



*Society of Professional Engineering  
Employees in Aerospace  
IFPTE Local 2001  
AFL-CIO, CLC*

# **Midwest By-Laws**

**April, 2005**

Certified by:     /s/ John Poettker         5/9/2005    

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Midwest Council Secretary

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## **PREAMBLE**

The Constitution of the Society of Professional Engineering Employees in Aerospace, hereinafter referred to as SPEEA, in conjunction with the SPEEA By-Laws and SPEEA Policy, shall be the Governing Documents of SPEEA. In addition, the Midwest Regional By-Laws and the Midwest Regional Policy are the Governing Documents of the Midwest Region. In the event of a conflict, the precedence of governances is defined in the SPEEA Constitution. Governances for a Bargaining Unit shall not conflict with the Midwest Regional Governing Documents.

## **1. INTRODUCTION**

The Midwest Regional Council shall maintain the Midwest Regional By-Laws consistent with the SPEEA Constitution and SPEEA By-Laws. Sections and paragraphs in the SPEEA Constitution describe the responsibilities and rights of the various bodies of SPEEA (Membership, Executive Board, Council, etc). The sections and paragraphs in the Midwest Regional By-Laws describe the methods of implementing these rights and responsibilities granted under the SPEEA Constitution and SPEEA By-Laws.

### **1.1. Separability**

Should any section, part thereof, or any provision in these Midwest Regional By-Laws become invalid by reason of existing law, subsequently enacted legislation, decree of any court of competent jurisdiction, or any regulation of any government agency with proper jurisdiction, the remaining sections, parts and provisions of these By-Laws shall remain in full force and effect.

### **1.2. Legal Integrity of SPEEA**

The legal integrity of SPEEA is defined in the SPEEA Constitution.

## **2. GENERAL**

### **2.1. Composition of SPEEA**

#### **2.1.1. Addition of Bargaining Units**

The addition of Bargaining Units is defined in the SPEEA Constitution and SPEEA By-Laws.

#### **2.1.2. Regions**

Regions are defined in the SPEEA Constitution. The Midwest Region is defined in the SPEEA By-Laws.

### **2.2. Affiliation, Merger and Association**

#### **2.2.1. Affiliation**

Affiliations are defined in the SPEEA Constitution and SPEEA By-Laws.

#### **2.2.2. Merger**

Mergers are defined in the SPEEA Constitution and SPEEA By-Laws.

#### **2.2.3. Association**

Associations are defined in the SPEEA Constitution and SPEEA By-Laws.

#### **2.2.4. IFPTE Affiliation**

The Affiliation with the International Federation of Professional and Technical Engineers ("IFPTE") is defined in the SPEEA Constitution and in the affiliation agreement between SPEEA and IFPTE.

##### **2.2.4.1. Governing Documents Precedence**

The precedence of the Governing Documents is defined in the SPEEA Constitution.

##### **2.2.4.2. IFPTE Delegates**

The Midwest Regional Tellers shall be responsible for validating the petitions, specifying a final date for receipt of the petitions, and ensuring the candidates' statements meet all requirements.

An application for an IFPTE delegate candidacy shall be accomplished by filing a petition with the Midwest Regional Tellers Committee. The petition shall be endorsed by a minimum of 20 Midwest Regional Regular SPEEA Members in good standing. A candidate must be a Regular Member of the Midwest Region.

Each IFPTE Delegate candidate shall be permitted up to 25 words for their qualifications and 250 words for their position statement.

Candidate requirements and deadlines shall be announced in at least two issues of the official publications of SPEEA. The Midwest Regional Regular Members will elect by secret ballot from among the candidates. The delegates shall be elected on a separate ballot or ballot section from any ballot used for any other purpose.

SPEEA Staff who reside in the Midwest Region and meet the requirements for candidacy for IFPTE Delegates are eligible to participate in the election and the IFPTE Convention. The number of staff delegates shall never exceed the number of Midwest member delegates. In the case where the number of staff delegates must be reduced, the staff member with the lowest vote tally shall be removed until the number needed is attained.

The number of IFPTE Delegates for the Midwest Region will be established by the process in the SPEEA By-Laws.

#### **2.2.4.3. IFPTE Vice Presidents**

The Midwest Regional Council may provide additional responsibilities, which shall be incorporated into Midwest Regional Policy.

#### **2.2.5. Labor Councils**

The Midwest Regional Council shall determine any associations with local Labor Councils and additional requirements will be defined in the Midwest Regional Policy.

### **2.3. Requirements for Holding Office**

#### **2.3.1. Membership**

The membership requirements for holding office are defined in the SPEEA Constitution. Waivers for break in membership during approved leave of absence as specified in the SPEEA Constitution shall require a 2/3<sup>rd</sup>-majority vote by the SPEEA Council.

#### **2.3.2. Requirements**

Requirements are defined in the SPEEA Constitution.

#### **2.3.3. Training**

The training requirements are defined in the SPEEA Constitution and SPEEA By-Laws.

#### **2.3.4. Bonding**

The bonding requirements for officers and agents are defined in the SPEEA Constitution.

### **2.4. Reimbursement**

Reimbursement is defined in the SPEEA Constitution and SPEEA By-Laws.

### **2.5. Honorariums**

Honorariums are defined in the SPEEA Constitution and SPEEA By-Laws.

## **3. MEMBERSHIP**

### **3.1. Membership Requirements**

#### **3.1.1. Regular Membership**

Regular Membership, entitlements of membership and dues of membership are defined in the SPEEA Constitution and SPEEA By-Laws.

#### **3.1.2. Associate Membership**

Associate Membership, entitlements of membership and dues of membership are defined in the SPEEA Constitution and SPEEA By-Laws.

#### **3.1.3. Special Membership**

Special Membership, entitlements of membership and dues of membership are defined in the SPEEA Constitution and SPEEA By-Laws.

#### **3.1.4. Retiree Membership**

Retiree Membership and entitlements of membership are defined in the SPEEA Constitution and SPEEA By-Laws.

#### **3.1.5. Reciprocal Membership**

Reciprocal Membership and entitlements of membership are defined in the SPEEA Constitution, SPEEA By-Laws and SPEEA Policy.



**3.1.6. Membership Identification**

Membership identification is defined in the SPEEA Constitution and SPEEA By-Laws.

**3.2. Membership Meetings**

Membership meetings are defined in the SPEEA Constitution.

**3.2.1. Regular Membership Meetings**

Quorum requirements for regular membership meetings shall be a minimum of forty percent.

**3.2.2. Informational, Educational, Social Meetings**

Informational, Educational, and Social meetings are defined in the SPEEA Constitution and SPEEA By-Laws.

**3.3. Dues**

Dues are defined in the SPEEA Constitution and SPEEA By-Laws.

**3.3.1. Regular Members**

The dues for regular members are defined in the SPEEA Constitution. In the event of a Bargaining Unit Strike, the dues obligations will not apply, as defined in SPEEA By-Laws.

**3.3.2. Associate Members**

The dues for Associate Members are defined in the SPEEA Constitution.

**3.3.3. Special Members**

The dues for Special Members are defined in the SPEEA Constitution.

**3.3.4. Retiree Members**

The dues for Retiree Members are defined in the SPEEA By-Laws.

**3.3.5. Delinquency of Dues**

Delinquencies in dues are addressed in the SPEEA Constitution. All hardship case applicants shall be reviewed by the Midwest Region Vice President and reported to the Executive Board for consideration.

**3.4. Rights**

The rights of the Regular Membership are addressed in the SPEEA Constitution.

**3.4.1. Membership Vote**

The membership vote requirements are specified in the SPEEA Constitution.

**3.4.2. Nomination and Election of Representatives**

Nomination and Election of Representatives are defined in SPEEA Constitution and SPEEA By-Laws.

**3.4.3. Nomination and Election of Regional Vice Presidents**

A Midwest Regional Vice President must meet the requirements for holding office as specified in SPEEA Constitution Section 2.3.

**4. BARGAINING UNIT****4.1. Composition**

The composition of a Bargaining Unit is defined in the SPEEA Constitution and shall be documented in SPEEA Policy.

**4.2. Meetings**

Meetings of the regular membership of a bargaining unit are defined in SPEEA Constitution and SPEEA By-Laws.

**4.2.1. Bargaining Unit Membership Meeting Quorum**

In the Midwest Region, a Bargaining Unit Membership meeting quorum shall be a minimum of forty percent.

**4.2.2. Notice and Agenda**

All Bargaining Unit Regular Members shall be given a minimum of 5 days notice of Bargaining Unit Meetings. Meeting notification requirements of the Midwest Regional By-Laws shall apply, unless specifically waived by the Bargaining Unit Council, by 2/3 of those voting. The distribution process of notification to members will be defined by the Bargaining Unit Council. If e-mail is not a practical distribution process, then mailing of the notification will be used.

Advanced notice of Bargaining Unit Meetings and a meeting agenda listing the business to be conducted shall be prepared by the Bargaining Unit Officers. When a Bargaining Unit Council calls a Bargaining Unit Meeting, items designated by that Bargaining Unit Council shall be included in the agenda. Items of business that are in conflict with the Constitution or government statute shall be ruled invalid by the Bargaining Unit Council Officers. Space permitting, attendance at Bargaining Unit Meetings shall be open to Regular SPEEA Members of all Bargaining Units, but members of the Bargaining Unit holding the meeting may be segregated from non-members for purposes of vote determination.

#### **4.2.3. Allowable Business**

Any business pertaining solely to a Bargaining Unit may be conducted at a regular membership meeting at which a quorum is present and the item to be addressed is on the meeting agenda, unless it is specifically prohibited or reserved for another governing body by the SPEEA Constitution or SPEEA By-Laws. Items not on the agenda may be addressed, but no decision can be taken except to direct a referendum vote of the full bargaining unit membership.

#### **4.3. Rights**

The exclusive rights of Bargaining Units are defined in the SPEEA Constitution.

#### **4.4. Area Representatives**

The primary roll of the Area Representative is to provide information to the membership and to provide feedback to the Council Representative.

Area Representatives will forward information from their Council Representative to the members in their area. Area Representatives must refer employees with grievances or other problems to the Council Representative. They should recruit new members, attend meetings called by their Council Representative, and assist the Council Representative when necessary in carrying out various programs, surveys, etc. Area Representatives should report any workplace activities that are in violation of the Contract to their Council Representative or SPEEA Staff. An Area Representative shall not perform the Council Representative's responsibility of attending disciplinary meetings or grievance handling responsibilities.

The term of the Area Representative will end on May 1<sup>st</sup> of every calendar year.

### **5. BARGAINING UNIT COUNCIL**

Bargaining Unit governances on officers shall exist in Midwest Regional Policy but in no case shall they conflict with or take precedence over the SPEEA Governing Documents or the Midwest Regional By-Laws.

#### **5.1. Composition**

The Midwest Region acknowledges Bargaining Unit Officers for each Bargaining Unit elected from the Council Representatives of that Bargaining Unit, after the seating of the Midwest Regional Council in May. The process to elect officers is defined in Midwest Regional Policy. Governances for each Bargaining Unit Council and Officers shall be defined in Midwest Regional Policy and Bargaining Unit Policy.

##### **5.1.1. Council Representatives**

The procedure for the recall of a Council Representative is addressed in the SPEEA Constitution, Section 5.3.4.

##### **5.1.1.1. Alternate Council Representative**

Each Council Representative shall designate by name, one of the Area Representatives in that Council district as an Alternate Council Representative, and file the designation with the Council Secretary. The Council Representative may withdraw such designation at any time.

##### **5.1.2. Districts**

The requirements for districts are defined in the SPEEA Constitution, Section 9.1.5.3.

#### **5.2. Meetings**

Midwest Regional Bargaining Unit Council Meetings are defined in the Midwest Regional Policy.

Space permitting, attendance at Bargaining Unit Council Meetings shall be open to Regular SPEEA Members of all Bargaining Units, but members of the Bargaining Unit Council may be segregated from non-members for purposes of vote determination.

##### **5.2.1. Quorum**

The quorum for a Bargaining Unit Council meeting is defined in the SPEEA Constitution.

### **5.2.2. Notice and Agenda**

Advanced notice of regular Bargaining Unit Council Meetings and a meeting agenda listing the business to be conducted shall be prepared by the Bargaining Unit Officers.

All Bargaining Unit Council Representatives and their Alternates shall be given a minimum of 5 days notice of regular Bargaining Unit Council Meetings. If e-mail is not a practical distribution process of notification, then mailing of the notification will be used.

The agenda shall consist of at least the following items; Start Time, Good of the Union, Business of the Council, Officers' Announcements, Summarized Grievance Report, Committee Reports pertaining to that Bargaining Unit, Unfinished Business, Pre-submitted New Business, New Business, and Adjournment. The agenda shall include all business pre-submitted by a member of the Bargaining Unit Council or a Bargaining Unit Council Committee. Items of business that are in conflict with the Constitution or government statute shall be ruled invalid by the Bargaining Unit Council Officers.

### **5.2.3. Allowable Business**

Only business pertaining solely to a single Bargaining Unit may be conducted at Bargaining Unit Council meetings. The Council Chairman or designee shall decide whether an item of business pertains to a single Bargaining Unit, with such decision being subject to overturn by the Midwest Regional Council or the SPEEA Council. If an item is ruled not unique to that Bargaining Unit, the Bargaining Unit Council may only make recommendations to the responsible Council.

## **5.3. Election**

### **5.3.1. Terms of Office**

Terms of Office are defined in the SPEEA Constitution and SPEEA By-Laws.

### **5.3.2. Nomination**

Any regular member of the Midwest Region, with continuous membership during the 12 months prior, may file a petition for a Council Representative position with the Midwest Regional Tellers Committee on or before the first Wednesday in April of odd-numbered years. The petition shall include the endorsements of a minimum of fifteen regular members in the council district and be signed by the candidate. The Midwest Regional Tellers shall validate the petition signatures for membership and district location. The Midwest Regional Tellers may determine the number of endorsements of regular members in small membership districts

### **5.3.3. Election Balloting**

Where the number of nominees exceeds the number of representative positions in a district, the election shall be by secret ballot of the regular members in that district. Ballots shall be mailed to the members on the second Wednesday of April.

Council Representative election ballots shall be counted on the fourth Wednesday of April. Only properly validated ballots received before 12:00 noon shall be counted.

Upon completion of ballot counting, the Midwest Regional Tellers Committee shall certify as elected all Council Representatives who were elected or nominated unopposed, and these Council Representatives shall take office.

### **5.3.4. Recall and Replacement**

The recall and replacement of a Council Representative is defined in the SPEEA Constitution. A petition for a vacant position shall meet the requirements of the Midwest By-Laws 5.3.2. Petitions may only be filed for a vacant position advertised in the council district and shall be received by 12:00 noon, two days before the regular Midwest Council Meeting.

## **5.4. Rights and Duties**

The Bargaining Unit Council shall have the same rights and duties as the Midwest Regional Council, except such rights and duties shall be limited to matters pertaining solely to that specific Bargaining Unit, and the members thereof.

### **5.4.1. Delegated Responsibilities**

Council Representatives or their Alternates shall attend all regular Regional and SPEEA Council meetings in a Council year; as a minimum, a Council Representative must personally attend 2/3 of the regular Council meetings in a Council year (which allows 1/3 of the meetings to be attended by an Alternate). Lack of attendance to a regular Council meeting due to circumstances beyond their control will be taken into consideration and ruled on at the next Council meeting. Additional responsibilities of a Council Representative are defined in the SPEEA Constitution and Midwest Policy.

#### **5.4.2. Council Representative Responsibilities**

The responsibilities of a Council Representative are defined in the SPEEA Constitution and Midwest Policy.

##### **5.4.2.1. Area Representatives**

Creation of Area Representatives is defined in the SPEEA Constitution and SPEEA By-laws. Council Representatives can remove Area Representatives by not submitting the name of the Area Representative for another term to the SPEEA staff per SPEEA By-laws Section 5.4.2.1. Charges can be levied against Area Representatives for violating their duties per Section 4.4.

##### **5.4.2.2. District Residency**

In the event of a permanent relocation or transfer into a non-vacant Council District, the Council Representative shall be able to retain their position for the remainder of their term so long as they are willing and capable of performing their duties as described in Section 5.4.2 of the SPEEA and Midwest Regional Governing Documents.

#### **5.4.3. Executive Board Actions**

The review of Executive Board actions is defined in the SPEEA Constitution.

## **6. REGIONAL COUNCIL**

### **6.1. Composition**

The composition of the Regional Council is defined in the SPEEA Constitution.

### **6.2. Regional Council Officers**

Regional Council Officers are defined in the SPEEA Constitution and SPEEA By-Laws.

#### **6.2.1. Regional Council Chairman**

The Regional Council Chairman is defined in the SPEEA Constitution and SPEEA By-Laws.

#### **6.2.2. Regional Council Treasurer**

The Regional Council Treasurer is defined in the SPEEA Constitution and SPEEA By-Laws.

#### **6.2.3. Regional Council Secretary**

The Regional Council Secretary is defined in the SPEEA Constitution and SPEEA By-Laws. The Regional Council Secretary shall be considered an Ex-Officio member of the Midwest Governing Documents Committee.

#### **6.2.4. Additional Officers**

Additional Officers, if any, will be defined in Midwest Regional Policy.

### **6.3. Meetings**

The Council Officers may elect to hold a single meeting with delegates in attendance, hold a simultaneous meeting at multiple locations, or may elect to collect individually-cast delegate votes. The Council Officers are responsible for collating the votes and declaring the results.

The rules contained in "Robert's Rules of Order - Newly Revised" shall govern the Midwest Council in all cases for which they are applicable, and in which they are not inconsistent with the SPEEA Constitution, the SPEEA By-Laws, and the Midwest By-Laws except that the Chairman may elect to defer a call for the question if there has been no opportunity for three speakers on each side of the question. In exercising this option, the chairman may limit the time for each speaker and may recognize only those desiring to speak on the side which has not had three speakers. If the option to defer has been exercised, such option shall expire automatically when each side has had three speakers and the deferred call for the question shall be put to a vote and shall require 2/3 vote for passage.

Space permitting, attendance at Midwest Regional Council Meetings shall be open to Regular SPEEA Members of all Regions, but members of the Midwest Regional Council may be segregated from non-members for purposes of vote determination. The only exception to this paragraph is Section 6.2 of the SPEEA Constitution and Section 6.3.1 of the SPEEA By-Laws.

#### **6.3.1. Initial**

The Midwest Regional Tellers in odd-numbered years will convene the regular May meeting of the Midwest Regional Council. The first order of business will be the election of a Midwest Regional Council Chairman, and thereupon the Teller shall relinquish the Chair to the newly elected Chairman. The Chairman will then conduct an election for the remaining officers. Elections when there are two or more candidates for one office shall be by secret ballot and require

a plurality of votes cast. The outgoing Council Officers shall be responsible for preparing the agenda and the arrangements for the meeting.

### **6.3.2. Frequency**

Midwest Regional Council meeting frequency is defined in the SPEEA By-Laws. Written demand of twenty percent of the Midwest Council shall include the name of the Council Member, district or position in SPEEA and provide or refer to the special business to be addressed. Written demand may be e-mailed, faxed, or hand delivered. E-mail addresses can be verified to the address of record at the SPEEA Office.

### **6.3.3. Quorum**

The Quorum is defined in the SPEEA Constitution.

### **6.3.4. Notice and Agenda**

Advanced notice of the Midwest Regional Council meetings and a meeting agenda listing the business to be conducted shall be prepared by the Midwest Regional Officers.

All Midwest Regional Council Representatives and their Alternates shall be given a minimum of 5 days notice of regular Midwest Regional Council Meetings. If e-mail is not a practical distribution process of notification, then mailing of the notification will be used.

The agenda shall consist of at least the following items; Start Time, Good of the Union, Business of the Council, Council Officers' Announcements, Midwest Vice President's Report, Summarized Grievance Report, Committee Reports, Unfinished Business, Pre-submitted New Business, New Business, SPEEA Reports, and Adjournment. The agenda shall include all business pre-submitted by a member of the Midwest Regional Council or a Midwest Regional Council Committee. Items of business that are in conflict with the Constitution or government statute shall be ruled invalid by the Midwest Regional Council Officers.

### **6.3.5. Allowable Business**

Only business pertaining solely to the region may be conducted at Midwest Regional Council meetings. The Council Chairman or designee shall decide whether an item of business pertains to the Midwest Region, with such decision being subject to overturn by the SPEEA Council. If an item is ruled not unique to the Midwest Region, the Midwest Regional Council may only make recommendations to the responsible Council.

The business conducted at the meeting is limited to the items on the published agenda. An item may be added to the agenda only by a 2/3-majority vote of the delegates present at the meeting.

## **6.4. Rights and Duties**

The Midwest Regional Council shall have the exclusive rights and duties including, but not limited to, those described in Section 6.4 of the SPEEA Governing Documents and the Midwest Governing Documents, except as defined elsewhere within the Constitution, and subject only to the will of the Midwest Regional Membership. The purpose of the Regional Council shall be to act upon matters exclusive to the specific Region represented.

The Regional Council shall ensure that Council Representatives are compliant with training requirements. The minimum required training will be defined in Policy.

### **6.4.1. Regional Council Responsibilities**

Council Representatives or their Alternates shall attend all regular meetings in a Council year; as a minimum, a Council Representative must personally attend 2/3 of the regular Council meetings in a Council year (which allows 1/3 of the meetings to be attended by an Alternate). Lack of attendance to a regular Council meeting due to circumstances not in their control will be taken into consideration and ruled on at the next Council meeting. Additional responsibilities of a Council Representative are defined in the SPEEA Constitution.

### **6.4.2. Executive Board Actions**

The annual budget of the Midwest Region, as a whole, is subject to Midwest Regional Council overturn. The Midwest Regional Council may overturn specific items within that budget with a 2/3-majority vote of the Council.

### **6.4.3. Signatories and Bonding**

Additional Officers shall not have signature authority.

### **6.4.4. Regional By-Laws**

Determination of the Midwest Regional By-Laws is defined in the SPEEA Constitution and SPEEA By-Laws.

### **6.4.5. Regional Policy**

Determination of the Midwest Regional Policy is defined in the SPEEA Constitution and SPEEA By-Laws.

**6.4.6. Regional Council Committees**

The Midwest Region recognizes Joint Union/Company Committees in its jurisdiction. All committees shall report at Council meetings, which requires placement on the agenda. Midwest Regional Council Committees are defined in the Midwest Regional Policy.

**6.4.7. Recall and Replacement of Regional Council Officers**

The procedure for recalling and replacing Regional Council Officers is defined in the SPEEA Constitution.

**6.5. Committees**

Refer to Midwest Regional Policy for additional definitions.

**6.6. Site Assemblies**

Refer to Midwest Regional Policy for additional definitions.

**6.6.1. Site Assembly Officers**

Refer to Midwest Regional Policy for additional definitions.

**7. SPEEA COUNCIL****7.1. Composition**

The composition of the SPEEA Council is defined in the SPEEA Constitution.

**7.2. SPEEA Council Officers**

SPEEA Council Officers are defined in the SPEEA Constitution and SPEEA By-Laws.

**7.2.1. SPEEA Council Chairman**

SPEEA Council Chairman is defined in the SPEEA Constitution and SPEEA By-Laws.

**7.2.2. SPEEA Council Treasurer**

SPEEA Council Treasurer is defined in the SPEEA Constitution and SPEEA By-Laws.

**7.2.3. SPEEA Council Secretary**

SPEEA Council Secretary is defined in the SPEEA Constitution and SPEEA By-Laws.

**7.2.4. Election**

Election of SPEEA Council Officers is defined in the SPEEA Constitution and SPEEA By-Laws.

**7.3. Meetings****7.3.1. Convention****7.3.1.1. Frequency**

Frequency of the convention is defined in the SPEEA Constitution and SPEEA By-Laws.

**7.3.1.2. Quorum**

The quorum for the convention is defined in the SPEEA Constitution.

**7.3.1.3. Notice and Agenda**

The notice and agenda for the convention is defined in the SPEEA Constitution.

**7.3.1.4. Allowable Business**

The allowable agenda for the convention is defined in the SPEEA Constitution.

**7.3.1.5. Voting**

Approval of items on the published agenda is defined in the SPEEA Constitution and SPEEA By-Laws.

**7.3.2. SPEEA Council Meetings**

The SPEEA Council Meetings are defined in the SPEEA Constitution and SPEEA By-Laws.

**7.3.2.1. Frequency**

The frequency of meetings is defined in the SPEEA Constitution.

**7.3.2.2. Quorum**

The quorum for a meeting of the SPEEA Council is defined in the SPEEA Constitution and SPEEA By-Laws.

**7.3.2.3. Notice and Agenda**

The notice and agenda for a meeting of the SPEEA Council is defined in the SPEEA Constitution and SPEEA By-Laws.

**7.3.2.4. Allowable Business**

The allowable business is defined in the SPEEA Constitution.

**7.3.2.5. Voting**

Approval of items on the published agenda is defined in the SPEEA Constitution and SPEEA By-Laws.

**7.4. Rights and Duties**

The rights and duties of the members of the SPEEA Council are defined in the SPEEA Constitution, SPEEA By-Laws, and SPEEA Policy.

**7.4.1. Responsibilities**

The responsibilities of the members of the SPEEA Council are defined in the SPEEA Constitution, SPEEA By-Laws, and SPEEA Policy.

**7.4.2. Executive Board Actions**

Actions taken with respect to Executive Board Actions are defined in the SPEEA Constitution.

**7.4.3. Signatories and Bonding**

Signatories and Bonding of SPEEA Council Officers and Additional Officers are defined in the SPEEA Constitution and SPEEA By-Laws.

**7.4.4. SPEEA By-Laws**

Maintenance of the SPEEA By-Laws is defined in the SPEEA Constitution and SPEEA By-Laws.

**7.4.5. SPEEA Policy**

Determination of SPEEA Policy is defined in the SPEEA Constitution and SPEEA By-Laws.

**7.4.6. Council Committees**

Council Committees are defined in the SPEEA Constitution, SPEEA By-Laws, and SPEEA Policy.

**7.4.7. Recall and Replacement of Council Officers**

Recall and Replacement of Council Officers are defined in the SPEEA Constitution and SPEEA By-Laws.

**7.5. Committees**

Committees are defined in the SPEEA Constitution, SPEEA By-Laws, and SPEEA Policy.

**8. EXECUTIVE BOARD****8.1. Composition**

The composition of the SPEEA Executive Board is defined in the SPEEA Constitution and SPEEA By-Laws.

**8.2. Duties and Responsibilities****8.2.1. President**

The duties of the President are defined in the SPEEA Constitution.

**8.2.2. Treasurer**

The duties of the Treasurer are defined in the SPEEA Constitution.

**8.2.3. Secretary**

The duties of the Secretary are defined in the SPEEA Constitution.

**8.2.4. Regional Vice Presidents**

Duties and responsibilities of the Midwest Regional Vice President is to represent the Midwest Region, coordinate between the Executive Board and the Midwest Regional Council, oversee legislative actions, assist the Midwest

Regional Council in interacting with the employer and assist in coordination and communications between the Members, Executive Board and Negotiation Teams within the Midwest Region. When issues of member hardship in the Midwest Region are brought to the attention of the Executive Board, the Midwest Regional Vice President will investigate each hardship and make a recommendation to the Executive Board.

### **8.3. Executive Board Meetings**

Executive Board meetings are defined in the SPEEA Constitution.

#### **8.3.1. Frequency**

The frequency of Executive Board Meetings is defined in the SPEEA Constitution.

#### **8.3.2. Quorum**

The quorum of Executive Board Meetings is defined in the SPEEA Constitution and SPEEA By-Laws

### **8.4. Elections**

#### **8.4.1. President, Treasurer, Secretary**

The elections of the President, Treasurer, and Secretary are defined in the SPEEA Constitution.

##### **8.4.1.1. Term of Office**

The term of office is defined in the SPEEA Constitution.

##### **8.4.1.2. Nominations**

Nominations are defined in the SPEEA Constitution and SPEEA By-Laws.

##### **8.4.1.3. Election Balloting**

Election Balloting is defined in the SPEEA Constitution and SPEEA By-Laws.

##### **8.4.1.4. Recall and Replacement**

Recall and Replacement are defined in the SPEEA Constitution and SPEEA By-Laws.

#### **8.4.2. Regional Vice Presidents**

The election of the Midwest Regional Vice President is defined in the SPEEA Constitution.

##### **8.4.2.1. Term of Office**

The term of office is defined in the SPEEA Constitution.

##### **8.4.2.2. Nominations**

Nominations are defined in the SPEEA Constitution and SPEEA By-Laws.

##### **8.4.2.3. Election Balloting**

Election Balloting is defined in the SPEEA Constitution and SPEEA By-Laws.

##### **8.4.2.4. Recall and Replacement**

Recall and Replacement are defined in the SPEEA Constitution and SPEEA By-Laws.

### **8.5. Rights and Duties**

#### **8.5.1. Responsibilities**

The responsibilities of the Executive Board are defined in the SPEEA Constitution.

#### **8.5.2. SPEEA Budget**

The SPEEA Budget is defined in the SPEEA Constitution and SPEEA By-Laws.

#### **8.5.3. SPEEA Staff**

The SPEEA Staff is addressed in the SPEEA Constitution.

#### **8.5.4. Committees**

Executive Board Committees are defined in the SPEEA Constitution and SPEEA By-Laws.

#### **8.5.5. Signatories and Bonding**

The Signatories and Bonding requirements are defined in the SPEEA Constitution.



**8.5.6. Documents and Publications**

The documents and publications for SPEEA and its Regions are defined in the SPEEA Constitution.

**8.5.7. Collective Bargaining Enforcement**

Enforcement of Collective Bargaining Agreements is defined in the SPEEA Constitution.

**9. TELLERS****9.1. Regional Tellers****9.1.1. Composition**

The composition of Regional Tellers is defined in the SPEEA Constitution and SPEEA By-Laws.

**9.1.2. Meetings**

The Midwest Regional Tellers Committee shall convene when called by the Midwest Regional Tellers Committee Chairman, or by a majority of the Committee. The conduct of the Midwest Regional Tellers Committee meetings shall be determined within the Committee and the Midwest Regional Policy.

**9.1.3. Elections**

Prior to the second Wednesday of January of even-numbered years, the Midwest Council Officers shall notify the Regional membership of the nomination opening and closing dates, nomination requirements, election dates and requirements, voting directions and balloting procedures for electing Regional Tellers. Notification shall be made to each member's last known address.

Nominations shall be made by petition, signed by fifteen or more Regular Members of the Midwest Region, and submitted at the MW SPEEA office after the second Wednesday of January but not later than 5:00 p.m. on the fourth Wednesday of January. The Midwest Council Chair shall be responsible for the validation of the petition. The petition must include the signature of the nominee signifying the nominee's consent.

Each nominee must be a Regular Member with a continuous membership during the previous 12 months.

The Midwest Council Officers shall assure that a single platform statement from each properly nominated candidate shall, if available, be included with the ballot. Each statement will be 150 words or less in length. If no statement is submitted, "No response provided by the candidate" shall be used instead. Statements must be submitted no later than 5:00 p.m. on the fourth Wednesday of January.

The Midwest Council Officers shall oversee the election of the Midwest Tellers. If the election is contested, the election shall be by secret ballot and will be sent to the last known address of all Regional Regular Members. Ballots shall be sent prior to the last Wednesday in February. The candidates shall be placed on a separate ballot or ballot section from any ballot used for any other purpose. When there are candidates from each Bargaining Unit of the Region, the candidates should be separated by Bargaining Unit into separate ballot sections with the instruction to pick one candidate from each section. The Midwest Council Officers shall be responsible for processing and sending the ballot package, and for ensuring the confidentiality of this material.

The ballots shall be counted on the second Wednesday of March, and no ballots received after noon local time on that day will be counted. Votes for a person not properly nominated shall not be counted and will invalidate only the vote for that office. The Midwest Council Officers shall be responsible for the validation of the election.

**9.1.4. Recall and Replacement**

The procedure for recall and replacement of a Regional Teller is defined in the SPEEA Constitution.

**9.1.5. Rights and Duties**

The Rights and Duties of a Regional Teller are defined in the SPEEA Constitution.

**9.1.5.1. Charges**

The requirements for charges are defined in the SPEEA Constitution.

**9.1.5.2. Records**

The records for the Regional Tellers are defined in the SPEEA Constitution.

**9.1.5.3. Districting**

By the second Wednesday of every September and March of each year, the Midwest Regional Tellers Committee shall perform an audit of the districts and report to the Bargaining Units of the Midwest Region for any improved recommendation of District composition.

**9.2. SPEEA Tellers****9.2.1. Composition**

The composition of the SPEEA Tellers is defined in the SPEEA Constitution.

**9.2.2. Meetings**

The meeting requirements for SPEEA Tellers are defined in the SPEEA Constitution.

**9.2.3. Elections**

The election of SPEEA Tellers is defined in the SPEEA Constitution.

**9.2.4. Recall and Replacement**

The recall and replacement requirements are defined in the SPEEA Constitution.

**9.2.5. Rights and Duties**

Rights and Duties are defined in the SPEEA Constitution.

**9.2.5.1. Charges**

Charges are defined in the SPEEA Constitution and SPEEA By-Laws.

**9.2.5.2. Records**

The record requirements are defined in the SPEEA Constitution.

**9.2.5.3. Audit**

Audits are defined in the SPEEA Constitution and SPEEA By-Laws.

**10. JUDICIAL REVIEW**

Judicial Review is defined in the SPEEA Constitution and SPEEA By-Laws.

**10.1. Composition**

Composition of the Judicial Review Committee is defined in the SPEEA Constitution and SPEEA By-Laws.

**10.1.1. Meetings**

Meetings of the Judicial Review Committee are defined in the SPEEA Constitution.

**10.1.2. Elections**

The nomination and election of members to the Judicial Review Committee are defined in the SPEEA Constitution.

**10.1.3. Recall/Replacement**

The recall and replacement of Judicial Review Committee members is defined in the SPEEA Constitution.

**10.2. Rights and Duties****10.2.1. Constitution and By-Laws Interpretation**

Constitution and By-Laws Interpretation is defined in the SPEEA Constitution and SPEEA By-Laws.

**10.2.2. Hearing of Appeals**

Hearing of Appeals is defined in the SPEEA Constitution and SPEEA By-Laws

**10.2.3. Records**

The accessibility of the Judicial Review Committee to SPEEA records is defined in the SPEEA Constitution.

**11. NEGOTIATIONS****11.1. Negotiation Team**

Additional definitions on the Negotiation Team and the processes and policies for negotiations are defined in Midwest Regional and Bargaining Unit Policies.

**11.2. Selection of Negotiators**

The Bargaining Unit Council in accordance with the SPEEA Constitution shall determine the method of selection of its negotiators.

**11.3. Negotiation Team Rights and Obligations**

The Negotiation Team shall report on the Team's progress to the Bargaining Unit Council per Bargaining Unit Policy.

**11.4. Ratification of Collective Bargaining Agreements**

Additional definitions on Absentee Ballots are defined in Midwest Regional Policy.

**11.5. Strike Authorization Vote**

The process for validating a strike authorization vote is defined in Midwest Regional Policy.

**11.6. Amendments to Collective Bargaining Agreements**

The amendment procedure to a Collective Bargaining Agreement is defined in the SPEEA Constitution.

**12. ELECTION****12.1. Procedure**

Election procedures are defined in the SPEEA Constitution and SPEEA By-Laws.

**12.2. Challenges and Appeals**

Election challenges and Appeals are defined in the SPEEA Constitution and SPEEA By-Laws.

**13. CHARGES****13.1. Charges**

Charges are defined in the SPEEA Constitution and SPEEA By-Laws.

**13.2. Appeals**

Appeals are defined in the SPEEA Constitution and SPEEA By-Laws.

**13.3. Hearing**

Hearings are defined in the SPEEA Constitution and SPEEA By-Laws.

**13.4. Disciplinary Action**

The disciplinary action is defined in the SPEEA Constitution.

**14. REFERENDUMS AND CONSTITUTIONAL AMENDMENTS****14.1. Methods**

The methods for initiating a referendum are defined in the SPEEA Constitution.

**14.2. Processing**

Proposed amendment handling and amendment language are defined in the SPEEA Constitution and SPEEA By-Laws.

**14.3. Affiliation Referendums from the Membership**

The requirements for a referendum are defined in the SPEEA Constitution.

**15. BY-LAWS****15.1. Existence**

The maintenance of the Midwest Regional By-Laws is the responsibility of the Midwest Regional Council Governing Documents Committee.

**15.2. Amendment Procedures**

The amendment procedure is defined in the SPEEA Constitution.

**15.2.1. Methods**

The amendment method is defined in the SPEEA Constitution.

**15.2.2. Processing**

Proposed amendment handling and amendment language are defined in the SPEEA Constitution and SPEEA By-Laws. The Midwest Regional Governing Documents Committee Chairman or designee will certify the revised document prior to distribution. The Midwest Regional By-Laws will include both the endorsements (signatures) of the Midwest Regional Governing Documents Chairman and the Midwest Regional Secretary.

## **16. POLICY**

### **16.1. Existence**

The maintenance of the Midwest Regional Policy Manual is the responsibility of the Midwest Regional Governing Documents Committee. Maintenance and incorporation of policy items are defined in the SPEEA Constitution and SPEEA By-Laws.

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