

Constitution and Bylaws of Henry Ford College Support Staff Association

ARTICLE I: NAME AND LOCATION

Section 1. This Association shall be known as the Henry Ford College Support Staff Association, hereafter referred to as Association.

Section 2. The location of this Association shall be 5101 Evergreen Road, Dearborn, Michigan 48128, County of Wayne, State of Michigan.

ARTICLE II: PURPOSE

The purpose of this Association shall be:

- (1) To exist as a voluntary unincorporated association.
- (2) To work for the establishment of fair wages, hours, working conditions, adequate retirement and disability pensions, and social and economic advancement through collective bargaining and other means available to public employees.

ARTICLE III: MEMBERSHIP

Section 1. Any regular full-time and regular part-time maintenance and operation, clerical, technical support, and food service employees of Henry Ford College, excluding all administrators, directors, managers, supervisors, direct reports to Cabinet-level employees, Human Resource employees, confidential employees, temporary/casual employees who are performing assignments twelve (12) months or less in duration, substitute employees, student employees, and all other employees, shall be entitled to active membership in this Association.

Section 2. All applicants for membership shall complete the Membership and Payroll Authorization Form as well as the Authorization for Initiation Fee provided by the Association.

ARTICLE IV: DUES AND FEES

Section 1. The membership dues shall be equal to seventy-five percent (75%) of one hour's wage through June 30, 2021, then increase to one hundred percent (100%) of one hour's wage beginning July 1, 2021, and collected in accordance with the Association pay schedule (bi-weekly).

Section 2. The initiation fee shall be one hundred fifty dollars (\$150.00) payable within the first year of membership.

Section 3. Changes to the dues and/or the initiation fee must be approved at any regular general membership meeting of the Association by a two-thirds (2/3) vote of the members present who are in good standing.

ARTICLE V: OFFICERS AND DUTIES

Section 1. The officers of this Association shall be elected from and by the membership of this Association by secret ballot at the general membership meeting held during the month of November. They shall take office on January 1st and shall serve for a term of three (3) years, or until their successors are duly elected and qualified. [For the election held in November 2020, the Vice President, Treasurer, and two (2) Stewards shall serve for a term of two (2) years, to allow for staggering terms.]

Section 2. Officers of this Association shall be as follows:

- (1) President;

- (2) Vice President;
- (3) Secretary;
- (4) Treasurer;
- (5) Steward (four positions); and
- (6) Webmaster.

Section 3. Duties of the President. The President shall:

- (1) Serve as a member of, and preside at, meetings of the Executive Board.
- (2) Preside at all general membership meetings of the Association.
- (3) Prepare agendas for the Executive Board and general membership meetings. Include attendance reports from Executive Board meetings.
- (4) Attend, or appoint a representative to attend, HFC Board of Trustees meetings.
- (5) Enforce the rules.
- (6) Transact the other duties that are usual to the office of the President or as may be required by the membership.
- (7) Cast tie-breaking votes only.
- (8) To be compensated at ten thousand dollars (\$10,000.00) annually. When necessary, compensation shall be pro-rated based upon calendar days.

Section 4. Duties of the Vice President. The Vice President shall:

- (1) Serve as a member of the Executive Board.
- (2) Assist the President in the discharge of their duties and, in their absence, the Vice President shall perform the duties of the President.
- (3) Coordinate all Association committees.
- (4) Coordinate the Stewards and support in the discharge of their duties.
- (5) Be a voting member of the Executive Board.
- (6) To be compensated at two thousand dollars (\$2,000.00) annually. When necessary, compensation shall be pro-rated based upon calendar days.

Section 5. Duties of the Secretary. The Secretary shall:

- (1) Serve as a member of the Executive Board.
- (2) Distribute an agenda for regular meetings to the general membership at least seven (7) days before each meeting.
- (3) Keep a correct record of the meetings of the general membership and of the Executive Board meetings.
- (4) Handle all correspondence in the name of the Association.
- (5) Transact all other duties usual to the office of the Secretary.
- (6) Be a voting member of the Executive Board.
- (7) To be compensated at two thousand dollars (\$2,000.00) annually. When necessary, compensation shall be pro-rated based upon calendar days.

Section 6. Duties of the Treasurer. The Treasurer shall:

- (1) Serve as a member of the Executive Board.
- (2) Keep a current membership list of all Association members.
- (3) Be responsible for all financial records, assessment records, and shall make a financial report at every meeting of the membership.

- (4) Sign all checks drawn on the treasury of this Association and deposit all assessments and other funds received in the name of this Association in the bank, PROVIDED, however, that all checks drawn on treasury shall be countersigned by one of the other three (3) officers heretofore mentioned.
- (5) Be a voting member of the Executive Board.
- (6) To be compensated at two thousand dollars (\$2,000.00) annually. When necessary, compensation shall be pro-rated based upon calendar days.

Section 7. Duties of the Stewards. The Stewards shall:

- (1) Serve as members of the Executive Board.
- (2) Be responsible for maintaining order at meetings of the Executive Board and general membership meetings.
- (3) Assist the President in the discharge of their duties and perform other duties usual to the office of Steward.
- (4) Serve as liaisons between the Executive Board and Association members.
- (5) Be responsible for representing members during grievance processes.
- (6) Be a voting member of the Executive Board.
- (7) To be compensated at one thousand five hundred dollars (\$1,500.00) annually. When necessary, compensation shall be pro-rated based upon calendar days.

Section 8. Duties of the Webmaster. The Webmaster shall:

- (1) Not serve as a member of the Executive Board.
- (2) Receive information and content from the Executive Board for inclusion on the website.
- (3) Arrange for the renewal purchase of the website's domain name (<http://hfcssa.org/>) and hosting the website's content management system (CMS) WordPress through <https://www.godaddy.com/>. [These are scheduled to automatically renew on 3/21/2025.]
- (4) Ensure the web servers, hardware, and software are operating accurately.
- (5) Design and maintain the website (<http://hfcssa.org/>).
- (6) Generate and revise web pages.
- (7) Examine and analyze site traffic.
- (8) Serve as the server administrator.
- (9) Regulate and manage access rights of different users on website.
- (10) Create and modify appearance and settings of site.
- (11) Layout content on web pages.
- (12) Monitor and respond to comments.
- (13) Test website to see if there are any parts that are difficult to use.
- (14) Fix links that don't work and pictures that aren't appearing properly.
- (15) Test different browsers and ensure people with different computers can access a website.
- (16) Not be a voting member of the Executive Board.
- (17) To be compensated at six hundred dollars (\$600.00) annually. When necessary, compensation shall be pro-rated based upon calendar days.

ARTICLE VI: ANNUAL ACCOUNTING, AUDITING, AND BUDGETING

Section 1. The fiscal year of this Association shall be January 1st through December 31st and it shall be the duty of the Treasurer to cause an annual accounting of the books and financial affairs of this Association.

Section 2. A budget shall be created at the beginning of each fiscal year and submitted at the first general membership meeting for an approval vote.

Section 3. Compensation. Officers shall be compensated on a quarterly basis. The first quarter stipend shall be paid on April 7th. The second quarter stipend shall be on July 7th. The third quarter stipend shall be paid on October 7th. The fourth quarter stipend shall be paid on January 7th. Should any of the aforementioned dates fall on a weekend or holiday, the stipend shall be paid on that Friday.

Section 4. The books shall be audited at the time of the Treasurer officer change or every four years, whichever comes first, barring any situation in which this may cause multiple audits within a calendar year. Upon completion, a written report shall be submitted at the following general membership meeting.

Section 5. The appointment of an auditor shall be confirmed at a general membership meeting where a quorum has been reached.

ARTICLE VII: EXECUTIVE BOARD

Section 1. The Executive Board of this Association shall consist of the President, Vice President, Secretary, Treasurer, and four (4) Stewards.

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, at least once a month, at a time and place to be called by the President and consistently:

- (1) Administer the affairs of the Association, subject to the will of the membership.
- (2) Recommend policies and plans to the membership.
- (3) Communicate and promote the programs, activities, and efforts of the Association to their respective groups.
- (4) Interpret and enforce the Constitution and Bylaws.
- (5) Review and sign contracts and act as agents of the membership. All contracts shall require a minimum of two (2) signatures from the President, Vice President, Secretary, or Treasurer.

Section 3. 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 4. Vacancies

- (1) When the Presidency is vacated prior to the end of elected term, the Vice President shall serve until the last day of the vacated term.
- (2) When an officer, other than the President, is vacated prior to the end of elected term, an election shall be held by the quorum of members at the next general membership meeting. The elected officer shall serve until the last day of the vacated term.

Section 5. Attendance. An Executive Board officer who fails to attend two (2) regularly scheduled general membership and Executive Board meetings during any one (1) fiscal year without reasonable excuse, as determined by the Executive Board, or who fails to attend six (6) regularly scheduled general membership and Executive Board meetings with or without reasonable excuse during any one (1) term of office, shall forfeit their office. An Executive Board officer on professional leave or sick leave due to prolonged illness shall be exempt from this provision. In the case of a long-term illness and if the Executive Board officer cannot fulfill their office, the President will reassign duties until the Executive Board officer returns to office. An Executive Board officer who is unable to perform their duties will forfeit compensation during the time they are on leave.

Section 6. Good Standing. To be eligible for office, one must be a member in good standing for at least one (1) year. Officers are required to remain in good standing while in office.

ARTICLE VIII: ELECTION OF OFFICERS

Section 1. Election of officers shall take place via secret ballot, by members in good standing, in November. The Election Committee shall provide the date, location, and process for voting at least thirty (30) days prior to the election. Elected officers shall take office in January.

Section 2. The Election Committee shall request nominations for candidates for each position to be filled. A list of nominees, along with their biographies, shall be posted at least ten (10) days prior to the election.

Section 3. The Election Committee shall supervise the election and report the outcome within twenty-four (24) hours after the election has concluded.

Section 4. If the election does not produce a majority of votes for a candidate, a run-off election of the two candidates receiving the greatest number of votes shall be held at the next regular meeting. In the event of a tie between candidates receiving the second highest number of votes, the candidate receiving the most votes and those involved in the tie will constitute the candidates for the second election. In the event this election does not produce a winner, other run-off elections following the same procedure will be held until one candidate receives the majority of votes and is declared the winner.

ARTICLE IX: GRIEVANCES AND CONTRACT RATIFICATION

Section 1. Grievances. A grievance is a complaint by an employee in the bargaining unit and/or the Association concerning any alleged violation of the Association collective bargaining agreement. Grievances shall be processed in accordance with the applicable contract or regulations between the Employer and the Association as well as any affiliation. To initiate the process, the employee must complete the Grievance Form within ten (10) working days of the occurrence. The completed Grievance Form shall be forwarded to the Association Vice President. The Vice President will distribute the complaints to the Stewards on a rotating basis.

Section 2. Ratification and Contracts. Upon completion of negotiations for a new contract:

- (1) Copies of the tentative agreement shall be made available to all members of the bargaining unit at least forty-eight (48) hours prior to the beginning of the meeting to vote on the ratification of the proposed agreement.
- (2) An informational meeting shall be held prior to voting.

ARTICLE X: LOSS OF MEMBERSHIP

Section 1. Anything below results in automatic suspension from all rights and privileges of membership.

- (1) Any member who shall be more than two payments in arrears in the payment of dues and fees.
- (2) For violation of Association principles and policies as set forth in the Constitution, Bylaws, and standing Rules of Robert's Rules of Order.
- (3) For active participation with or in any group or effort whose purpose shall be the defeat of policies or decisions made by vote of the members in a general membership meeting.

Section 2. The procedure for recall and expulsion shall be as follows:

- (1) Charges against the accused shall be in writing, signed in duplicate by at least ten (10) members in good standing; one copy of the charges must be given to the accused and the other copy to the Executive Board.
- (2) The accused person shall have a meeting with the Constitutional Amendments Committee within twenty (20) calendar days. Within thirty (30) calendar days of the presentation of the charges, the Executive Board shall determine recommendations. At the next regular general membership meeting, the Constitutional Amendments Committee shall present the charges.

(3) A two-thirds (2/3) vote at a general membership meeting where a quorum has been reached shall be necessary for recall or expulsion. Voting shall be by secret ballot.

(4) An expelled member may apply for reinstatement after a period of six (6) months. The Executive Board shall grant the expelled member a hearing, and at its recommendation and by majority vote of members in attendance at the next general membership meeting the expelled member shall be reinstated. Officers are not eligible for at least one (1) year.

Section 3. This Association shall have the power to remove from office by a two-thirds (2/3) vote of the members any officer found guilty of a breach of trust, incompetency or other causes detrimental to the best interest of this Association, if first determined to valid by the Constitutional Amendments Committee.

ARTICLE XI: ASSOCIATION MEETINGS

Section 1. Meetings of the membership shall be bi-monthly during the fiscal year beginning with January every year. All regular meetings shall have an agenda published at least seven (7) working days in advance of the meeting day on the website and in an email.

Section 2. The Executive Board shall meet at least monthly during the fiscal year.

Section 3. Ten percent (10%) of the entire membership (including the Executive Board) at a general membership meeting shall constitute a quorum for voting purposes.

Section 4. Special membership meetings shall be called when deemed necessary by a two-thirds (2/3) vote of Executive Board. The President shall call a meeting on the petition of fifty (50) members in good standing. The object of the meeting shall be stated in the petition and in the call.

Section 5. Informational Meetings. Informational meetings shall be called when necessary. There will be no voting and no quorum required.

ARTICLE XII: NEGOTIATION TEAM

Section 1. President shall announce the team in May the year prior to contract expiration. The team should be in place one year prior to contract expiration.

Section 2. Once announced, the Negotiation Team should meet with the Negotiation Committee before the next general membership meeting.

ARTICLE XIII: ASSOCIATION COMMITTEES

Section 1. The following shall be standing committees for the Association:

(1) Constitutional Amendments Committee. The Constitutional Amendments Committee shall:

- (a) Be exceptionally aware of the content of the Association Constitution and Bylaws.
- (b) Determine when an amendment to the Association Constitution and Bylaws is necessary.
- (c) Present proposed amendment(s) to the Association President.

(2) Election Committee. The Election Committee shall:

- (a) Prepare ballots.
- (b) Arrange for voting location.
- (c) Recruit volunteers for assistance. Contact retirees, if necessary, to assist with election. (Retirees will be paid \$25 for every two (2) hours worked.)
- (d) Verify members' identification prior to voting.

- (e) Tally voting results.
- (f) Adhere to the Association Constitution and Bylaws.
- (3) Negotiations Committee. The Negotiation Committee shall:
 - (a) Send out surveys/questionnaires to members asking what should be included in the next contract negotiation.
 - (b) Provide survey/questionnaire results to the Negotiation Team.
- (4) Retirement and Political Action Committee. The Retirement and Political Action Committee shall:
 - (a) Research candidates and endorse Board of Trustee candidates.
 - (b) Gather information relevant to members concerning retirement legislation as well as legislation targeting unions, Right-to-Work developments, etc.
 - (c) Encourage member participation in service to the college.
 - (d) Inform members of recent legislative activities impacting or potentially impacting member retirement.
 - (e) Gather and provide the most current Office of Retirement Services contact and protocol information.
 - (f) Raise awareness of Association-sponsored charity and volunteer work in the interest of earning political capital with the Greater College Community, Dearborn, Lansing, etc.
- (5) Social and Publicity Committee. The Social and Publicity Committee shall:
 - (a) Plan activities.
 - (b) Utilize WHFR and local news outlets to raise awareness and proverbial "stock" of the HFCC-SSA. Also, Mirror News.
 - (c) Be aware of current student enrollment, communicate with relevant departments.
 - (d) Serve as the primary committee in helping promote the Association and HFC.
- (6) Reclassification Committee. The Reclassification Committee shall:
 - (a) Review current classifications and/or job profiles of Association members.
 - (b) Identify discrepancies in same.
 - (c) Recommend changes to same.
- (7) Scholarship Committee. The Scholarship Committee shall:
 - (a) Raise money and awareness for Association-sponsored scholarships.
 - (b) Determine recipients of Association scholarships.
- (8) Sick Bank Committee. The Sick Bank Committee shall:
 - (a) Review requests from members who have exhausted all of their leave bank hours (sick, personal business, and vacation) and have made a contribution to the sick bank.
 - (b) Determine if members are eligible to utilize sick bank hours.
 - (c) Determine the number of hours members will be awarded from the sick bank.
- (9) Community Service Committee. The Community Service Committee shall:
 - (a) Encourage members to volunteer on the campus and in the community.
 - (b) Offer suggestions and guidelines to members and other committees regarding volunteer opportunities.
 - (c) Provide an annual report to the Executive Board and the Board of Trustees acknowledging the volunteer contributions and accomplishments of members.

Section 2. Committee sign-up shall take place at the January general membership meeting. Each committee shall begin meeting in February and meet regularly through the following January. The first meeting shall consist of appointing a Chairperson and a Secretary as well as reviewing work completed by the previous committee.

- (a) The Chairperson shall schedule and facilitate meetings, prepare agendas, and report progress at each general membership meeting.
- (b) The Secretary shall provide a report summarizing each meeting and provide to the Chairperson before each general membership meeting.

Section 3. The President, with the approval of the Executive Board, shall appoint special committees, if necessary, from a list of volunteers.

Section 4. Only members in good standing may serve on committees.

ARTICLE XIV: RULES OF ORDER

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 President may deviate from the order of business in the absence of any objections from a majority of the membership in attendance.

- (1) Roll call of officers;
- (2) Approval of the minutes;
- (3) Unfinished business
- (4) New business
- (5) Financial report;
- (6) President report;
- (7) Committee chair reports
- (8) Report of officers.

ARTICLE XV: FINANCES

Section 1. Should the Association be dissolved, any remaining assets are to be given to the Henry Ford College Foundation for use for student scholarships.

Section 2. The Executive Board has the approval to spend up to two thousand five hundred dollars (\$2,500) without prior approval from the membership.

Section 3. Any amount that exceeds two thousand five hundred dollars (\$2,500) must have approval by a vote of the members where a quorum has been reached at the next general membership meeting.

ARTICLE XVI: DUES AND FEES

Section 1. Dues.

- (1) Membership. By becoming a dues-paying member of the Association, employees have full rights associated with that status including but not limited to: direct representation on all employment matters, participation in all union activities including elections, contract negotiations and ratifications, etc.
- (2) Fair-share. Fair-share fee payers are covered by the contract and entitled to all services but forfeit their right to determine how the Union operates.
- (3) Nonmembers. Choosing to be a nonmember will force employees to pay for services up front, at an amount that is determined by the Association as appropriate for direct representation.

Section 2. Initiation fee. An initiation fee of \$150.00 is required to be a member of the Association. This fee must be paid within one year of beginning membership.

Section 3. Direct service fees. Employees who choose to be nonmembers will incur the following service fees when direct representation is requested:

- (1) Two hundred dollars (\$200.00) per instance for any investigatory interview in which the nonmember has requested the presence of a union representative. The representation fee shall also be applicable to any form of meeting, interview or contact with an employer representative and/or union

representative for which the nonmember has requested assistance from the Union. The fee shall be paid within three (3) calendar days after the initial request for representation. In the event the nonmember declines to accept responsibility for the required fee, the Union shall withdraw from further representation in the matter. In the event the nonmember fails to make payment of the required fee within the three (3) calendar day period, no further representation will be provided until the past due amount is received by the Union. Payment shall be made directly to the local union representative by cash or personal check payable to Henry Ford College Support Staff Association. Upon receipt by the Union of the required fees, a receipt for payment shall be provided to the nonmember.

(2) Five hundred dollars (\$500.00) for the filing and processing of a grievance through the contractual grievance steps. The filing and processing of a grievance does not create a duty, agreement, or requirement on the part of the Union to pursue the grievance to arbitration. The Union reserves the right to decline pursuit of a grievance to arbitration. The fee shall be paid prior the filing of a grievance. Refusal to pay the required fee shall result in the Union withdrawing from further representation in the matter. The fee shall not be subject to reduction in the event the nonmember discontinues pursuit of the grievance. In such case, the Union reserves the right to determine if any amount of the fee shall be prorated based upon the amount of service provided to the nonmember. Payment shall be made directly to the local union representative by cash or personal check payable to the Henry Ford College Support Staff Association. Upon receipt by the Union of the required fees, a receipt for payment shall be provided to the nonmember.

(3) The fees for any additional requested representation services, including, but not limited to, an arbitration proceeding, shall be determined by the Union on a case-by-case basis.

(4) The Union reserves the right to change the amount of fees for specific services as it deems appropriate.

(5) Should a nonmember choose to become a member or fair-share payer, it is expressly understood that no direct representation services of any kind will be rendered surrounding any incident, possible grievance, unfair labor practice, or any other employment-related matter that occurred before they directed the Employer to deduct membership dues (and initiation fee) or fair-share fees from their paycheck, unless that employee pays the Union the amount it has determined appropriate for those services up-front. Once an employee becomes a member or fair-share payer, they are entitled to all Union services at no additional or up-front costs on any issue that occurred after they authorize membership dues (and initiation fee) or fair-share fees paycheck withdrawal.

ARTICLE VII: AMENDMENTS TO THE CONSTITUTION AND BYLAWS

Section 1. A proposed amendment to the Constitution and Bylaws may be initiated by a majority vote of the Constitutional Amendments Committee. Proposed changes must be submitted in writing to the Association President.

Section 2. At least one (1) week prior to the vote the Executive Board Secretary shall provide the membership with written notification of the exact wording of the amendment(s) and the date(s), the time(s) and location(s) of voting.

Section 3. The vote on the amendment(s) shall be included as an agenda item at the next general membership meeting, prior to voting.

Section 4. A two-thirds (2/3) vote of all votes cast where a quorum has been reached at a general membership meeting shall be necessary for the adoption of an amendment to the Constitution and Bylaws.

Section 5. Copies of this Constitution and Bylaws are available on the Association website under “Documents”. Copies shall be made available to any member of this Association or other affiliated organization(s) upon request to the Association Secretary.

Section 6. The Constitution and Bylaws were approved and adopted by two-thirds (2/3) vote of the members present at a meeting of this Association held on the _____ day of _____, 20____ and is effective 01/01/2021.

Kim Kaier, President

Katrina Minnis, Executive Vice President

Patricia Sekulidis, Vice President

Kierra Wilson, Vice President

Marie Wojewuczki, Vice President

Leslie Windless, Secretary

Joni Morris, Treasurer