unless otherwise provided by law, at any time, by affirmative vote of two-thirds of the Trustees then in office. Any such removal shall not prejudice the contract rights, if any, of the person so removed.

ARTICLE V

Naming of Facilities

Buildings, rooms, and other physical plant facilities in the custody of the College may be named by an affirmative vote of two-thirds of the Trustees then in office.

ARTICLE VI

Seal of the College

The common seal of the College and of the Trustees shall, subject to alteration by the Board of Trustees, consist of a flat-faced circular die with the words, "Bristol Community College, Fall River, Massachusetts," inscribed around the perimeter. There shall be depicted in the center a torch, a quill, and two scrolls intersecting behind a shield.

ARTICLE VII

Amendments

The Trustees shall have the power to amend, alter, or repeal these Bylaws, and to adopt new Bylaws, from time-to-time, by affirmative vote of a majority of the whole Board as then constituted, provided that notice of the proposal to make, alter, amend, or repeal the Bylaws was included in the notice of the meeting of the Trustees in which such action takes place.