

IAEP Local 167 Bi-Laws

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ARTICLE 1 **ORGANIZATION**

Section 1: NAME

The organization shall be known as the International Association of EMT's and Paramedics (IAEP) Local R7-167 in affiliation with the National Association of Government Employees (NAGE) and Service Employees International Union (SEIU) and may also be referred to as SEIU/NAGE Local 5000.

Section 2: REPRESENTATION

The intent of the organization shall be to represent and act as the sole bargaining agent in matters of employment. The organization shall work to keep fairness and goodwill between the employer and employees represented by the collective bargaining agreement.

Section 3: ORGANIZATION

This Local shall be organized and conducted within the framework of these Local Constitution and By-Laws and the National Constitution and By-Laws of the National Association of Government Employees and any amendments thereof.

ARTICLE 2 **MEMBERSHIP**

Section 1: ELIGIBILITY

Subject to the provisions of this article any person shall be eligible for membership in this organization who is employed by Allina Hospital and Clinics and or its successors a recognized part of the bargaining unit according to the certification pays all dues and maintains his/her dues on a current basis with the Union.

Section 2: NO DISCRIMINATION

There shall be no discrimination against any member, or any applicant for membership by reason of race, ethnicity, creed, color, religion, gender, marital status, sexual orientation, national origin, ancestry, age or disability.

Section 3: APPLICATION

Any individual desiring membership in this Local shall complete and sign an application form prescribed by the Local Unit.

Section 4: REINSTATEMENT

No person may become a member of Local R7-167 who has at any time been found guilty of any conduct violative of Article XI of these Local By-Laws and Article XII of the National Constitution and By-Laws titled "Discipline of Local and Members" without obtaining a waiver of these provisions by the Executive Board of the Local Unit and the National Executive Committee.

Section 5: GOOD STANDING

A member who maintains his/her dues on a current basis will be considered a member in good standing.

Section 6: RETIREMENT

A member, upon retirement or separation from employment is entitled to become a retired member. Such retired member can attend Local Meetings but may not vote or hold Local Office unless he/she is a full dues paying member in good standing and has received a waiver from the National Executive Committee.

Section 7: MEMBERSHIP CARDS

All union members shall receive a membership card.

The general membership will be responsible for electing the members of the Board of Directors according to the election rules in these by-laws.

The general membership will be responsible for ratifying each new collective bargaining agreement.

All members will not discuss any Local business with any member of management.

The general membership will be held accountable to all the articles within these by-laws as well as the collective bargaining agreement.

ARTICLE 3 GOVERNING BODY

The governing body of the IAEP Local R7-167 shall be known as the Board of Directors (The Board). The Board shall consist of the following positions:

President
Vice President-Administrator
Secretary
Treasurer
District Vice President-Wright County
District Vice President-Cambridge
District Vice President-New Ulm/Hutchinson
District Vice President-Metro Paramedic
District Vice President-Metro EMT
District Vice President- (Grand & Forbes rep) Special Trans/Forbes/EMK
District Vice President-Dispatch
District Vice President-VST

The appointed officers of this Local shall be:

1. Stewards
2. Chief Steward
3. Lead Shop Steward

The term of office for Elected Officers shall be three (3) years, unless the elected position is for the remainder of the term of an appointed Board of Directors vacancy, then the elected term will be until the position comes up in the election rotation for replacement.

When a vacancy on the Board occurs, the remaining Board of Directors will vote to appoint a member in good standing as a replacement from the general membership of the Local working in the proper job class. The appointed replacement on the Board of Directors will hold the office only until the next general election, at which time a general member from the proper job class, if necessary, will be elected by the general membership. In the event no one runs for an elected office, the Board of Directors will treat the opening as a vacancy.

as appropriate. The Treasurer shall perform all other duties imposed on him/her by these by-laws or as directed by the Board of Directors. There shall be an annual audit of the Local's books presented to the President and made available to the membership.

Section 6: DISTRICT VICE-PRESIDENTS

Each District Vice-President shall represent a different region. Any member in that region regardless of their title may hold the Wright, Grand, Cambridge, and New Ulm District Vice Presidents. The intent of these positions is to increase representation from the regions to the Board of Directors without limiting potential candidates. Each District Vice-President shall also oversee all job classifications, enforce the by-laws, and ensure that all shop Stewards are trained for their position. Each District Vice-President shall be responsible for the duties assigned to him/her as directed by the President.

Section 7: BOARD OF DIRECTORS

The Board of Directors shall be the governing body of this local and shall act between membership meetings on all matters affecting the membership. The Board of Directors action, not specifically authorized by the Constitution and By-Laws or requiring approval by a vote of this Local, shall be taken by a majority vote of the Board of Directors providing such action does not violate the Constitution and By-Laws of this Local or of the National Organization. The Board of Directors shall determine and approve salaries and expenses as they may deem appropriate for the conduct of union affairs. All expenses shall be supported by receipts and/or expense vouchers

**Job Descriptions for Board member positions to be added at a later date.

ARTICLE 5 SHOP STEWARDS

Section 1: APPOINTMENT OF SHOP STEWARDS

The President shall nominate the Appointed Stewards of the Local and said appointment is subject to a majority vote of the Board of Directors. The President shall have the authority to remove Appointed Stewards with the majority approval of the Board of Directors.

Section 2: DUTIES OF SHOP STEWARDS

The Shop Steward is not part of the Board of Directors. Any member in good standing can recommend each perspective Shop Steward to the Board of Directors. Each Shop Steward shall be appointed by the Board of Directors and shall serve at the pleasure of the Board of Directors. Reappointment shall not be necessary for continuous terms. A Shop Steward will be assigned to maintain the bulletin Board at each work site. The Shop Steward shall be responsible for taking grievance complaints and counseling members on issues of the collective bargaining agreement and/or these by-laws. The Shop Steward shall perform all other duties imposed on him/her by these by-laws or as directed by the Board of Directors. Each Shop Steward will report to the Chief Shop Steward.

Section 3: TRAINING

Shop Stewards must attend annual Steward training to be considered active Stewards.

Section 4: DUTIES OF CHIEF SHOP STEWARD

The Chief Shop Steward will report to the Vice President-Administrator. The Board of Directors shall appoint the Chief Shop Steward for a term the length of the Collective Bargaining Agreement. Chief Shop Steward will oversee all Grievances and make sure all timelines are met.

1. The Chief/Lead Steward will oversee all grievances and make sure timelines are met.
2. The Chief/Lead Steward will oversee all stewards making sure their job description is clear, and that policies and directives set forth by the board are followed.
3. The Chief/Lead Steward will number all grievances and send them to the appropriate management designee.

Timely notice of nomination must be given in a manner reasonably calculated to reach all members in good standing.

Section 4: NOMINATION PROCEDURE

Nominations by Mail:

All nominations shall be made on a form supplied by the Local and shall be submitted 30 days prior to the Election, during the Election year to the Local's Secretary. A member in good standing may only accept one nomination and may not run for two local offices at the same time. Self-nominations are permissible and must also be seconded by at least one member in good standing. The Secretary/Treasurer shall provide and publish a certified list of all nominees one month prior to the election, listing the nominees alphabetically.

ARTICLE 7 ELECTION OF OFFICERS

Section 1: NOTICE OF ELECTIONS

The annual elections for the Board of Directors will be held in the month of February. Ballots must be mailed no later than fifteen (15) days prior to the start of an election for the election to be ruled official. Notice thereof shall be mailed to each member at his/her last known address.

Section 2: ELECTIONS

Only ballots postmarked starting on date mailed out and ending on the 19th of February will be counted. Ballots may also be brought thirty (30) minutes prior to the 1st quarter membership meeting and cast in person. The Board of Directors will set the date for the 1st quarter general membership meeting before the election starts to occur no sooner than the 22nd of February and no later than the 28th of February each year. Each vote shall be by secret ballot. All newly elected members to the Board of Directors will take office at the adjournment of the 1st quarter membership meeting.

Section 3: ELECTION CYCLE

The positions on the Board of Directors will be divided into three groups with one group being elected at each year's annual elections.

The first year elections will include: Treasurer, the District Vice-President representing the Vehicle Service Technician, the District Vice-President representing the Dispatcher, the District Vice-President-Buffalo.

The second year elections will include: Administrative Vice-President, Secretary, the District Vice-President representing the Emergency Medical Technician metro Paramedic, the District Vice-President-Cambridge and the District Vice-President-New Ulm.

The third year elections will include: President, the District Vice-President representing the metro Emergency Medical Technicians, and the District Vice-President-Grand/Forbes (maintenance/courier/mechanic).

Section 4: TERMS OF OFFICE

Each elected position on the Board of Directors will be for a period of three (3) years

Section 5: WRITE-INS

Write-ins on the ballot for the Board of Directors elections will NOT be accepted and WILL result in the ballot being void for that office/candidate.

Section 6: ELECTION TABULATION

The ballots will be counted and verified by the Board of prior to the 1st quarter membership meeting. Observers for all candidates are welcome.

Section 7: RECORDS OF ELECTION

The ballots and records pertaining to the election shall be preserved for three (3) years.

Section 8: ELECTION EXPENSES

No monies received by way of dues, assessments, or similar levy shall be contributed or applied to promote candidacy of any person in the election. However, such monies may be utilized for notices, factual statements of issues not involving candidates, and other expenses necessary for holding an election.

ARTICLE 8 **COMMITTEES**

Section 1: CREATION OF COMMITTEES

The President may establish and/or appoint members in good standing to any committee subject to approval by a majority vote of the Board of Directors. Any committee, whether “standing” or other, may be dissolved by the President and a new committee established in its place subject to approval by a majority of the Board of Directors or by a majority vote at any meeting of the local.

Section 2: STANDING COMMITTEES

These committees shall be considered standing committees and shall be kept staffed.

- By-Laws Committee
- Labor Management Committee
- Negotiating Committee
- Grievance Committee

Other standing committees may be designated as needed by the Board. Non-standing committees created by the Board shall contain a term of office in their mission and will need to be re-appointed if their work is not completed on time. The Local President, or his/her designee, shall be considered a member of all committees and shall have both voice and vote. He/she shall oversee all committee business. All committees shall submit reports in writing to the Board of Directors as directed.

Section 3: CHAIRPERSONS

The Local President reserves the right to appoint all committee chairpersons subject to approval of the Board of Directors. The term of office for all committee chairpersons shall be at the pleasure of the Local President.

Section 4: COMMITTEE FINANCIALS

All financial decisions made by a committee are subject to the approval of the Board of Directors. The committee must be informed of the reason why a financial decision was denied.

Section 5: MEMBERS OF COMMITTEES

The Board of Directors reserves the right to limit the number of members on a committee at their discretion.

Section 6: LENGTH OF COMMITTEES

The Board of Directors reserves the right to limit the amount of time a committee has to function at their discretion. Committee members may ask for an extension as needed. Extensions shall be granted only by the Board of Directors at their discretion.

Section 7: RECORDING OF COMMITTEES

The Secretary shall be responsible for recording the decisions made by a committee.

ARTICLE 9 **MEETINGS**

Section 1: ORDER OF BUSINESS

The order of business shall be the same for regularly scheduled Board of Director meetings and general membership meetings. The order of business shall be as follows:

- A. Call to order by the presiding officer
- B. Introduction of Board of Directors

- C. Reading and approval of previous meeting minutes
- D. Reading and approval of Treasurer's report
- E. Communications
- F. Committee reports
- G. Old business
- H. New business
- I. Next meeting date and location
- J. Adjournment

In any situation or question not covered by the by-laws, Robert's Rules of Order will prevail

Section 2: PRESIDING OFFICER

The President shall be the presiding officer of all meetings.

Section 3: AMMENDMENTS TO AGENDAS

Issues to be discussed under new business, not previously listed by the Secretary on the agenda, must be made by motion and seconded before it is discussed. Motions may be amended. One motion must be finished before another motion may be made. A motion is finished when it is voted on or tabled for further discussion.

Section 4: MAKING A MOTION

Any member in good standing shall be allowed to make a motion.

Section 5: BOARD OF DIRECTOR MEETINGS

Board of Directors meetings will be held monthly, with the exception of July and December. The Board of Directors shall determine the time and place of each meeting. In the event a quorum is necessary, no less than 50% of the Board of Directors will be required.

Section 6: GENERAL MEMBERSHIP MEETING

There will be quarterly general membership meetings. The Board of Directors reserves the right to choose the location where the meeting will be held. The general membership must be notified of the time and location of each meeting no less than fourteen (14) days in advance. Notification may be made by a posting on the Local bulletin Boards and on the union webpage.

Section 7: SPECIAL MEETINGS

Special meetings may be called by the President, a majority of the The Board of Directors or at least fifteen (15) general members in good standing. All special meetings require notification of no less than seven (7) days. The meeting place and time will be announced prior to the meeting. Members shall be notified of each meeting by any practical means of communication, reasonably calculated to reach each member of the local. Special meetings can only consider motions to be in order when discussion is on items listed on the posted agenda. All votes on other motions must be tabled until the next general membership meeting.

Section 8: ATTENDANCE

Any Board of Directors member that misses more than three (3) unexcused consecutive meetings shall be subject to discipline. Absences shall be deemed excused/unexcused at the discretion of the President and in his/her absence the Vice President-Administrator. The Secretary shall be responsible for notifying a Board of Directors member after his/her second (2nd) absence of impending discipline. Such elected officer may be subject to removal under Article 11 Discipline.

Section 9: PRESIDING OFFICER

The presiding officer at any Board of Directors meeting, general membership meeting, or special meeting may not make a motion or speak to a motion without first passing the chair to another member of the Board of Directors for the duration of the discussion of the issue at hand.

Section 10: QUORUM

A quorum for the purpose of transacting business at a general or special meeting shall be no less than 5 members in good standing along with a majority of the Board of Directors.

Section 11: RECORDS Records of the Local Unit, including bank statements; financial records, checks, correspondence, grievances, grievance records, notes and minutes of official meetings, shall be maintained for five (5) years. Said official records shall be turned over to the duly elected president or his/her designee upon succession to office.

ARTICLE 10 **AMMENDMENTS**

Section 1: MAKING CHANGES TO BY-LAWS

Any member in good standing may submit any amendments to the by-laws in writing at any general membership meeting. The President shall refer all such requests to the by-laws committee for the proper formatting and review.

Section 2:

Whenever possible amendments to the by-laws will be presented and voted on at the 1st quarter general membership meeting. Unless the By-Law committee informs the Board of Director that such an amendment needs to be considered at the next quarterly meeting.

Section 3: VOTING ON AMENDMENTS

Amendments to be voted on at the 1st quarter membership meeting or a quarterly general membership meetings must be mailed to the membership for review not less than fifteen (15) days prior to the general membership meeting date. No proxy votes will be accepted. A 2/3 approval of all votes cast by those in attendance at the meeting will be required for passage.

Section 4: NOTIFICATION OF CHANGES

All union members shall be notified in writing of any changes made to the by-laws. All union members shall receive a copy of the new by-laws after they have been approved by the membership.

ARTICLE 11 **DISCIPLINE**

Section 1. Local officers or members may be charged with the following:

- (1) Violation of any specific provision of this Local Constitution and By-Laws and/or the National Constitution and By-Laws of the National Association of Government Employees;
- (2) Violation of the oath of loyalty and/or their duty to the International Union, NAGE the Local Unit and/or the members thereof;
- (3) Misfeasance, malfeasance, or nonfeasance such that they have breached their duty to the International, NAGE, the Local Unit and/or the members thereof;
- (4) Disloyalty or conduct unbecoming a member;
- (5) Financial malpractice;
- (6) Corrupt or unethical practices or racketeering;
- (7) Advocating or engaging in dual unionism or secession;
- (8) Disobedience to the regulations, rules, mandates and decrees of the International Union or NAGE or the Local Unit;
- (9) The wrongful taking or retaining of any money, books, papers, or any other property belonging to the International Union, NAGE or the Local Unit; or the wrongful destruction, mutilation or erasure of any books, records, bills, receipts, vouchers or other property of the National Union or the Local Unit;
- (10) Working as a strike breaker or violating wage or work standards established by the International Union or Nage or the Local Unit;
- (11) The bringing of false charges against a member or officer without good faith or with malicious intent;

- If such charges are substantiated in accordance with the procedures established hereafter, such remedial and/or punitive action can be taken as is justified and in the best interest of the organization and its members.

Charges brought by Member(s) of the Local Unit and Determined at the Local Level:

F. The Trial Body, after requisite due process has been afforded, may impose such penalty as it deems appropriate and as the case requires. The National President shall be notified of the Hearing Decision.

Any person or body against whom disciplinary action has been taken or whose charges have been dismissed in whole or in part shall have the right to appeal. An appeal to the National Executive Committee may be taken either by the accused or the member filing the charges from any decision of this Local Unit with respect to such charges, provided such decision is a final decision under the terms of the Constitution and By-Laws of the Local Unit. Any

such appeal must be filed in writing with the National Executive Secretary by registered or certified mail, within fifteen (15) days after the decision. No specific form or formality shall be required, except that such appeal shall clearly set forth the decision being appealed and the grounds for the appeal. During the pendency of any appeal, the decision being appealed from shall remain in full force unless it is stayed by the National Executive Committee. The National Executive Committee may decide the appeal on the records made by the Trial Body or may, in its discretion, upon at least ten (10) days notice, hear arguments or hold a rehearing either itself or before a hearing officer or officers designated by it. The National Executive Committee may confirm, reverse, or modify the decision appealed from.

Section 2. APPEAL OF ELECTIONS:

Any member of this Local may use the following procedure to appeal the results of an election for Local Officers and/or delegates to the National Convention. Within fifteen (15) calendar days after the tally of ballots has been furnished to the members of the Local, any member of the Local may file objections to the conduct of the election or conduct affecting results of the election to the Local's Executive Committee or Board. Objections must be made in writing and must contain specific reasons in support thereof.

Section 3. APPEALS OF LOCAL UNIT ACTION:

Any member or officer aggrieved by any action of this Local Unit not covered by the provisions of Article XII of the National Constitution and By-Laws (including determinations of election protests) may petition the National President within fifteen (15) days after the act complained of, or may petition the National Executive Board, within fifteen (15) days after the action of the National President thereon, to review the action of the Local Unit or affiliated body. The President will endeavor to have a hearing held within thirty (30) days of the petition or protest, if the President deems a hearing to be necessary, and shall attempt to render his or her decision within thirty (30) days thereafter.

ARTICLE 13 DUES

Section 1: The payment of dues shall be required of all union employees.

Section 2: The amount of dues shall be in accordance with the by-laws and constitution of NAGE/SEIU.

Section 3: All members must fill out a voluntary dues deduction card before dues may be deducted from his/her paycheck.

Section 4: The local shall collect \$1.00 additional dues over the NAGE/SEIU set dues to assist in keeping the Local financially solvent.

ARTICLE 14 COLLECTIVE BARGAINING AGREEMENT

Section 1: NEGOTIATING COMMITTEE

There will be a negotiating committee. This committee may be the Board of Directors or their designee{s}.

Section 2: RATIFICATION VOTING

Elections for ratification of the collective bargaining agreement will be held in multiple locations and at different times. The voting poll will be open at the end of each meeting for those in attendance. The Board of Directors will determine the time and location of elections for ratification of collective bargaining agreements. A minimum of 2, of any combination of the following Board, Stewards or Negotiating committee members must be present while the poll is open. The ballots shall be counted by a majority of the Board of Directors

Section 3: NOTIFICATION OF COLLECTIVE BARGAINING AGREEMENT

The Collective Bargaining Agreement will be posted on the Locals' webpage. All union members shall be notified in writing of any changes made to the collective bargaining agreement. All union members shall receive a copy of the new collective bargaining agreement after it has been ratified by the membership.

ARTICLE 15 **DELEGATES TO NATIONAL CONVENTION & REGIONAL MEETINGS**

Section 1: The number of delegates Local 167 may send to the National Convention shall be as stipulated in ARTICLE VII, Section 5 of the National By-Laws.

Section 2: DELEGATES TO NATIONAL MEETINGS

The President of Local 167, by virtue of his/her office, shall automatically be a delegate to attend all National Conventions and Regional Meetings representing the Local. No member may be nominated as a delegate or alternate delegate to a National Convention unless he/she is a member in good standing.

Section 3: SELECTION OF ADDITIONAL/ALTERNATE DELEGATES

Selection of the alternate and additional delegates will occur at a quarterly membership meeting the year of the convention. Nominations can be made in writing to the Board of Directors prior to the quarterly meeting or in person at the quarterly meeting.

Section 4: DELEGATE ELECTION TIE

In the event of a tie in the election of delegates the top two nominees will go to an immediate runoff secret ballot vote.

Section 5: VOTING AT NATIONAL MEETINGS

The delegates shall be instructed by the membership how to vote on known issues that will be voted upon at the convention.

ARTICLE 16 **HANDLING OF GRIEVANCES**

Section 1:

Any person employed in a bargaining unit represented by Local R7-167 of the International Association EMTs and Paramedics (hereinafter the "Grievant") shall have the following rights and shall employ the following remedies under the provisions of these By-Laws if he or she believes that the Board of Directors has acted improperly in handling that member's grievance under the Collective Bargaining Agreement.

Section 2:

The Grievant, upon receiving written notification from the Grievance Committee that the Committee has determined either to (1) reject his or her grievance (2) settle the grievance; or (3) decline further process of the grievance, shall take the following action to protect his or her rights:

A. STEP ONE: The Grievant shall, within seventy-two (72) hours of notification of the Local Committee's action complained of, notify at least one member of the Board of Directors, in writing, that the Grievant appeals the Committee's decision to the National President. **The Local shall immediately take the required action to protect the Grievant's rights under the Collective Bargaining Agreement by proceeding to the next step of the Grievance Procedure.**

B. STEP TWO – The Grievant must notify the National President, in writing within fifteen (15) calendar days following the decision of the Local Grievance Committee, that S/he appeals the Local Committee's decision.

(a) Such appeal shall set forth a complete narrative as to the facts in support of the Grievance, a copy of the Collective Bargaining Agreement, the decision of the Grievance Committee and whatever documents are reasonable necessary for an understanding of the case.

(b) The Appeal will be decided by a National Officer duly designated to act by the National President.

(c) The duly designated National Officer will schedule and conduct a hearing on the Grievant's Appeal as soon as is administratively possible.

(d) The duly designated National Officer, at his or her sole discretion may (1) render a decision conducting whatever investigation s/he deems necessary or (2) refer the matter for decision to the National Executive Committee.

(e) The duly designated National Officer may, at any time, (1) order the Local Board of Directors to take all steps necessary to protect the Grievant's rights under the Grievance Procedure pending the decision of the National Officer under (d) above, or (2) if the final decision is in favor of the Grievant, such National Officer shall order the Local 167 to take whatever actions s/he deems necessary under the Collective Bargaining Agreement. Arbitration of termination cases so decided by the National Officer or National Executive Committee will be paid for by the National.

Section 3:

Any member of a NAGE Local Unit who believes that his or her grievance has been improperly handled by the Local Unit Grievance Committee or other authorized local bargaining agent shall, without exception, employ the remedies and procedures contained herein. No complainant shall be entitled to enforce or present his or her claim against NAGE or its Local subordinate in any Court or other administrative body without first exhausting these internal procedures.

ARTICLE 17 FINANCIAL RECORDS

Section 1: FISCAL YEAR

Financial records of the Local shall be kept on a fiscal year basis. The Fiscal year shall begin September first (1st) and end on August thirty-first (31st).

Section 2. REVENUES:

The revenues of the Local shall be derived from membership dues and from such other sources as may be approved by the Board of Directors.

Section 3. FINANCIAL DATA TO NATIONAL:

The Local shall every six (6) months submit copies of their financial data, and copies of bank statements as may be requested. In the event that a Local Unit refuses to comply with this section, the Per Capita payments under Section 6 of Article X of the National Constitution and By-Laws will be suspended until such time as the Local Unit complies. The time period for the Local Unit to submit financial data shall be on January 1, and July 1 annually. Information provided under this section shall be submitted to the Auditors of the National Association of Government Employees.

Section 4. BANK ACCOUNTS:

The Local shall maintain a separate bank account for the business of the Local and shall not commingle union monies with any personal accounts. No bank debit/ATM cards will be utilized for this Locals Banks account(s). The Local may request a waiver from the National President to justify the use of ATM/Debit Cards for this Local's Business.

Section 5. SIGNATORIES:

All checks drafted by the Local Unit must be signed by two (2) officers of the Local. There shall be three (3) signatures valid for signing vouchers and checks; they are the President, Vice-President Administrator and Treasurer.

Section 6. RECORDS:

Records of the Local Units, including bank statements, financial records, checks, correspondence, grievance records, notes and minutes of official meetings, shall be maintained for five (5) years. Said official records shall be turned over to the duly elected president or his/her designee upon succession to office.

ARTICLE 18 **BONDING OF OFFICERS**

Section 1. BONDING OF LOCAL OFFICERS:

Every Officer, agent, or employee of the Local handling funds or other property of the Local whose property and annual receipts exceeds \$5,000 in value shall be bonded, with a recognized surety company, in accordance with the provisions of Section 502(a) of the Federal Reporting and Disclosure Act of 1959 as amended. The bond of each such person shall be fixed at the beginning of the Local's fiscal year and shall be in an amount not less than ten (10%) of the funds handled by such person and his predecessor or predecessors, if any, during the preceding fiscal year of the Local, but in no case more than \$500,000.

ARTICLE 19 **EXPENSES**

Section 1: STIPEND FOR BOARD OF DIRECTORS

All members of the Board of Directors may receive a token of appreciation of two-hundred (200) dollars for work rendered if a motion is made and passed at any regularly scheduled general membership meeting.

Section 2: REIMBURSEMENT FOR NATIONAL MEETINGS

Delegates to National Convention and Regional Meetings are entitled to reimbursement for approved expenses.

Section 3: REIMBURSEMENT FOR STEWARD DUTIES

Stewards that are trained and on the active roster are entitled to an honorarium per representation providing they are not at work (on the clock) at the time of the representative meeting. The Board of Directors will determine the amount of the honorarium. Executive Board members may also receive compensation at a rate set by the Executive Board for Local work performed while off the clock. In addition, the Steward/Executive Board member will receive reimbursement at the current federal rate per mile driven round trip for Local business while off the clock. Reimbursement will be paid on a monthly basis.

Section 4: P.O. BOX

The Local will keep up a P.O. Box for the purpose of union business. The address will be posted on the Locals' webpage, official correspondence, and letterheads.

Section 5: WEBSITE

The Local will maintain a contract with a web designer for the purpose of maintaining the Locals' webpage. Compensation will be paid to the web designer as agreed on by their contract.

Section 6: DONATION OF FUNDS

When the Local is financially able, and with a majority vote at a regularly scheduled or special general membership meeting. The local will donate up to \$500.00 to the Minnesota EMS Honor Guard on an annual basis.

Section 7: MEMORIAL FUND DONATIONS

When Financially able, and with a majority vote at a regular or special meeting of the Board of Directors may vote to donate up to \$200.00 to the memorial fund of any person gainfully employed by any EMS agency in the 7 county metropolitan area. This excludes members of Local 167, which will be dealt with by a vote of the majority present at a general membership meeting.

ARTICLE 20 **POLICY AND PROCEDURE**

Any policy and/or procedure affecting working conditions not addressed in the contract will be part of the responsibility of the elected officers under their respective roles and responsibilities in each category.

ARTICLE 21 **ROBERTS RULES OF ORDER**

Section 1. CONFLICTS:

In the event that these Local By-Laws conflict with the National By-Laws and/or are silent, the National By-Laws will supersede and control.

Brett Hopper (Date)
President

Ryan Dougherty (Date)
Administrative Vice President

Matthew Bouthilet (Date)
Treasurer

Amanda Groshens (Date)
Secretary

Charles Soucheray (Date)
Paramedic Representative

Drew Boxrud (Date)
Dispatch Representative

Ron Gray (Date)
EMT Representative

Bill DeNet (Date)
VST Representative

Scott Nisbitt (Date)
Forbes/Grand Representative

Joshua Jacobs (date)
New Ulm/Hutchinson Representative

Jake Shepard (date)
Wright Co Representative

Brad Dixon (date)
Cambridge Representative