

CONSTITUTION OF
UNITED PHYSICIAN ASSISTANTS OF MICHIGAN MEDICINE
AFT LOCAL _____, AFL-CIO

ARTICLE I
NAME

This organization shall be known as United Physician Assistants of Michigan Medicine, AFT Local _____, AFL-CIO.

ARTICLE II
MISSION STATEMENT

The mission of United Physician Assistants of Michigan Medicine (UPAMM) is to represent, advocate, and serve as the democratic voice for its member Physician Assistants.

Through collective bargaining, we will ensure high quality patient care. We will strive to achieve a fair work-life balance, equity, and transparency in a diverse, inclusive, safe, and professional work environment.

Together, we will demonstrate the value we bring to our community by providing exceptional care and serving as a model of leadership and integrity.

ARTICLE III
OBJECTIVES

Section 1. To maintain full union rights, including the rights to exclusive recognition and collective bargaining, for all employees who are eligible for membership.

Section 2. To engage in member outreach, education, and mobilization in order to build understanding of the value of solidarity and that the primary purpose of the union is empowerment for positive change.

Section 3. To promote and improve Physician Assistant professional standards of care.

Section 4. To encourage mutual understanding and cooperation among the membership.

Section 5. To promote the well-being of the communities served by Physician Assistants.

Section 6. To improve the quality of care delivered at Michigan Medicine.

Section 7. To promote democracy, equality, and unionism in the society at large.

ARTICLE IV
MEMBERSHIP

Section 1. All dues-paying Physician Assistants of Michigan Medicine included in the UPAMM bargaining unit are eligible for membership in UPAMM.

Section 2. No person shall be denied membership, nor shall UPAMM ever discriminate against individual members or applicants for membership on the basis of race, creed, ethnic or religious background, sex, gender, gender identity or expression, sexual orientation, disability, social, political, or economic status, or national origin.

Section 3. The power of UPAMM and our ability to achieve our objectives rely on an educated and active membership. UPAMM members share basic duties and obligations of union membership that include making a good-faith effort to stay informed of union issues and events, to participate in UPAMM governance, and to help build UPAMM at their work sites.

Section 4 The legislative power of UPAMM shall be vested in the Membership Meeting. Unless otherwise stipulated in the Constitution, action items and elections shall require a simple majority of votes cast in the Membership Meeting. The Membership Meeting shall approve the annual budget; shall receive and approve committee reports including the required annual financial report or audit; and shall develop and vote on resolutions that guide the policies of UPAMM.

- a. The Membership Meeting shall meet quarterly at a predetermined time and place.
- b. Quorum for the Membership Meeting shall be ten percent (10%) of the total membership of UPAMM in good standing.
- c. Special meetings may be called by the President (or acting President), by a majority of the Steering Committee or by petition to the Steering Committee of fifteen percent (15%) of the members in good standing. The notice of the special meeting and the agenda shall be circulated to all members at least SEVEN (7) days in advance of the meeting. Items not included on the agenda for the special meeting will not be addressed. Notification of all special meetings must be distributed to the Membership.

Section 5. A member in good standing is defined as a member who is current in payment of dues to the organization. A member who is more than 30 days delinquent in dues payment shall be considered a member in bad standing, and shall be promptly notified of such status. A member shall be removed from membership in UPAMM, with notice, following three months of dues nonpayment, unless a plan to pay back dues is made and approved by both the Steering Committee and the member.

Section 6. Associate members

- a. Associate Members are members who are not part of the UPAMM bargaining unit.
- b. Associate members
 - i. Shall be subject to approval of the Steering Committee
 - ii. Shall not be entitled to vote or hold office, or serve as committee chairs. They may participate in committees with approval of the committee chair.
 - iii. Shall be persons not eligible for full membership in any other AFT local affiliate

Section 7. The Steering Committee shall establish guidelines for retiree membership, dues, and participation in UPAMM in accordance with AFT guidelines.

ARTICLE V STEWARDS' COUNCIL

Section 1. The Union shall **make every effort to** designate one Steward for up to every ten (10) members and these Stewards shall make up the Stewards' Council.

Section 2. For units with at least ten UPAMM members, stewards shall be designated from that unit; for units with fewer than ten UPAMM members, stewards shall be designated as stewards at large.

Section 3. Stewards are responsible for the following:

- a. Recruiting members of UPAMM
- b. Empowering members to take ownership of the union
- c. Communicating with their designated members about bargaining positions
- d. Participating in Grievance Committee meetings when appropriate and bringing member grievances to the Grievance committee
- e. Participating in Organizing Committee meetings
- f. Communicating with their designated members about upcoming Membership meetings and elections.
- g. Encouraging membership participation in union activities

Section 4. Any member who volunteers and fulfills the duties of a steward shall be a steward with the approval of the Steering Committee. No one shall be unreasonably denied approval.

Section 5. Once designated, the length of position as a Steward is indefinite. A Steward will be removed and replaced should he or she voluntarily vacate the position, if he or she is no longer a member in good standing of UPAMM, or if their designated members remove the Steward from the position with 2/3 vote.

Section 6. Stewards will meet with their designated members as a group at least quarterly to discuss matters of concern and, if necessary, elect a new Steward.

Section 7. The Stewards' Council will elect a chairperson who will have a two year term and voting rights on the Steering Committee.

ARTICLE VI ELECTION OF OFFICERS (STEERING COMMITTEE)

Section 1. Pending the first formal election, the Organizing Committee will select a provisional Steering Committee to execute necessary duties.

- a. This provisional Steering Committee will be in place no more than 6 months, until a formal election of Steering Committee members can be completed
- b. This provisional Steering Committee will be presented at the first Membership Meeting and must be approved by a majority of Members in attendance.

Section 2. Elections shall be conducted in accordance with the AFT Constitution and the standards set out by the Labor-Management Reporting and Disclosure Act (LMRDA). [double-check on all AFT requirements]

Section 3. Officers shall be elected in January of odd years. Terms of office shall be two years. The organization will elect the following officers:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer

Section 4. To be eligible for office a person must be a member in good standing of UPAMM for a period of six months prior to the date of the election.

Section 5. The Elections Committee shall conduct all elections for officers of UPAMM.

- a. The Elections Committee shall consist of three members in good standing elected by members. The Elections Committee shall elect its chair.

- b. Any member of the Elections Committee who seeks office must vacate their position and be replaced by a member nominated by the president and approved by the Steering Committee.

Section 6. Sixty days prior to the date of the election, the Elections Committee shall notify all members of the opening of nominations for officers, the offices to be filled and the date of the election by first class U.S. Mail to the members' last known home address. Actual voting will take place electronically.

Section 7. The nomination of candidates for office shall be conducted as follows:

- a. A member seeking nomination may submit written notice of intent to the Elections Committee.
- b. A member may nominate another member by submitting a written request for nomination to the Elections Committee.
- c. Nominations may also be made from the floor at the membership meeting in October
- d. Members nominated to run for office must affirmatively accept their nomination at least 25 days prior to the election.
- e. The Election Committee shall determine whether the nominations were timely and if the nominees are eligible for office.

Section 8. At least fifteen days prior to the election, the Election Committee shall notify all members of the election date and the candidates for offices. (Note: provided that UPAMM has already provided notice by first class U.S. Mail, as required in Section 5, this reminder about the election could be distributed by other means such as, member mailboxes, union bulletin boards, electronic newsletter, email and/or UPAMM's website).

Section 9. The Elections Committee shall conduct an election for officers at the January Membership meeting. The vote shall be by secret electronic ballot. The majority of the ballots cast shall determine the outcome of the election.

Section 10. In the absence of a majority, the Elections Committee shall conduct a run-off election between the two candidates who have received the most votes for the office in question 14 days after the original election.

Section 11. Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons that includes specific facts as well as any documentation, to the Elections Committee within five days of the count. The Elections Committee shall issue its written opinion regarding the objections no later than ten days after the receipt of such objections.

Section 12. The election results will be published and distributed to the membership as soon as possible but no more than fourteen days following the count. All physical election materials, including the ballots, will be kept in a secure location for one year, as will physical records of electronic voting

Section 13. Successful candidates shall assume office within thirty days of the conclusion of the election. There will be a 60 day overlap of positions, during which time the outgoing Steering Committee will mentor the incoming Board but will have no voting rights.

Section 14. With the exception of the President, or in the case of a recall, the Steering Committee will have the power to fill vacancies in its membership until the next general election of officers.

Section 15. A petition signed by forty-five percent of the membership, and alleging constitutional violations, fiduciary breaches or acts clearly detrimental to UPAMM, shall be sufficient to require the Steering Committee to vote on whether to conduct a recall election of the officer identified in the petition. The officer subject to recall and any Steering Committee member signing the petition shall not vote on the question of a recall election. If a majority of the Steering Committee approves a recall election, the Elections Committee shall supervise the recall election.

ARTICLE VII DUTIES OF OFFICERS

Section 1: Organizing duties:

Officers shall be responsible for the recruitment, participation, and activism of members. Each officer shall be responsible for a number of units and for working with the stewards in those units. No person shall be counted as a voting member of the Steering Committee who does not undertake organizing responsibilities.

Section 2. The President shall:

- a. Be the presiding officer at all meetings of the membership and the Steering Committee
- b. Be an ex-officio member of all standing committees except the Elections Committee
- c. Supervise all employees of UPAMM
- d. Be one of the responsible financial officers of UPAMM and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds
- e. Approve a delegate to the Central Labor Council, and the state AFL-CIO body
- f. Approve a delegate to the conventions of the American Federation of Teachers and meetings or conventions of its affiliated bodies
- g. Be able to delegate the responsibilities of the office except where otherwise specified by the Constitution.

Section 3. The Vice President shall:

- a. Assume the duties of the President in the event of the absence, illness, or death of the President;
- b. Oversee the work of the Organizing Committee;
- c. Perform other duties as delegated by the President or assigned by the Steering Committee;
- d. Co-sign financial instruments in the absence of the President or Treasurer; and
- e. Work with the Chief Steward to oversee the union's structure of worksite leadership, including defining their role, providing training, and carrying out programs of support for stewards

Section 4. The Secretary shall:

- a. Maintain the non-financial files and records of UPAMM
- b. Record and keep accurate minutes of meetings of the membership and Steering Committee
- c. Assist the President in handling the correspondence of UPAMM
- d. Oversee the work of, and receive and certify the reports of, the Elections Committee
- e. Perform other duties as delegated by the President, or assigned by the Steering Committee
- f. Perform duties of the office as required by the Labor-Management Reporting and Disclosure Act

Section 5. The Treasurer shall:

- a. Receive, record and deposit all dues monies and other income in the name of UPAMM
- b. Be one of the responsible financial officers of UPAMM and be authorized to co-sign financial instruments and make regular and usual disbursements of funds
- c. Maintain all financial records of UPAMM
- d. Arrange for an audit of finances of UPAMM annually and make same available to the Steering Committee and membership
- e. Give periodic financial reports at membership meetings
- f. Transmit per-capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which UPAMM is affiliated
- g. Perform other duties as delegated by the President or assigned by the Steering Committee

- h. Perform duties of the office as required by the Labor-Management Reporting and Disclosure Act, and the guidelines developed by the AFT

ARTICLE VIII STEERING COMMITTEE

Section 1. The Steering Committee shall meet monthly, or at the call of the President, or at the call of two (2) or more of its members, for the purpose of initiating, overseeing, or revising the programs of UPAMM and to conduct other business of UPAMM within its authority. A quorum for the Steering Committee shall be a majority of its members with either the President or the Vice President in attendance.

Section 2. The Steering Committee is composed of the President, Vice President, Treasurer, Secretary and the Chairperson of the Stewards' Council.

Section 3. The Steering Committee shall determine the agenda for all Membership Meetings in consultation with the Organizing Committee.

Section 4. The Steering Committee shall employ all professional, technical, clerical, and support staff of UPAMM.

Section 5. The Steering Committee shall recommend the salary, benefits, and expense guidelines of any general officer who is employed by UPAMM.

Section 6. The Steering Committee shall be empowered to make contracts and incur liabilities including the purchase of services, equipment and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions to the extent permitted by the applicable law or statute. The Steering Committee shall have the power to sue, complain, and defend on behalf of the Membership.

Section 7. The Steering Committee shall approve the chairperson and membership of all standing and special committees of UPAMM, except the Elections Committee, and receive regular reports from such committees.

Section 8. The Steering Committee shall be responsible for adherence to and enforcement of the Constitution and By-Laws of UPAMM.

Section 9. Three unexcused absences from a Steering Committee meeting within a year, counted from the date of assumption of office, shall be grounds for an Steering Committee member's suspension and/or replacement.

ARTICLE IX COMMITTEES

Section 1. The standing committees of the organization shall be:

- a. Elections committee
- b. Grievance committee
- c. Bargaining committee
- d. Organizing committee
- e. Communications committee
- f. Professional development committee

Section 2. The Steering Committee, either on its own initiative, or at the direction of the general Membership, may establish special committees.

Section 3. Each committee shall elect its chairperson to report to the Steering Committee. This chairperson may attend all Steering Committee meetings and must attend at least bi-annualy, or at the request of the Steering Committee, but is not a voting member of the Steering Committee.

Section 4. Each committee shall develop an annual program of action in consultation with the Organizing Committee and the general Membership.

Section 5. The Elections committee shall conduct and supervise all elections for officers of the organization

Section 6. The Grievance committee shall work with the officers in the resolution of contractual and non-contractual disputes in the workplace; shall maintain records of grievances and their disposition; and shall be responsible for the processing of grievances and disputes. The grievant may appeal these decisions to the Steering Committee. The Steering Committee shall develop and adopt a policy that governs how it shall approach grievances not referred to arbitration, as well as other litigation and/or administrative appeals. The Grievance committee shall follow this policy.

Section 7. The Bargaining committee shall be responsible for researching issues and concerns of the Membership and preparing a contract for approval of the Membership. The Bargaining committee is responsible for negotiation of this contract with the administration of Michigan Medicine.

- a. The Bargaining committee will appoint the bargaining team.
- b. The Bargaining team is responsible for contract negotiations.
- c. The Steering Committee will approve all members of the bargaining team by majority vote.

Section 8. The Organizing committee will be made up of the Stewards, Officers, and any other interested members and shall develop programs and activities that shall promote all eligible persons to join and participate in the organization.

Section 9. The Communications committee shall prepare communications regarding UPAMM business to the Membership and those eligible for membership. The Communications committee will also be responsible for any communication with the press regarding union business. The Communications Committee will be responsible for the union's website and social media presence.

Section 10. The Professional development committee shall be responsible for developing programs for the Membership to improve clinical skills and patient care. This may include continuing medical education programs.

ARTICLE X REVENUES

Section 1. The dues of this organization shall be decided upon at a later date, when costs and budgets have been determined. Dues shall be proposed by the Treasurer and approved by majority vote at a Membership Meeting. Any proposed change in dues shall be announced to the membership at least six weeks prior to any vote.

Section 2. Special assessments for specific purposes may be levied by the Steering Committee provided that the actions required for a referendum have not been initiated within thirty (30) days of the decision of the Steering Committee.

ARTICLE XI AFFILIATIONS

Section 1. UPAMM shall maintain affiliation with the following organizations:

- a. The American Federation of Teachers and AFT Michigan, AFL-CIO. Whenever possible, UPAMM will send delegates to affiliate conventions. The delegates will be determined by procedures consistent with the policies of the affiliate organizations
- b. The state American Federation of Labor-Congress of Industrial Organizations.
- c. The appropriate Central Labor Council(s) of the American Federation of Labor-Congress of Industrial Organizations.

ARTICLE XII

Unless alternative procedures are approved by the Organizing Committee, *Robert's Rules of Order, Newly Revised* shall govern this organization and all of its subordinate bodies in all matters not expressly covered by this Constitution or the By-Laws of this organization.

ARTICLE XIII AMENDMENT

Section 1. Thirty percent (30%) of the membership may present, by petition, a proposed amendment to this Constitution to the Secretary, who shall notify the membership of the proposed amendment no later than thirty (30) days prior to the next Membership Meeting. Alternatively, a majority of the Steering Committee may vote to present a proposed amendment to the members at the next Membership Meeting. A copy of the proposed amendment, along with an explanation of said amendment, shall be distributed to all members a reasonable time prior to the Membership Meeting at which the amendment will be introduced and discussed.

Section 2. A quorum for any meeting at which constitutional amendments are to be considered and adopted shall consist of forty (40) percent of the membership of UPAMM.

Section 3. The membership shall vote on all amendments to the Constitution.

- a. Following the Membership Meeting at which a proposed amendment was introduced, the Election Committee will hold a secret ballot vote on the amendment at the next Membership Meeting.
- b. Alternately, following the Membership Meeting at which the proposed amendment was introduced, a special Membership Meeting for the purpose of voting on the proposed amendment may be called by the Steering Committee.
- c. Two-thirds (2/3) of the membership present at the meeting shall be required for passage of the amendment.

Section 4: If quorum is not met at such a meeting, the Steering Committee may conduct an electronic vote. To pass by electronic vote, at least 40 percent of the membership must vote within a 30-day time period. A two-thirds (2/3) majority of members voting shall be required for passage of the amendment.

ARTICLE XIV AVAILABILITY OF CONSTITUTION

Section 1. An electronic copy of the Constitution and all subsequent amendments shall be submitted to the office of the Secretary-Treasurer of the American Federation of Teachers, as well as to AFT Michigan.

Section 3. The Secretary shall make available upon request a copy of the Constitution to any member of UPAMM.

Section 4. The Constitution of UPAMM will be available on the organization's website.

This constitution was adopted by the membership on August 20 of 2020.

This constitution was last amended on _____ of _____