

**CONSTITUTION OF THE MASSACHUSETTS SOCIETY OF PROFESSORS AT  
THE UNIVERSITY OF MASSACHUSETTS LOWELL, INC.**

***ARTICLE I. NAME***

The name of the organization shall be the Massachusetts Society of Professors at the University of Massachusetts Lowell, Inc. hereinafter referred to as "the Society" or MSP.

***ARTICLE II. OBJECTIVES***

The Society shall strive to uphold high academic and professional standards and advance the working conditions and economic well-being of the faculty and librarians at the University of Massachusetts Lowell and to engage in any other related activities as are consistent with the law.

***ARTICLE III. MEMBERSHIP***

Membership in the Society shall be available to all members of the faculty-library bargaining unit of the University of Massachusetts Lowell.

***ARTICLE IV. ELECTED OFFICERS***

**Section 1. MSP President**

- a. The MSP President serves as representative or designate representative of the general membership in various specified situations or circumstances; serves as informal "ombudsman" for the members' particular concerns; and informally assists members with the resolution of questions, problems, and grievances.
- b. The MSP President advises the Executive Board on matters of long run policy and contractual development, and continuity of interpretation; and oversees the Board's relations with its affiliate organizations and with the Board of Trustees or its designees; and only s/he or her/his specific designees or delegates may officially bind the Society.

**Section 2. MSP Vice-President**

In the absence of the MSP President or upon request and designation, some or all of the duties of the MSP President shall be assumed by the MSP Vice-President or other designated individual(s).

**Section 3. Election of MSP President and MSP Vice- President**

The MSP President and MSP Vice-President shall be elected by the membership in odd numbered years no later than April 30, to take effect on June 1 of that year. Nominations for the elected offices shall be accompanied by the nominee's written consent; the double envelope method shall be used in the elections; and fifty percent of the valid votes cast shall be required to elect, a run off between the two candidates with the highest numbers of votes being held if necessary.

**Section 4. Expulsion of Elected Officers**

Whenever a majority of the full Executive Board shall agree that an elected officer is incapacitated or has been grossly negligent in his or her duties, it shall recommend immediately to the general membership that the office be declared vacant. If the general membership votes by a majority of those present and voting to uphold the recommendation of the Executive Board, the Executive Board shall call an election to fill the un-expired term.

***ARTICLE V. GOVERNING AUTHORITY***

**Section 1. Executive Board**

The Executive Board shall consist of the Officers of the Society plus such additional representatives as may be

specified in the By-laws. It shall formulate the broad, long range policy objectives of the Society and shall be ultimately responsible for its management.

### **Section 2. Secretary of the MSP**

The Secretary of the MSP shall be appointed by the MSP President with the consent of a majority of the full Executive Board. The Secretary is responsible for the minutes of Executive Board and other MSP meetings and overseeing other office operations.

### **Section 3. Treasurer of the MSP**

- a. **Appointment and Removal:** The Treasurer of the MSP shall be appointed by the MSP President with the consent of a majority of the full Executive Board. The Treasurer is subject to the direction of the Executive Board.
- b. **Custody, Deposit, Investment of Funds:** The Treasurer shall have custody of all funds belonging to the Society and deposit them in the name of the MSP Lowell, Inc. in any appropriate financial institution legally authorized to do banking and/or investment business in Massachusetts. Funds available for investment shall be invested in insured money market funds and certificates of deposit; other lawful investments may be made if directed by a majority of the full Executive Board. All checks shall contain the signatures of two of the following officers: Treasurer, President, and Vice President.
- c. **Accounting Records, Financial Statements and Audits:** The Treasurer shall maintain accounting records consisting of the following: source documents, appropriate journals, and a general ledger. The accounts shall be maintained on a cash basis throughout the year and financial statements shall be provided to each Board member on a regular basis. The accounts may be converted to the accrual basis annually, if required by law or necessity. An audit by a Massachusetts Certified Public Accountant shall be provided for annually.
- d. **Inspection of Accounting Records:** Members of the Executive Board shall have access to the accounting records on seven days notice; unit members may review the accounting records at the Society's Office on seven working days notice and must be accompanied by an Executive Board member.
- e. **Membership Records and Reports:** Under the direction of the Treasurer, membership records shall be maintained in an acceptable database format that shall provide for the following information:
  1. Name
  2. Home address
  3. School address
  4. Home telephone number
  5. School telephone number
  6. Home e-mail address
  7. Office e-mail address
  8. Other information as may be necessary or directed by the Executive Board

### **Section 4. Grievance Officer of the MSP**

The Grievance Officer of the MSP shall be appointed by the MSP President with the consent of a majority of the full Executive Board. The Grievance Officer is responsible for receiving grievances, monitoring their development and resolution, and informing the Executive Board about grievance issues. The Grievance Officer is subject to direction by the Executive Board.

### **Section 5. MSP Member Elected to MTA Board of Directors**

Any MSP member elected to the Massachusetts Teachers Association Board of Directors shall serve as a member of the Executive Board.

**Section 6. MSP Trustee on BHE/MTA Health and Welfare Trust**

The MSP Trustee serving on the BHE/MTA Health and Welfare Trust shall serve as a member of the Executive Board.

**Section 7. Past Presidents and Vice Presidents**

Past Presidents and Vice Presidents in good standing serve as non-voting members of the Executive Board.

**Section 8. Expulsion of Appointed Officers**

Whenever a majority of the full Executive Board shall agree that an appointed officer is incapacitated or has been grossly negligent in his or her duties, the appointed officer shall be removed by a majority vote of the full Executive Board.

**Section 9. Executive Board Vacancies**

Executive Board vacancies shall be filled at the next scheduled general election. A vacancy may be temporarily filled by appointment with a majority vote of the full Executive Board.

***ARTICLE VI. FISCAL YEAR***

- a. Defamation: The membership and business years of the Society shall be July 1 through June 30 annually.
- b. Corporate Funds: The funds of the Society may be expended only in matters consistent with the objectives of the Society.

***ARTICLE VII. MEETINGS***

There shall be at least one business meeting of the dues-paying membership each academic year.

***ARTICLE VIII. AMENDMENTS***

This Constitution may be amended by submission of amendments proposed by the Executive Board to the membership by mail ballot with at least two weeks notice and two-thirds of those voting required to ratify. In the alternative, it may be amended by a two-thirds vote of the members present and voting at a business meeting, provided that copies of the proposed amendments have been sent to all members of the Society at least two calendar weeks in advance of the meeting, unless the Executive Board requires submission to the full membership by mail ballot of a proposed amendment approved at a business meeting.

***ARTICLE IX. DEFENSE FUND***

Those funds isolated from MSP bank accounts at the time this amendment is adopted and other amounts which may from time to time be designated shall be known as the MSP Defense Fund. Said fund shall be managed by three "trustees" selected by a majority vote of the full Executive Board. In the event there is a disagreement among the "trustees" and the Board on disbursements from the Fund, such conflict shall be put to the membership for resolution.