

Lansing Community College
PART-TIME CLERICAL TECHNICAL UNION MEA/NEA

CONSTITUTION

Preamble

We, the part-time educational support personnel of Lansing Community College, believing that we must institute our own self-government and secure proper recognition and responsibility for the well being of our members, adopt this Constitution.

I. Name

The name of this organization shall be the Lansing Community College Part-Time Clerical Technical Union MEA/NEA, an affiliated unit of the Michigan Education Association and the National Education Association. The union shall be a nonprofit corporation organized in accordance with the laws of Michigan.

II. Purpose

The objectives of this union shall be the improvement of education, the advancement of the interests of education, of educators and of educational support personnel, the promotion of the professional growth of its members and the advocacy of the rights and interests of its members.

III. Membership

- A. All persons who meet the active membership requirements of the Michigan Education Association may, upon payment of dues as herein provided, become active members of the union with full rights and privileges of membership.
- B. Active members of this organization shall also be members of the Michigan Education Association and the National Education Association.
- C. No member shall be censured, suspended or expelled without a hearing. The Executive Board shall conduct the hearing. An appeal may be made to the coordinating council board of reference or the MEA Board of Reference.

IV. Officers and Executive Board

- A. The officers of this organization shall consist of a president, a vice president, a secretary and a treasurer. Terms of office shall be for two (2) years and shall commence on September 1.
- B. The term of office for MEA representative Assembly delegates and alternates shall be for two (2) years commencing on September 1.
- C. The Executive Board shall consist of the officers, union building representatives and delegates to the MEA representative assembly.
- D. The ethnic representation shall be in compliance with the constitutions and bylaws of the Michigan Education Association and the National Education Association. In the event that ethnic representation is less than required by the constitutions and bylaws of the Michigan Education Association and the National Education Association, rules and procedures shall be established for an at-large election to ensure proportionate minority representation.

V. Direct Legislation

- A. Initiative. The rights of popular initiative shall rest with the active membership of the union. Upon receipt of a petition signed by fifteen percent (15%) of the active membership of the union, the secretary shall announce a general meeting or ballot as indicated on the petition within thirty (30) calendar days for the purposes presented in the petition. A majority of the active membership voting in the election shall be required for its adoption, which shall take effect thirty (30) calendar days later.
- B. Referendum. The rights of referendum shall rest with the active membership of the union. Upon receipt of a petition signed by fifteen percent (15%) of the active membership of the union, the secretary shall announce a general meeting or ballot as indicated on the petition within thirty (30) calendar days for the purposes presented in the petition. A majority of the active membership voting in the election shall be required for its adoption, which shall take effect thirty (30) calendar days later.
- C. Recall. The rights of recall shall rest with the active membership of the union. Upon receipt of a petition signed by fifteen percent (15%) of the active membership of the union, the secretary shall announce a general meeting or ballot as indicated on the petition within thirty (30) calendar days for the purposes presented in the petition. A majority of the active membership voting in the election shall be required for its adoption, which shall take effect thirty (30) calendar days later.
- D. Petitions shall be filed with the secretary who shall take immediate steps to verify the signatures. If the secretary is the subject of the petition, the petition shall be filed with the most senior member of the Executive Board not subject to the petition who shall take immediate steps to verify the signatures.

VI. Membership and Fiscal Year

The membership and fiscal years shall be September 1 through August 31.

VII. Authority

Any part of this Constitution and/or Bylaws which is in conflict with the constitutions and/or bylaws of the Michigan Education Association and/or National Education Association will be declared null and void.

VIII. Amendments

Amendments to this Constitution may be introduced by petition signed by fifteen percent (15%) of the total active membership submitted to the secretary. The Executive Board may also introduce amendments. These proposed amendments shall be acted upon at a subsequent meeting of the membership or by ballot within sixty (60) calendar days of submission. A copy of the proposed amendment, together with recommendations of the Executive Board shall be sent to each member of the union at least fifteen (15) calendar days prior to voting. A two-thirds (2/3) affirmative vote of the active members voting in the election shall be required to adopt the proposed amendment which shall become effective immediately upon adoption unless otherwise provided.

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BYLAWS

I. Rules

Robert's Rules of Order, latest edition, shall be the authority on all questions of procedure not specifically stated in the Constitution and Bylaws.

II. Meetings

- A. An annual meeting of the membership shall be held in May of each year. Additional general membership meetings may be called by the president of Executive Board as needed. At least three (3) business days notice is required, specifying date, time, place and purpose of such meetings.
- B. The Executive Board shall meet monthly. Additional Executive Board meetings may be called by the President as needed with at least three (3) business days notice to the members of the Executive Board. A calendar of the regular meetings of the Executive Board, specifying date, time and place shall be published to membership annually
- C. Meetings shall be open to all members, and members shall be permitted to address meetings.

III. Quorum

- A. A quorum for a general membership meeting shall be ten percent (10%) of the total active membership.
- B. A quorum for the Executive Board shall be two-thirds (2/3) of the elected members.

IV. Duties of Officers and Delegates

- A. The President shall preside over meetings, appoint chairs and members of committees subject to the approval of the Executive Board, serve ex-officio on all committees, represent the union before the public, be the executive officer of the union, serve as Delegate to the representative assemblies of the Michigan Education Association and National Education Association and perform all other functions attributed to this office.
- B. The Vice President shall preside in the absence of the president, serve as Successor Delegate to the representative assemblies of the Michigan Education Association and National Education Association and perform all other duties as assigned by the president.
- C. The Secretary shall keep accurate minutes of all meetings of union meetings, make minutes available for membership inspection, maintain official files and assist the president with union correspondence.
- D. The Treasurer shall deposit funds of the union and disburse them in accordance with procedures established by the Executive Board, maintain a roll of members, keep accurate accounts of receipts and expenditures, report to each meeting of the Executive Board and to the annual meeting of membership, develop an annual budget and submit for consideration to the Executive Board and provide for an annual independent review of accounts.
- E. The Region Council delegates shall attend the Region Council and other appropriate meetings, keep the union informed of the actions and issues of the Region Council.

- F. If the office of the president should become vacant within nine (9) months of the regularly scheduled election, the vice president shall assume the office of president until the election is held. If the office of president should become vacant more than nine months before the regularly scheduled election, the vice president shall assume the office of president until a special election can be held. Such special election shall be conducted by the Elections Committee within thirty (30) calendar days of the date the office became vacant.
- G. If the office of vice president, treasurer or secretary should become vacant within nine (9) months of the regularly scheduled election, the president shall appoint a member to serve in the office until the election is held. If the office of vice president, treasurer or secretary should become vacant more than nine months before the regularly scheduled election the president shall appoint a member to serve in the office until a special election can be held. Such special election shall be conducted by the Elections Committee within sixty (60) calendar days of the date the office became vacant.

V. Powers of the Executive Board

- A. Upon the Executive Board shall rest the duties, responsibilities and authority for conduct of the union in all matters except as provided in the Constitution and Bylaws; the Executive Board may at any time refer matters to the general membership for consideration.
- B. The Executive Board shall act as an appeal body on arbitration decisions made by the Grievance Committee.

VI. Union Building Representatives

- A. Union Building Representatives (UR) are election on the basis of one (1) UR for each twenty (20) members or major fraction thereof, provided that each building has at least one (1) UR.
- B. The duties of the UR shall be to attend meetings of the Executive Board, call meetings of building membership to discuss union business, conduct enrollment of members, assist members with issues and concerns and provide communication between members and the Executive Board.
- C. The term of office for the UR shall be two (2) years and commence on September 1 and shall be concurrent with the Executive Board.
- D. Vacancies in the position of union building representative shall be fill by appointment of the Executive Board until the next regularly scheduled election.

VII. Nominations and Elections

- A. The president shall appoint, subject to the approval of the Executive Board, an Elections Committee that shall establish election procedures that guarantee that all elections provide for open nominations, secret ballot voting procedures and preservation of ballots for at least one (1) year.
- B. The Executive Board shall certify the Elections Committee report and publish the results of elections. Official reports of elections shall be filed with the Michigan Education Association within thirty (30) days of the election.
- C. The president shall appoint, subject to the approval of the Executive Board, a Grievance Committee that shall establish procedures for review of grievances. The Grievance shall have authority for filing Union grievances and sole authority for appealing grievances to arbitration, subject to Article V of these Bylaws.
- D. The president shall appoint, subject to the approval of the Executive Board, a Bargaining Committee that shall plan for negotiations of contracts. The Bargaining Team shall be appointed by the president from the members of the Bargaining Committee.

VIII. Contract Ratification

- A. Only a proposed contract tentatively agreed to by an officially impaneled bargaining team may be submitted to membership for a ratification vote.
- B. A majority of active members voting in the election shall be required for ratification of a tentative agreement.
- C. Only members in good standing may vote on ratification.

IX. Dues

- A. Dues of the union shall consist of the total of local, state and national dues.
- B. Local dues shall be established by a majority vote of membership voting on the issue.
- C. Special assessments shall be established by a majority vote of membership voting on the issue.

X. Amendments

Amendments to these Bylaws may be introduced by petition signed by fifteen percent (15%) of the total active membership submitted to the secretary. The Executive Board may also introduce amendments. These proposed amendments shall be acted upon at a subsequent meeting of the membership or by ballot within sixty (60) calendar days of submission. A copy of the proposed amendment, together with recommendations of the Executive Board shall be sent to each member of the union at least fifteen (15) calendar days prior to voting. A two-thirds (2/3) affirmative vote of the active members voting in the election shall be required to adopt the proposed amendment which shall become effective immediately upon adoption unless otherwise provided.