

ASSOCIATION OF CERRITOS COLLEGE MANAGEMENT EMPLOYEES

CONSTITUTION

ARTICLE I: NAME

This association is called the Association of Cerritos College Management Employees (ACCME).

ARTICLE II: PURPOSES

The purpose of the organization is to promote and develop a cohesive management unit at Cerritos College; to make recommendations to the President/Superintendent for submission to the Board of Trustees on matters pertaining to the economic welfare, interests, and benefits of the management of Cerritos College; to serve in an advisory capacity to the President/Superintendent regarding the campus environment; to represent management employees in matters of compensation through meet and confer; to promote the general welfare and inter-relationships of management through professional and social activities; to continually improve the ability of ACCME to provide leadership and services to represent and respond to the changing needs of the ACCME membership.

ARTICLE III: MEMBERSHIP

Membership is open to all Cerritos College personnel who designated by the Board of Trustees as management, including acting and/or interim appointments.

ARTICLE IV: MEETINGS

Section 1 **Number of Meetings**

This association will hold at least one regular meeting each month from August to May. A monthly meeting may be scheduled in the months of June and July as needed.

Section 2 **Meeting Notices**

Regular ACCME meetings will occur monthly at a time convenient to the ACCME membership. This can be changed by a vote or call of the ACCME President with notification by email to the membership 72 hours in advance.

Section 3 **Order of Business**

The rules contained in *Robert's Rules of Order* will govern meetings of the association, committees and the Executive Council, in all cases when such rules are applicable and when they are not otherwise inconsistent with any applicable statute of this Constitution and By-Laws.

Section 4 **Participation**

Individuals should recuse themselves as appropriate when a conflict of interest occurs.

ARTICLE V: ELECTED OFFICERS. EXECUTIVE COUNCIL AND DUTIES

Section 1 *Elected Officers*

The elected officers of this association are a President, a Vice President, a Secretary, and a Treasurer. The officers will be elected by the general membership at the May regular meeting.

Section 2 *Executive Council*

The Executive Council will consist of the elected officers of the organization and the immediate Past President and is the official representative body of ACCME.

The Executive Council will plan the meetings of the association and will recommend for organization action the general policies to be observed by the association. The Executive Council will also meet with the President of the college on a regular basis (monthly meeting). Nothing in this section will preclude a proposal by any member on any policy or particular matter by a motion thereon at the regular meetings of the organization.

Section 3 *Election*

The President will appoint the Past President as chairperson of the Nominating Committee. Two members in good standing will be appointed by the President to the Nominating Committee. It will be the duty of this committee to present a slate of candidates to be placed in nomination at the last regular meeting of the school year. Additional nominations will be made from the floor. All members in good standing will be given the opportunity to vote.

Section 4 *Duties*

The duties of the elected officers will be set forth in the By-Laws. The President will be chairperson of the Executive Council and will preside over general meetings of the organization.

ARTICLE VI: AMENDMENTS

This constitution may be amended by a two-thirds vote of present members ~~voting~~, after the proposed amendments have been read at a regular meeting. Proposed changes will be submitted to the membership at least one week before the first regularly scheduled meeting at which proposed amendments are to be read.

ASSOCIATION OF CERRITOS COLLEGE MANAGEMENT EMPLOYEES
BYLAWS

ARTICLE I: DUTIES OF OFFICERS

Section 1 President

The President will serve as an ex-officio member of all ACCME committees. With the concurrence of the Executive Council, the President will make all appointments and create a process to fill all interim vacancies. The President will serve as chairperson of all regular and special meetings of the organization, including those for the Executive Council, and is duly responsible to call such meetings. In the absence of the President, all duties will automatically be delegated to the Vice President. The President will authorize payment of all bills of expense incurred by the organization.

The President is authorized as the ACCME contact person with regard to filling requests for representatives to management hiring committees and representation on other committees. The President will solicit interested members for such appointments and recommendations from ACCME when more than one ACCME member is interested in serving.

Section 2 Vice President

The Vice President will serve as Parliamentarian. In the event of the absence of the President, the Vice President will assume the duties and responsibilities of that office.

Section 3 Secretary

The Secretary will keep a current list of ACCME members in good standing and will also maintain the list of ACCME representatives on each of the shared governance committees on campus. Additionally, in collaboration with the Executive Council, the secretary will prepare the meeting agendas and maintain meeting notes.

Section 4 Treasurer

The Treasurer will have responsibility for the books of account of the organization. The Treasurer will collect dues and deposit all negotiable assets in the proper Account, if dues are collected. All checks are to be co-signed by the President and the Treasurer. The Treasurer will present the books of account to the Executive Council annually and/or on demand.

ARTICLE II: STANDING COMMITTEES

Section 1 Executive Council

The Executive Council will be composed of the four officers and the immediate Past President.

Section 2 Ad Hoc Committee

Ad Hoc Committees will be appointed by the Executive Council and will serve until the special assignments are completed.

ARTICLE III: MEMBERSHIP

The membership year shall be from August 1st through July 31st. A member will be considered in good standing if his/her dues are paid for the current year. Members will be considered delinquent if dues are not paid before November 1st and not in good standing until dues are paid.

ARTICLE IV: DUES

Each year ACCME will review its membership dues at the first regular meeting. If there are membership dues, it will be established by a majority vote at the first regular meeting of each school year.

The manager attending ACCME meetings will be responsible for dues if the position held is permanent or interim/acting.

ARTICLE V: VOTING ELIGIBILITY

Only members in good standing may exercise the privilege of voting. Members not in good standing will not have voting privileges. The Treasurer will keep a current list of members in good standing. The ACCME President, Vice President, Secretary, and Treasurer will establish voting procedures, including provision for absentee ballots.

ARTICLE VI: HIRING COMMITTEES

Managers who are in good standing will be given first consideration when selecting whom will represent ACCME on hiring searches.

On hiring committees for faculty, classified or management positions, ACCME solicits managers who are interested in serving to come forward. If more than what is needed to serve on a particular hiring committee comes forward, then a brief (100-150 word) statement is solicited, and this along with the name of the persons interested goes forward to the ACCME membership for a vote. The person(s) receiving the most number of votes will be sent forward to represent ACCME on that particular hiring committee.

On hiring searches for Executive Council members (Vice-President and the President), ACCME executive council members will have first consideration on serving as the ACCME representatives on these hiring committees.

ARTICLE VII: SHARED GOVERNANCE COMMITTEE ASSIGNMENTS

All managers have a responsibility to be active in the shared governance process of the institution.

ACCME will review the committee assignment list in March or April to make changes to the committee assignments as needed with final changes completed by May.

On shared governance committees, ACCME solicits members who are interested in serving to come forward. If more than what is needed to serve on a particular committee comes forward, then a brief (100-150 word) statement is solicited, and this along with the name of the persons interested goes forward to the ACCME membership for a vote. The person receiving the most number of votes will be sent forward to represent ACCME on that particular committee. The person receiving the second highest number of votes will be sent forward as the alternate.

For committees without a designated alternate, the ACCME member will find their own replacement.

If a committee vacancy occurs before a term is completed, a member in good standing can be selected to complete out the existing term. Once the term sunsets, the committee assignment will be open to all members in good standing through the ACCME selection process.

ARTICLE VIII: MEET AND CONFER PROCESS

ACCME and the Cerritos Community College District agree to use the following process to meet and confer regarding all compensation issues:

1. The College President will meet with ACCME elected officers.
2. The meet and confer sessions will be a collaborative, collegial decision-making process in which there is an open exchange of information.
3. Prior to presentation of any compensation proposal to the Board of Trustees, ACCME will be notified in writing of the content and date of presentation.
4. ACCME will be notified in writing of any action taken by the Board of Trustees.

ARTICLE IX: AMENDMENTS TO BYLAWS

These By-Laws may be amended at any regular meeting by a majority vote of the present members in good standing.