

BY-LAWS

Article I: Rules

- Section 1. Robert's Rules of Order, latest edition, shall be the authority on all questions of procedure not specifically stated in this Constitution and By-Laws.

Article II: Meetings

- Section 1. General Membership Meetings. All meetings of the local shall be open to members except for reasons set forth in MEA Administration Policy XII. There shall be a minimum of two general membership meetings scheduled by the President during each academic year, one of which shall be the annual spring meeting or the fall luncheon. It shall be the President's power to modify the notification to the membership, with at least eighteen (18) hours notice, except for emergencies. All Association business may be brought before the active membership at this time. Any member shall be permitted to address a meeting under rules established by the local.
- Section 2. Special Meetings. Either the President or the Executive Council may call a special meeting upon notification to the general membership as to the time, place, date, and purpose of said meeting.
- Section 3. Executive Council Meetings. The Executive Council shall meet at least once each month according to the calendar, which shall be established by the Council at the beginning of each academic year. The President or three members of the Council can call special meetings of the Council.
- Section 4. Ratification Meeting. When the Association is considering entering into a legal binding agreement with the Grand Valley State University Board of Trustees, the President and members of the negotiating committee are authorized to sign such an agreement on behalf of the membership upon completion of the following procedures at a general membership meeting:
1. Report and recommendation of Executive Council;
 2. A report and recommendation by the negotiating committee;
 3. Written digest of proposed change;
 4. Discussion by the membership;
 5. A majority vote of those members present shall be required for ratification.
- Only members present and in good standing of the Clerical Office Technical Association may vote on ratification. Vote is by secret ballot.
- Section 5. Order of Business. An agenda shall be established for all general and special meetings, such agenda to include the means of bringing any and all business matters before the membership.
- Section 6. Minutes. Minutes of each meeting must be kept by the Secretary of the Association and available for membership inspection.

Article III: Quorum

- Section 1. Quorum. For purposes of determining a quorum a majority shall be required for all meetings of the Executive Council and Committees. As amended 3/81 a

quorum for general membership meetings shall be twenty (20) members in good standing.

Article IV: Duties of Officers/Compensations/Reimbursement

- Section 1. President. The President shall preside over meetings, appoint members of standing committees unless otherwise specified in the Constitution and By-Laws subject to approval of the Executive Council, serve as an ex-officio member of all committees, represent the Association before the public, be Executive Officer of the Association and perform all other functions attributed to this office.
- Section 2. Vice President. The Vice President of the Allendale Campus shall serve in the President's absence. Allendale and Pew Campus Vice Presidents shall work with one or more standing committees as delegated by the President, and assist the President as necessary in the conduction of Association business. The Allendale and Pew Campus Vice Presidents shall become familiar with the reclassification process and sit on the Reclassification Joint Review Committee when needed.
- Section 3. Secretary. The Secretary shall keep accurate minutes of all meetings of the Association and Executive Council, maintain official files, and assist the President with Association correspondence. The Secretary shall provide a summary of the previous year's minutes at the annual spring general membership meeting.
- Section 4. Treasurer. The treasurer shall collect and hold funds of the Association and shall disburse them according to decisions of the Executive Council. The Treasurer shall also keep accurate account of receipts and expenditures, report to each meeting of the Association and Executive Council, prepare annual financial statement for membership, keep the President and Executive Council informed of the financial condition of the Association, and assist in the drafting of the annual budget. The Treasurer shall be bonded and the Association shall provide for an annual audit of the books.
- Section 5. Membership Treasurer. The Membership Treasurer shall maintain membership files, MEA dues correspondence, and shall be responsible for dues collection and disbursing enrollment forms to Association Representatives.
- Section 6. Grievance Chair. The Grievance Chair shall be responsible for hearing grievances concerning the Association and its members dealing with matters of working conditions and interpretation of the contract. The Grievance Chair trains and guides the Committee in handling grievances.
- Section 7. Compensation for Officers. The President, Allendale and Pew Campus Vice Presidents, Secretary, Treasurer, Membership Treasurer, and Grievance Chair shall be compensated at 100% for service with payment by the Association of state/national dues during his/her time in office. Chair of Negotiations shall be compensated at 110% during negotiations. Local dues shall not be levied against officers during their time in office. Any PAC contribution will be paid by the individual.
- Section 8. Registration Fees. Registration fees for appropriate workshops and conferences within the state of Michigan are paid in full by the Association. Reimbursement for mileage shall be commensurate with the current MEA rate and paid by the Association. Twenty-five dollars (\$25) per day is paid per person by the Association for meals or miscellaneous expenses for a round trip of two hundred

(200) miles or more entailing an overnight stay. Ten dollars (\$10) per day is paid per person by the Association for one day travel. Members attending workshops or conferences financed by the Association must submit an oral and written report for the Executive Council's records. Attendance at a workshop or conference must be approved by the Executive Council if the Association is financing participation by members. Exceptions to this section must be approved by the Executive Council.

Article V: Power of the Executive Council

Section 1. Executive Council. Upon the Executive Council shall rest the duties, responsibilities and final authority for conduct of the Association in all matters except as provided in the Constitution and By-Laws. The Council may at any time refer matters to the general membership for consideration. Each member of the Executive Council shall have one vote.

Article VI: Association Representatives

Section 1. Association Representatives. Representative on the Executive Council shall be established according to buildings with one (1) representative for approximately every twenty-five (25) Association members. The Association representative shall serve on a volunteer basis with approval of the Executive Council. The candidate, upon recommendation of the Executive Council and appointment by the President shall serve until resignation or recall by Executive Officers.

Section 2. Association Representative Unit. For purposes of determining a unit, whenever possible, buildings will be grouped according to the number of members in each building. Duties of the Association Representative shall include representing the needs and concerns of the members within their unit on the Executive Council, enrollment of members, and providing communication between members and the Executive Council.

Section 3. Association Representative Vacancy. If an Association Representative position for a designated unit becomes vacant during a term, it shall be the responsibility of the Executive Council to fill this vacancy.

Article VII: Committees/Other Representatives

Section 1. Grievance Committee. The Grievance Committee shall be responsible for hearing grievances concerning the Association and its members dealing with matters of working conditions and interpretation of the contract. The committee shall not exceed four (4) regular members (and members in training as necessary) elected at large plus the representative from the unit of the person filing the grievance.

Section 2. Negotiating Committee. The Negotiating Committee is responsible for bargaining local contracts. The Chairperson shall be elected within the Committee and shall be spokesperson for the Committee to the membership. The Negotiating Committee shall not exceed four (4) active members of the Association. Any member wishing to serve on the Negotiating Committee shall notify the Executive Officers. A statement of qualifications must accompany each nomination and the Executive Officers shall screen and interview prospective candidates. The candidate, upon recommendation of the Executive Council and appointment by the President, shall serve until resignation or recall by Executive Officers.

- Section 3. Nominations Committee. The Nominations Committee shall be appointed by the President and shall present all nominations for all elections taking place within a given year and for announcing election results unless otherwise provided for in the Constitution and By-Laws.
- Section 4. Other Committees. The President is authorized to establish such other committees as the Executive Council or general membership deem advisable.
- Section 5. MEA Representative Assembly Delegates/Region Council Members. The MEA Representative Assembly Delegates/Region Council Members shall be nominated in accordance with Article VIII, shall be elected for a term of two years, and can be recalled by the Executive Officers for just cause. The persons receiving the first (1st) and second (2nd) highest number of votes shall be elected MEA Representative Assembly Delegates/Region Council Members. The persons receiving the third (3rd) and fourth (4th) highest number of votes shall be the alternates.
- Section 6. NEA Representative Assembly Delegates. The NEA Representative Assembly Delegates shall be nominated in accordance with Article VIII, shall be elected for a term of two years, and can be recalled by the Executive Officers for just cause. The persons receiving the first (1st) and second (2nd) highest number of votes shall be elected NEA Representative Assembly Delegates. The persons receiving the third (3rd) and fourth (4th) highest number of votes shall be the alternates.
- Section 7. Association Inclusion Advocate. The Association Inclusion Advocate shall be nominated in accordance with Article VIII, shall be elected for a term of two (2) years, and can be recalled by the Executive Officers for just cause. The Association Inclusion Advocate shall promote just, fair, and equal representation of all members within the Association.

Article VIII: Elections

- Section 1. Procedures. The following shall be the procedure for all elected offices except as otherwise stated in the Constitution and By-Laws.
- A. Nomination forms shall be sent out to the active membership no less than two (2) weeks before the election date.
 - B. All nomination forms must be returned within seven (7) days to the Nominations Committee.
 - C. The Nominations Committee shall then present the final nominations within a minimum of three (3) working days before the election.
 - D. The election shall take place by secret ballot.
- Section 2. Schedule. All elections shall be scheduled by the Executive Council unless otherwise provided for in the Constitution and By-Laws.
- Section 3. System. Local governance system complies with the one person one vote concept in all areas and matters brought before the active membership. Active members paying dues are members in good standing.
- Section 4. Election Report. An official report of the election results shall be filed with the MEA no later than ten (10) days following the election.
- Section 5. Records. All ballots and records pertaining to an election shall be kept in the custody of the local Association President for a period of one (1) year.

Section 6. Eligibility. Any member of the local Association in good standing shall be eligible to be nominated.

Article IX: Vacancies

Section 1. Vacancy. Any vacancy, other than that of President, shall be filled by a majority vote of the Executive Council for the remainder of an unexpired term.

Article X: Dues

Section 1. Dues. Dues of the Association shall consist of the total amount of MEA, NEA, and local Association dues.

Section 2. Local. Local dues and assessments shall be established by the majority of active members present at membership meetings according to Article III of the By-Laws. Special assessment may be made only with the approval of the membership. Annual local Association dues shall be thirty-one dollars and fifty cents (\$31.50) per member, assessed one dollar and fifty cents (\$1.50) for twenty-one (21) pay periods during the academic year (effective September 2004.)

Section 3. Membership Fiscal Year. The membership and fiscal year of the local shall coincide with the MEA fiscal year.

Section 4. MEA and NEA Dues. MEA and NEA dues shall be promptly transmitted to MEA and in accordance with applicable MEA and NEA requirements.

Section 5. Short/Long Term Disability. Association members are responsible for Association dues during short term disability. The Association dues are waived once a member begins approved long term disability benefits or a pending legal action.

Article XI: Amendments

Section 1. Amendments to the By-Laws. Amendments to the By-Laws may be introduced at any regular meeting of the Executive Council and shall be acted upon at a subsequent meeting of the active membership or by ballot within thirty (30) days of introduction. The Secretary shall send a copy of the proposed amendment, together with the recommendation of the Executive Council, to each member of the Association a minimum of ten (10) days prior to the vote. A majority vote of the active membership is required to adopt the proposed amendment, which shall become effective immediately upon adoption unless otherwise provided.

Section 2. Conflict. Any part of the local Constitution and By-Laws in conflict with MEA or NEA constitutions and By-Laws shall be declared null and void.

Section 3. Provisions. Provisions of the local Constitution and By-Laws are not in conflict with MEA or NEA Constitution and By-Laws or Administrative Policies.