

BYLAWS

Article I:

Name of Organization

The official name of this body shall be the Montgomery College Rising Professionals Association, hereafter referred to as the Association or MCRPA.

Article II:

Purpose

The purpose of the Association is to:

- Provide a forum to support collegiality, community engagement opportunities, and student success initiatives.
- Provide and promote events, professional development, and networking opportunities to support the professional development of its members.
- Create supportive and meaningful relationships within the membership, the College, and the community. These relationships can take the form of guidance, support, and mentorship.

Article II:

Membership & Requirements

Section A: Membership

Membership is open to all employees of Montgomery College, including but not limited to part-time, temporary, WD&CE, and full-time staff, faculty, and administrators.

Section B: Requirements

Employees who wish to become a member must create a member profile online. Membership is ongoing until the member chooses to leave the Association. This

process can be completed by submitting a request via email or online form to remove the profile.

Article IV:

Officers and Executive Board

Section A: Executive Board

The members of the Executive Board shall consist of the elected Officers and the Chair/Vice Chair of the standing committees. The Executive Board may appoint an Emeritus Executive Committee to serve at the pleasure of the Board. Any “ Emeritus “ member does not vote on the Executive Board.

Section B: Appointment and Term of Office

General membership appoints the Executive Board via annual election. Any general member, including the Executive Board, can self-nominate or nominate another member. Nominees must accept the nomination to appear on the ballot. The nomination period will occur during the first three weeks in March, and the election period will occur during the first three weeks in April.

Officers will be elected in alternate two-year cycles-chairs one year and vice-chairs the following year.

The office of each member will begin July 1st after the election cycle and terminate on June 30th of the second year of such term. Officers may be appointed for up to one successive term in the same role. Thereafter, Officers may hold office for additional terms under the following circumstances:

- a) The Board grants them ex-officio status to serve in an advisory capacity.
- b) If they have been out of office for at least one year before each term.

Section C: Vacancies

In the event of an officer’s vacancy between elections, the President, with the majority vote of the Executive Board, shall appoint a member of the MCRPA to fill the vacant office in an interim capacity until the next election cycle. In the event of a vacancy in the office of President, the Vice President shall become President by direct ascension.

Section C: Officers

The Officers of the MCRPA shall consist of a President, Vice President, Secretary, and Immediate Past President. In the event that the executive team has an extended workload, the President can appoint a second Secretary to assist for the duration of the term.

1. President

a. It shall be the duty of the President to:

- i. Provide leadership, administrative guidance, and direction to the membership;
- ii. Preside over all general body meetings;
- iii. Serve as Chairman of the Executive Board;
- iv. Work with Officers and Chairs in coordinating their efforts to accomplish MCRPA's goals and programs;
- v. Recommend to the Executive Board the removal of any elected or appointed officer who fails to perform the duties of the office; and
- vi. Exercise all powers and duties generally pertaining to the office of President;

2. Vice President

a. It shall be the duty of the Vice President to:

- i. Preside in the absence of the President and perform all duties of that office;
- ii. Work with Officers in helping to stimulate membership participation; and
- iii. Recommend to the Executive Board the removal of any elected or appointed officer who fails to perform the duties of office.

3. Secretary

a. It shall be the duty of the Secretary to:

- i. Prepare and distribute meeting agendas in conjunction with the President;
- ii. Record the minutes of the Executive Board and general body meetings, which shall include all votes and motions indicating whether they have been carried, defeated, or tabled;
- iii. Archive all meeting agendas, minutes, and supplemental documentation; and
- iv. Disseminate calendar invitations to the general membership and Executive Board.

4. Immediate Past President

a. It shall be the duty of the Immediate Past President to:

- i. Facilitate a smooth transition in leadership to the incoming President;

- ii. Advise the President and Vice President on leadership decisions;
and
- iii. Other duties as assigned by the President or Vice President.
- iv. This is a non-voting position.

Section D: Quorum

The presence of one (1) more than half of the Executive Board (which could include proxy votes) shall constitute a quorum necessary for any business transaction.

Section E: Voting

Each Executive Board member shall have one vote on all items of business. The affirmative vote of the majority of the entire Executive Board shall decide any issue. When voting occurs at a meeting, it will be announced via agenda. When voting, members may vote Yes, No, or Abstain. The majority is more than 50% of the total votes received. Vote by proxy must be communicated via email by the absent voter to the Executive Board before the meeting. Executive Board members who cannot attend a meeting where voting occurs can vote by proxy by either sending their vote to the President before the meeting or allowing another Executive Board member to vote for them in their absence. No committee will have more than two votes at any time.

Section F: Conflict Resolution Process

The Association will follow the process below:

1. Identify performance barrier (verbal/written)
2. Develop an improvement plan
3. Monitor plan progress
4. Recommendation to the Board
5. Hearing with the Executive Board
6. Vote by Board (majority vote needed)

If the Board member is dismissed, the Executive Board will nominate an MCRPA member to fill the vacancy.

Article V:

Committees

Section A: Standing Committees

Standing committees shall be those committees having continuing tasks in relation to the operation of MCRPA. In the event that a committee has an extended workload, the Committee Chair can appoint an Assistant Vice Chair to assist the Chair and Vice Chair of that committee. The Assistant Vice Chair position has the same responsibilities as the Vice Chair.

The following shall be standing committees of MCRPA:

1. Membership, Marketing, and Communications:
 - a. Maintain and update membership information, including membership rosters and membership profiles.
 - b. Coordinate recruitment initiatives and campaigns, networking opportunities, and retention efforts.
 - c. Manage and administer the annual membership survey and report outcomes.
 - d. Create and implement an annual membership engagement plan.
 - e. Manage marketing materials, including brochures, newsletters, and email notifications.
 - f. Manage website, mailing distribution lists, and social media channels.
 - g. Collaborate with other committees to create and review content that adheres to college standards.
 - h. Create and implement an annual communication plan in conjunction with other committees.
2. Professional Development:
 - a. Create professional development opportunities.
 - b. Plan and promote annual retreats.
3. Community Engagement and Events:
 - a. Plan and promote events for the social engagement of the members.
 - b. Create opportunities for members to engage within the community.

Section B: Duties

It shall be the duties of the Standing Committees to:

1. Work with Officers in coordinating their efforts to accomplish MCRPA's goals and programs.
2. Present committee plans to the Executive Board for review and comment.

Section C: Ad Hoc Committees

Ad Hoc Committees address a single-focused issue that needs a timely response and cannot be easily handled expeditiously by a standing committee. The Ad hoc committee members shall be appointed by the coordinating Committee and terminate with the completion of the project.

Article VI:

Meetings/Activities

MCRPA shall hold professional development and networking activities during the fiscal year at times and places determined by the Executive Board. Activities for the Calendar of Events will be determined via member feedback, including but not limited to the membership survey.

Article VII:

Operating Schedule

The Association's fiscal year shall begin on July 1 and end on June 30.

Article VIII:

Records

The Association shall keep and archive records of accounts and minutes of the proceedings of the Executive Board and of general body meetings.

Article IX:

Parliamentary Authority

In cases not provided for in this document, the governing authority in determining all procedural matters shall be Robert's Rules of Order, Newly Revised Edition.

<http://www.rulesonline.com/>

Article X:

Forms of Communication

With the approval of the Board, any action required by these bylaws may be taken by electronic means, including email, video conferencing, teleconferencing, or any other form of telecommunication technology. Electronic means shall be deemed equivalent to a meeting held in person, provided that participants can communicate with each other simultaneously. Additionally, any action taken electronically must be documented in writing and retained with the association's official records.

Article XI:

Amendments

These bylaws will be discussed and reviewed on a bi-annual basis by October. All members can request recommendations to the Board by sending their requests to the MCRPA mailbox for review by the board. Amendments will be voted on by a two-thirds vote of the Board members present.