

CORUNNA MESPA
CONSTITUTION AND BYLAWS

CONSTITUTION

PREAMBLE

We, the Support Services staff of the Corunna School District believing that the staff must institute its own self-government and secure proper recognition and responsibility for the well-being of its members adopt this Constitution.

I. NAME

The name of this organization shall be the Corunna MESPA, an affiliated unit of the Michigan Education Support Personnel Association.

Section 1. To secure and maintain the wages, fringe benefits, retirement, sick leave, and other working conditions necessary for members.

Section 2. To enable members to speak with a common voice in matters pertaining to their interests and to present their common interests before their employer and other legal authorities, as provided by law.

Section 3. To encourage members to exercise their rights and privileges as citizens, and to willingly accept leadership in civic affairs.

II. MEMBERSHIP

Section 1. All support services staff who meet the active membership requirements of the Michigan Educational Support Personnel Association may, upon payment of dues as herein provided, become active members of this Association with full rights and privileges of membership.

Section 2. Active members of this Association shall also be members of the Michigan Educational Support Personnel Association.

Section 3. No member shall be censured, suspended, or expelled, without a hearing before the Board of Directors. An appeal may be made to the MESPA Board of Reference.

Section 4. Persons who tender agency shop fees shall have no rights or privileges within this Association.

III. OFFICERS AND BOARDS

Section 1. OFFICERS. The officers of the organization shall consist of a President, a Vice President, a Secretary/Treasurer, and delegate(s) to the MESPA Representative Assembly. Terms of officers shall be for two years and shall commence on September 1.

Section 2. GOVERNING BODY. There shall be a governing body known as the Board of Directors which shall consist of officers and association representatives (AR's).

IV. 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 fifteen percent (15%) of the active membership of the Association, the secretary shall announce a general meeting or ballot as indicated on the petition within fifteen (15) calendar days for the purpose 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 right of recall shall rest with the electing body. Upon receipt of a petition signed by twenty (20%) of the membership of the electing body, the secretary shall announce a general meeting or ballot by the electing body as indicated on the petition within fifteen (15) calendar days for the purposes presented in the petition. A majority affirmative vote of the total electing body shall be required for its adoption, which shall take effect thirty (30) days later.

V. MEMBERSHIP AND FISCAL YEAR

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

VI. AUTHORITY

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

VII. AMENDMENTS

Section 1. Amendments. Amendments to this Constitution and Bylaws may be proposed by resolution of the Board of Directors 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 Board of Directors shall schedule a vote on the proposal. The vote shall be at a membership meeting or by 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 Board of Directors shall be sent to each member of the Association at least seven (7) 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.

BYLAWS

I. RULES

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

II. MEETINGS

1. General Membership meetings shall be called by the President or Board of Directors as needed; however, there shall be at least one (1) general membership meetings each year. At least a twenty-four (24) hour notice is required, specifying date, time, place, and purpose of such meetings.
2. The Board of Directors shall meet at least once a month during the school year. After establishment of a calendar, the membership shall be notified of dates, times, and places of meetings.

III. RATIFICATION

1. The President and Chairperson of the negotiating team shall be authorized to sign a legal, binding agreement with the employing board only after completion of the following procedure at a general membership meeting:
 - a. A report and recommendation by the negotiating team.
 - b. A report and recommendation by the Board of Directors.
 - c. A written digest of the proposed Agreement or changes provided to all members in attendance at the ratification meeting.
 - d. Discussion by the membership.
 - e. A majority affirmative vote, by secret ballot, of the total active membership present and voting.
2. Except in emergency situations, at least a twenty-four (24) hour written notice of the ratification meeting is required. The notice shall specify the date, time, place, and purpose of the meeting.

IV. QUORUM

1. The quorum for a general membership meeting shall be one third (1/3) of the total active membership.
2. A quorum for a Board of Directors meeting shall be two thirds (2/3) of the elected members.

V. DUTIES OF OFFICERS

1. PRESIDENT: Presides over meetings, appoints members of committees subject to approval of the Board of Directors, is an ex-officio member of all committees except nominations and elections committees, represents the Association before the public, is executive officer of the Association, submits annual budget for consideration, is a delegate to the MESPA Representative Assembly, and performs all other functions attributed to this office.

2. VICE-PRESIDENT: Presides in the President's absence and performs duties as assigned by the President.
3. SECRETARY: Keeps accurate minutes of all meetings of the Association and Board of Directors, maintains official files, and assists the President with Association correspondence.
4. TREASURER: Deposits funds of the Association and disburses them according to decisions of the Board of Directors, maintains roll of members, keeps accurate accounts of receipts and expenditures, reports to each meeting of the Association and Board of Directors, remits appropriate amount of dues to MESPA in a timely manner, prepares an annual financial statement for membership, assists in drafting the annual budget. The Treasurer shall be bonded and the Association shall provide for an annual audit of the books.
5. REPRESENTATIVE ASSEMBLY (RA) DELEGATES: Keeps the Association informed of actions by MESPA and issues to be presented to the Representative Assembly. Attends the MESPA Representative Assembly and other appropriate meetings and reports back to the Association.

VI. POWERS OF BOARD OF DIRECTORS

1. Upon the Board of Directors shall rest the duties, responsibilities, and authority for conduct of the Association in all matters except as provided in this Constitution and Bylaws.
2. The Board may, at any time, refer matters to the general membership for consideration.

VII. ASSOCIATION REPRESENTATIVES

1. Association Representatives shall be elected by the members of each classification on the basis of one AR for each school building per classification, allowing each classification at least one Association Representative.
2. Duties shall be to attend regular meetings of the Board of Directors, call meetings of the members of the classification to discuss Association business, conduct enrollment of members in the classification, and provide communication between members and the Board of Directors.
3. Term of office shall be for two years and commence September 1.
4. A vacancy in the position of Association Representative shall be filled by special election in the classification.
5. For purposes of electing ARs, the classifications shall be:
 - a. Aide and Paraprofessional

VIII. NOMINATIONS AND ELECTIONS

1. The President shall appoint an Elections Committee which shall establish election procedures which guarantee that all elections shall provide for open nominations, secret ballot voting procedures and preservation of ballots for at least one (1) year.

2. The Board of Directors shall certify the Elections Committee report and publish results of the election.
3. Election of Officers and Association Representatives shall be conducted no earlier than April 1 nor later than May 15 of each election year.
4. All officers, plus MESPA Delegates, must be elected at-large by the membership.
5. For each MESPA Representative Assembly Delegate there shall be an elected alternate.

IX. VACANCIES

1. A vacancy in the position of President shall be filled by the Vice-President until a general election is held and a new president is elected.
2. A vacancy in the position of Vice-President, Secretary, or Treasurer shall be filled by appointment of the Board of Directors. The appointee shall serve out the remainder of the unexpired term.
3. A vacancy in the position of MESPA Representative Assembly Delegate shall be filled by the duly-elected alternate. The alternate shall serve out the remainder of the unexpired term.

X. BARGAINING TEAM

1. A bargaining team shall be selected in accordance with the following procedures and shall serve until ratification of a new agreement is completed.
2. The bargaining team shall consist of four (4) members and shall include at least one (1) representative from each classification.
3. The President shall appoint the bargaining team and one of its members as Chairperson, subject to approval by the Board of Directors.
4. The President may serve on the bargaining team as an ex-officio member.
5. Bargaining team vacancies shall be filled by appointment by the President, subject to approval by the Board of Directors.

XI. GRIEVANCE COMMITTEE

1. A grievance committee and one of its members as Chairperson shall be appointed by the President, subject to the approval of the Board of Directors.
2. The committee shall consist of three (3) members. One member shall be from the bargaining team.
3. The committee shall be appointed each September and shall serve until a new committee is appointed the following September.
4. Grievance committee vacancies shall be filled by appointment by the President, subject to approval by the Board of Directors.

5. The Committee Chairpersons shall serve as an ex-officio member of the Board of Directors.
6. The grievance committee shall be responsible for screening, investigating, and recommending action relative to the processing of bargaining unit grievances.
7. 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 to 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.
8. If the grievance committee fails to support a grievance, the grievant shall have the right to appeal to the Board of Directors. The decision of the Board of Directors shall be final.

XII. DUES

1. Dues of the Association shall consist of the total amount of local and MESPA dues.
2. Special assessments may be levied by a vote of the general membership.