

BUNKER HILL COMMUNITY COLLEGE

BOARD OF TRUSTEES

BYLAWS

PREAMBLE

The Board of Trustees of Bunker Hill Community College serves as the governing body responsible for setting policy to achieve the mission and goals of Bunker Hill Community College. Members will exemplify a standard of leadership that is ethical, values diversity and promotes student success. The Board shall delegate power to the President as educational and administrative head of the College. The Board will work in partnership with the President to effect policies for the overall benefit of the institution.

ARTICLE 1 FUNCTION

The duties, functions, powers and responsibilities of the Board of Trustees shall be as provided and authorized by the General Laws and Acts of the General Court as in effect from time to time and reflect the delegation of authority from the Board of Higher Education.

ARTICLE II COMPOSITION OF THE BOARD

Section 1

The composition of the Board shall be as provided and authorized by the General Laws and Acts of the General Court as in effect from time to time.

Section 2 Attendance

In accordance with M.G.L.Ch.15A, Section 21, if a member is absent from four regular meetings in any calendar year, exclusive of July and August, that person's membership on the Board shall terminate and a vacancy shall be deemed to exist. The Assistant Secretary shall notify the Chairperson when a vacancy exists due to such absence from meetings. The Chairperson shall forthwith notify the Governor when any vacancy exists. When absence is due to substantiated medical reasons, the Governor shall be so advised. Phone participation is deemed to be an unexcused absence.

ARTICLE III OFFICERS

Section 1 Officers

From its members, the Board of Trustees shall elect a Chairperson, Vice Chairperson, Second Vice Chairperson and Secretary in June of each year to serve for one year or until their successors are elected.

Their term of office shall begin at the close of the meeting at which they are elected. Each officer shall be elected by a majority of the members of the Board of Trustees. Each officer shall have the usual duties and powers applicable to the office as prescribed by the parliamentary authority adopted by the Board of Trustees and as designated by the Board of Trustees.

There shall be a non-voting Executive Officer of the Board who shall be the President of the College. The Trustees shall elect a non-voting Assistant Secretary. The Executive Officer and the Assistant Secretary need not be Trustees.

The Chairperson and/or Secretary shall sign all legal documents as authorized by the Board. The Chairperson shall serve as an ex officio member of all committees of the Board.

The Vice-Chairpersons shall perform the duties of the Chairperson in the absence of the Chairperson.

The Assistant Secretary shall keep records of all meetings, post all legal notices and perform such other duties as shall be prescribed.

The four officers of the Board shall constitute the Executive Committee.

Section 2 Vacancies

When an office becomes vacant prior to the June meeting, the office may be filled by an election at the next regular meeting of the Board of Trustees.

Section 3 Removal of Officers

An officer of the Board may be removed by majority vote of the Board of Trustees. The reason for removal shall be stated.

ARTICLE IV MEETINGS

Section 1 Meetings

Regular Meetings of the Board of Trustees shall be held each month.

Special Meetings of the Board of Trustees may be called by the Chairperson of the Board or by a request from a majority of the Trustees given in writing to the Chairperson, with a copy to the Assistant Secretary, specifying the purpose of the meeting.

Section 2 Transaction of Business

The Board of Trustees shall transact all business at a legal meeting of the Board. No member of the Board of Trustees, except the Chair, shall have the authority to act in the name of the Board outside of Board meetings.

Section 3 Notice of Meetings

The agenda for each regular meeting of the Board of Trustees shall be given to each Trustee by mail by Friday of the weekend before the date fixed for the meeting.

Section 4 Quorum

A majority of the Board of Trustees in office shall constitute a quorum for transaction of business at any meeting of the Board of Trustees. Approval of an action shall be by the vote of the majority of those attending a meeting, but not less than five members of the Board. Members must be present in order to vote.

Section 5 Executive Session

By a majority vote of the Trustees present at any meeting, the Board may enter into Executive Session, closed to the public, as provided in M.G.L.A. Ch. §11A 1/2

Section 6 Open Meetings

The Board of Trustees shall solicit the advice and counsel of citizens in governing the College. Meetings of the Board of Trustees shall be open to the public and provide the opportunities for citizens to address communications to the Board of Trustees. Citizens who wish to present any matter of concern to the College shall make written request to the Chairperson of the Board of Trustees at least 3 work days prior to the meeting. The Board may, in case of emergency, by a majority vote, give citizens who have not presented a written request an opportunity to present matters of concern to the Board. The Chairperson shall, at the appropriate time, allot a citizen not more than five (5) minutes unless the time is increased or decreased by a majority of the Board.

ARTICLE V COMMITTEES

Section 1 Standing Committees

The Board of Trustees shall have the following standing committees, consisting of a Chair and two Trustees appointed by the Board Chair.

An Audit Committee which shall authorize the selection of independent auditors and review the annual audit of the financial statements. The Audit Committee shall report recommendations to the Board for appropriate action.

Section 2 Ad Hoc Committees

The Board of Trustees shall authorize such ad hoc committees as are deemed necessary. The Board Chair shall appoint a Chair and at least two other committee members. An ad hoc committee shall report recommendations to the Board for appropriate action, at which time it shall be dissolved.

ARTICLE VI PARLIAMENTARY AUTHORITY

All meetings of the Board of Trustees shall be conducted in accordance with the latest edition of Robert's Rules of Order when not in conflict with these bylaws or the laws of the Commonwealth of Massachusetts.

ARTICLE VII AMENDMENT OF BYLAWS

These bylaws may be amended at any regular or special meeting of the Board of Trustees by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

(Adopted at the September 18, 2000 Board of Trustees' Meeting)

