

**MESA COMMUNITY COLLEGE (MCC)
MANAGEMENT, ADMINISTRATIVE & TECHNOLOGICAL ASSOCIATION BYLAWS
(07/08)**

**ARTICLE I
Organization Name**

The name of this association shall be the Mesa Community College Management, Administrative and Technological Association, hereafter referred to as the MCC MAT Association.

**ARTICLE II
Purpose and Mission**

Purpose

Section 1. The purpose of this association is to provide a vehicle, through which the members of the MCC MAT Association may voice their concerns, interests and suggestions regarding their employment and job-related interests to the Mesa Community College Administration, the District Executive Council and the Maricopa County Community College District Board.

Section 2. This association shall promote fellowship among it's members, strong relationships with other policy groups, and appreciation for all members of the Mesa Community College family.

Mission

To provide leadership and services that represents and responds to the changing needs of Mesa Community College and the MCCCCD MAT Membership.

**ARTICLE III
Membership**

Membership is open to any person whose employment classification matches that as stated in the MAT Policy Manual under section 1.00, Employees Covered by the Document.

**ARTICLE IV
Nomination and Election of Officers**

Section 1. Officers of the MCC MAT Association shall be President, President-Elect, Past-President, Scribe/Recorder, and Treasurer.

Section 2. All officers will be elected by a simple majority ballot vote of the members present at a regularly scheduled meeting or by electronic vote. Elections will be held at the final meeting of the fiscal year or by electronic vote, with notice to be given at least 5 days prior to the meeting or the vote by written or electronic notice. The elected will assume office the following July, and the term of office shall be for two years.

Section 3. Vacancies: A vacancy in any office will be filled by appointment of the MCC MAT President and ratified by the MCC MAT Leadership Council (**see article VI**) for the unexpired portion of the term.

**ARTICLE V
Duties of Officers**

Section 1. The MCC MAT President shall preside at all meetings of the association and all meetings of the Leadership Council. The President shall represent the MCC MAT Association on the District MAT Executive Council.

Section 2. The President-Elect shall assume the duties of the President in his/her absence and shall assume the position of the President of the Association the year following his/her term as President-Elect or in the event of vacancy of the office of President. If the President-Elect assumes the position, he/she shall serve for the remainder of the current term and the succeeding term.

Section 3. The immediate Past-President shall advise the association and assist the President at the President's request.

Section 4. The Scribe/Recorder will keep the minutes of the MCC MAT Association meetings and of the Leadership Council meetings. The Scribe shall see that all notices are duly given in accordance with the provision of these bylaws or as required by law, be custodian of records, and perform all duties incident to the office of Scribe.

Section 5. The Treasurer shall collect MAT dues, maintain any financial records, act as Dues Coordinator; shall maintain appropriate financial records and perform all duties incident to the office of Treasurer.

ARTICLE VI Leadership Council

The Leadership Council will consist of the elected officers: President, President-Elect, Past-President, Scribe/Recorder, and Treasurer; and of appointed representatives to the following District committees; Professional Growth, Sabbatical, Certification and Grievance (if applicable).

ARTICLE VII MAT Employee Meetings

Section 1. It is suggested that monthly meetings of the MCC MAT membership be held in order to discuss issues relevant to MAT employees (at a minimum meetings shall be held twice per semester.)

Section 2. Special meetings of the association shall be at the call of the President or two members of the MAT Leadership Team.

Section 3. Agenda items for consideration must be submitted to the President.

Section 4. A quorum for transaction of MAT business shall consist of 25% of members present at any given meeting and at least two officers of the Leadership Council.

Section 5. Any item required to be voted on shall be given with at least 5 days notice by written or electronic notice.

ARTICLE VIII Committees

Section 1. There shall be the following committees:

- Dues Committee
- Welcoming Committee
- Ad Hoc Committee: The President/Leadership Council shall be authorized to establish an Ad Hoc Committee as needed.

ARTICLE IX
MAT Dues, Monies and Funds

Section 1. Dues are a voluntary contribution of the employee to support the goals and activities of the MCC MAT employee group. Dues will be collected in October in conjunction with District's program. The MCC MAT dues structure is as follows:

- \$15 MCC MAT dues
- \$15 District MAT dues

Section 2. Dues, and other funds, received by the MAT organization shall be used for the following purposes:

- Receptions/events sponsored by MAT
- End-of-Year Activity/Luncheon
- Other activities as determined by two-thirds of the members present at a regularly scheduled meeting or majority of an electronic vote.

Section 3. MAT funds shall be held in an off-campus account. The release of funds shall require the signature authorization of both the MAT President and the Treasurer.

ARTICLE X
Amendment to These Bylaws

These bylaws may be amended, repealed, and/or new bylaws may be adopted by a simple majority vote of the MCC MAT members present at any regular or special meeting or by electronic vote, provided that the proposed amendment has been submitted electronically or in writing to the membership at least 5 days prior to the vote.