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## By-laws

### Article I

#### I. Election Procedures

- 1) The secretary and treasurer will prepare a master membership list to be given to the chairperson of the election committee (this list will verify that each member, whether active or on leave, is in good standing, i.e., their dues are paid).

#### II Nominations for election of officers.

- 1) The election committee will have nomination petitions printed.
- 2) Prospective candidates will obtain petitions from union representatives.
- 3) Nominations will be made by petition only. Each petition will require five (5) names.
- 4) The election committee will designate a due date upon which all petitions must be in.
- 5) The election committee shall notify nominees, in writing, of their nomination.

#### II. Ballot Preparation

##### 1) Election of Officers

- a. The ballot will include the names of every nominee, grouped by office, and with a box in which to mark the ballot for each name.
- b. Space in each office category will be provided for write-in candidates.
- c. A ballot and two envelopes will be provided.

##### 2) Voting on an Issue

- a. The ballot shall state the issue in positive form. Boxes will Be provided underneath to indicate “yes” and “no”. Voters will indicate choice by marking appropriate box.

#### IV Voting Procedure

- 1) The election will be conducted at the work location of the unit representative or at such other location as provided by the unit representative.
- 2) Ballots and envelopes will be obtained from the unit representative at the election location on Election Day.
- 3) Absentee ballots may be requested in writing from the Election Committee Chairperson.
- 4) Polling times, dates, and absentee ballot dates will be determined by the Election Committee Chairperson.
- 5) The voter will initial or sign the polling list upon receipt of the ballot.
- 6) The voter will mark the ballot, place it into an unmarked envelope, which is then placed into another, on which the voter signs and prints his/her name.
- 7) Each voting location will have a locked box, the key of which will be in the possession of the chairperson of the Election Committee.
- 8) It is the responsibility of the unit representative to safeguard the ballot box.
- 9) All ballots will be assembled at a designated place by 5:00 p.m. of the voting day.

#### V. Counting the ballots

- 1) The election committee will do the counting after 5:00 p.m. on voting day.
- 2) Challengers may be present.
- 3) The counting procedures:
  - a. The executive board will direct the election committee on how to count and report the ballot.
  - b. The outer envelope is checked against the master polling list, removed and the unmarked inner envelope placed separately.
  - c. The unmarked envelopes are opened and ballot counted.

- d. The results are compiled into a report with all ballot dispositions noted and are signed by each member of the committee.
- e. The report is delivered to the president and/or the executive board to be duly published.
- f. The counted ballots are sealed into a ballot box and stored in a safe place.
- g. Disposal of all ballots will be made after one (1) year.

VI. Unit and Executive Board Representatives

The design outline herein for unit representatives and Executive Board is a dynamic one. Its intent is to provide for anticipated growth and change within the MIFT programs and locations.

Unit Representation is to be reviewed by the MIFT Executive Board meeting held in September of each year. The Board is to make the adjustment in the design that it deems necessary to ensure the continuation of clear communication and representation of concerns from the various programs, locations and departments within the MIFT and upon final approval of a simple majority by the general membership.

Unit Representatives

1) A unit may be a location, program, or department, which is administered by a common supervisor. Unit representatives shall be members in good standing for one (1) year, except in locations with all new members.

2) Unit representatives shall be distributed in the following manner:

I	ESC	3
II	Bovenschen	1
III	Peters	1
IV	Lutz	1
V	Neil Reid	1
VI	Rockwell	1
VII	Maple Lane	1
VIII	Autistic Program	1
IX	MIPP	1
X	Support and Related Services	1

3) Unit representatives shall be elected by secret ballot for a term of one (1) Year.

- 4) Unit representatives and alternates shall be elected during the first full week of October. Nominations for representatives and alternates may be made from A) the floor or B) in writing one week prior to the day of election, to the existing unit representative. The election will be by secret ballot, absentee ballots may be requested in writing prior to the day of election. Balloting will take place throughout the day of election. The existing unit representative or president designee will run the election. A simple majority of votes cast within each unit shall determine the unit representative and alternate.
- 5) Vacancies in the office of unit representatives shall be filled immediately by the alternate.
- 6) Duties of Unit Representatives
  - a) Attend Executive Board Meetings.
  - b) Conduct meetings and keep the unit informed.
  - c) Relate unit concerns to the Executive Board.
  - d) May accompany unit members in meetings and to act as witness to ensure that the proceedings follow the current contract at the building level.
  - e) Be thoroughly familiar with the current union contract and the grievance procedures.
  - f) Administer elections under the supervision of the Election Committee.
  - g) Carry out the decisions of the Executive Board.
  - h) Any other duties assigned by the President.
- 7) Executive Board members who miss three (3) consecutive board meetings may be removed from office by the President with the advice and consent of the Executive Board.

## VII Executive Board

- 1) The Executive Board of this Federation shall consist of the following:
  - a) The local's elected officers.
  - b) Elected representatives from units.
  - c) The President of the previous term shall become an ex-officio member for one (1) year.

- 2) Decisions of the Executive Board shall be by majority of those voting members at a meeting where there is a quorum.
- 3) The quorum of Executive Board shall consist of the President and four (4) voting members.
- 4) Decisions of the Executive Board may be appealed to a vote of membership by twenty-five percent (25%) of the Federations membership. Within thirty (30) days of the previous action.
- 5) Voting will be done by the following members: The elected Executive Board Officers and elected Unit Representatives.

## VIII Committees

- 1) The following Standing Committees shall be active in the Federation:
  - A) Grievance Committee
    - 1) The President shall appoint the chairperson and members of the Grievance Committee with the advice and consent of the Executive Board.
    - 2) The President shall be a voting member of the Grievance Committee.
    - 3) The Grievance Committee with the approval of the Executive Board shall determine which grievance shall go to arbitration.
  - B) Negotiating Committee
    - 1) The President shall be chairperson of the Negotiating Committee.
    - 2) The Negotiating Committee will consist of three (3) members who shall be appointed by the President with the advice and consent of the Executive Board.
    - 3) The President is empowered to seek the assistance, advice and/or participation of MFT personnel during negotiations.
- 2) Special Committees shall be appointed by the President with the advice and consent of the Executive Board. They shall include, but not be limited to Social, Newsletter, Audit, Election Committee, Budget and Legislative.

- A) Budget Committee:
  - 1) Shall consist of the Treasurer, President and two (2) other members appointed by the President with the advice and consent of the Executive Board.
  - 2) Shall prepare a budget for approval by the Executive Board and General Membership in the first Quarter of the budget year.
  
- B) Audit Committee:
  - 1) Shall consist of the Treasurer, President, and two members appointed by the President with the advice and consent of the Executive Board.
  - 2) Shall audit the Union Financial Records and Yearly Report.
  - 3) Shall present their report to the Executive Board.
  - 4) Shall submit copies of findings to AFT as required.

## IX Duties of Officers

- 1) The President shall:
  - a) Preside at all meetings of the Federation and of the Executive Board.
  - b) Be an ex-officio member of all committees.
  - c) Be the ranking delegate to State and National Conventions.
  - d) Represent the Federation when and where necessary.
  - e) Make a report to the membership at least once each year summarizing the events of the Federation.
  - f) Maintain communication with MIFPP.
  - g) Emergency duties.

The President shall assume initiative in representing the Federation on emergency issues, shall take emergency action on behalf of the Union, subject to review by the Executive Board and the membership in general membership meetings.

- 2) The Vice-President shall perform all duties of the President in the absence of that officer.
- 3) The Secretary shall issue all notices, answer all correspondences at the direction of the President and report outside correspondence to the President and Executive Board.  
The Secretary shall be the custodian of the seal and charter of the Federation, record the minutes of the Executive Board and General Membership meetings.
- 4) The duties of the Treasurer shall be:
  - a) To receive, record and deposit in the name of the Federation, all monies from dues and all other sources.
  - b) To keep the membership roll, collect dues, issue payroll deduction forms, issue receipts and delinquent notices.
  - c) To forward to the Michigan Federation of Teachers, American Federation of Teachers and AFL-CIO offices, all necessary documents and per-capita monies on a current basis as required.
  - d) To keep adequate records available at all times.
  - e) To report the financial status of the Federation to the Executive Board .
  - f) To prepare with the President and Budget Committee a budget within the first quarter of the Budget year to be presented to the Executive Board for approval.
  - g) Prepare and submit an audit report to the Executive Board for acceptance.
  - h) Prepare and coordinate financial reports with the MIFPP as necessary.

## X Meetings

- 1) There shall be at least three (3) membership meetings called a year.
- 2) Meetings shall be at the call of the President, or five (5)-voting members of the Executive Board or twenty-five percent (25%) of the general membership.

- 3) A quorum for a membership meeting shall consist of ten percent (10%) of the general membership, the President or Vice-President and three (3) Executive Board Representatives.
- 4) Notice of meetings with agenda will be posted in the work location two (2) weeks prior to the meeting.
- 5) Emergency General Membership Meetings may be called by the President.

Union\By-Laws