



**Michigan Public Employees SEIU Local 517M**  
**BYLAWS**  
*of the*  
**Scientific & Engineering Bargaining Unit**



**ARTICLE I**  
**MEMBERSHIP**

**Section 1:** Any person assigned to the Scientific and Engineering Bargaining unit by the State of Michigan shall be eligible for Membership in the Union.

**Section 2:** Any person meeting the requirements of Section 1 and paying current dues shall be a Member in Good Standing.

**ARTICLE II**  
**DUES AND SERVICE FEES**

**Section 1:** The Dues and Service Fees of the Union shall be as established by the SEIU Local 517M Executive Board.

**Section 2:** Dues and Service Fees shall be collected via payroll deductions or may be prepaid annually.

**ARTICLE III**  
**BOARD OF DIRECTORS**

**Section 1:** The Board of Directors of the Scientific and Engineering Bargaining Unit shall consist of the President, Secretary and the Departmental Representatives.

**Section 2:** This Board of Directors shall have the authority to negotiate contracts, service contracts, and conduct the general business of the Bargaining Unit. It shall have the power to amend these Bylaws or establish new ones, with ratification by the SEIU Local 517M Executive Board.

**Section 3:** The Officers shall be the President and Secretary and their duties shall be as follows:

**President:** The President shall preside over the Bargaining Unit Board meetings, and any special meetings of the membership; call special meetings, create special committees, appoint committee members, and have general oversight of all activities of the Bargaining Unit. As according to the SEIU 517M Constitution, the President will be a Divisional Vice President on the SEIU Local 517M Executive Board and shall perform all duties as stipulated in the SEIU Local 517M Constitution.

**Secretary:** The Secretary shall assist in the discharge of the President's duties and in the absence of the President, perform those duties.

The Secretary shall oversee records of the proceedings of all meetings, oversee membership lists and all official records of the Union and shall be responsible for Union elections and ratification votes.

**ARTICLE IV**  
**BOARD OF DIRECTORS REPRESENTATION**

**Section 1:** The Departmental representation on the Board of Directors shall be based on the following formula:

Members per State Departments:

**Over 450 ----- 3**

**150 to 450-----2**

**60 to 149-----1**

All Departments with less than 60 members will be combined and will elect an at large Representative(s) based upon the above formula, with a minimum of one.

**ARTICLE V**  
**MEETINGS**

**Section 1:** Board of Director meetings shall be held at least quarterly and shall be scheduled by the President. Special meetings of the Board of Directors may be called by the President, or at the request of at least five (5) Board Members. A majority of the Board of Directors shall constitute a quorum.

**Section 2:** Notice of time, purpose and place of regular Board of Director meetings shall be prepared by the President and mailed by the Union office to all Board Members, at least ten (10) days prior to said meetings. Notice of time, purpose and place of special Board of Director meetings shall be made to all Board Members in accordance with Board policy.

**Section 3:** A time period shall be allotted at regular Board of Directors meetings for hearings on charges or presentations by Members in accordance with Board policy. Members may schedule presentations with the President at least fifteen (15) calendar days prior to the meeting in order for the presentation to appear on the agenda. Any Member may attend and observe any regular Board Meeting.

**Section 4:** A quorum at any Board meeting shall be a majority of Board Members elected to serve.

**Section 5:** Conduct of meetings shall be by the practice of the latest edition of Roberts "Rules of Order" except in cases where such are in conflict with the Constitution, Bylaws or Board policy.

**Section 6:** Minutes shall be kept of all Board meetings and shall include all significant actions taken therein. All action taken by the Board shall be published in the Union's newsletter of general circulation or posted on the SEIU Local 517M Website.

## ARTICLE VI

### ELECTION OF OFFICERS, BOARD MEMBERS AND SEIU LOCAL 517M EXECUTIVE BOARD MEMBERS

**Section 1:** Election of Officers and Board Members shall be held the first Monday in October of each election year. The term of Office is three (3) years with the first election being held in 2003. Officers and Board Members thereby elected shall take office on November 1st thereafter.

**Section 2:** Members shall be given written notice of the election at least thirty (30) days prior to ballots being distributed. Notices shall state date, time, manner and place, and purpose of election.

**Section 3:** President, and Secretary shall be elected by, and from, the general membership.

**Section 4:** Directors shall be elected by, and from, the Department(s), which they represent. A vacancy in the office of President shall be filled by the Secretary without appointment of the Executive Board. A vacancy in the office of Secretary shall be filled from the existing Scientific & Engineering unit board members by a majority vote. A vacancy of a director shall be filled by vote of the Scientific & Engineering unit board members by a majority vote.

**Section 5:** Nominations for Officers shall be made by the Election/Tally Committee according to Board Policy. This committee shall review and report nominees to the Secretary of the Board. All nominees shall have been members of the Union for at least twelve (12) months preceding the election ballot count date.

**Section 6:** There shall be no provisions for write-in nominees.

**Section 7:** The Secretary of the Union shall be responsible for the conduct of the Election and shall arrange for printing, distributing, collecting, counting and tabulating of ballots and announcing the results thereof to the Board and Members as expeditiously as possible. The Election of Officers shall be by mailed secret ballot to all voting Members. Ballots shall be mailed at least fifteen (15) calendar days prior to the date of counting. Any candidate for office may have an observer present at the counting of the ballots. The candidate receiving the most votes for any office shall be elected to the office.

**Section 8:** The Scientific and Engineering Bargaining Unit will have as many seats on the SEIU Local 517M Executive Board as determined in the SEIU 517 M Constitution and By-Laws. The appointments shall be as follows: The President, the Secretary, and the remaining seats by a vote of the Board at the first meeting after the election.

## ARTICLE VII

### COMMITTEES

**Section 1:** Standing and special committees shall be appointed by the President with the approval of the Board to serve with the duties indicated or as established by the Board.

**Section 2:** Among the standing committees shall be the following:

**Bargaining Committee.** The Bargaining Committee shall be responsible for contract negotiations with the State of Michigan and shall be appointed by the President of the S & E Board with approval of the Board.

**Grievance Committee.** The Grievance Committee shall be responsible for determining which grievances are to be advanced to arbitration.

**Election/Tally Committee.** The Election/Tally Committee shall be responsible for making and/or receiving nominations for Officers and Board Members, and the preparation, certification and tallying of the ballots.

**Political/Legislative Committee.** The Political/Legislative Committee shall oversee and promote the Union's political and legislative programs, as well as promote membership involvement in the Committee on Political Education (COPE).

**Section 3:** Standing Committee Members shall serve until discharged by the President, or until the conclusion of the President's term. Special Committee Members shall serve for the term of the committee as established upon committee assignment. Any Committee Member may resign upon written notice to the President.

## ARTICLE VIII

### ORDER OF BUSINESS

The order of business at the Board meetings and any special meetings of the membership shall be established by the President.

## ARTICLE IX

### AMENDMENTS

**Section 1:** Amendments to these Bylaws shall be by a two thirds majority vote of the Board of Directors at the first meeting at least 30 days after notification to the membership via the newsletter or special mailing and ratification by the SEIU Local 517 M Executive Board..

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