

ARTICLE 1 - NAME

The name of this organization shall be the Mesa Community College Professional Staff Association, hereinafter referred to as the MESA PSA.

ARTICLE II – AFFILIATION

The MESA PSA shall be a Unit of the Maricopa County Community College District Professional Staff Association, hereinafter referred to as PSA.

ARTICLE III – PURPOSE

SECTION 1

It shall be the purpose of the MESA PSA to strengthen and unify the professional staff employees, and to improve their salaries, working conditions, benefits, and policies.

SECTION 2

It shall be the purpose of the MESA PSA to provide an organized means of communication between Administration and Professional Staff District-wide.

SECTION 3

It shall further be the purpose of the MESA PSA to encourage and promote the professional skills and standards of service of its members within their professional capacities.

SECTION 4

It shall further be the purpose of MESA PSA to collect dues and utilize funds as needed for the attainment of these purposes and for the general benefit of its membership.

SECTION 5

The MESA PSA acknowledges it is a Unit of the MCCD PSA and that the District-wide PSA Constitution supersedes this document. Furthermore, the MESA PSA shall abide by all applicable local, state, and federal laws.

ARTICLE IV – MEMBERSHIP

SECTION 1 – Eligibility

- A. Any regular MCC employee as defined in the “Professional Staff Policy Manual” is entitled to membership in the MESA PSA.

SECTION 2 – MESA PSA Members-At-Large

- A. MESA PSA membership-at-large shall be open to all regular MCC Professional Staff employees. MESA PSA members-at-large shall constitute those persons who do not elect to pay dues at the Unit level.
- B. MESA PSA members-at-large shall not be granted any benefits offered exclusively to dues-paying members. MESA PSA members-at-large may vote on all Unit level non-monetary issues.

SECTION 3 – MESA PSA Associate Members

- A. MESA PSA associate membership shall be open to all regular MCC Professional Staff employees.
- B. MESA PSA associate members shall constitute those persons who elect to pay dues at the Unit level; and shall be afforded all advantages and privileges offered to dues – paying members.
- C. All officers of the MESA PSA shall be MESA PSA and MCCD PSA Associate Members.

ARTICLE V – ORGANIZATION

SECTION 1 – Leadership

- A. The MESA PSA leadership shall be composed of the MESA PSA Leadership Team, the MESA PSA Communication Team, the MESA PSA Professional Growth Team, and the MESA PSA District Representative Team.
- B. There will be a standing body of Issue Teams. In addition, there is the opportunity to organize and disband additional Issue Teams according to organization need. Each team will have an initial meeting to review prior year’s activities and establish an annual agenda for the team. Each team will be responsible for keeping the membership informed of its activities, recording meetings, and submitting an end-of-the year report.

SECTION 2 – Team Organization

A. MESA PSA Leadership Team

This team will be comprised of the elected positions of:

President
President Elect
Immediate Past President
Recorder
Treasurer
Communication Coordinators (2)

In addition to the individual position responsibilities of the team members, the MESA PSA Leadership Team shall represent PSA, both generally and specifically, in all dealings with the Campus: its administration, faculty, students, and community. It will establish general and special meetings, determine issues, and establish budgets. It will determine and/or recommend policy and procedures with respect to overall management and operations of PSA.

B. MESA PSA Communication Team

This team will be comprised of the Communication Coordinators and Communication Circle Leaders as determined by the Communication Coordinators prior to the September General Meeting.

This team will be responsible for the organization of communication and feedback channels for all MESA PSA Association Members and MESA PSA Members-At-Large. It will work with the MESA PSA Leadership, MESA PSA Professional Growth, and MESA PSA District Representative Teams to insure all members are kept well informed of issues related to MESA PSA, the campus and the District. In addition, it will be responsible to pass concerns of members on the appropriate MESA PSA Team for consideration.

C. MESA PSA Professional Growth Team

This team will be comprised of the Renewal Coordinator, Scholarship Chair, and the Unit representatives. To the District Paid Educational Leave, Professional Staff Development and Professional Internship Committees. The Renewal Coordinator will chair this team.

In addition the regular duties of each member's position, it will be the responsibility of this team to keep members informed of professional growth opportunities and information related to taking advantage of these opportunities. Also, it will be the responsibility of this group to identify and plan for the

advancement of the professionalism of all MESA PSA Associate Members and Members-At-Large.

D. MESA PSA District Representatives Team

This team will be comprised of the MESA PSA District Representatives and Alternative Representatives. The number of Representatives and Alternatives will be determined by the MCCD PSA as outlined in the MCCD PSA Constitution.

The Mesa PSA President and President-Elect shall be District Representatives fulfilling a two-year term. In the event the Mesa Association President-Elect resigns from office, their replacement will fulfill the two-year term as District Representative.

It is the responsibility of the District Representative Team to represent MESA PSA interests at the District Level, and utilize Communication Circles to communicate pertinent information to MESA PSA membership.

SECTION 3 – Issue Teams

- A. Election Team: The MESA PSA President shall appoint a standing Election Team with ratification by the MESA PSA Leadership Team. The MESA PSA President-elect will be the chair of the election team.
- B. Scholarship Team: Membership of this team will be comprised of three elected (3) members. The team will elect a Chairperson who will be a member of the MESA PSA Professional Growth Team.
- C. Welcoming Team: Membership of this team will be made by appointment by the MESA PSA President and/or volunteerism and shall consist of at least three (3) members.
- D. Hospitality Team: Membership of this team will be made by appointment by the MESA PSA President and/or volunteerism.
- E. Advisory Team: Membership of this team will consist of the MESA PSA President, immediate Past President-Elect, and others appointed by the MESA PSA President or filled through volunteerism. The team will consist of not more than five people.
- F. Audit Team: Membership of this team will consist of three people appointed by the MESA PSA Leadership Team. The team will conduct a financial audit, and present a report to all members at the end of teach leadership term.

SECTION 4 – Representatives to Mesa College Committee

The MESA PSA President shall appoint PSA representatives to campus communities as requested by the President of Mesa Community College and/or his/her representatives.

ARTICLE –VI – MEETINGS

SECTION 1 – General Meetings

- A. General meetings shall be held a minimum of once a month from September through May. The place and time of these meetings shall be determined by the MESA PSA Leadership Team.
- B. Agenda items must be submitted to the MESA PSA President 48 hours prior to the general meeting.
- C. Agenda must be distributed to all MESA PSA members 24 hours to the general meeting.

SECTION 2 – Special Meetings

- A. Special meetings may be called by the MESA PSA President or members of the MESA PSA Leadership Team.
- B. Agenda items must be submitted to the MESA PSA President and designated chair 48 hours prior to a special meeting.
- C. Agendas must be distributed to all MESA PSA members 24 hours prior to the special meeting.

SECTION 3 – Attendance

- A. Any MESA Leadership Team or District Representatives Team member absent from four (4) or more Leadership Team or District Representative meetings in one election year, may be replaced on a permanent basis according to procedures outlined in ARTICLE X.

SECTION 4 – Voting Rights

- A. All MESA PSA Members-At-Large shall have one vote each on non-monetary issues being voted on.
- B. Only MESA PSA Associated Members will have one vote each on all monetary and non-monetary issues being voted on.
- C. The MESA PSA President will vote only to break a tie.

SECTION 5 – Quorums

- A. Two (2) MESA PSA elected officers and ten (10) MESA PSA Members-At-Large and/or Associated Members shall constitute a quorum for the transaction of all non-monetary business.
- B. For monetary issues, two (2) MESA PSA elected officers and six (6) MESA PSA Associate Members shall constitute a quorum for the transaction of monetary business.
- C. A simple majority of eligible voters present shall be sufficient to transact all business.

SECTION 6 – Proxies

At any general or special meeting of the MESA PSA, a MESA PSA Member-At-Large and/or MESA PSA Associate Member entitled to vote, may do so by proxy executed in writing. A proxy will be valid for one meeting only.

ARTICLE VII – NONMINATION AND ELECTION PROCESS

SECTION 1 – Eligibility

- A. A person seeking nomination for the position of MESA PSA President, President-Elect, District Representatives and/or Communication Coordinator must have been an Associate Member of any MCCD PSA Unit for a minimum of one year as of the date of the election for that position.
- B. A person seeking nomination for any other elected position must be an Associate Member of any MCCD PSA Unit as of the date of the election for that position.
- C. Eligibility will be verified by the MCCD and/or MESA PSA Treasurer (or their designee).
- D. All officers must be MCCD and MESA dues paying members throughout the duration of their term.

SECTION 2 – Nominations

- A. The Election Team shall solicit candidates for available elected positions; and submit a slate of candidates on a Nomination Ballot to the members-at-large and associate members.
- B. A Nomination Ballot shall be determined, verified, and available to MESA PSA Members-At-Large and MESA PSA Associate Members prior to the end of April.

SECTION 3 – Elections

- A. The election shall be held prior to the last day of accountability for 9-month PSA employees.
- B. The election procedure will be developed by the Election Team and submitted to the MESA PSA Leadership Team for approval prior to accepting nominations.

SECTION 4 – Installation of Positions

- A. The MESA PSA Leadership Team members shall assume office after the May meeting each year.
- B. Installation of all newly elected MESA PSA Leadership Team members shall be conducted at May general meeting.

ARTICLE VIII – OFFICERS

SECTION 1 – President

- A. The MESA PSA President shall preside over all MESA PSA Association meetings.
- B. The President shall serve as a liaison between District, campus, and professional staff employees.
- C. The President may act as an ex-officio member of all MCC PSA teams.
- D. The President shall appoint representatives of MCC PSA to fill vacancies on teams (with the exception of those teams and chairs that require election).
- E. The President shall be the official spokesperson in representing the views and positions of Professional Staff employees.
- F. The President shall serve a one-year term, and will become the Immediate Past President upon completion of the term.
- G. The President shall be a District Representative.

SECTION 2 – President Elect

- A. The Mesa PSA President-Elect shall assume the duties of the MESA PSA President in his/her absence; and as a defined in ITEM B below.
- B. In the event that the President’s office is vacated, the President-Elect shall assume the office of President for the remainder of that term, and the succeeding term.

- C. The President-Elect shall serve as the coordinator of the Election Team.
- D. The President-Elect shall serve during one year, and will become President upon completion of the term.
- E. The President-Elect shall serve as a District Representatives.

SECTION 3 – Immediate Past President

- A. The MESA PSA Immediate Past President shall advise the MESA PSA President at his/her request.
- B. The Immediate Past President shall serve as an alternative to district meetings if not directly serving as a representative of the MESA PSA.
- C. The Immediate Past President shall serve as the chair of the Welcome Team.
- D. The immediate Past President shall serve as the chair of the Auditing Team.
- E. The Immediate Past President shall serve as one year term.

SECTION 4 – Recorder

- A. The MESA PSA Recorder shall be the official record keeper of MESA PSA.
- B. The Recorder shall record and distribute minutes of the general and special meetings within one week of the meeting date.
- C. The Recorder shall maintain the official files, correspondence, and team of the MESA PSA.
- D. The Recorder shall serve a one year term.

SECTION 5 – Treasurer

- A. The MESA PSA Treasurer shall be the official financial officer for MESA PSA.
- B. The Treasurer shall be responsible for opening, recording and maintaining permanent financial records and statements of account for all MESA PSA monies. This includes all disbursements and collection of funds.
- C. The Treasurer shall be responsible for maintaining a current list of all associate members.
- D. . The Treasurer shall cooperate fully with the Audit Team.

- E. The Treasurer shall be responsible for membership recruitment.
- F. The Treasurer shall serve a one year term.
- G. The Treasurer shall maintain an electronic mail Distribution List of all Associate Members.

SECTION 6 – Communication Coordinators

- A. There will be two elected Communication Coordinators for the MESA PSA.
- B. The Communication Coordinators shall be responsible for organizing Communication Circles, appointing Communication Circle Leaders, and maintaining communication flow between Circles, Leadership, and MESA PSA membership.
- C. The Communication Coordinators shall maintain and update distribution list of circle members and electronic distribution list of all MESA PSA membership.
- D. The Communication Coordinators will serve a two year term, and shall be elected in alternate years.

SECTION 7 – Professional Staff Development District Representative

- A. The MESA PSA Professional Staff Development (PSD) District Representatives shall serve a two year term.
- B. The PSD Rep shall attend District PSD meetings.
- C. The PSD Rep shall communicate PSD deadlines, procedures, policies, etc. to members-at-large and associate members.
- D. The PSD Rep shall serve as a member of the MESA PSA Professional Growth Term.

SECTION 8 – Paid Educational Leave District Representative

- A. The MESA PSA Paid Educational Leave (PEL) District Representative shall serve a two year term.
- B. The PEL Rep shall attend District PEL meetings.
- C. The PEL Rep shall communicate PEL deadlines, procedures, policies, etc to members-at-large and associate members.

- D. The PEL Rep shall serve as a member of the MESA PSA Professional Growth Team.

SECTION 9 – Professional Staff Internship District Representative

- A. The MESA PSA Professional Staff Internship (PSI) District Representative shall serve a two year term.
- B. The PSI Rep shall attend District PSI meetings.
- C. The PSI Rep shall communicate PSI deadlines, procedures, polices, etc to members-at-large and associate members.
- D. The PSI Rep shall serve as a member of the MESA PSA Professional Growth Team.

SECTION 10 – Renewal Coordinator

- A. The MESA PSA Renewal Coordinator will serve as the Chairperson of the MESA PSA Professional Growth Team.
- B. The MESA PSA Renewal Coordinator will coordinate Professional Development programs for MESA PSA membership.
- C. The Renewal Coordinator shall identify professional growth related issues of importance to MESA PSA membership and communicate issues to the MESA PSA Leadership Team.

SECTION 11 – Scholarship Team Members

- A. The MESA PSA Scholarship Team Members shall serve a two year term.
- B. Scholarship Team members shall serve as the MCC PSA liaison to MCC scholarship programs.
- C. Scholarship Team members shall develop application procedure, deadlines, and recommendations for MCC PSA scholarship.
- D. Scholarship Team members shall elect a chairperson who will serve on the MESA PSA Professional Growth Committee and represent MESA PSA in other scholarship related activities.

SECTION 12 – District Representative and Alternative Representatives

- A. MESA PSA District Representatives and Alternate Representatives shall serve a two year term.

- B. District Reps and Alternate Reps shall serve as the MCC PSA liaison to the MCCD PSA.
- C. District Reps shall attend or give proxy for all MCCD PSA meetings. Alternate Reps will attend in place of District Reps who are unable to attend.
- D. District Reps and Alternate Reps shall provide communication on MCCD PSA activities, issues, and concerns to the MCC PSA membership.
- E. District Reps and alternate Reps shall represent the interest of MESA PSA and its membership to the MCCD PSA.

ARTICLE IX – VACANCIES

Should a MESA PSA elected position (other than the President) be vacated for any reason prior to the end of the term, the MESA PSA Leadership Team shall ask the Nominating Team to conduct the election by ballot or by election meeting, or the MESA PSA President may appoint a replacement upon approval of the MESA PSA Leadership Team. The nominee receiving the majority of votes shall take office for the remainder of the current term of that office.

ARTICLE X – REMOVAL FROM OFFICE

SECTION 1 – Procedure

Whenever a majority of the MESA PSA Leadership Team agrees that a person holding an elected position is no longer effective in said position, or has not served in the best interest of the MESA PSA, then the MESA PSA Leadership Team shall recommend that the position be declared vacant, and fill it according to the procedures outlined in ARTICLE IX.

SECTION 2 – Due Process

The person occupying the position in question shall have the right to appear before the MESA PSA Leadership Team to hear allegations, and to present rebuttals, prior to the vote taken to vacate the position.

SECTION 3 – Quorum

Approval to vacate the position must be confirmed by a simple majority of MESA PSA Leadership Team.

ARTICLE XI – FINANCIES

SECTION 1 – Dues

- A. All Mesa Professional Staff employees are encouraged to pay dues. The amount of dues for each fiscal year shall be determined at the General Meeting in May.
- B. MESA PSA dues will be collected through December 15th for continuing employees.
- C. MESA PSA dues for new employees hired after December 15th will be assessed at one-half the current rate.
- D. MESA PSA dues will expire on December 16th of the following that for which they were paid (i.e. if dues were 1998-99 election year, which runs from June 1, 1998 to May 31, 1999. The dues would expire on December 16, 1999.)

SECTION 2 – Expenditures

MESA PSA associate members must vote on expenditures of money originating from dues sources.

SECTION 3 – Other Funds

Mesa PSA may raise and deposit other funds pursuant to all local, state, and federal laws and regulations.

ARTICLE XII – AMENDMENTS

SECTION – Approval

- A. Any proposed amendment or revision to Mesa Community College Professional Staff Constitution must be submitted in writing to the MESA PSA Leadership Team for approval.
- B. Upon approval, written notice of proposed amendment and/or revision to the Mesa Community College Professional Staff Constitution shall be given to the MESA PSA members-at-large and associate members at least two (2) weeks prior to ratification.

SECTION 2 - Ratification

Ratification shall occur when a simple majority of those who vote in favor of the amendment or revision.