

L C C – M A H E B Y L A W S

ARTICLE I. Rules of Order

Robert's Rules of Order, Latest Edition, shall be the authority on all questions of procedure not specified in the Constitution.

ARTICLE II. Meetings

1. General Membership Meetings. The Chapter shall meet at least once during the academic year at a time to be determined by the Executive Council.
2. Special Meetings.
 - a. The President shall have the power to call a special meeting of the Chapter.
 - b. A special Chapter meeting may be called by petition of fifteen percent (15%) of the membership. Members may call for a special meeting by filing petitions requesting such a meeting with the elected Secretary.

Signatures of at least fifteen percent (15%) of the active membership shall be required to initiate a special meeting. Within fifteen (15) days of the receipt of such petitions, the Secretary shall announce a special meeting to be held within thirty (30) days after the announcement is made.

The agenda for special meetings shall be distributed to the membership at least seven (7) days prior to the meeting.

3. Senate Meetings. The Senate shall meet at least twice during the academic semester as determined by the President or at the request of a majority of the senate except during the summer semester.

Senate meetings are open to all members in good standing. Reasonable time will be set aside on each Senate agenda for any member in good standing to address the Senate. Senate meeting schedules shall be established and published as early in the semester as practical. In no event shall the Senate meet without eighteen (18) hours advance notice to the members of the Association. Minutes of Senate meetings shall be kept and made available in the Association office for inspection by members.

4. Ratification Meeting. When the Association is considering entering into a legally binding agreement with the Board of Trustees, the President and Chairperson of the Negotiations Committee are authorized to sign such agreement on behalf of

the membership providing that a general membership meeting has been held in which:

- a. a report and recommendation of the Executive Council is made;
 - b. a report and recommendation of the Negotiations Team is made;
 - c. a written digest of proposed changes is presented;
 - d. a discussion by the membership is held;
 - e. a majority vote of those casting ballots favor such an agreement.
5. Order of Business. The order of business in both Chapter and Senate meetings shall be determined by the Executive Council. Items of business may be placed on the agenda by presenting them in writing to the Secretary seven (7) days in advance of the scheduled meeting.

ARTICLE III. Quorum

1. A quorum must be present for a valid vote in all meetings.
2. A quorum for General Membership and Special Meetings shall be five percent (5%) of the active Chapter members.
3. A quorum for Senate meetings shall be eight (8) of the members of the Senate.
4. A quorum for committee meetings shall be a majority of the members of the committee.
5. A quorum on ratification of the MASTER AGREEMENT shall be a majority of all active faculty members voting.

ARTICLE IV. Duties of Officers

1. President. The President shall preside over meetings, appoint members of standing and ad hoc committees subject to the approval of the Senate, serve as ex officio member of all committees, represent the Association before the public, be the executive officer of the Association and perform all other functions attributed to this office.
2. Vice President. Serve in the President's absence; work with one or more committees as delegated by the President.
3. Secretary. Keep accurate minutes of all meetings of the Association and Senate, maintain official files, and assist the President with Association correspondence.

4. Treasurer. Holds the funds of the Association and disburses them according to the decisions of the Senate, keeps accurate accounts of receipts and expenditures, reports to each meeting of the Association and Senate, prepares annual financial statements, keeps President and Senate informed of the financial condition of the Association, and assists in drafting the annual budget. The Treasurer shall be bonded, and the Association shall provide for an annual audit of the books.
5. Ombudsman/Grievance Chair. In consultation with MEA field staff, shall investigate all grievances arising either from individual bargaining unit member complaints or from employment practices alleged in violation of the Master Agreement, presides over and oversees the function of the Grievance Committee and Alternative Resolution Teams, is responsible for investigating and resolving complaints from members of the Association, maintains accurate records, and keeps the President, Executive Committee, and Senate informed as necessary.

ARTICLE V. Powers of the Senate

Upon the Senate shall rest the duties, responsibilities, and final authority for conduct of the Association in all matters except as provided in the Constitution and Bylaws. The Senate may choose at times to refer matters to the general membership for consideration.

ARTICLE VI. Senators

Each department/program shall elect Senators as determined in Article IV, Section 2 of the Constitution; these Senators shall be elected during spring semester.

1. Duties. The duties of the Senate and Senators shall include:
 - a. attend regular meetings of the governing body;
 - b. call departmental caucus meetings to discuss Association business;
 - c. assist the Membership Chairperson in the enrollment of new members in the department;
 - d. provide communication between members and the governing body;
 - e. if resolution of a grievance is not achieved at levels 1, 2 or 3 (as specified in the Master Agreement), the Senate shall decide whether or not to take the grievance to binding arbitration.
2. Vacancies. In the case of Senate vacancies, the vacancy shall be filled by a special election in the department within three (3) weeks after the position is declared vacant.

ARTICLE VII. Nominations and Elections

1. Elections.

- a. The President shall appoint an Elections Committee consisting of no less than three and no more than seven (7) active Chapter members representing at least three divisions of the College. These appointments shall be made no later than four (4) weeks after the president assumes office. The Elections Committee shall remain active until the next election of officers has been completed.
- b. The duties of the Elections Committee shall be to:
 - i. distribute the slate of nominees in writing to all Chapter members at least two (2) weeks prior to the election;
 - ii. select a polling place or prescribe an electronic voting method and announce it to the membership at least two (2) weeks prior to the election;
 - iii. count the ballots after the polls are officially closed;
 - iv. publish and distribute the tallies as soon as possible;
 - v. decide procedural questions regarding the elections which are not specified in the Constitution;
 - vi. deliver all ballots, tallies and records of the elections to the President within three (3) days after the election. All election records will be maintained in the MAHE office for a period of not less than one (1) year.
- c. The elections for officers, part-time representative to the Executive Council, NEA Delegates and Alternates, MEA-RA Delegates and Alternatives, MAHE Board Delegates and Alternates, and Regional Council Delegates shall be held biannually during the spring semester except during negotiation years, when elections shall be held within six (6) weeks after contract ratification.
- d. A special membership meeting shall be called for the purpose of presenting a slate and receiving nominations from the floor.
- e. The complete written slate of nominees shall be distributed to all members at least two (2) weeks prior to the election.
- f. All Chapter Officers and Senators shall take office on the first day of the succeeding semester following their election unless another date is designated

by the Senate. MEA and NEA Delegates and Alternate's term of office shall begin on April 1 following their election.

- g. If a President is re-elected, the past President is also re-elected.

2. Balloting.

- a. The election of Chapter Officers, MEA/NEA-RA Delegates and Alternates, State MAHE Board Delegates and Alternates, and Region 8 Council Delegates, the ratification vote of the MASTER AGREEMENT, and vote on strikes and special assessments shall be made by secret ballot.
- b. On all issues involving MEA/NEA representation, each ballot shall be equal. One member, one vote.

For voting purposes, a part-time faculty member not currently employed shall be considered a part-time faculty member of the Association if he/she paid dues in one (1) of the past two (2) semesters.

- c. All votes shall be decided by simple majority unless otherwise specified in the Constitution and Bylaws.
- d. The President shall notify MEA of the result of the election within ten (10) days.

3. Special Elections.

In the event of a vacancy in the office of President, the vice President shall fill the office until a special election is set by the Senate.

For any other vacancy of the Executive Council or in a delegate position, the Executive Council shall appoint a replacement to serve the remainder of the elected term, subject to Senate confirmation.

4. Nominations.

The President shall appoint a Nominations Committee no later than January 15, prior to the spring election of officers. The Nominations Committee shall consist of no less than three (3) and no more than seven (7) active chapter members, representing at least three (3) divisions of the college

The duties of the Nominations Committee shall be to prepare a slate of officers for the local and MEA/NEA, MAHE delegates and alternates. The procedures used shall conform to the Local Association Elections Guidelines (most recent edition)

published by the MEA. The slate of candidates shall be delivered to the Elections Committee no later than six (6) weeks before the spring election.

ARTICLE VIII. Committees and Teams

The Senate shall form a standing and ad hoc committees and teams to assist in the fulfillment of its obligations. All such committees and teams shall report to the Senate.

1. Negotiations. The Senate shall form a standing Negotiations Committee and a standing Negotiations Team to establish a MASTER AGREEMENT with Lansing Community College.
 - a. The Negotiating Committee shall be the Senate as a whole or a sub-committee of the Senate. Members of the local who are not Senators may be appointed to the Negotiations Committee with the approval of the Senate.
 - b. The Senate shall make every effort to represent each College division and bargaining unit employee classification on this team.
 - c. The Senate shall confirm the members of the Negotiating Team.
2. Grievance Committee and Alternative Resolution Team. The Grievance Committee and Alternative Resolution Team members will be appointed and approved by the Senate. Overseen by the Ombudsman/Grievance Chair, shall work in consultation with MEA field staff to investigate all grievances arising either from individual bargaining unit member complaints or from employment practices alleged in violation of the Master Agreement. If resolution of a grievance is not achieved at levels 1, 2 or 3 (as specified in the Master Agreement), the Senate shall decide whether or not to take the grievance to binding arbitration. If the Senate decides against taking the grievance to arbitration, an appeal of the decision may be made to the Grievance Review Panel, which will consist of the members of the Negotiations Team who negotiated the Master Agreement currently in force. The Panel will review the decision of the Senate and render a decision on the appeal. The decision of the Grievance Review Panel will be considered final.
3. Other Committees. The Senate may form other committees as it deems necessary to fulfill its obligations. The President of the Association shall appoint the chairperson of these committees. The Senate shall confirm the chairperson.

Revised and Accepted by the Senate on April 12, 2010