

CONSTITUTION
OF THE
MANAGEMENT ASSOCIATION OF
PASADENA CITY COLLEGE
20 September 2010

ARTICLE I - Name and Purpose

The name of the organization is the Management Association of Pasadena City College. The purpose of the Association is to represent the collective voice of management in shared governance and other matters and address and resolve issues of concern to the Management Association with the Board of Trustees of the Pasadena Area Community College District or its designee.

ARTICLE II - Membership and Contributions

All personnel declared by the Board of Trustees to be management or supervisory personnel, but not a member of the Executive Committee, shall belong to the Association. In order to operate the Association effectively, voluntary annual membership contributions shall be recommended by the officers and ratified by a majority of those Association members who vote.

ARTICLE III - Board of Directors, Officers and Duties

The leadership of the Management Association shall consist of a Board of Directors of five elected representatives hereafter referred to as Directors: one representing instructional managers; a second representing student and learning services managers; a third representing administrative managers; a fourth representing supervisory management; and a fifth Director who shall be a member-at-large selected by the entire body. Each Director shall communicate with his or her constituents as needed. Directors shall meet at least once a month. Principal duties shall include: the development of a position(s) on issues related to management through a process of open meetings and voting on issues; the implementation of the Association position(s) through a meet and confer process with the designee of the Board of Trustees; presentation of reports to membership regularly about the progress of the Association; such other duties as shall be necessary to operate the organization openly and democratically.

The officers of the Management Association Board of Directors shall be: President, Vice-President, Secretary, Treasurer, and Coordinator.

President

The President schedules meetings of the Association; represents the Association at the Board of Trustees' meetings, at the College Coordinating Council and on other councils or committees as determined by the Directors; convenes meetings of the Association's Board of Directors; leads the Association's meet and confer team in annual discussions with the designee of the Board of Trustees; and reports annually on the state of the Association to the membership.

Vice-President

The Vice-President shall serve in the absence of the President and performs other duties as directed by the President.

Treasurer

The Treasurer maintains all financial records of the Association; receives and deposits operating funds; disburses payments for Association expenses and handles any other financial matters on behalf of the Association; shall make a monthly financial report to the Directors and at least annually to the membership.

Secretary

The Secretary maintains the business records, and the attendance records of all meetings, supervises the voting process during meetings of the Association and the Association’s Board of Directors; and performs other duties as directed by the President.

Coordinator

The Coordinator facilitates the tracking of Committee assignments, conference attendance by members and performs other duties as directed by the President.

ARTICLE IV - Director’s Term of Office, Nomination, Election, Filling of Vacancies and Fulfillment of Responsibility

The term of office shall be three years. A person shall not serve as Director more than two full consecutive terms for the same constituent group.

Elections shall be held every three years, commencing:

administrative managers	2008
instructional managers	2007
student and learning services managers	2006
supervisory managers	2007
at-large	2008

Nominations for Directors shall be sought by notice to members of the group eligible each year asking for volunteers and/or nominations. Every person so nominated shall be placed on the ballot. A majority of votes shall determine the person elected. Secret balloting shall be conducted by a dual envelope mail procedure. The President shall appoint a non-running Director to convene the Elections Committee consisting of three (3) members and shall act as an ex officio member of the Committee.

If a Director resigns his/her position as Director, the President, shall initiate an election within no less than six weeks.

A Director may be charged with failure to fulfill the responsibilities of his/her position as Director by majority vote of the other Directors, who shall arrange for a confidence vote among his or her constituency within no less than six weeks. If a majority of the constituency votes no confidence, the Director shall be removed from office. If a Director is so removed, the President, shall initiate an election within no less than six weeks.

Officers of the Management Association shall be chosen annually from among the Directors and ratified by the membership annually. A Director cannot hold the same officer position for more than three (3) consecutive annual terms.

ARTICLE V - Standing Rules

The Directors shall establish Standing Rules in writing for handling additional Association business. These shall be reviewed annually.

ARTICLE VI - General Membership Meetings

The Association shall meet at least once each semester and each intersession. One of the meetings will be the Annual Meeting to be held in July in a retreat format. In addition to these meetings, the Association may choose to meet during the Management Team Retreats. These meetings shall be open to all members of the Association.

ARTICLE VII - Committees and Representation

For the purposes of shared governance, the representatives to the College Coordinating Council shall be the President, the Vice-President and one additional Director. The Directors shall seek and select volunteers to represent the Management Association on various other shared governance committees, councils, taskforces and working groups.

ARTICLE VIII - Meet and Confer

Each year there shall be a process of meet and confer. This process will include the following:

1. The Association shall solicit and compile a list of issues from the membership where each member has the opportunity to bring forward issues and concerns to their constituent Director.
2. The Directors shall compile and approve one list of all issues as presented by the constituent groups and distribute the compiled list to the Association membership.
3. Directors shall present the compiled list to the designee of the Board of Trustees.
4. The President shall report to the Association membership the results of the meet and confer process.

ARTICLE IX – Amendments

An amendment to this Constitution may be proposed in writing to the President of the Association by any member of the Association obtaining signatures of ten (10) percent of the members. The President shall present the proposed amendment to the membership at a meeting of the Association and shall solicit positions in favor and against the proposed amendment. The proposal shall be put to a vote of the Association at the end of the discussion. A majority vote of the total ballots cast shall pass an amendment.