



ARTICLE I - Name of Organization

The name of this organization shall be the Management/Administration/Technology employee group (MAT).

ARTICLE II - Purpose of the Organization

The purpose of this organization shall be to represent MAT employees and their interests.

Section 1 - Vision

To support MAT employees in their continued contributions to the Maricopa County Community College District teaching and learning organization by recognizing, developing, and promoting the needs of the MAT membership.

Section 2 - Mission

To continually improve the ability of the MAT Executive Council to provide leadership and services to represent and respond to the changing needs of the Maricopa County Community College District MAT membership.

Mission Statement Goals

1. To encourage an open, positive, and fear-free work environment.
2. To improve the process of Collaborative Deliberations for MAT policies, salaries, and benefits.
3. To ensure due process is followed regarding MAT policies.
4. To promote MAT representation on District and college decision making bodies including, but not limited to: Financial Advisory Council, budget development committee, other executive committees.
5. To enhance Professional Growth, Sabbaticals and renewal opportunities.
6. To advance the Statement of Values (adopted 1995), as described in the MCCCDD Vision Statement, with regard to our working relationships with employees, students, and the community.

ARTICLE III –

Section 1 - Identification as a MAT Employee

Any employee covered by the Management, Administration, & Technology Policy Manual, as identified in section 1.3, is a MAT employee.

Section 2 – Identification as a MAT Member

Any employee who has paid his/her annual District-wide MAT dues as set by the MAT Executive Council (MEC). Dues paying MAT members are eligible for funding of legal



assistance up to \$250, if required for a job-related issue and approved in advance by the MAT Grievance Committee.

ARTICLE IV - MAT Employee Group Meetings

Section 1 - Annual Meeting:

An annual meeting of MAT employees will be held to conduct MAT related business.

Section 2 - Special Meetings:

Special meetings of the MAT Employee Group may be called by the President of the Executive Council or by one-tenth of the MAT employees and a quorum of MEC (see Article V, Section 8).

Section 3 - Notice of Meetings:

Written or electronic notice of the date, time and place of any meeting shall be distributed to the membership at least five (5) days in advance of the meeting.

Section 4 - Quorum:

Twenty-five percent (25%) of MAT employees at any given meeting shall constitute a quorum.

ARTICLE V - MAT Executive Council

Section 1 - General Powers:

The MAT Executive Council shall be the official representative entity of MAT employees.

Section 2 - Composition of the Executive Council:

The members of the Executive Council will consist of no fewer than 12 and no greater than 25 members. The Council should include the President; the Past President; the President-Elect; Secretary; Treasurer; and Dues Coordinator; one (1) elected member from each of the following clusters: I - grades 13-14, II - grades 15-17, III - grades 18-21; and one representative from each District unit. At his/her discretion, the MAT President may appoint members-at-large (see Section 3:C).

Section 3 - Selection of the Executive Council:

The MAT Executive Council (MEC) shall be chosen by the following procedure:

A. Officers:

1. The MEC President will solicit nominations from the MAT Executive Council and will submit a proposed slate of candidates to the MEC for ratification.
2. The candidate slate will be voted upon by the MEC at the May organizational meeting.
3. The President-Elect shall assume the duties of the President at the Council's first meeting of the new fiscal year.

B. Unit Representatives



Each unit (MCCCD Colleges and District Office) shall elect a member to be its official unit representative to the MAT Executive Council. The unit representative shall serve as the primary MAT Executive Council member responsible for disseminating information and materials back to his or her respective unit constituency.

C. Cluster Representatives

1. The president will appoint (with the ratification of the Executive Council) a Nominating Committee.
2. The Nominating Committee will solicit nominations from all membership in each cluster and will submit a proposed slate to the MAT Executive Council for ratification.
3. The candidate slate will be voted upon by the cluster membership through a paper or electronic mail vote so that the results can be posted no later than April 30.
4. If an Executive Council member representing a cluster is promoted to a permanent position in a different cluster, a vacancy will occur in the original MAT Executive Council cluster representative, and the promoted member will become a member-at-large if a vacancy exists. If a vacancy does not exist, the President may appoint the promoted member to the MAT Executive Council (in excess of the 25 Executive Council membership limit) for the duration of the promoted member's original term. This appointment shall be subject to the ratification of the MAT Executive Council.

D. At-Large Representatives

At-large members of the Executive Council shall be appointed by the President and ratified by a majority vote of the Executive Council. Appointment of at-large members will be in response to special needs identified by the Executive Council membership. The Executive Council President may accept names submitted by a college or District MAT Employee Group.

Section 4 - Term of Office:

Installation of elected MAT Executive Council members will occur on or before the first Executive Council meeting of the new fiscal year. Unit Representatives will be elected and serve either a one-year or a two-year term dependent upon their respective unit's policies or by-laws. (Cluster Representatives will be elected or appointed to serve a two-year term beginning July 1, and may not be elected to serve more than two consecutive terms. At-large members will serve for the duration of the fiscal year in which they were appointed.

Section 5 - Vacancies:

When a vacancy occurs in the MAT Executive Council, the President shall appoint a MAT Employee to fill the unexpired term. This appointment shall be subject to the ratification of the MAT Executive Council.



Section 6 - Removal:

Any elected or appointed member of the MEC may be removed by a majority vote of the full MEC.

Section 7 - Regular Meetings:

The Executive Council shall determine the time and place for the holding of regular meetings of the council.

Section 8 - Special Meetings:

Special meetings of the Executive Council may be called by or at the request of the President or any four members of the Executive Council. The person or persons authorized to call special meetings of the Executive Council may fix the place for holding any special meetings. Written or electronic notice of the date, time, place and agenda item(s) of any special meeting shall be distributed to the Executive Council at least two (2) business days in advance of the meeting (except in case of emergency). Only the agenda item(s) announced in the notice shall be considered during the special meeting.

Section 9 - Quorum:

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

Section 10 - Dues:

The MAT Executive Council shall assess annual dues to all members of the MAT Employee Group. These dues shall be due and payable on the first day of the fiscal year, July 1st, and shall be made payable to MAT. Payment of dues is at the discretion of employees. All expenditures of funds from the dues account shall be approved by the MAT Executive Council. Expenditures in excess of \$100 require advanced approval.

ARTICLE VI - MAT Executive Council Officers

Section 1 – President:

The President shall preside over all meetings of the Executive Council and of the MAT members and, in general, perform all duties incident to the office and such other duties as may be prescribed by the Executive Council. These duties include appointments to MEC and District committees (e.g., Financial Advisory Council, Common Policies, Employee Benefits Advisory Committee, and the WLG/AAWCC Group, etc.), as well as vacancies on the MAT Executive Council. Such appointments are subject to ratification by the MAT Executive Council. The President shall request that the MAT Executive Council's financial records are audited annually, at the close of the MCCCDC fiscal year. Audit results shall be distributed to all members of MEC.



Section 2 President-Elect:

The President-Elect shall assume the duties of the President in his/her absence. The President-Elect shall act as the Parliamentarian for the Executive Council and assure that all activities are conducted in accordance with the by-laws. The President-Elect shall perform other duties that may be assigned by the President or the Executive Council.

Section 3 - Past President:

The Past President will serve as a resource/historian to the current Executive Council.

Section 4 - Secretary:

The Secretary shall keep the minutes of the MAT employee meetings and of the Executive Council; see that all notices are duly given in accordance with the provisions of these by-laws; keep a membership roster; and perform all other duties incidental to the office of Secretary.

Section 5 - Treasurer:

The Treasurer shall represent the MCCCCD MAT Employee Group in, and be responsible for, the expenditure of funds in accordance with the directions of the MAT Executive Council; shall maintain appropriate financial records, shall be ready whenever required to give the MAT Executive Council all funds and records, and shall give these records and funds to the incoming treasurer at the end of the term of office; and perform all other duties incidental to the office of Treasurer. The treasurer shall make available all financial records for the annual audit and any other audits as deemed necessary by the MAT Executive Council.

Section 6 - Dues Coordinator

The Dues Coordinator shall be responsible for the receipt and deposit of funds from membership dues and maintenance of financial records. Additionally, the Dues Coordinator will be responsible for conducting an annual dues collection campaign.

ARTICLE VII - MAT Executive Council Committees

Section 1 – Committee Oversight

Committees identified in this section shall conduct committee business. Policy and procedure changes shall be submitted to the MAT Executive Council for approval.

Section 2 - Award and Recognition Committee:

An Award and Recognition Committee shall be composed of the President-Elect, each cluster representative and up to two additional members appointed by the President from the MAT Employee Group. The committee will solicit and accept nominations for awards and recognitions from the MAT employee group. The Committee members will submit a list of awardees to the MAT Executive Council for ratification. The presence of three (3) members shall constitute a quorum for the Committee, and the affirmative vote of the majority shall be necessary for the adoption of any resolution.



Section 3 –Policy Development Committee:

A Policy Development Committee shall be composed of the President of the MAT Executive Council, the immediate Past-President, the President-elect, and each cluster representative. The President may appoint one additional member from the MAT Employee Group.

These appointments must be ratified by the MAT Executive Council. The presence of a majority of the members shall constitute a quorum of the Policy Development Committee and a majority vote shall be necessary for the adoption of any resolution.

Resolutions and recommended actions shall be submitted to the MEC for ratification. The Policy Development Committee shall serve as the official voice of the MAT Employee Group in regard to wage, salary, benefits, and MAT Policy Manual issues.

Section 4 – Professional Growth Committees:

The MAT Professional Growth Committee, an oversight body, will consist of the MAT Executive Council President (or designee), the MAT Executive Council President-elect, and the chairs of each MAT Professional Growth Subcommittee (Certification, Sabbatical, and Tuition/Activities). This committee will be responsible for addressing any complaints regarding Professional Growth that are unable to be reasonably addressed (irreconcilable complaints) by the appropriate subcommittee mentioned previously. The members of this committee agree to meet, as needed, to discuss and determine the appropriate course of action for all irreconcilable complaints. All decisions and actions will be determined by a majority vote of the Professional Growth Committee and will be considered final.

Tuition/Activities, Sabbatical, and Certification committees each shall include at least one

(1) member of the MAT Executive Council who is appointed by the MAT Executive Council President, and ratified by the MAT Executive Council. The Chairs of the Professional Growth Committees shall each be members of the MAT Executive Council. Resolutions and recommended actions shall be submitted to the MEC for ratification.

Section 5 - Grievance/Collaborative Resolution Committee:

A grievance Committee, which will act in accordance with the current MAT Policy Manual, will be appointed by the MAT Executive Council President and ratified by a majority of the MAT Executive Council.

Section 6 - Other Committees:

Other committees may be established by majority vote of the MAT Executive Council. Members shall be appointed by the President and ratified by majority vote of the MAT Executive Council.



Section 7 - Vacancies:

The President shall make appointments to fill committee vacancies. Such appointments shall be ratified by majority vote of the MAT Executive Council.

Section 8 – Rules and Guidelines:

Each committee shall establish and maintain rules for its own governance, which shall be consistent with the MEC bylaws or with the rules adopted by the MAT Executive Council. Each committee shall establish and maintain guidelines delineating its role, responsibilities, and processes. These guidelines shall be presented to the MAT Executive Council for approval.

Section 9 - Annual Report:

Each committee shall present a written report identifying accomplishments, issues, concerns, and outcomes, at the June MAT Executive Council meeting. A copy of this report shall be given to the incoming committee chair.

ARTICLE VIII - Amendment to By-laws

These by-laws may be amended, repealed, and/or new by-laws may be adopted by a simple majority vote of the MAT Executive Council present at any regular meeting or special meeting. All such changes must be made in accordance with the Change MAT Executive Council (MEC) By-Law Process.

ARTICLE IX – Unit By-laws

MEC encourages individual units to establish and maintain unit-specific MAT Bylaws. In doing so, no unit specific MAT bylaws shall supersede the District-wide MEC Bylaws, and shall be written in such a fashion as to promote continuity with the District-wide MEC Bylaws.

Article X –Voting

Section 1 – MEC Voting Right:

Each MEC officer, unit representative, cluster representative, and at-large member shall be entitled to one vote on each matter that requires a vote of the MEC membership.