

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
Management, Administration, and Technology Organization
Of the District Support Services Center

Bylaws

ARTICLE I – Name of Organization

This Organization shall be known as the District Support Services Center (DSSC) Management, Administration, and Technology (MAT) Organization hereinafter referred to as DSSC MAT.

ARTICLE II – Purpose of the Organization

The purpose of DSSC MAT shall be to represent DSSC MAT employees and provide a means to obtain and share information from the District-wide MAT Association.

ARTICLE III – DSSC MAT Identification

Section 1 -Identification as a DSSC MAT Employee

Any DSSC employee covered by the MAT Policy Manual, as identified in section 1.3, is a DSSC MAT employee.

Section 2 -Voting Rights

Each member shall be entitled to one (1) vote on each matter submitted to a vote of the membership. Such a vote, as with all votes, will be subject to verification that the voter is a member according to these bylaws.

ARTICLE IV – DSSC MAT Meetings

Section 1 -Periodic Meetings

A minimum of four DSSC MAT Executive Council meetings shall be held each fiscal year. These periodic Organization meetings shall be held at a date and time to be determined at the previous meeting by the DSSC MAT Executive Council.

Section 2 -Special Meetings

Special meetings of the Organization shall be called at the discretion of the President or no less than four (4) members of the DSSC MAT Executive Council.

Section 3 -Quorum

A quorum for transaction of business shall demand a minimum attendance of forty (40) percent of current DSSC MAT Executive Council members, one of which must be the President or designee.

ARTICLE V – DSSC MAT Executive Council

Section 1 **Composition of the Executive Council**

The DSSC MAT Executive Council shall be the official representative of the Organization and shall consist of between thirteen (13) and fifteen (15) members from the membership of the Organization.

- Eleven (11) shall be members elected to the DSSC MAT Executive Council annually. This will include the President-Elect.
- Two (2) additional members shall include the President (prior year President-Elect) and the Immediate Past President
- Two (2) additional members may be appointed at the DSSC MAT President’s discretion, with DSSC MAT Executive Council ratification.

Section 2 **-Terms**

The term of office for the DSSC MAT Executive Council shall be one year, with the exception of the President-Elect, who shall serve on the Executive Council for two years (one year as President-Elect and one year as President).

Section 3 **-Vacancies**

With ratification by the DSSC MAT Executive Council, the Council may fill a vacancy in any office except that of the President for the remainder of the term. In case of a vacancy in the office of President, either the President-Elect or the Immediate Past President will fill the office. The DSSC MAT Executive Council will take steps to ensure the proper representation of divisions on the DSSC MAT Executive Council. In the event of a vacancy in the position of Immediate Past President, the position shall be considered an at-large position for the remainder of the term. As such, it may be filled by Presidential appointment and ratification by the DSSC MAT Executive Council.

Section 4 **-Removal of Officers**

Any officer elected or appointed by the membership may, upon the recommendation of the DSSC MAT Executive Council, be removed by a secret ballot of two-thirds of the DSSC MAT membership. Cause for removal is to be based on violation of DSSC MAT Bylaws, MAT Executive Council Bylaws, or non-compliance with MCCCCD Blue Book Employment Standards.

Any DSSC MAT Executive Council member who misses two (2) meetings during a fiscal year, without previously informing either the President or designee of such absence, may be subject to removal from the Council.

Section 5 **-Dues**

The MAT Executive Council will request annual MAT Association dues from all members of the District-wide MAT Employee Group. These dues are due and payable on the first day of the fiscal year, and made payable to MAT. Dues will be accepted throughout the year. A portion of the District-wide MAT dues will be retained by the DSSC unit.

DSSC MAT dues and other donated / raised funds shall be used for the following purposes:

- DO MAT Employee Meetings
- Reception/ events sponsored by MAT
- Other activities as approved by the DSSC MAT Executive Council.

All expenditures of funds maintained within the DSSC MAT accounts shall be pre-approved by a majority of the DSSC MAT Executive Council.

ARTICLE VI – DSSC MAT Executive Council Officers

Section 1 -Officers

The officers of the Executive Board shall be the President, President-Elect, Immediate Past President, Secretary, and Treasurer.

Section2 -President

The President shall preside at all meetings of the DSSC MAT Executive Council and the Organization; perform all duties as may be prescribed by the DSSC MAT Executive Council; and shall make appointments of the committee chairs and membership of the committees, subject to ratification by the DSSC MAT Executive Council at a regular or special meeting.

Section 3 -President-Elect

The President-Elect shall assume the duties of the President in his/her absence and shall assume the position of President in the event of the President's resignation or if the office is vacated for any other circumstances for the remainder of the term.

Section 4 -Immediate Past President

The Immediate Past President will serve as resource/ historian and advisor to the current DSSC MAT Executive Council. The Immediate Past President shall assume the duties of the President in the event of the President's resignation and if the President-Elect is unable to fulfill his/ her role as successor in the current fiscal year.

Section 5 -Secretary

The Secretary shall submit minutes of the DSSC MAT Executive Council meetings, by electronic mail. These minutes are subject to electronic mail approval by a majority of the current Council members prior to submittal of minutes to the DSSC MAT membership at-large. The secretary shall keep the minutes of the Organization meetings and of the DSSC MAT Executive Council, see that all notices are duly given in accordance with these bylaws or as required by law, and be custodian of the Organization records.

Section 6 -Treasurer

The Treasurer shall represent the DSSC MAT Organization in, and be responsible for, the expenditure of funds in accordance with the directions of the DSSC MAT Executive Council. The Treasurer shall maintain appropriate financial records, shall be ready whenever required to give the DSSC MAT Executive Council all funds and records, and shall give these funds and records to the incoming Treasurer at the end of the term of office. The Treasurer shall perform all other duties incidental to the office of Treasurer including making available all financial

records for the annual audit and any other audits as deemed necessary by the DSSC MAT Executive Council.

ARTICLE VII – Organization Elections

Section 1 -Elected Members

All DSSC MAT Organization members shall elect the President-Elect, while the DSSC MAT members, in each division, shall elect ten (10) members. Two (2) board members shall be elected from each division (Academic Affairs, Business Services, Human Resources, Information Technologies, Student and Community Affairs).

Section 2 Nominating Committee

The President shall appoint a Nominating Committee from the Executive Council no later than April 30th, subject to ratification by the Council. This committee shall submit at least one name, if possible for each of the eleven elected positions on the Executive Council, identifying the division each is representing. The slate of candidates report will be presented to the Executive Council no later than May 15th. The presentation of candidates to the Executive Council may be done electronically.

Section 3 -Slate of Candidates

The Executive Council shall provide an official list of members running in the Organization election to all members during the week following the approval of the slate of candidates. The ballot shall list what division each candidate is representing. A provision for write-in candidates will be included for each office. The ballot may be provided to the membership via electronic mail.

Section 4 -Election

No later than May 31st, an election shall be held. Each member shall be entitled to a total of three votes, one for President-Elect of the Executive Council and two for representatives from their division. Current officers that are not candidates in the current election shall tally the votes. The elections may be conducted via electronic mail.

Section 5 -Election Ratification

The Executive Council will receive and ratify the election results and install the new officers at the June meeting of the fiscal year.

ARTICLE VIII – Organization Committees

Section 1 -Nominating Committee

The Nominating Committee shall be responsible for presenting a slate of members willing to serve on the Executive Council to the Organization. The chairperson will be the President-Elect.

Section 2 -Other Committees

Other committees may be established by a majority vote of the Executive Council. The President, subject to ratification by the Council, shall appoint committee members.

Section 3 -Committee Terms

Members of all committees shall serve a term to coincide with the term of the Executive Council, not to exceed the end of the fiscal year.

Section 4 -Committee Vacancies

Vacancies in the membership of any committee will be filled by appointments made in the same manner as provided in the case of the original appointments.

Section 5 -Committee Rules

Each committee may adopt rules for its own coordination, consistent with these bylaws or with the rules adopted by the Executive Council.

ARTICLE IX – Association Fiscal Year

The fiscal year of the Association shall begin on the first day of July and shall end on the last day of June.

ARTICLE X – Association Bylaws Amendment

These Bylaws may be amended by a majority decision of the voting membership. Any amendments must be submitted to all members, in writing, either on paper or electronically, at least ten (10) days prior to the voting date. Voting may take place at a meeting or electronically.