

Constitution and By-Laws of the Ann Arbor Police Officers Association

ARTICLE I

NAME AND HEADQUARTERS

Section 1. This association shall be known as the Ann Arbor Police Officers Association.

Section 2. The headquarters of this Association shall be located at 122 S Main suite 50, Ann Arbor Michigan 48104, County of Washtenaw, State of Michigan.

Section 3. The Ann Arbor Police Officers Association is an independent police officers union who contract services with the Police Officers Association 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 police work among public employees, officials and the public to promote the professionalization of police officers.
- (3) 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 the public employees by assisting the certified representative of the AAPOA.

ARTICLE III

MEMBERSHIP

Section 1. Any member of the Ann Arbor Police Department who is in the rank of police officer, detective or Police Service Specialist.

Section 2. All applicants for membership shall fill out an application provided by the Association and decide to become an Ann Arbor Police Officer Association union member or an Ann Arbor Police Officer Association collective bargaining member.

Section 3. A collective bargaining unit member is a person who does not pay union dues to the Ann Arbor Police Officers Association.

These members will not-

Give input on collective bargaining issues

Vote on contract ratification, union elections and other matters the Executive Board of the Ann Arbor Police Officer Associations deems necessary.

Attend AAPOA union meetings

Hold union office

Be given preference in Equalized Overtime System assignments.

Will have Union representation in grievance, discipline, and contractual matters concerning them. A collective bargaining member may be charged \$40 an hour service fee if an Executive Board member is handling their matter off duty.

A collective bargaining member will not have their matters proceed to the arbitration process unless they pay the respective Police Officers Association of Michigan service fee.

Opt in to a union member status during the pendency of an employment related issue as determined by the AAPOA Executive Board.

A collective bargaining may opt in to the Ann Arbor Police Officers Association but will be required to pay a \$200 membership fee.

Section 4. A union member pays union dues to the Ann Arbor Police Officer Association.

These members will be able to-

Give input on collective bargaining issues

Vote on contract ratification, union elections and other matters the Executive Board of the Ann Arbor Police Officer Associations deems necessary.

Attend AAPOA union meetings

Hold union office

Participate in Equalized Overtime System assignments and be given preference over collective bargaining unit members.

Section 5. Each union member shall be entitled to one vote on each matter submitted for a vote of the membership, which includes contract ratification

Section 6. For just cause, any member may be suspended from this Association. Just cause for suspension shall be a violation of these BY-LAWS or any lawful rule or practice adopted by the Association. The Executive Board will administer a hearing with said member. A member may be suspended with a majority of Executive Board's approval.

Section 7. Any member who resigns from the Ann Arbor Police Department will also be considered to have resigned from the Association, as of the effective date of their resignation.

Section 8. Upon promotion to a supervisory position, membership in the association will automatically terminate.

ARTICLE IV

ANN ARBOR POLICE OFFICERS ASSOCIATION FEES, ASSESMENTS AND SPECIAL ASSESMENTS

Section 1. The monthly union dues shall be the amount set forth by the certified representative, Police Officers Association of Michigan that do not require a membership vote. The dues shall be payable through payroll deduction from each member. Assessments deductions will be deducted in the same manner as union dues. Any proposed increase in assessments or special assessments shall be communicated to the membership via meetings, email etc. The proposed assessment increase will be voted upon by the membership and if agreed upon by the majority of the membership, the assessment, special assessment will be deducted from payroll.

Section 2. A special assessment can be collected directly from union members for specific events, usage of union office etc.

ARTICLE V

ELECTIONS

Section 1. The officers of this Association shall be elected from and by the membership of this Association by secret ballot during the month of November every year for open executive board positions. These officers begin their duties on December 1 of the year they are elected and shall serve for 2 years or until a successor is elected. Officers are eligible for re-election. An interested general member may fill vacancies on the Executive Board for the remainder of the positions term. The Executive Board shall vote (majority approval) to approve the selection of the interested general member.

There shall be a provisional extension, subject to the Executive Board approval, for bargaining purposes.

EOS administrators are not part of the Executive Board but we will hold elections for their position yearly.

Section 2. Even year elections are for the following Executive Board positions, President, Vice President of Bargaining, Secretary, Administrative Services Steward, Detective Steward, 1 PSS steward, even year Trustee and even year EOS Administrator.

Odd year elections are for the following Executive Board positions, Vice President of Operations, 3 patrol stewards, Treasurer, 1 PSS steward, odd year Trustee and odd year EOS administrator.

ARTICLE VI

OFFICERS/EXECUTIVE BOARD/EOS ADMINISTRATORS

Section 1. Officers/Executive Board/EOS Administrators (are not part of the Executive Board) of the this Association shall be as follows;

- (A) President
- (B) Vice President of Operations
- (C) Vice President of Bargaining
- (D) Treasurer
- (E) Sgt. at Arms
- (F) Secretary
- (G) 3 Patrol Stewards
- (H) Administrative Steward

- (I) Detective Steward
- (J) 2 PSS Stewards
- (K) 2 Trustees-Even/ Odd year
- (L) 2 EOS Administrators-Even/Odd year

Section 2. Powers/Duties/Meetings/Quorum

The Executive Board shall be the governing body of the Association and shall have all powers necessary to conduct the Association's business and manage its property in keeping with the Articles of this Association and these By-Laws. The Executive Board shall vote on all grievance matters, financial matters, vacancies on the Executive Board, donations pertaining to the Association and its membership. A majority vote is required to move the matters forward or fruition.

The Executive Board shall hold meetings with itself and the membership when Association business arises. Those members of the Executive Board present at a formal Board meeting shall constitute a quorum for the transaction of business and the acts of the majority of those present at the Board meeting shall constitute the acts of the Board. Executive Board members not present may vote by proxy.

The order of business at all meetings shall be conducted using 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 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

Section 3. Powers of Suspension

The Executive Board shall have the power to suspend a member for a definite period for a violation of any rule or By-Law of the Association or for conduct detrimental to the Association if by a 2/3rds majority of the entire Executive Board. The member shall be notified of the charges against him/her and given an opportunity to be heard prior to the Board's action.

Section 4. President

The position of the president shall be the Chief Officer of the Association and the Executive Board. The president shall preside at all membership meetings of the Association and of the Executive Board, enforce the rules, appoint all the committees not otherwise provided for and transact the are usual to the office of the President. He/she shall be ex-officio member of all committees.

Section 5. Vice President of Operations

In the absence of the president, or in the event of the president's inability or refusal to act, the Vice-President of Operations shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. He/She shall also such other duties as the President or Executive Board shall prescribe.

Vice President of Operations shall conduct/appoint a member to handle shift bid proceedings.

Section 6. Vice President of Bargaining

In the absence of the President and Vice President of Operations, or in the event of the President's inability or refusal to act, the Vice-President of Bargaining shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

The Vice President of Bargaining shall assist the president in contract negotiations, preparations and participation in the bargaining process.

Section 7. Secretary

It shall be the duty of the Secretary to give notice of and attend all meetings of the Association and all the committees and to make provisions for the keeping of records as the proceedings. The Secretary shall conduct all the votes on matters and shall prepare the ballots. The Secretary shall count all the votes along with another Executive Board member.

Section 8. Treasurer

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Association. He/She shall have all members fill out and turn in their dues deduction forms to the City. The Treasurer shall maintain communication with the AAPOA's financial planner and report earnings/losses to the E-Board. The treasurer shall submit all payment to all of the Associations creditors. The Treasurer shall provide yearly financial information to the yearly tax preparer of the Association.

Section 9. Stewards of the Association

The Stewards of the Association shall be responsible for duties given to them by the President as well as representing the concerns of their members. Steward's duties include representing members in the disciplinary process as well as well as representing the Association during the grievance procedure.

Section 10. Trustees

Trustees of the Association shall be responsible for duties given to them by the President as well as representing the concerns of the Association. Trustee's duties include representing members in the disciplinary process as well as representing the Association during the grievance procedure.

Section 11. EOS Administrators

EOS Administrators shall be responsible for the scheduling/filling of EOS assignments given to the AAPOA by the department. EOS Administrators shall convene and share responsibility in scheduling/filling of said assignments.

ARTICLE VII

ANNUAL ACCOUNTING

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

ARTICLE VIII

FINANCES

Section 1. The Association shall maintain banking, checking, and investment accounts in order to fulfill the Association's obligations. The President, Vice Presidents and Treasurer shall be an authorized signer/user on said accounts.

Section 2. Two signatures are required on all checks written on Association checking accounts. An Executive Board vote shall be conducted for all non-monthly expenses, investments etc.

Section 3. Executive Board members may attend training seminars and union conventions using Association funds. Executive Board members shall be reimbursed for said activities if they

render payment for fees and expenses. Annual union convention is exempt from a vote for 4 members or less who attend.

ARTICLE VIII

CONTRACT RATIFICATION

Section 1. Ratification of Contracts

A general membership meeting shall be conducted to inform and discuss with members in good standing to consider the ratification of a successor agreement. Ratification of the agreement must be by a simple majority vote of the members in good standing. The ratification vote must be held by secret ballot and be open for a minimum of one week.

ARTICLE V

AMMENDMENTS

Section 1. Initiation of Amendment

Amendments to these By-Laws/Constitutions may be initiated as follows:

- (a) By a two-thirds majority vote of the entire Executive Board
- (b) By written petition submitted to the Executive Board of ten percent of the active membership in good standing.

Section 3. Procedure

The Executive Board shall process proposals for amendments properly instituted in accordance with the previous section by calling an Association meeting for discussion of said Amendment.

Section 4. Passage

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

ARTICLE VI

COMMITTEES/TEAMS

Section 1. Establishment

The Executive Board or the President of the Association may set up special committees when the need arises. The authority creating them shall designate their duties, and their membership shall be limited.

Section 2. Uniform Committee

Two members of the Association shall be appointed by the Executive Board with majority approval as Association representative to the Departmental Uniform Committee until succeeded by subsequent appointees.

Section 3. Contract Bargaining Team

The committee shall be composed of five union members. The president and the vice president of bargaining shall each select a union member to assist them during negotiations with the City. The fifth member of the bargaining team shall be a note taker only during contract meetings and will not have the ability to discuss matters with the City. The four members of the bargaining committee shall select the committee member.

The bargaining committee team may select a bargaining committee to assist in contract preparations. The committee shall not have more than 11 members including the bargaining team.

ARTICLE VII

EQUALIZED OVERTIME

Section 1. The AAPOA manages an equalized overtime system for various events that private vendors request police services.

Section 2. The AAPOA collective bargaining agreement and Ann Arbor Police Department Policy and Procedure 022-024 articulates the guidelines for the system.

