

IAEP Local R7-167 By-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 By-Laws and the National Constitution, 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 Health Emergency Medical Services 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, sex, gender identity, 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 in violation of Article XI 11 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 their 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 they are 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 may receive a membership card upon request.

Section 8: ELECTION OF BOARD OF DIRECTORS

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

Section 6: ELECTION TIES

In the event of a tie for any elected office, a runoff vote between the top two candidates will occur. If a tie occurs in the runoff, the senior member will win the election. This runoff election will follow current election rules and will be conducted within 1 month of the 1st Quarter general membership meeting.

Section 7: QUORUM

In the event a quorum is necessary, no less than 50% of the Board of Directors will be required.

ARTICLE 4 POWER AND DUTIES OF OFFICERS

Section 1: OFFICER ELIGIBILITY

The officers can be members of any of the job classes represented by this Local.

Section 2: PRESIDENT

The responsibilities of the President shall include but not be limited to the overseeing of all the functions of the Board of Directors, presiding over all board and membership meetings, overseeing all committees, and enforcing the provisions of these by-laws. The President shall have the power to counter sign all cards, vouchers, and checks drawn against the Local treasury. In the event the President is unable to complete their term, the Board of Directors will appoint a member of the Board of Directors as President for the duration of the term to be served. This appointment will need to be ratified by the membership at the next annual membership meeting. The membership failing to ratify the appointment will require an election to be held. The President shall perform all other duties imposed on them by these by-laws or as directed by the Board of Directors. The chairpersons of all committees in this Local shall be appointed and remain seated at the pleasure of the President. All chairperson appointments are subject to ratification of the Board of Directors.

Section 3: VICE-PRESIDENT ADMINISTRATOR

The responsibilities of the Vice-President Administrator shall be to assist the President in preserving order and to preside at board and membership meetings in the absence of the President. If the President due to illness or injury is unable to perform the duties of their office for more than three (3) weeks, then the Vice-President shall assume the office of the Presidency on an acting basis until the President is able to resume the office. In the absence of both the President and the Vice-President, a presiding officer for the meeting will be elected by the remaining Board of Directors from the District Vice-Presidents, providing a quorum of the Board of Directors is present at the meeting. The Vice-President shall have the power to counter sign all vouchers and checks drawn against the Local treasury.

Section 4: SECRETARY

The Secretary shall handle all communications as directed by the President. The Secretary shall be responsible for recording the minutes of all the Board and membership meetings held by this Local. All minutes taken at a Board of Directors meeting shall be subject to approval at the following Board of Directors meeting. All minutes taken at a general membership meeting shall be subject to approval at the following general membership meeting. The Secretary shall be responsible for handling all correspondence to or from the Local. The Secretary shall be responsible for all other duties imposed on hem as directed by the Board of Directors.

Section 5: TREASURER

The Treasurer shall be responsible for overseeing all financial transactions of the Local. The Treasurer shall have the power to counter sign all vouchers and checks drawn on the Local treasury. It shall be the responsibility of the Treasurer to keep records of and pay all debt accumulated by the Local. It shall be the responsibility of the Treasurer to give a full financial report at every scheduled general membership meeting and at each Board meeting as appropriate. The Treasurer shall perform all other duties imposed on them 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 Cambridge, West Region, Grand, and 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, and enforce the by-laws. 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 them 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

To be considered active, Shop Stewards that have NOT participated in at least two representation or grievance meetings in the past calendar year must attend Steward Training. Steward Training shall be offered a minimum of two times in a calendar year.

Section 4: DUTIES OF CHIEF SHOP STEWARD

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

1. The Chief/Assistant Chief Shop Steward will oversee all grievances and make sure timelines are met.
2. The Chief/Assistant Chief Shop 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/Assistant Chief Shop Steward will number all grievances and send them to the appropriate management designee.
4. The Chief/Assistant Chief Shop Steward will do all investigations or oversee an investigation where a steward is involved. This is to ensure that all policies and rules set forth by the board of directors are being followed.

5. The Chief/Assistant Chief Shop Steward will keep the Vice President informed of the status of all grievances.
6. Once a grievance has gone through the steps and arbitration is possible, the Chief/Assistant Chief Shop Steward will head a committee to decide if all steps were followed and timelines were met. Once the committee has decided that the grievance is to be sent forward to the board of directors for further consideration, including arbitration, the Chief/Assistant Chief Shop Steward will contact the Vice President of Local 167 to set a date to present to the board of directors all findings for further consideration. The board of directors will then decide whether to pursue the grievance further.
7. The committee will consist of the Chief/Assistant Chief Shop Steward, Vice President and two stewards to review the grievance.
8. The Chief/Assistant Chief Shop Steward will vote only to break a tie of the committee.
9. The Chief/Assistant Chief Shop Steward will keep a log of all grievances and investigations for review by the Vice President at any time.
10. If the Chief/Assistant Chief Shop Steward has a conflict of interest with any grievance the Chief Steward will contact the Vice President of Local 167. The Vice President will then decide if another member of Local 167 should oversee that grievance.
11. The Chief/Assistant Chief Shop Steward will report to the Vice President of Local 167.
12. The Chief/Assistant Chief Shop Steward will work with the attorney for Local 167 whenever necessary to ensure proper handling of a grievance.
13. In the event the Chief Steward is out of town, on vacation or unable to temporarily complete his/her duties, the Assistant Chief Steward of Local 167 shall take on all responsibilities of the Chief Steward.
14. The Vice President is required to give a report to the Union Board at all meetings on all progress of all grievances.
15. The Assistant Chief Steward shall be responsible for use and maintenance of the IAEP Local 167 "Bat Phone." They will answer calls/return messages within 12 hours of receiving them. The inquiries or Steward requests will then be forwarded to the appropriate resources. The Assistant Chief Steward will also maintain records of usage of the "Bat Phone" system for report to the Chief Steward or Vice President.

Section 5: END OF TERM DUTIES

Any Shop Steward that ends their term or loses their position shall be responsible for transferring all documents over to his/her successor.

ARTICLE 6 NOMINATION FOR ELECTION OF OFFICERS

Section 1: NOMINATION

A reasonable opportunity shall be given for the nomination of candidates and every member in good standing shall have the right to nominate, vote or otherwise support the candidate of their choice without being subject to penalty, discipline or improper interference or reprisal of any kind by the Local Unit or any member thereof.

Section 2: ELIGIBILITY

A member may run for and hold local office if they have maintained good standing for a period of one year prior to the date of the Election. Any member in good standing may run for President, Vice President, Secretary, or Treasurer. District VP's must hold the appropriate job class and work a reasonable majority of their FTE in the respective location, except as noted in Article 4, Section 6 above.

Section 3: NOTICE OF NOMINATION

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

Section 4: NOMINATION PROCEDURE

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. The primary system of voting shall be through an approved electronic service. Notice thereof shall be E-mailed to each member at their e-mail address on file. If no e-mail address is on file, then ballots shall be mailed to their last known address. Ballots must be e-mailed/mailed no later than fifteen (15) days prior to the start of an election for the election to be ruled official.

Section 2: ELECTIONS

Only ballots submitted/postmarked by deadline listed on ballot will be counted. 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-EIT, the District Vice President Dispatch, and the District Vice-President-Wright County.

The second year elections will include: Vice President, Secretary, the District Vice President-Metro Paramedic, the District Vice President-Cambridge and the District Vice President-West Region.

The third year elections will include: President, the District Vice-President Metro Emergency Medical Technicians, and the District Vice President-Grand.

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

Electronic ballot results shall be tabulated by electronic service and results shall be sent to the Executive Board prior to the 1st quarter membership meeting. Ballots submitted by mail will be counted and verified by the Executive Board 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.

- 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 non-vacant Board of Director seats 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 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 their absence the Vice President. 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: VOTING ON AMENDMENTS

Amendments to be voted on general membership meetings must be e-mailed/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-3: NOTIFICATION OF CHANGES

All union members shall be notified by email or public posting 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;
- (12) Failing to pay his or her proper union membership dues, or failing to remit proper dues from the Local to the National;
- (13) Discrimination or advocacy of forbidden discrimination against any other member on the basis of race, ethnicity, creed, color, religion, sex, gender identity, marital status, sexual orientation, national origin, ancestry, age or disability.

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.

Section 2. DISCIPLINARY PROCEDURES:

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

A. Charges alleging any conduct in Section 1(1) - (13) above on the part of any member or officer of a Local Unit shall be filed in duplicate with the Secretary of the Local R7-167, who shall serve a copy thereof to the accused either personally or by registered or certified mail, directed to the last known address of the accused, at least ten (10) days before the hearing upon the charges. The Local Unit President shall send a copy of this Notice to the National President. The charges must specify the events or acts which the charging party believes constitute the basis for charges and must state which subsection(s) of Section 1 of this Article the charging party believes have been violated. If the charges are not specific, the Trial Body may dismiss the charges either before or at the hearing, but the charging party shall have the right to re-file more detailed charges which comply with this Section. No Charges may be filed more than six (6) months after the charging party learned, or could have reasonably learned, of the act or acts which are the basis of the charges.

B. The Executive Board of the Local shall act as the Trial Body.

The accused may appear in person and with witnesses to answer the charges against him/her and shall be afforded a full and fair hearing. The person charged may select any person to act as his or her advocate unless otherwise limited by these Local Constitution and By-Laws.

C. If any portion of the charges is sustained by the evidence, then the trial body shall render such judgment and impose such discipline as it considers just. If the charges are not sustained, they shall be dismissed and the accused shall be restored to full rights or membership and/or office.

D. If the charges brought are against member(s) of the Local Executive Board or Trial Body, the person(s) charged shall not sit as a member of that body for the purposes of deliberating on the charges. If this results in an insufficient number of persons to constitute a quorum of the Trial Body, the parties shall agree to a method of establishing a fairly constituted panel to determine the sufficiency of the charges and to issue a judgment. If the parties cannot agree, either party may submit that issue the National President by contacting the National Executive Secretary in writing. The National President shall determine the method of establishing a fairly constituted panel, or shall order that the National take immediate jurisdiction.

E. If the accused is unable or unwilling to be present at any hearing provided for herein, a defense may be presented in writing. In default of appearance or defense, the Trial Body shall proceed with the hearing regardless of the absence of the accused.

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.

ARTICLE 12 APPEALS

Section 1. APPEAL OF DISCIPLINARY ORDER:

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 President 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 NAGE Office of General Counsel by registered or certified mail, within fifteen (15) days after the decision. An appeal is considered timely if placed in the mail within fifteen (15) days after the decision, as shown by an official postmark of the US Postal Service. 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 President. The National President, or other member(s) of the National Executive Board designated by the National President, may decide the appeal on the records made by the Trial Body or may, upon at least ten (10) days notice, hear arguments or hold a rehearing. The National President may confirm, reverse, or modify the decision appealed.

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 conducted via approved electronic voting system and 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 R7-167 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 R7-167, by virtue of their 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 they are 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 Constitution and By-Laws if he/she believes that the Local Grievance Committee 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 NAGE Office of General Counsel, in writing within five (5) calendar days following the decision of the Local Grievance Committee, that he/she 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 reasonably 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, if necessary, 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 he/she deems necessary (2) decide the matter on the record created by the Local Unit or (3) refer the matter for decision to the National Executive Committee.

(e) The duly designated National Officer may, at any time, (1) order the Local Unit Grievance Committee 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 R7-167 to take whatever actions he/she 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 Union.

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 submit copies of their financial data upon request, 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 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 their 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 for work rendered, if a motion is made and passed at the 1st quarter general membership meeting. The amount of this motion is subject to discussion and approved at 1st quarter 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. The Local 167 shall retain the domain www.IAEP167.org.

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, 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 R7-167, which will be dealt with by a vote of the majority present at a general membership meeting.

ARTICLE 20 POLICIES 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

Blake Katzenmaier (Date)
Treasurer

Amanda Layne (Date)
Secretary

Marc Le Voir (Date)
Paramedic Representative

James Domeier (Date)
Dispatch Representative

VACANT (Date)
EMT Representative

Karen Kozer (Date)
EIT Representative

Nicole McConnell (Date)
Grand Representative

Wade Eastman (Date)
West Region Representative

Jake Shepard (Date)
Wright County Representative

Alycia Simmons (Date)
Cambridge Representative