

# CONSTITUTION

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## PREAMBLE

We, the clerical, office, and technical staff of Grand Valley State University, believing that the clerical, office, and technical staff must institute its own self-government and secure proper recognition and responsibility for the well being of its members, adopt this constitution.

## Article I: Name

- Section 1. The name of this Association shall be the Clerical Office Technical Association at Grand Valley State University a local affiliated unit of the Michigan Education Association/National Education Association.

## Article II: Purpose

- Section 1. To work for the advancement of education and the improvement of instructional opportunities for all.
- Section 2. To secure and maintain the salaries, benefits, and other working conditions necessary for members.
- Section 3. To enable members to speak with a common voice in matters of institutional policy pertaining to their interests, and to present their common interests before the Board of Trustees and other legal authorities as provided by law.
- Section 4. To promote skill and educational improvement opportunities for members. To enable members to increase both their value as employees and their capabilities for job promotion.
- Section 5. To encourage members to exercise their rights and privileges as citizens and to accept willingly leadership in civil affairs.

## Article III: Membership

- Section 1. All clerical, office, and technical employees who meet the active membership requirements of the Michigan Educational Support Personnel Association, National Education Association, and the Clerical Office Technical Association may, upon payment of dues as herein provided, become active members of this Association.
- Section 2. Active members of this Association shall also be members of the Michigan Educational Support Personnel Association and the National Education Association.
- Section 3. Persons who tender agency shop fees shall have no rights or privileges within the local Association, except those rights and privileges as mandated by law.
- Section 4. Active members shall be eligible to hold office in the local and shall be eligible for all benefits and services accruing to members; shall be guaranteed that no member may be censured, suspended, or expelled without a due process hearing for just cause which shall include an appropriate appellate procedure.

#### **Article IV: Officers and Boards**

- Section 1. The Executive Officers of the Association shall consist of a President, Vice President (Allendale Campus), Vice President (Pew Campus), Secretary, Treasurer, Membership Treasurer, and Grievance Chair.
- Section 2. There shall be a governing body known as the Executive Council which shall consist of the Executive Officers, the Association Representatives, Chairperson of the Negotiations Committee, the MEA Representative Assembly Delegates/Region Council Members and alternates, the NEA Representative Assembly Delegates and alternates, the Association Inclusion Advocate, the Constitution and By-Laws. The immediate past President shall serve as an ex-officio member and serve as an advisor to the President for a minimum of one (1) year.
- Section 3. Any member of the Executive Council who is absent from three consecutive regularly scheduled meetings of the Council (without prior approval of the Executive Officers) shall no longer be a member of the Executive Council, and the position shall be declared vacant. Vacancies in office shall be filled according to the By-Laws, Article IX.
- Section 4. All local representatives shall be required to attend the relative training workshop as approved by the Executive Council during their term of office.
- Section 5. All members of the Executive Council will be elected at the spring election and take office September 1, for a period of one (1) year. MEA Representative Assembly Delegates/Region Council Members, NEA Representative Assembly Delegates, and the Association Inclusion Advocate will serve for a period of two (2) years.

#### **Article V: Direct Legislation**

- Section 1. The rights of popular initiative, referendum, and recall shall rest with the active membership of the Association. Upon receipt of a petition signed by fifteen percent (15%) of the active membership, the Secretary shall, within ten (10) days, announce a general election of ballot as indicated on the petition. Said election or ballot shall be held not less than ten (10) and not more than fifteen (15) calendar days after said announcement. A majority of the total active membership shall be required for its adoption, which shall take effect ten (10) days later.

#### **Article VI: Amendments**

- Section 1. Amendments to this constitution 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 election. A two-thirds affirmative vote of the active membership is required to adopt the proposed amendment, which shall become effective immediately upon adoption unless otherwise provided.

#### **Article VII: Fiscal Year**

- Section 1. The membership and fiscal year shall be September 1 through August 31.