

MTA CONSTITUTION

Article I – NAME AND PURPOSE

- Section 1. The name of this organization shall be the MANAGEMENT TEAM ASSOCIATION (MTA) of Rancho Santiago Community College District.
- Section 2. The MTA is the professional organization for employees of the Rancho Santiago Community College District (RSCCD) identified on the Management/Supervisory/Confidential Salary Schedule. The MTA provides professional development opportunities, represents managers in salary and benefit discussions through a meet and confer process, represents managers in other various forums, provides opportunities for networking, collaboration and social interaction, facilitates mentoring opportunities, and serves as the collective voice of managers in the RSCCD.
- Section 3. The MTA does not take political positions, endorse or oppose any candidates for political office, lobby or otherwise engage in any political activity.

Article II – MEMBERSHIP

- Section 1. Any person paid on the Management/Supervisory/Confidential Salary Schedule, regularly employed by the RSCCD in such identified positions, including those in interim appointments, shall be eligible for membership in this organization.
- Section 2. An individual, who is eligible for membership and is current with paid membership dues, is considered a member of the organization and eligible to all rights and responsibilities associated with membership, including voting, holding office and participating in member events.

Article III – OFFICERS AND EXECUTIVE BOARD

- Section 1. The Officers of this organization shall be: President, Vice President/President Elect, Secretary, Treasurer, Immediate Past President, one (1) each from Santa Ana College (SAC), Santiago Canyon College (SCC) and the District Services (DS). The Executive Board of this organization includes these eight (8) officers as well as the chairs of the standing committees (as identified in Article IV Section 1.A in the Bylaws).
- Section 2. Term of Office. The officers of the Executive Board shall be elected for a term of one (1) year, with the exception of the position of Treasurer, which will be elected for a term of two (2) years. The following shall be elected from the regular membership: President, Vice President/President Elect, Secretary and Treasurer. The SAC, SCC and DS representatives will be elected from the managers they represent. The appointed committee chairs may have varying terms (as identified

in Article IV Section 1.A in the Bylaws.)

Section 3. Vacancies. Vacancies in the offices of this organization shall be appointed by the President, except the office of Vice President/President Elect. In case of a vacancy in the office of Vice President/President Elect, there shall be a special election to fill out the term of vacancy. In case of a vacancy in the office of President, the Vice President/President Elect will fill out the term of vacancy, leaving the Vice President/President Elect unfilled until the next election cycle.

Article IV – REVISIONS AND AMENDMENTS TO CONSTITUTION AND BYLAWS

Section 1. A recommendation to revise or amend the Constitution or Bylaws shall be submitted in writing to all members and shall include a “Statement of Reason” as part of the recommendation. Copies of the proposed revision or amendment shall be circulated at least fourteen (14) working days prior to calling for a vote on the recommendation. A working day is defined as any day when the district and campus administrative offices are open.

Section 2. Robert’s Rules of Order shall be the parliamentary authority for conduct of affairs of this organization providing that they do not conflict with the Constitution or Bylaws.

Article V – AUTHORITY FOR DUES

Section 1. The Executive Board is authorized to levy membership dues that may be necessary for any operational expenses and in accordance with the organizations purpose including professional development, speakers, social activities, refreshments, supplies, and other reasonable and related costs as determined by the Executive Board. An increase in the amount set for an individual membership must be approved by a vote of the membership.

Article VI – DISSOLUTION OF THE ASSOCIATION

Section 1. MTA may be dissolved by a resolution passed by a two-thirds majority of the current membership. Any remaining assets held in the name of the association will be distributed to the two colleges based on the current FTES split to be used for student scholarships.

MTA BYLAWS

Article I – OFFICERS

Section 1. Election of Officers

- A. Any regular member may serve as an officer.
- B. The Executive Board or appointed nominating committee will circulate to the membership an invitation for nominations for candidates for the next year's officers. This body will ascertain the willingness to serve of the nominated individual(s) and those so willing will be added to the list of candidates on a ballot distributed to all members.
- C. The election will be conducted with a deadline for responses that will allow the results to be announced in early spring.
- D. A plurality of the votes cast shall elect a nominee to office. In the case of a tie for an election, a run-off election for the candidates tied shall be conducted by ballot within two (2) weeks of the original election date.
- E. Newly elected officers shall assume their duties on July 1 of each year and serve through June 30 of the following year. The time period between the announcement of the election results and July 1 will be a transition period for the new officers to be oriented to their new positions.

Article II – OFFICER'S DUTIES

Section 1. The President shall:

- A. call and preside at all meetings of the organization and the Executive Board.
- B. be an ex officio member of all established committees.
- C. serve as official representative of the MTA.
- D. in consultation with the treasurer, develop and present budget for approval at the first (1st) meeting of the year.

Section 2. The Vice President/President Elect shall:

- A. assume all duties of the President in his/her absence.

- B. become President if the Presidency is vacated.
- C. succeed the President as President at the conclusion of the President's term.

Section 3. The Secretary shall:

- A. record the minutes of all meetings.
- B. distribute copies of the approved minutes of meetings of the membership to all members.
- C. maintain all correspondence and files of the organization.
- D. record minutes of Executive Board meetings.
- E. from the approved minutes, prepare an annual list of accomplishments and unfinished business for review at the following year planning meeting.

Section 4. The Treasurer shall:

- A. receive all funds of the organization and keep and disburse such funds under the direction of the President and within the budget and guidelines established by the Executive Board.
- B. report at each organizational meeting and Executive Board meeting on the financial condition of the treasury.

Section 5. The SAC, SCC and DS representative shall:

- A. represent the voice of the managers they represent at MTA Executive Board meetings and communicate with the membership they represent.

Article III – MEETINGS OF THE ORGANIZATION

Section 1. An Annual Business meeting will be held during the fall semester to review the organization's annual goals established by the Executive Board and fiscal status/budget report.

Section 2. The President may call general membership meetings as needed.

Section 3. Fifteen percent of the current membership shall constitute quorum for any scheduled business meeting.

Article IV- MTA COMMITTEES

Section 1. Committees will consist of two (2) types: Standing and Ad Hoc.

A. The Standing Committees shall be the following and shall be appointed by the President with ratification by the Executive Board. Members will serve two year terms, alternating years, so as to have a mix of old and new members each year.

1. Professional Development Committee, the purpose of which shall be to plan for the membership professional development workshops and activities which might not be provided by the District.

2. Meet and Confer Committee, the purpose of which shall be to gather information from the general membership on their interests regarding salary and benefits matters and advocate for these interests with the District.

B. Ad Hoc Committees shall be appointed and dissolved by the President with ratification by the Executive Board to address specific issues and concerns.

Section 2. The chairs of the committees will report to the Executive Board with a summary of activities, recommendations, and/or conclusions.

Article V – MTA REPRESENTATION

Section 1. Appointment

A. Appointment of MTA representatives to various committees will be made by the President with ratification by the Executive Board.

B. The term of the appointment will be specified at the time of the appointment.

Section 2. Responsibilities

A. The appointee is responsible for gathering adequate information in order to legitimately represent a MTA viewpoint.

B. The appointee will report back to the Executive Board with a summary of activities, recommendations, and/or conclusions.

Article VI – MTA DUES

Section 1. The current dues structure is in force and can be paid up front on an annual basis, or preferably paid tenthly through payroll deduction:

Salary Range	Tenthly Deduction	Annual Amount
Range R – N	\$10.00	\$100
Range M – I	\$11.50	\$115
Range H – E	\$14.00	\$140
Range D – A	\$19.50	\$195

Section 2. Once dues are paid, they are non-refundable.

Section 3. Any association funds remaining unspent at the end of a fiscal year carries over to the following fiscal year for the continued support of the stated purposes and operations of the association.