

**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 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 the SMC Management Association is located at Santa Monica College, 1900 Pico Boulevard, Santa Monica, Los Angeles, California 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.

*ARTICLE III*  
OFFICERS

*Section 1. Numbers and Titles*

The officers of the SMC Management Association shall be the president, vice-president, immediate past president, coordinator and treasurer. The officers shall serve for a term of two years.

*Section 2. Nomination and Election of Officers*

A slate of officers shall be recommended by the Executive Committee and presented to the managers-at-large for ratification in the spring for the following fiscal year.

*Section 3. 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 4. 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 a regular election is held.

#### Section 5. Duties of Officers

1. President. The president shall generally supervise, direct, and control the business and the officers of the SMC Management Association.
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 year.
3. Immediate Past-President: The immediate past president shall perform duties as may be prescribed by the president.
4. Coordinator. The Coordinator shall perform duties as may be prescribed by the officers, including:
  - (a) Schedule meetings of the M.A. Executive Committee and Management Association; prepare and 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 and account records for the SMC Management Association.
  - (d) Deposit and disburse funds and valuables in the name of the SMC Management Association as required.

#### Section 6. Management Association Executive Committee

The Management Association Executive Committee shall comprise the Officers (President, Vice-President, Immediate Past President, Coordinator and Treasurer), past presidents, and up to three at-large appointments by the M.A. President.

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
- Provide input for selection Manager of the Year\*
- Develop ways to foster dialogue among academic managers, classified managers and confidential employees and, when appropriate, share important issues with the Superintendent/ President.

#### \*Criteria for Manager of the Year

The Manager of the Year 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 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.

#### *Executive Committee Meetings*

Meetings of the Executive Committee shall be held monthly to plan upcoming Management Association meetings and discuss other business

#### *Section 8. 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.

### 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*