

SANTA MONICA COLLEGE MANAGEMENT ASSOCIATION
Operating Guidelines

ARTICLE I: GENERAL

Section 1. Name

This organization shall be known as the Santa Monica College (SMC) Management Association. The SMC Management Association (MA) is a professional organization chartered to promote the success and professional development of all academic managers, classified administrators and managers, and confidential staff. The goal is to assist and support managers and confidential employees in developing their skills to promote professional achievement and support student success. Through mentoring and professional development, the goal and objectives further the college's mission and vision statements.

Section 2. Principal Office

The principal office of MA is located at Santa Monica College, 1900 Pico Blvd, Santa Monica, CA. 90405.

ARTICLE II: OBJECTIVES AND PURPOSES

The objectives of the Santa Monica College Management Association are:

1. To promote, foster, encourage and provide educational, artistic, recreational and/or social opportunities for members of the SMC management staff as well as to offer miscellaneous forms of support that the Management Association can afford to individual managers who may need it.
2. To develop ways to foster dialogue among academic managers, classified managers and confidential employees and share important issues with the Superintendent/ President.
3. To receive dues for the purposes mentioned above, in the amount of \$100 per year.
4. To expend monies to support the objectives of the SMC Management Association.
5. To support the vision and goals of the District's equity work.

ARTICLE III: OFFICERS

Section 1. Numbers and Titles

The officers of the SMC Management Association shall be the president, vice-president/president-elect, immediate past president, coordinator and treasurer. Generally, all officer positions may be repeatable, though the Vice-President/President-Elect shall transition into the President position, the President becomes Immediate Past President, and the former Immediate Past President will rotate off of Exec at the conclusion of that term.

Section 2. Terms: The term of service on MA Executive Committee is for two years, starting July 1 of even years.

Section 3. Management Association Executive Committee

The Management Association Executive Committee shall comprise the Officers (President, Vice-President, Immediate Past President, Coordinator and Treasurer), HR Representative, and up to three at-large appointments. All members of the MA Executive Committee must be dues-paying members in order to serve for the duration of their service.

The Executive Committee shall assist with and support the business of the Management Association:

- Plan professional development, social and community activities
- Maintain and update the Management Association website
- Develop ways to foster dialogue among academic managers, classified managers and confidential employees and, when appropriate, share important issues with the Superintendent/ President.
- Provide input for selection Manager of the Year: This is awarded to a manager who has displayed overall outstanding performance during the year in one or more of the following areas:
 - Consistently goes above and beyond what is expected in his/her/their job;
 - Displays exceptional merit and accomplishment on a consistent, long-term basis in both attitude and performance;
 - Exhibits leadership on a significant project/event/activity;
 - Consistently, over a period of five years, presented outstanding service in support of many accomplishments.

Section 4. Nomination and Election of Officers, HR Representative and At-Large Members

Nominations, including self-nominations for officer and at-large positions, can be made by any dues-paying member of the Management Association. All officers will continue to be dues-paying members for the duration of their service.

All Nominations will be reviewed by the current members of MA Exec Committee. Biennially, MA Exec shall review all nominations before the end of a term, and propose a slate of officers to the full MA membership for a ratification vote. Similar process applies in the case of filling vacancies, at the soonest available time after a vacancy exists.

If desired, MA Exec can appoint a nominating committee comprised of 5 members, the Vice-President who is transitioning in as President, 2 other members of the current Exec and 2 Managers not currently serving (or applying to serve) on Executive Committee. This committee will recommend a slate of candidates to the Executive Committee and presented to the full MA membership for a ratification vote.

The HR Representative shall be picked by the MA Executive Committee.

At-large appointments should be made taking into account the following considerations:

- Diversifying the composition of MA Exec in all dimensions
- While it may not be possible to get broad representation across all of the areas below, MA Exec should aim for inclusive representation of:
 - Functional Areas/Divisions (i.e. SA, AA, Business, Enrollment, etc),
 - Job Classification (Academic Administrator, Classified Manager, Confidential, Project Manager), and
 - Managers with differing tenures of experience (specifically new managers).

Great care should be made before making any appointments to MA Exec when there is a supervisory or reporting relationship with any other potential members.

Ratification shall require a simple majority vote of those Managers present at the ratification meeting.

Section 5. Resignation of Officers

Any officer may resign at any time by giving written notice to the president. Any resignation shall take effect on the date of the receipt of that notice or at any later time specified in that notice.

Section 6. Vacancies in Offices

A vacancy in any office because of resignation, removal, disqualification, or any other cause shall be filled by appointment by the president for the interim period until the next regular MA nominations and ratification cycle.

Section 7. Duties of Officers

1. President. The president shall generally supervise, direct, and control the business and the officers of the SMC Management Association. The President will make appointments to District committees upon the District's request.
2. Vice-President.- In the absence of the president, the vice-president--shall perform all the duties of the president. The vice-president shall lead outreach, recruitment and professional development efforts for the Management Association. The vice-president shall assume the role of president the following term.
3. Immediate Past-President: The immediate past president shall perform duties as may be prescribed by the president. The Immediate Past President shall also convene the Council of Past Presidents upon request of MA Exec.
4. Coordinator-. The coordinator shall perform duties as may be prescribed by the officers, including:
 - (a) Schedule meetings of the MA Executive Committee and MA; prepare/distribute agendas
 - (b) Assist with the coordination of Management Association meetings and activities
 - (c) Maintain Management Association records and files

5. Treasurer. The Treasurer shall:
- (a) Facilitate the collection of dues paid to the Management Association.
 - (b) Facilitate efforts to increase dues-paying members.
 - (c) Maintain adequate financial statements & account records for the Management Association.
 - (d) Deposit and disburse funds and valuables in the name of the Management Association as required.

Section 8. Executive Committee Meetings

Meetings of the Executive Committee shall be held monthly to plan upcoming Management Association meetings and discuss other business. MA Executive Committee may invite other past presidents to Exec meetings as they deem fit, as ex-officio members. MA Executive Committee may invite other guests, whether they are Managers, Senior Staff or others, as needed for discussion topics.

Section 9. Management Association Members

Members of the Management Association include academic managers, classified administrators, managers, and confidential employees. Membership dues of \$100 per year may be paid by personal check or through payroll deduction. Payment of dues is required for those who want to serve on Executive Committee, those who want to make nominations, and strongly encouraged for everyone else.

ARTICLE IV: MANAGEMENT ASSOCIATION MEETINGS

Section 1. Regular Meetings

The Executive Committee shall establish a schedule for the date and time of regular meetings.

Section 2. Location

Unless otherwise noted, meetings shall be held at the Santa Monica Community College District, Business Building Room 111, 1900 Pico Blvd., Santa Monica, California.

Section 3. Procedures

All meetings shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 *et seq.*

ARTICLE V: CONTRACTS, DEPOSITS, CHECKS, DRAFTS

Section 1. Contracts

The officers may authorize a contract on behalf of the Management Association and such authority may be general or confined to specific instances.

Section 2. Deposits

All funds shall be deposited timely to the credit of the Santa Monica College Management Association.

Section 3. Checks, Drafts, etc.

All checks, drafts, or other orders for the payment of money shall be prepared by the Treasurer of the Management Association.

ARTICLE VI: AMENDMENTS

Any of these operational guidelines may be altered, amended or repealed, and new operational guidelines may be adopted, by the affirmative vote of a majority of the Executive Committee

Approved 12/2002

Revised: 3/2005, 9/2011, 5/2016, 9/2018, 5/2022