

CONSTITUTION AND BYLAWS
of the
ADMINISTRATIVE MANAGEMENT ASSOCIATION
of the
FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

ARTICLE I - NAME

The name of this organization shall be the Administrative Management Association of the Foothill-De Anza Community College District.

ARTICLE II - PURPOSES

The purposes of the Association are

Section 1. The general purpose for which the Association is formed is to unify all elements of management in the District and on the Campuses in order to consolidate common goals and objectives of persons identified as managers.

Section 2. The specific and primary purposes of this Association shall be

1) Professional:

- a) Establish a program for continued professional improvement of district and campus managers.
- b) Establish a program for the improvement of professional relations with district, college, and community groups.
- c) Establish professional affiliations with local, state, and national organizations.

2) Educational:

Formulate, implement, and promote a program of action most beneficial to the community college movement at local, state, and national levels.

3) Welfare:

Establish a vehicle for management personnel consultation with the District Governing Board on salary, working conditions, and fringe benefits.

4) Financial:

Establish the dues structure necessary to accomplish the stated purposes of this Association.

ARTICLE III - MEMBERSHIP

- Section 1. All personnel whose service is determined as *managerial* by the District Governing Board shall be eligible for membership.
- Section 2. Any recommendations for changes in eligibility for membership shall be made by the Executive Board and ratified by the membership.

ARTICLE IV - DUES

- Section 1. The amount of dues shall be determined by the Executive Board and ratified by vote of the membership at the first biannual meeting.
- Section 2. Dues shall be paid on or before November 15 of each year or by payroll deduction. Failure to comply will result in suspension of membership.

ARTICLE V - OFFICERS

- Section 1. Officers of this organization shall be president, vice-president, secretary, and treasurer.

ARTICLE VI - EXECUTIVE BOARD

- Section 1. The Executive Board shall be composed of the elected officers of the Association, immediate past president, and one representative from the District and from each College in the District.
- Section 2. The Executive Board shall be vested with full authority and responsibility for the executive and business administration of all Association affairs.
- Section 3. The Executive Board shall have authority to cooperate with other organizations or associations in promoting the interests and purposes of the Association.
- Section 4. The Executive Board may establish such *ad hoc* committees as may be necessary to accomplish the purposes of the Association.

ARTICLE VII - MEETINGS

- Section 1. The time and place of association meetings shall be determined by the Executive Board.
- Section 2. Biannual meetings shall be held, and other meetings may be called at the discretion of the Executive Board or by written petition to the President of 10% of the membership.

- Section 3. The first biannual meeting shall be held prior to October 15 of each year.
- Section 4. Notice of each biannual association meeting will be sent to all members at least ten days in advance of the meeting day.
- Section 5. Twenty-five percent (25%) of the membership of the Association shall constitute a quorum sufficient to transact association business.
- Section 6. Officers shall be nominated for the ensuing year at the second biannual meeting of the Association.

ARTICLE VIII - NOMINATIONS AND ELECTIONS

- Section 1. The Executive Board shall appoint a three-member Nominating Committee.
- Section 2. The Nominating Committee shall select its own chairperson.
- Section 3. The Nominating Committee shall submit to the Association at large at least one candidate per office and one candidate for each additional member of the Executive Board except the position of past president. Additional nominations may be made from the floor.
- Section 4. The election of officers and additional members of the Executive Board shall be balloted within ten days of the second biannual meeting.
- Section 5. Officers of the Association shall take office on July 1 of each year.

ARTICLE IX - OFFICE VACANCY

- Section 1. Vacancy will be filled by action of the Executive Board.

ARTICLE X - AMENDMENT

- Section 1. Any part of this Constitution or Bylaws may be amended or repealed by a two-thirds ballot vote of the membership.

BYLAWS

ARTICLE I - COMMITTEES

- Section 1. The membership of each standing committee of the Association shall be determined by the Executive Board. The standing committees are as follows:
- 1) Political Action Committee shall be responsible for formulating, implementing, and promoting a program of political action most beneficial to the community college movement at local, state, and national levels.
 - 2) Constitution and Bylaws Committee shall be responsible for reviewing the Association's Constitution and Bylaws and making recommendations to the Executive Board and to receive proposed constitution and bylaws changes from the Association's membership.
 - 3) Salary and Welfare Committee shall be responsible for being informed of the Governing Board's proposals as well as viewpoints of the Association in all matters relating to management salary, working conditions, and benefits, and will communicate the Association's viewpoints to the Governing Board.
 - 4) Professional Relations Committee will consider cases involving the Association or its individual members where questions of professional ethics are involved.
 - 5) Management Development Committee shall be responsible for establishing a program for continued professional improvement of district and campus managers.
- Section 2. The membership of *ad hoc* committees shall be determined by the Executive Board.

ARTICLE II - ASSOCIATION YEAR

- Section 1. The official year of the Association will run from July 1 through June 30.

ARTICLE III - ASSOCIATION ADDRESS

- Section 1. The official address of the Association will be Foothill-De Anza Community College District, 12345 El Monte Road, Los Altos Hills, California, 94022.

ARTICLE IV - RULES OF PROCEDURE

Section 1. Rules of procedure at all meetings shall be governed by Roberts' Rules of Order most recently revised.

ARTICLE V - ENABLING ACT

Section 1. This Constitution and its Bylaws shall be in effect if ratified by a majority vote of the management personnel of the Foothill-De Anza Community College District.