

ESTRELLA MOUNTAIN COMMUNITY COLLEGE



By-Laws Revised (April 16, 2010)

The Estrella Mountain Community College Professional Staff Association's By-Laws are reviewed and updated annually by the By-Laws Committee and recommendations put forth for a membership vote.

Constitution can be viewed at:

<http://www.maricopa.edu/psa/constitution.php>

District PSA Webpage

<http://www.maricopa.edu/psa>

Campus PSA Webpage

<http://www.estrellamountain.edu/psa>

Table of Contents

Terms and Definitions	2
Article I Name	4
Article II Affiliation	4
Article III Purpose	4
Article IV Members	4, 5
Article V Officers	6, 7
Article VI Executive Officers	7
Article VII Executive Board	7
Article VIII Vacancies	7
Article IX Removal/Termination	7, 8
Article X Committee	8
Article XI Grievances	8
Article XII Meetings	8
Article XIII Voting	8
Article XIV Parliamentary Authority	8
Article XV Amendment of By-Laws	9
Article XVI Abandonment or Termination	9
Glossary	10

Terms and Definitions

Active Member

Are associate members that attend regular meetings and other activities.

Appointed Officer

Any Associate member appointed into a given office by the Executive Board.

Associate

Dues paying members.

Automatic Associate

Any Full-time, PSA employee hired after December 1.

District Association

Maricopa Community College District Professional Staff Association.

Elected Officer

Any Associate member voted into a given office by a majority vote of the Association.

Inactive member

An Associate member that no longer attends meetings and other activities.

Non- Associate

Non-dues paying members.

Quorum

A quorum shall consist of a majority of the executive board.

Resignation

Any member of the Executive Board may resign his/her office by submitting his/her resignation, in writing, to the Executive Board. This resignation shall in no way jeopardize his/her membership rights.

Vacancies

The President, with the consent of the Executive Board, may appoint an interim board member to function in vacant position until a replacement board member is elected. A vacancy shall be declared upon death, resignation, extended absences, or removal of any board member.

Voting

Any EMCC Associate member in any campus electoral process.

Unexcused absence of Executive Board members

Not notifying the President or President Elect prior to a meeting.

Total Quality Management (TQM)

The continuous improvement of systems to produce the optimum state of personal, social, physical, and intellectual development of each individual which will result in and colleague loyalty now and in the future.

ARTICLE I: Name

The name of this organization shall be the Estrella Mountain Community College Professional Staff Association, hereinafter referred to as the Association.

ARTICLE II: Affiliation

This Association is a unit of the Maricopa Community College District Professional Staff Association, hereinafter referred to as the District Association. This Association will comply with all rules and regulation set forth by the Constitution of the District Association.

ARTICLE III: Purpose

The purpose of this Association shall be to act as a voice for the Professional Staff personnel of Estrella Mountain Community College. In conjunction with the District Association, the Association shall establish and enforce policies relative to working conditions, wages and salary. In this capacity, the Association will operate as an information gathering and distributing body. It shall further be the purpose of the Association to promote diversity, professionalism and education of Estrella Mountain Community College Professional Staff personnel as well as to establish open communication with District, College officials, and the college community.

Section 1. Vision

To support PSA employees at Estrella Mountain Community College by identifying, developing, promoting, and supporting the needs of the PSA membership.

Section 2. Mission

To continually improve the ability; to enhance professional growth; to ensure due process is followed.

ARTICLE IV: Members

Section 1. Membership

Membership in the Estrella Mountain Community College Professional Staff Association is automatically granted as a Non-Associate member. This membership also applies during the district probationary period.

Section 2. Associate Members

Associate members may vote for Association Officers, rules and regulations, and matters of business submitted to the members of this Association.

Section 3. Dues

Dues shall be set annually by the Association and shall be collected from July 1 through December 1. Dues shall be paid to the Treasurer by cash or check payable to the Professional Staff Association, or by payroll deduction. Employees hired after December 1 shall automatically be considered Associate members for the remainder of that fiscal year. The EMCC PSA fiscal year is July 1st through June 30th of the following year.

Section 4. Elected Membership Requirement

All Elected or Appointed Officers of this Association must be employees of Estrella Mountain Community College or unit of the Maricopa Community College District for a period of six (6) months prior to holding office within this Association.

Section 5. Retired PSA Membership

EMCC PSA employees, who have retired and are working for at least twenty (20) hours per week, may pay EMCC Campus dues and have rights and privileges of the EMCC PSA Associate members.

Section 6. Executive Obligations

EMCC PSA members, that have elected to participate or have delegated responsibility by the Executive Board, are required to fulfill their obligations.

Section 7. Rights

Active and inactive members shall have the same rights and responsibilities in PSA.

Article V: Officers

Section I

The Officers of this Association must be Associate members. Officers shall be a President, President-Elect, Secretary, Treasurer, Representatives, and Alternate Representatives. All Officers and representatives shall be elected and will represent this Association at the college and District Association meetings. These representatives shall perform the duties prescribed by these by-laws, and by the *parliamentary authority adopted by this Association*.

Section II

Nomination of officers will be held in April. Election of Officers shall be held annually on or before May 15th and this Association shall provide the President or Acting President of the District Association the list of elected officers before May 31. This Association shall elect one officer or representative for every fifteen (15) permanent Professional Staff employees and portion of fifteen (15) thereafter employed at Estrella Mountain Community College. If this Association is entitled to an increase in the number of representatives due to an increase in Professional staff or if a vacancy should occur, Alternates shall be appointed by the President of this Association to fill Representatives positions.

Section III

At the regular meeting held in March, the Association shall elect a Nominating Committee of four (4) members. It shall be the duty of this committee to nominate candidates for the officers to be filled at the annual meeting in April. The Officers shall be elected by ballot as follows: Presidency filled by President-Elect from previous year; President-Elect yearly for one (1) year term of office; Secretary in even year for two (2) year term of office; Treasurer in odd year for two (2) year term of office, Representatives and Alternates on yearly basis to serve two (2) year term.

Section IV -Duties of officers.

President:

The President shall preside at all meetings of the Executive Committee and meetings for the membership and shall perform all duties as are usually performed by President of any organization. The President shall be an ex-officio member of all committees of this Association except the Nominating Committee. Duties shall also include the attendance to the following meetings: District PSA, Campus PSA, Leadership Council, Strategic Planning, and Budget. As well, duties shall include voting at District PSA and any campus electoral process, setting goals for Campus PSA, and remain up to date on all policies and benefits for members.

Co-President:

The Co-President will jointly share all responsibilities and commitments as the President. In the event the Association approves a Co-Presidency, the term would be four (4) years.

President- Elect:

The President-Elect shall assume the duties of the President or Co-President in his/her absence and shall assume the position of President of the Association the year following his/her term as President-Elect in the event the President's office is vacated. The President-Elect assumes the office of President for the remainder of the term and the succeeding term.

Past President:

The Immediate Past President shall advise the Executive Board and assist the President a his/her request. Other duties include being the chair member for the Nominating Committee, as well as, acting as the Association Parliamentarian. Duties shall also include the attendance to the following meetings: District PSA and Campus PSA. As well, duties shall include voting at any campus electoral process, setting goals for the future, assist and advise the President, serve as the President's mentor, and remain up to date on all policies and benefits for members.

Secretary:

The Secretary shall keep an accurate record of the proceeding of all meeting of the Association and the Executive Board, and other such records as the Association shall require. The Secretary shall maintain files of all correspondence of the Association. The Secretary shall issue notices to the membership of all meeting of the Association one week prior. Duties shall also include the attendance to the following meetings: Campus PSA. As well, duties shall include voting at any campus electoral process and remain up to date on all policies and benefits for members.

Treasurer:

The Treasurer shall be custodian of the funds of the Association and shall be responsible for opening, recording and maintaining permanent records and accountings of all Monies. The Treasurer shall be responsible for maintaining a list of all Associate members, as well, as head the scholarship committee. Duties shall also include the attendance to the following meetings: Campus PSA. As well, duties shall include voting at any campus electoral process and remain up to date on all policies and benefits for members.

Voting Representatives:

The Voting Representatives shall vote in adherence to the will of the Campus PSA at District meetings. Duties shall include the attendance to the following meetings: District PSA and Campus PSA. As well, duties shall include voting at District and any campus electoral process and remain up to date on all policies and benefits for members.

Alternate Representatives:

The Alternate Representatives shall be placed in to any vacancy until an election is held. Duties shall include the attendance to the following meetings: Campus PSA. As well, duties shall include voting at any campus electoral process and remain up to date on all policies and benefits for members. The Executive Board shall be the governing body and shall determine its policies within the framework of the By-Laws and District policies and all changes will be approved by 2/3 vote of associate members.

Article VI: Executive Officers

Section I

The Executive Officers of this Association shall be the President, President-Elect, Immediate Past President, Secretary and Treasurer.

Section II

The Executive Officers and PSA members, that have elected to participate, or have been delegated responsibility, are required to fulfill their obligation to the Association.

Article VII: Executive Board

Section I

The Executive Board will consist of the Executive Officers.

Section II

The Executive Board will hear all conflicts and grievances brought before it. The Executive Board will represent the employee in resolving his/her situations. The Executive Board should follow the District PSA Policies as a guide when resolving conflicts or grievances (PSA Policy Manual, section 3.1-3.4)

Article VIII: Vacancies

Section I

An unoccupied office due to death, resignation, extended absences, removal, or termination shall be filled by full membership election within 6 weeks of vacancy

Section II

An Alternate shall fill any unoccupied office until the election.

Section III

An Alternate shall not be replaced from office if the term of office expires 6 months or less from the time of filling the vacancy.

Article IX: Removal/Termination

Section I

Removal or termination of an Executive Officer shall be initiated if the Officer's performance is unacceptable.

Section II

Performance will be evaluated by the attendance of mandatory meetings, executing of PSA By-Laws, and any other duties prescribed by the District, President, Executive Board, or membership. Unacceptable attendance is define as missing four (4) excused or three (3) unexcused or any combination not to exceed four (4) absences in an annum for all mandatory meetings, District and campus wide.

Article X: Committee

Standing Committees The President shall appoint the standing committees and/or representatives with ratification by the Executive Board.

Article XI: Grievances

Associate members have the option of presenting their conflicts or grievances to the Executive Board or to any individual on the Executive Board.

Article XII: Meetings

Section I

Regular meetings shall be held no later than one week following the monthly District PSA meeting at a time designated to maximize participation by the Association.

Section II

The regular meeting in April shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving reports from officers and committees and for any other business that may arise.

Section III

Biannual orientation shall be added to regular meetings October and May. Orientations are separate for new PSA Associate members and newly elected officers.

Article XIII: Voting

Section I

Any Associate shall have one vote in any electoral process.

Section II

If any Associate member shall occupy two offices which are entitled to votes on the Executive Board or any Quorum, He She shall be considered as one person and have only one vote.

Article XIV: Parliamentary Authority

Robert's Rules of Order shall be parliamentary authority for all matters of procedure not specifically covered by the By-Laws, and Total Quality Management (TQM), or any other special rules or procedures adopted by the Board.

Article XV: Amendment of By-Laws

The By-Laws of this Association may be revised, amended or repealed at any meeting of the Association by a two-thirds (2/3) vote of the Associate members. Written notice will be sent to Associate members at least two weeks prior to meeting at which By-laws will be voted upon. Proxy votes will be accepted from all Associate members unable to attend the meeting.

Article XVI: Abandonment or Termination

In the event of abandonment or termination of this Association, any funds shall be directly donated to the general treasury of the District Association.

Glossary:

Active Member:

Associate member that attends meetings and other activities.

Appointed Officer:

Any Associate member appointed into a given office by the Executive Board.

Associate:

Dues paying members.

Automatic Associate:

Any Full-time, PSA employee hired after December 1.

District Association:

The Maricopa Community College District Professional Staff Association.

Elected Officer:

Any Associate member voted into a given office by a majority vote of the Association.

Inactive member:

Associate member that does not attend meetings and other activities.

Non-Associate:

Non-dues paying members.

Quorum:

A quorum shall consist of a majority of the executive board.

Resignation:

Any member of the Executive Board may resign his/her office by submitting his/her resignation, in writing, to the Executive Board. This resignation shall in no way jeopardize his/her membership rights.

Vacancies:

The President, with the consent of the Executive Board, may appoint an interim board member to function in vacant position until a replacement board member is elected. A vacancy shall be declared upon death, resignation, extended absences, or removal of any board member.

Voting:

Any Associate member in any electoral process.

Unexcused absence:

Not notifying the President or President Elect prior to a meeting.

Total Quality Management (TQM):

The continuous improvement of systems to produce the optimum state of personal, social, physical, and intellectual development of each individual which will result in and colleague loyalty now and in the future.