

Constitution

for

Eastern Michigan University Employees, Ypsilanti

Local 3866

Article I Name

The name of this organization shall be Eastern Michigan University Employees, Ypsilanti, Local Number 3866 of the American Federation of State, County and Municipal Employees, AFL-CIO.

Article II Affiliations

This local union shall be affiliated with Michigan Council Number 25 of the American Federation of State, County and Municipal Employees; the Michigan State AFL-CIO; and the appropriate central body of the AFL-CIO.

Article III Membership and Dues

Section 1. All non-academic employees of Eastern Michigan University, excluding non-exempt supervisory personnel including professional and non-professional classifications, are eligible for membership in this local union, subject to the provisions of the International Constitution.

Section 2. The initiation fee shall be fifteen dollars (\$15.00).

Section 3. The dues shall be the equivalent of two (2) hours pay per month, or minimum dues as set by the International Constitution, whichever is greater, and shall be paid by payroll deduction or cash. Dues for cash members shall be due and payable the first day of each month, in advance. Dues in any event shall be paid not later than the 15th day of the month in which they become due. Any member who fails to pay dues by the 15th day of the month in which they become due shall be considered delinquent, and upon failure to pay dues for two successive months shall stand suspended. Provided, however, that any person who is paying dues through a system of regular payroll deduction shall for so long as such person continues to pay through such deduction method, be considered in good standing.

Section 4. A member suspended under the above section may be reinstated in the local on payment of a reinstatement fee of \$25.00 plus the current month's dues.

Article IV Meetings

Section 1. Regular meetings shall be held on the first Tuesday of each month, at an available site and time designated by the members or executive board. The meeting will be held on this date unless changed by the members or executive board. Notice shall be made to all members of the date, time and location.

Section 2. Special meetings may be called by the local president, the local executive board, or by petition filed with the president and signed by 10% of the members of the local. Special meetings may also be called by the International President or his/her authorized representatives.

Section 3. A quorum at any regular or special meeting shall consist of at least ten (10) members in good standing, which number shall include any members of the executive board who are present.

Section 4. Executive board meetings shall be held at least once a month. The time and place of the meetings shall be designated by the president, with the approval of the executive board.

Article V Officers, Nominations, and Elections

Section 1. The officers of this local union shall be a president, a vice-president, a recording secretary, a secretary-treasurer, and six executive board members. The president, vice-president, recording secretary, secretary-treasurer, three of the executive board members and a sergeant-at-arms shall be elected to two year terms in December of each odd-numbered year. The other three executive board members shall be elected to two-year terms in December of each even-numbered year. Three trustees shall be elected to overlapping three-year terms, with one being elected in December of each year. The chief stewards and alternate chief stewards shall be elected by the people of their representative units to a two-year term in December of each even-numbered year per Article IX of this constitution.

Section 2. The first ten (10) officers listed above shall constitute the executive board.

Section 3. At the October monthly meeting, a committee appointed by the president shall seek out qualified members in good standing to run for elected positions. They shall then place their names in nomination, along with any others from the floor, at the regular November monthly meeting.

Section 4. To be eligible for office, a member must be in good standing for one year immediately preceding the election; provided, however, that no retired members shall be a candidate for office.

Section 5. Nominations shall be made from the floor at the regular meeting in the month of November provided that at least fifteen (15) days notice shall be given to the membership that nominations will take place at said meeting.

Section 6. A committee appointed by the president at the November monthly meeting, shall carry out the December election in a designated polling place in compliance with the International Constitution.

Section 7. The president, vice-president, secretary-treasurer and recording secretary are to be compensated for the general expense of the office each month in an amount recommended by the executive board and approved by membership vote at a regular monthly meeting.

Section 8. A bargaining council consisting of four (4) representatives from each representation unit shall be elected at the regular December membership meeting prior to the expiration of the existing contract. This council shall assist the contract negotiating committee in preparing a list of demands to be presented to the university.

Section 9. The contract negotiating committee shall consist of the president, vice-president and one elected representative from each representation unit. The three (3) unit representatives shall be elected at the regular December membership meeting prior to the expiration of the existing contract and will remain in that position until the next committee is elected.

Section 10. Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in Appendix B of the International Union Constitution.

Section 11. Vacancies in office shall be filled for the remainder of the unexpired term by vote of the executive board.

Article VI Committees

Section 1. The standing committees shall be:

1. Grievance Committee
2. Educational Committee
3. Organizational/Membership Committee
4. Safety Committee
5. By-laws Committee
6. Community Service Committee

Section 2. The standing committee shall contain the necessary number of persons to function properly. Other committees shall be established as the need arises by authority of the executive board.

Section 3. These committees shall be appointed as needed, by the president, with the approval of the executive board. The president shall be an ex-officio member of all committees.

Article VII Duties of Officers and Executive Board

Section 1. The president shall:

- a. Preside at all meetings of the local union and of the executive board.
- b. Be a member of all committees except election committees.
- c. Countersign all checks drawn against the funds of the local.
- d. Appoint all standing committees and all special committees of the local, subject to the approval of the executive board.
- e. Report periodically to the membership regarding the progress and standing of the local and regarding his/her official acts.
- f. Be an automatic delegate to conventions of the International Union, council and conferences.
- g. Read that section of the constitution dealing with the duties of officers prior to nominations at the November meeting.

Section 2. The vice-president shall:

- a. Assist the president in the work of his/her office.
- b. In the absence of the president or in his/her inability to serve, the vice-president shall preside at all meetings and perform all duties otherwise performed by the president.
- c. Upon the approval of the local executive board, be authorized to act as co-signer of checks drawn on the local funds in place of either the president or the secretary-treasurer.

Section 3. The recording secretary shall:

- a. Keep a record of the proceedings of all membership meetings and of all executive board meetings.
- b. Carry on the official correspondence of the local, except as the executive board may direct otherwise.
- c. Perform such other duties as the executive board may require.

Section 4. The secretary-treasurer shall:

- a. Receive and receipt for all monies of the local union.
- b. Deposit all money so received in the name of the local union in a bank or banks selected by the executive board, and money so deposited shall be withdrawn only by check signed by the president and the secretary-treasurer.
- c. Prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board.
- d. Prepare and submit the monthly membership report to the International Union office and see that a check is drawn in payment of the local's per capita tax each month and sent to the International Secretary-Treasurer.
- e. Keep an accurate record of receipts and disbursements and shall, once each month, submit to the membership a monthly operating statement of the financial transactions of the local for the previous month.
- f. Act as custodian of all properties of the local union.
- g. Give a surety bond for an amount to be fixed by the executive board of the local union at the expense of the local union and through the International Union.
- h. See that any financial reports required by the International Union Constitution to be submitted to the International Union are submitted in accordance with the International Union Constitution.

Section 5. The trustees shall make or cause to be made at least semi-annually an audit of the finances of the local, including the finances concerning any health and welfare, pension, insurance or other benefit programs covering members of such local, and shall report to the membership on the results of such audit.

Section 6. The executive board shall be the governing body of the local union except when meetings of the local union are in session. All matters affecting the policies, aims and means of accomplishing the purposes of the local not specifically provided for in this constitution or by action of the membership at a regular or special meeting shall be decided by the executive board. The board shall meet at the call of the president or of a majority of the members of the board. A report on all actions taken by the executive board shall be made to the membership at the next following meeting. A majority of the members of the executive board shall be required for a quorum.

Article VIII Amendments

Section 1. This constitution may be amended, revised, or otherwise changed by a majority vote of the members voting on such proposed change and such change shall take effect only upon written approval of the International President. Proposed amendments to this constitution must be made at a regular or special meeting of the local union and read and voted on at a subsequent meeting of the local union, adequate and proper notice having been given to the membership prior to the date on which the vote is taken. A

written copy of the proposed amendment shall be furnished to every eligible voter at the meeting at which the vote is taken.

Section 2. Any and all amendments hereto shall take effect only after approval of the International President.

Article IX Grievances

Section 1. There shall be a chief steward, and enough district stewards to cover the necessary localities in each representative unit, in accordance with the union contract.

Section 2. The chief stewards and alternates shall be elected at the regular December meeting following nominations made at the regular November meeting in even-numbered years, or when 40% of the representation unit members petition for a new election.

Section 3. The chief stewards and alternates shall be elected by the people of their representation unit for a period of two (2) years in accordance with election procedures. Duties of the chief stewards and alternates shall be as stated in the contract. It is the duty of each chief steward to meet with the district stewards on their representative unit, at least once every three (3) months when deemed necessary.

Section 4. District stewards and alternates are elected by the members of each district for a period of two (2) years. When a vacancy occurs or by request of 40% of the district members, an election shall occur in accordance with election procedures. The duties of the district stewards and their alternates are those stated in the contract.

Section 5. All grievances must be processed through the formal grievance procedure.

Section 6. The Grievance Committee shall consist of the president, vice-president and the chief stewards.

Section 7. Grievances shall be submitted to the chairman of the Grievance Committee or the president in writing, on a prescribed form, and shall be approved for processing to arbitration by a majority vote of the Grievance Committee, and approval of the executive board. A tie vote shall advance the grievance.

Article X Delegates: Travel on Union Business

Section 1. The executive board may recommend the number of members it is advisable to send, all or partly at the expense of the local union, to any convention, conference, or other function. Provided, however, that such action may be overruled by a majority vote of members present and voting at a meeting of the local union. Delegates to conventions of the International Union, council and conferences shall be elected in accordance with the provisions of the International Constitution, except the president who shall be an automatic delegate.

Section 2. A mileage allowance equal to the IRS standard mileage rate per mile shall be paid for all necessary personal vehicles to carry authorized delegates and committees to and from various conventions and conferences. The number of vehicles or type of transportation deemed necessary shall be determined by the executive board.

Section 3. The actual reasonable cost of meals for authorized delegates to conventions and conferences shall be paid for by the local union. At the option of the local executive board, when appropriate, IRS-approved per diem amounts for meals and incidentals may be provided in place of actual cost.

Section 4. The actual reasonable cost of accommodations for authorized delegates shall be paid for by the local union.

Article XI
Miscellaneous Provisions

Section 1. This local union shall at all times be subject to the provisions of the constitution of the American Federation of State, County and Municipal Employees.

Section 2. Except to the extent specified in this constitution, no officer of the local union shall have the power to act as agent for or otherwise bind the local union in any way whatsoever. No member or group of members or other person or persons shall have the power to act on behalf of or otherwise bind the local union except to the extent specifically authorized in writing by the president of the local union or by the executive board of the local union.

Section 3. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this local union in all cases to which they are applicable and in which they are not inconsistent with this constitution and special rules of this local union or of the American Federation of State, County and Municipal Employees.

Approved by:

A handwritten signature in black ink that reads "Lee Saunders". The signature is written in a cursive, flowing style.

LEE SAUNDERS
President

Approval date: September 27, 2016