

**CONSTITUTION AND BYLAWS
OF THE TPOAM/CITY OF SOUTHFIELD CAREER EMPLOYEES
AFFILIATED WITH THE TPOAM
TECHNICAL, PROFESSIONAL AND OFFICE WORKERS ASSOCIATION OF MICHIGAN**

PREAMBLE

1. The Constitution and By-laws shall become effective immediately upon the approval of the simple majority vote of the membership.
2. The process for the election of officers shall follow as the first order of business. An abbreviated time table will be implemented for the election of officers to create a smooth transition from the current interim board. After the first terms of officers, the normal rotation of officer terms will proceed.
3. The initial terms of office for President and Secretary shall run until the elections of 2008.
4. The initial terms of office for Vice-President and Treasurer shall run until the elections of 2007.
5. Steward terms shall commence upon selection by the newly elected officers.

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**ARTICLE 1
NAME AND HEADQUARTERS**

Section 1. This Association shall be known as the TPOAM/CITY OF SOUTHFIELD CAREER EMPLOYEES affiliated with the TPOAM (Technical, Professional and Office Workers Association of Michigan).

Section 2. The headquarters of this Association shall be located at the City of Southfield, 26000 Evergreen Road, Southfield, Michigan 48076, County of Oakland, State of Michigan, and the mailing address shall be P.O. Box 142, Southfield, MI 48037-0142.

**ARTICLE 2
PURPOSES**

The purpose of this Association shall be:

To work for the establishment of fair wages, hours, working conditions, health benefits, career advancement and adequate retirement and disability pensions through collective bargaining and other means available to career employees.

**ARTICLE 3
MEMBERSHIP**

Section 1. Any career employee listed within this bargaining unit shall be entitled to active membership in this Association.

Section 2. Application for membership shall be made on the standard application form. Such form shall include a valid authorization for payroll deduction of dues.

Section 3. A voting member for the purposes of these by-laws shall mean a member who is in good standing, i.e. no delinquent dues, suspension status, etc.

Section 4. All new employees shall receive the following: TPOAM contract and bylaws, application/authorization for membership and dues deduction, and welcome letter.

ARTICLE 4
LOCAL ASSOCIATION
DUES AND ASSESSMENTS

Section 1. TPOAM Parent Union Dues - shall be \$27.50 a month for full-time members, \$20.63 a month for three-quarter time members and \$13.75 a month for half-time members. Dues are based on negotiated wage rates and will increase proportionately with new contract wage increases.

Section 2. Local Union Dues - shall be \$1.50 a month to serve as operating funds of the Association.

Section 3. Payroll Deduction - The monthly dues at the rates mentioned above are computed to an annual basis and divided by 26 bi-weekly pay periods. The current monthly amount for full-time members is \$29 (\$27.50 + \$1.50), the amount for three-quarter part-time members is \$22.13 (\$20.63 + \$1.50), and the amount for half part-time members is \$15.25 (\$13.75 + \$1.50).

Section 4. Monthly Payments – will be sent by the Accounting Department to Technical, Professional and Officeworkers Association of Michigan - TPOAM, 27056 Joy Road, Redford, MI 48239-1949.

Section 5. The membership, by a majority vote of the members present at any regular or special meeting may affect a change in the local union dues or levy an assessment, PROVIDED, that notice of any proposed change or assessment shall be posted on the Association bulletin board at least fifteen (15) calendar days prior to any such meeting.

Section 6. Members entering active military service of this country shall be carried as non-dues paying members until their return to work for the City of Southfield.

Section 7. Members granted leaves of absence from the City of Southfield shall be carried as non-dues paying members until their return to the City of Southfield.

ARTICLE 5
OFFICERS

Section 1. The officers of this Association shall be elected to their respective terms from and by the membership of this Association by secret ballot at a general membership meeting held in March of each year. They shall take office immediately at the close of the meeting at which they are elected and shall serve for a term of two (2) years.

Section 2. Elected officers of this Association shall be as follows:

- (A) President
- (B) Vice President
- (C) Secretary
- (D) Treasurer

Section 3. Duties of the President. The President shall preside at all membership meetings of the Association and of the Executive Board, enforce the rules, appoint all committees not otherwise provided for, oversee the publishing of the newsletters, and transact the other duties that are usual to the office of the President or as may be required by the membership. He/she shall be an ex-officio member of all committees and shall receive a report of their meeting to be forwarded to the secretary.

Section 4. Duties of the Vice President. The Vice President shall assist the President in the discharge of his duties and, in his/her absence, the Vice President shall perform the duties of the President.

Section 5. Duties of the Secretary. The Secretary shall keep a record of the meetings of the general membership and of the local Executive Board meetings. He/she shall handle all correspondence in the name of the Association and transact all other duties usual to the office of the Secretary.

Section 6. Duties of the Treasurer. The Treasurer shall be responsible for all financial records, dues, and shall make a financial report at every meeting of the membership. He/she shall sign all checks drawn on the treasury of this Association, as authorized by the President of the Executive Board, and deposit all dues and other funds received in the name of this Association in the bank within ten (10) business days, PROVIDED, however, that all checks drawn on treasury shall be countersigned by one of the other three (3) officers heretofore mentioned. In the absence of the Treasurer, two elected officers may sign and countersign checks.

- a. The fiscal year of this Association shall begin on January 1, and continue through December 31, and it shall also be the duty of the Treasurer to prepare and distribute an annual review of the books and financial affairs of this Association.

ARTICLE 6
STEWARDS AND CHIEF STEWARD

Section 1. Steward Duties: The Stewards shall be available to assist any member during a grievance process. The Steward or his/her designee will attend scheduled meetings. He/she is responsible for all union postings and notices in his/her department and serves as a conduit of information for his/her unit.

Section 2. Steward Areas: The membership population shall be divided into different areas of the city hall complex and other buildings conducting business for the City of Southfield, i.e. by floors, departments, buildings, as determined by the Steward Committee/Executive Board. Stewards should be selected from their individual areas for more effective representation. Steward's terms shall be three (3) years. Some areas may have more than one steward to serve them depending upon the number of members within that area.

Section 3. Chief Steward: A Chief Steward shall be elected from and by the stewards. Duties shall include but not be limited to: assisting all stewards with grievances, aiding any member in the absence of an assigned steward, keeping an accurate record of any grievance, serving as chair of the grievance committee, Executive Board member, providing all stewards with such materials as necessary, and providing or seeing that such training is made available for stewards to perform their duties.

ARTICLE 7
EXECUTIVE BOARD

Section 1. The Executive Board of this Association shall consist of the President, Vice President, Secretary, Treasurer and Chief Steward.

Section 2. The Executive Board shall be responsible for the affairs of the Association between the meetings of the general membership. It shall execute the orders of the membership and recommend action to the membership. It shall meet regularly once a month or as needed at a time and place to be called by the President or any other two officers of the Association.

Section 3. In the event of a vacancy in any elected office, the Executive Board by a majority vote, shall have the right to appoint a person(s) from the membership to fill said vacancy for a maximum term of six months. If it is more than six months to the next general election, then nominations will be accepted for 14 days. Nominations will be posted for 30 days and an election held.

Section 4. Quorum. At least three (3) members of the Executive Board must be present to constitute a quorum. No member of the Executive Board may vote by proxy.

Section 5. The Executive Board shall attempt to conduct business and make all decisions as a unified body. A decision shall be made only after all Executive Board members have been informed of the issue(s) i.e. an agenda. However, if the board cannot arrive at a unanimous decision, a majority will rule.

ARTICLE 8
ELECTION OF OFFICERS

Section 1. All officers elected at the March membership meeting to be held on the third Tuesday of the month, must be elected by a secret ballot by a majority vote of the members present.

The officers of this Association shall be elected on a rotation basis by the voting membership of this Association. The elections shall be held in March of each year commencing as follows:

Odd year-elections for:	President	Secretary
Even year-elections for:	Vice Pres.	Treasurer

Section 2. Candidates for election to an office must be at the membership/nomination meeting to be held on the third Tuesday in January. Oral declinations and acceptances shall be made during the nomination meeting. Candidates for election must be in good standing in this Association.

Section 3. The membership shall elect tellers to conduct elections in an honest and secret manner at its nomination meeting, and any nominee or candidate to office is ineligible to act as a teller. The tellers shall be in full and complete charge of the election. Ballots shall be counted at the close of the election, the results posted and the newly elected Board will take office immediately following the meeting.

Section 4. At least thirty (30) days prior to the election of officers, the Secretary shall post on the designated bulletin board(s) the time and place of the election.

Section 5. This Association shall with thirty (30) days notice, have the power to remove from office by two-thirds ($\frac{2}{3}$) vote of the members present, at which a quorum of members is present, any officer found guilty of misconduct or other causes detrimental to the best interest of this association.

ARTICLE 9
GRIEVANCES AND CONTRACT RATIFICATION

Section 1. Grievances shall be processed in accordance with the applicable contract or regulations between the Employer and the TPOAM/City of Southfield Career Employees.

Section 2. Ratification of Contracts: Contracts negotiated by the bargaining committee must be voted upon by the membership for the purpose of considering ratification. Ratification is attained by a simple majority of the votes cast.

A copy of the negotiated contract language between the Employer and TPOAM/City of Southfield Career Employees shall be provided to each member, along with any and all signed and dated letters of understanding or other documentation pertaining to the contract.

ARTICLE 10
ASSOCIATION MEETING

Section 1. Regular meetings of the membership shall be held annually in October, January, and March or on an as needed basis, at a time and place to be set by the Executive Board.

Section 2. Special membership meetings shall be called when deemed necessary by the President or any other two officers, or upon receipt of a written request from twenty percent (20%) of the membership.

Section 3. Twenty percent (20%) of the membership at any regular or special meeting shall constitute a quorum for transaction of business. No member may vote by proxy or any other method except being present at the meeting.

ARTICLE 11
BARGAINING COMMITTEE

Section 1. Up to, two (2) officers, and two (2) members from the general membership shall act as the Association bargaining committee through contract ratification. The two members elected from the membership shall remain on the committee through contract ratification.

Section 2. The duties of the Association bargaining committee shall be as follows:

- (A) To conduct negotiations on behalf of this Association with the Employer and report the results of the bargaining to the membership for final approval; and
- (B) To make recommendations to the membership for improvement of economic and non-economic issues of the membership, and
- (C) To establish a process for the development of bargaining issues.

ARTICLE 12
ORDER OF BUSINESS

Section 1. The order of business at all regular or special meetings shall be conducted according to Roberts Rules of Order; and shall be in the following order, except the chairman may deviate from the order of business in the absence of any objections from a majority of the membership in attendance.

- (A) Roll call of officers;
- (B) Determination of quorum;
- (C) Approval of the minutes;
- (D) Financial report;
- (E) Communications;
- (F) Report of officers and committees;
- (G) Unfinished business; and
- (H) New business.

ARTICLE 13
FINANCES

Section 1. No salary, wage or other compensation shall be paid to any officer or Executive Board member.

Section 2. The Association shall reimburse all officers for expenditures (with proof of receipt) approved by the Executive Board.

Section 3. The President may authorize expenditures up to \$150.00.

Section 4. The Executive Board may authorize expenditures up to \$500.00.

ARTICLE 14
ALTERATION OF BY-LAWS

Section 1. This Constitution and Bylaws may be amended, altered or revised by an affirmative vote of two-thirds ($\frac{2}{3}$) of the members present at any regular or special Association meeting, PROVIDED, however, that such notice of amendment change is posted fifteen (15) days in advance.

This Constitution and Bylaws were approved and adopted by majority vote of the members present of this Association on the _____ day of _____, 2005.

President

Secretary