

**SVSU SUPPORT STAFF ASSOCIATION
LOCAL CONSTITUTION**

2018

Preamble

We, the Secretarial/Clerical and Plant Services/Technical Staff of Saginaw Valley State University, believing that the support staff must institute its own self-government, secure proper recognition and responsibility for the well-being of its members, adopt this Constitution.

I. NAME

The name of this Association shall be the SVSU Support Staff Association, MEA/NEA, a local-affiliate unit of the Michigan Education Association and the National Education Association.

II. PURPOSE

SECTION 1. To work for the advancement of education and welfare of the students of SVSU as well as the professional growth of all.

SECTION 2. To secure and maintain the wages, fringe benefits, retirement, sick leave, and other working condition necessary for members.

SECTION 3. To enable members to speak with a common voice in matters of SVSU policy pertaining to the members' interests and to present their common interests before the SVSU Administration and other legal authorities as provided by law.

SECTION 4. To encourage members to exercise their rights and privileges as citizens and to accept willingly leadership in civil affairs.

III. MEMBERSHIP

SECTION 1. All persons employed by SVSU and engaged in secretarial/clerical and plant services/technical work who meet the active membership requirements of the Michigan Education Association and the National Education Association may, upon payment of dues as herein provided, become active members in good standing of this Association with full rights and privileges of membership.

SECTION 2. Active members of this Association shall also be members of the Michigan Education Association and the National Education Association.

SECTION 3. Persons who tender agency shop fees shall have no rights or privileges within this Association.

SECTION 4. No member shall be censored, suspended or expelled without a hearing. The hearing shall be conducted by the local Executive Board. An appeal may be made to the regional Board of Reference.

IV. OFFICERS AND BOARD

SECTION 1. OFFICERS: The officers of the Association shall consist of a President, a Vice President, a Recording Secretary, a Corresponding Secretary, and a Treasurer. Terms of officers shall be for two (2) years and shall commence within ten (10) days following the election. The terms for Representative Assembly delegates shall be for two (2) years and shall commence at the beginning of the next fiscal year following the election (September 1 – August 30).

SECTION 2. GOVERNING BODY: There shall be a governing body known as the Executive Board, which shall consist of the Officers, Stewards, and the Representative Assembly Delegate(s).

SECTION 3. REPLACEMENT: Any member of the Executive Board who is absent from three (3) consecutive regularly-scheduled meetings of the Board without proper excuses or valid reason shall no longer be considered a member of the Executive Board, and the position shall be considered vacant. Vacancies in the office shall be filled according to procedures provided in the Bylaws.

SECTION 4. EX-OFFICIO MEMBERS: Those who are members of the Executive Board by virtue of the office or position held and who are entitled to all privileges of membership except the right to vote.

SECTION 5. REPRESENTATIVES OF MINORITY PERSONS, 31-G: The ethnic representation shall be in compliance with the constitutions and bylaws of the National Education Association and the Michigan Education Association. In the event that the ethnic representation is less than required by the constitutions and bylaws of the MEA and NEA, rules and procedures shall be established for an at-large election to ensure proportionate ethnic minority representation.

SECTION 6. No person shall be a candidate for office or position or hold office or position, whether elected or appointed, in the association unless he or she is an active member in good standing. Any office or position holder, whether elected or appointed, of the association who does not maintain active membership in good standing shall be removed from office after notice and opportunity to return to good standing within 30 days.

V. DIRECT LEGISLATION

SECTION 1. INITIATIVE AND REFERENDUM: The rights of popular initiative and referendum shall rest with the active membership of the Association. Upon receipt of a petition signed by forty percent (40%) of the active membership of the Association and validation by the Treasurer that those signing are active members of the association, the Secretary shall announce a general meeting or ballot, as indicated on the petition, within fifteen (15) calendar days for the purposes presented in the petition. A majority affirmative vote of the total active membership shall be required for its adoption, which shall take effect thirty (30) days later.

SECTION 2. RECALL: The rights of popular initiative and recall shall rest with the active membership of the Association. Upon receipt of a petition signed by forty percent (40%) of the active membership of the Association and validation by the Treasurer that those signing are active members of the association, the Secretary shall announce a general meeting or ballot, as indicated on the petition, within fifteen (15) calendar days for the purposes presented in the petition. A majority affirmative vote of the total active membership shall be required for its adoption, which shall take effect thirty (30) days later.

VI. MEMBERSHIP AND FISCAL YEAR

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

VII. AUTHORITY

Any part of this Constitution and/or Bylaws which is in conflict with the MEA or NEA Constitution and/or Bylaws will be declared null and void.

VIII. AMENDMENTS

SECTION 1. AMENDMENTS: Amendments to this Constitution and Bylaws may be proposed by resolution of the Executive Board or by a petition signed by fifteen percent (15%) of the total active membership and submitted to the Secretary.

Upon receipt of a proposed amendment to the Constitution or Bylaws, in accordance with the above, the Executive Board shall schedule a vote on the proposal. The vote shall be at a membership meeting or mail ballot and shall take place within thirty (30) days of introduction of the proposal.

A copy of the proposed amendment, together with the recommendations of the Executive Board, shall be sent to each member of the Association at least five (5) days prior to the vote.

SECTION 2. CONSTITUTION: A two-thirds (2/3) affirmative vote of the active membership voting is required to adopt the proposed amendment which shall become effective immediately upon adoption, unless otherwise provided.

SECTION 3. BYLAWS: A majority affirmative vote of the active membership voting is required to adopt the proposed amendment which shall become effective immediately upon adoption, unless otherwise provided.

IX. DISSOLUTION

In the event of dissolution of the association, any assets remaining, after the payment of all expenses, shall be distributed to the Support Staff Association Scholarship fund at Saginaw Valley State University, established in 2012.

Revised: 1990
Revised: 1993
Revised: 1996
Revised: 2004
Revised: 2006
Revised: 2012
Revised: 2015
Revised: 2018

**SVSU SUPPORT STAFF ASSOCIATION, MEA/NEA 2018
BYLAWS**

I. RULES

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

II. MEETINGS

1. GENERAL MEMBERSHIP MEETINGS: There shall be a minimum of five (5) general membership meetings during each year, September through June. Such meetings shall be scheduled by the Executive Board at the beginning of each year as to the times, places, and dates of each meeting. It shall be the President's power to modify the time, date, or place of any meeting upon 24-hours written notification to the general membership.
2. SPECIAL MEETINGS: Either the President or the Executive Board may call a special meeting upon 48-hours written notification to the general membership as to the time, place, date, and purpose of said meeting.
3. EXECUTIVE BOARD MEETINGS: The Executive Board shall meet at least once each month during the period of September through June, according to the calendar of such meetings which shall be established by the Board at the beginning of each year, provided that special meetings of the Board can be called either by the President or by three (3) members of the Board.
4. RATIFICATION MEETING: The President and the negotiating team are authorized to sign a legal, binding agreement with the employing board only after the completion of the following procedure at a meeting of the membership: (1) a report and recommendation by the negotiating team; (2) a report and recommendation of the Executive Board; (3) a written digest of the proposed agreement; (4) discussion by the membership; and (5) majority affirmative vote, by secret ballot, of members in good standing voting. Except as specified in MEA Administrative Policies, meetings shall be open to all members in good standing and members in good standing shall be permitted to address meetings.
5. ORDER OF BUSINESS: An order of business shall be established for all Board, general and special meetings. Such order shall include the means of bringing any and all business before the membership and a means for members to address the meeting. Except as specified in MEA Administrative Policies, meetings shall be open to all members in good standing and members in good standing shall be permitted to address meetings.

III. QUORUM

1. EXECUTIVE BOARD: For purposes of establishing a quorum a majority of the members shall be required for all meetings of the Board.

2. COMMITTEES: For purposes of establishing a quorum a majority of the members shall be required for all meetings.
3. GENERAL MEMBERSHIP: For purposes of establishing a quorum twenty percent (20%) of the members shall be required for all general membership meetings.
4. RATIFICATION: For purposes of establishing a quorum one-third of the members shall be required for a ratification meeting.

IV. DUTIES OF OFFICERS

1. PRESIDENT: The President shall preside over all meetings, establish and disburse such committees as the Executive board or general membership deem advisable as well as all members of the Negotiating Team (this committee is subject to approval of the Executive Board), be an ex-officio member of all committees except the Nominating and Elections committees, represent the Association before the public, be executive officer of the Association, and perform all other functions attributed to this office. The President shall serve as a Coordinating Council and a Region Council delegate.
2. VICE PRESIDENT: The Vice President shall serve in the President's absence, shall serve as Chair of the Grievance Committee, shall be a Steward, and work with one or more committees as delegated by the President.
3. RECORDING SECRETARY: The Recording Secretary shall keep accurate minutes of all meetings of the Association and the Executive Board and assist the Treasurer with maintaining official membership files. The Recording Secretary shall make the minutes available upon a member's request at a time of mutual convenience.
4. CORRESPONDING SECRETARY: The corresponding Secretary shall assist the President and the Vice President with preparation of Association correspondence and grievances and in maintaining files related to such correspondence.
5. TREASURER: The Treasurer shall hold the funds of the Association and disburse them according to the decisions of the Executive board, maintain a roll of members, keep accurate accounts of receipts and expenditures, report to each meeting of the Association and Executive Board, prepare an annual financial statement for the membership, keep the President and Executive Board informed of the financial condition of the Association, and assist in drafting the annual budget. The Treasurer shall be bonded and the Association shall provide for an annual audit of the books.

V. STEWARDS

There shall be one (1) Steward for every fifteen (15) members or major fraction thereof. Stewards shall be elected at large by Division [Secretarial/Clerical & Plant Services/Technical] membership in May of each election year and shall serve a term of two years which shall commence within ten (10) days following the election. Duties of the Steward shall include

attending meetings of the Executive Board, supervising enrollment of members, and providing communications between members and the Board. (See also XII. Grievance Committee.)

The President, with the approval of the Executive Board, shall designate one (1) Steward from each Division as Head Steward. In addition to all duties of Stewards, the head Stewards shall assist the Vice President with grievance processing including collection of documentation and maintenance of grievance files.

VI. REPRESENTATIVE ASSEMBLY DELEGATE

The membership shall elect Two Representative Assembly delegates, one for the MEA RA and one for the NEA RA, and two alternates. It is the responsibility of the Representative Assembly Delegates to keep the Association informed of actions by the MEA/NEA and issues to be presented to the MEA and NEA Representative Assemblies, serve as Regional Council Delegate, attend other appropriate meetings, and report back to the Association. An Association Officer or Steward may serve simultaneously as an R.A. Delegate. A RA Delegate may only be recalled for just cause.

When there are three (3) or more Representative Assembly Delegates elected, a Representative of Minority Person, 31-G, shall be elected as required by the MEA/NEA Constitution and Bylaws.

A vacancy in any of the positions shall be filled by the governing body until the next general election, except a vacancy in the position of MEA or NEA Representative Assembly delegate(s). A MEA or NEA Representative Assembly delegate(s) shall be replaced by the duly elected alternate(s).

Every active member in good standing to be represented by a delegate has the opportunity to vote.

VII. POWERS OF THE EXECUTIVE BOARD

Upon the Executive Board shall rest the duties, responsibilities and final authority for the conduct of the Association in all matters except as provided in the Constitution and Bylaws; the Board may at any time refer matters to the general membership for consideration; and the Board shall be responsible for negotiating the approving any letters of understanding regarding matters which do not alter existing contract language without a vote of the entire membership. Any matters which alter the existing contract shall be referred to the membership for "ratification" vote.

VIII. NEGOTIATING TEAM

The Negotiating Team shall consist of the President and four (4) other members appointed by the President with the approval of the Executive Board prior to January 5 of each negotiating year. The team shall meet with a team from the University to negotiate contract provisions and the team shall prepare a report and make a presentation to the Executive Board prior to the

ratification meeting. Each member of the team shall be granted \$30 to defray transportation/meal costs incurred during negotiations.

IX: NOMINATIONS AND ELECTIONS

The President shall appoint a Nominating Committee to open nominations for officers and stewards in good standing in writing to the membership in February of each election year or when the need arises. Nominations may also be allowed from the floor from members in good standing at the general membership meeting for presentation of written nominations. The President shall likewise appoint an Elections Committee whose function will be to establish a procedure for the election, provide balloting, and publish the election results to the Association. It shall be the responsibility of the President to notify the MEA, the Uniserv Director and the Personnel Office, no later than ten (10) days following the election. The President shall retain all ballots for one year. Elections shall be conducted by the end of the general membership meeting in March of each election year or as necessary for special elections. All elections will be by secret ballot at a duly-called meeting of the general membership. Only those members in good standing shall be allowed to vote and the election shall be in accordance with the one person/one vote principle. A majority of the votes cast for each office shall elect. New officers and stewards shall assume office within ten (10) days following the election.

X. VACANCIES

Any vacancy other than that of President and R.A. Delegate shall be filled by appointment of the Executive Board until the next general membership meeting when an election will be held.

XI. DUES

1. Dues of the Association shall consist of the total amount of local and MEA/NEA dues.
2. Local dues shall be established by the membership. Local dues for the SVSU Support Staff Association, MEA/NEA shall be Four Dollars (\$4.00) per pay period, September through June. Two Dollars (\$2.00) of these dues will be used to pay each Officer and Steward (excluding RA Delegates and Alternatives) a stipend of up to \$460 each year, depending on dues accrual, for services to the local.

Stipends will be distributed after the last Executive Board meeting in February each year to the Officers and Stewards based on the following criteria:

Attendance – 50% of Stipend: attend at least 10 of the 12 Executive Board meetings per year (March-February; prorated for those attending less than 10 meetings).

Participation – 50% of Stipend: participation to be determined by board approved criteria, per year (March – February).

Any unused money allocated for stipend(s) will be donated to the Support Staff Association Scholarship Fund at Saginaw Valley State University in March of each year.

3. Special assessments may be made only with the majority approval of the membership present at regular membership meeting.
4. MEA and NEA dues shall be promptly transmitted to MEA and in accordance with applicable MEA and NEA requirements.

XII. GRIEVANCE COMMITTEE

1. The Grievance Committee shall consist of the Vice President, who shall serve as the Chair and the Stewards and they shall serve for the duration of their term in office.
2. Vacancies shall be filled in accordance with the provisions as specified in the Bylaws for officers and stewards.
3. The Grievance Committee shall be responsible for screening, investigating, and recommending action relative to the processing of bargaining unit grievances.
4. Prior to withdrawing support for a grievance, the Committee shall provide due process to the grievant including the right to be present at a meeting of the Committee and present testimony and evidence in support of the grievance and to examine or cross-examine any evidence or testimony offered in opposition to the grievance.
5. If the Grievance Committee fails to support a grievance, the grievant shall have the right to appeal to the Executive Board. The decision of the Executive Board shall be final.

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