

**CONSTITUTION AND BYLAWS OF THE MASON CITY EMPLOYEES ASSOCIATION,
TECHNICAL, PROFESSIONAL AND OFFICEWORKERS ASSOCIATION OF MICHIGAN
MCEA-TPOAM**

ARTICLE I

NAME AND HEADQUARTERS

Section 1. This Association shall be known as the Mason City
Employees Association (MCEA).

Section 2. The headquarters of this Association shall be located
at 201 W. Ash Street, City of Mason, County of Ingham, State of
Michigan.

ARTICLE II

PURPOSES

The purpose of this Association shall be:

- (1) To exist as a voluntary unincorporated association.
- (2) To foster and promote a better understanding of the nature of
public service work amongst public employees, officials, and
the public to promote the professionalization of public
employees.
- (3) To work for the establishment of benefits to include but not

limited to fair wages, hours, working conditions, adequate retirement and disability benefits and social and economic advancement through collective bargaining and other means available to public employees by assisting the certified representative, TPOAM.

ARTICLE III
MEMBERSHIP

Section 1. Any public employee included in the MCEA-TPOAM bargaining unit, excluding all management personnel, supervisors, confidential employees and members of other bargaining units, shall be entitled to active membership in this Association. Members in good standing include all members who are current with membership assessments and have signed a TPOAM membership form.

Section 2. All applicants for membership may fill out an application provided by the Association at the discretion of the Executive Board.

Section 3. Only members in good standing may attend membership meetings, run for office, vote for officers, vote for contract ratification or participate in any other membership activities.

ARTICLE IV
LOCAL ASSOCIATION
ASSESSMENTS/DUES

Section 1. There is no initiation fee. Monthly dues shall be set by TPOAM and shall be payable through payroll deduction on the first day of each calendar month or any other date.

Section 2. The membership, by a majority vote of the members present at any regular or special meeting, may levy a special assessment, PROVIDED, that notice of any proposed special assessment shall be posted at least fifteen (15) calendar days prior to any such meeting.

ARTICLE V

OFFICERS

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 at the discretion of the Executive Board or TPOAM representative upon installment of the Executive Board during each odd year commencing with the year 2023. They shall take office immediately at the close of the meeting at which they are elected and shall serve for a term of three (3) years, or until their successors are duly elected and qualified.

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

(A) President;

(B) Vice President;

(C) Secretary/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, 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 make a report of each meeting.

Section 4. Duties of the Vice President. The Vice President shall assist the President in the discharge of his/her 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 correct record of the meetings of the general membership and of the local Executive Board meetings. He/she shall handle all correspondence and financial obligations (in conjunction with the President) in the name of the Association and transact all other duties usual to the office of the Secretary.

ARTICLE VI

EXECUTIVE BOARD

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

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 quarter at a time and place to be called by the President. Quarterly meetings may be cancelled at the Executive Board's discretion.

Section 3. In the event of a vacancy in any office, including the Executive Board, the Executive Board shall have the right to appoint a person(s) from the membership to fill said vacancy until an election is held. Nominations will be held open for at least seven (7) days unless all members are contacted sooner.

Section 4. Quorum. At least two (2) members of the Executive Board must be present to constitute a quorum. No member of the Executive Board may vote by proxy.

ARTICLE VII

ELECTION OF OFFICERS

Section 1. Candidates for election shall be nominated at a general membership at which the election of officers shall take place. All persons nominated must be in good standing in this Association and not a probationary employee. Members nominated must be present at a meeting to be nominated. All nominees shall, notify the Secretary whether they accept or decline the nomination.

Section 2. The membership may elect, at its meeting, three (3) tellers to conduct elections in an honest and secret manner. Nominations for tellers shall be accepted by the President or presiding official. 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.

Section 3. At least ten (10) days prior to the election of officers, the Secretary shall post on the bulletin board (if one is erected) the time and place of the membership meeting wherein the election shall take place.

Section 4. Candidates for election to an office must be present at the membership meeting wherein the election shall take place.

Section 5. Election of officers shall be by secret ballot by a majority vote of the members in attendance at the duly scheduled general membership meeting as mandated by Article V, Section 1.

ARTICLE VIII

GRIEVANCES AND CONTRACT RATIFICATION

Section 1. Grievances shall be processed in accordance with the applicable contract or regulations between the Employer and the Technical, Professional and Officeworkers Association of Michigan.

Section 2. Ratification of Contracts. Contracts negotiated by

TPOAM with assistance of the bargaining committee must be voted upon at a meeting called for the purpose of considering ratification. Ratification must be by a simple majority vote of the membership present.

ARTICLE IX

LOSS OF MEMBERSHIP

Section 1. Any member who shall be more than thirty (30) days in arrears in the payment of assessments, special assessments, fines, or other payments required to be made to this Association as determined by its membership, shall automatically be suspended from all rights and privileges of membership.

Section 2. Any member suspended or expelled from membership in accordance with the provisions of Article X hereof shall forfeit all rights and privileges of membership in this Association.

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 found guilty by a trial committee.

ARTICLE X

TRIALS OF MEMBERS

Section 1. A member shall be subject to discipline for violation of this Constitution and Bylaws or engaging in conduct inimical to the best interest of this Association, PROVIDED, charges are first filed against said member. Charges against a member of the Association shall be submitted to the Association Executive Board in writing and signed by the member making the charge. The Executive Board shall have the power to determine whether the charges are worthy of a trial. In the event the Board determines the charges are worthy of a trial, the Secretary shall furnish, by certified mail to the accused member at his/her last known address, a copy of the charges together with a notice of the time and place of the trial.

Section 2. Such trials shall take place no more than thirty (30) days after the mailing of such notice.

Section 3. The Executive Board shall elect a trial committee of three (3) members and a designated chairman thereof. The trial committee shall hear the accused, the accuser and the witnesses and shall report their findings to the membership at regular or special membership meetings with its recommendations for penalties, if any. The membership shall accept or reject or amend the findings of the trial committee. The membership shall have the right to set the penalty of expulsion, suspension or any lesser punishment including a fine not to exceed Two Hundred and Fifty Dollars (\$250.00).

ARTICLE XI
ASSOCIATION MEETINGS

Section 1. Regular meetings of the membership may be held at least once every month, at a time and place to be set by the Executive Board. Meetings normally will be once a quarter.

Section 2. Special membership meetings shall be called when deemed necessary by the Executive Board. The President shall call a special meeting upon a written request of any seven (7) members in good standing.

Section 3. Fifty-one percent (51%) of the membership at any regular or special meeting shall constitute a quorum for transaction of business. No member may vote by proxy.

ARTICLE XII
BARGAINING COMMITTEE

Section 1. The President, Vice President and Secretary shall act as the Association bargaining committee.

Section 2. The duties of the Association bargaining committee shall be to assist the certified representative TPOAM in matters of contract negotiation, administration and enforcement as directed by TPOAM, including:

(A) Presentation of grievances to the Employer;

(B) Coordinating Association activities among the members;

(C) Participating in negotiations with the Employer and reporting the results of those negotiations to the membership; and

(D) Making recommendations to the membership for improvement of the economic position of the membership.

ARTICLE XIII

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 President 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) Reading of the minutes;

(C) Financial report;

(D) Communications;

(E) Report of officers and committees;

(F) Unfinished business; and

(G) New business.

ARTICLE XIV
AMENDMENTS

Section 1. The Constitution and Bylaws may be amended, altered or revised by an affirmative vote of two-thirds (2/3) of the total members of the Association.

This Constitution and Bylaws were approved and adopted by a majority vote of the members present at a meeting of this Association held on the _____ day of _____, 20____.

_____, President

_____ Date

_____, Secretary

_____ Date