



BOARD OF DIRECTORS MEETING

February 15, 2019

3460 Lexington Ave N, Shoreview, MN 55126

UPDATED 5/14/19

Final (Approved) Minutes

<p>Present: Executive Team</p> <p>Absent 1st VP Thu Phan</p>	<p>President Chet Jorgenson 2nd VP Joan Treichel Treasurer Todd Maki Secretary Samsam Abdalla</p>			
<p>Present: Regional Directors</p> <p>Board Absentee Region: 3, 10, 12, 15</p> <p>Substitutes: Nathan Hiermaier for Region 6.</p>	<p>1. Darci Wing</p> <p>2. Kassie Church</p> <p>3. Celi Haga</p> <p>4. Amy Braun</p> <p>5. John Bower</p> <p>6. Tabatha Ries-Miller</p> <p>7. Ellena Schoop</p>	<p>8. Mark Dreyer</p> <p>9. Stephanie Meyer</p> <p>10. Ken Kalamaha</p> <p>11. Jessica Raptis</p> <p>12. Andi Morris</p> <p>13. Lois Tucke</p>	<p>14. Doreen Hernesman</p> <p>15. Bryan Kotta</p> <p>16. Darren Hage</p> <p>17. Mike Terhune</p> <p>18. Tim Beske</p> <p>19. Jerry Jeffries</p> <p>20. John Ferrara</p> <p>21. Marcia Bierschenk</p>	

8:30 a.m.

Call to Order/Roll Call/Announcements/Housekeeping/New Local Officers/Retirements

Adoption of Agenda

MSP (Dreyer) to adopt the agenda.

Time Certain:

9:00 Public Affairs and Communication Board Report
Richard Kolodziejski provided legislative update and introduced the new Communication Coordinator Michaela Charleston.

11:30 a.m. Member Comments

There were no member comments for the month of February.

2:00 p.m. Report on local officer retreat at the East Side Freedom Library. Marcia Bierschenk & Debbie Prokopf reported on leadership development and discussion of Intercultural Development Inventory.

OFFICER REPORTS:

Treasurer's Report

Local budgets for 2019 were due on January 1st. Four more locals submitted budgets during the past month, bringing the total up to 30 but **budgets from 101, 801, 901, 1001, 1303, 1304, 1501, 1602, 1703 need to be submitted as soon as possible.**

A reminder that locals with checkbooks also need to complete a checkbook audit by March 15. **So far Locals 401, 902, 1101, 1502, 1701 and 1702 have completed and submitted their audits.** If you need them, the Audit Committee Report form is on the website at <https://mape.org/financial-forms> and the procedure is posted at

<https://mape.org/resources/training/local-treasurers-manual/procedures-completing-checkbook-audit>

Our financial staff is working to finish our financial numbers for 2018 and preparing for our annual audit. The financial statement in today's packet is for January of 2019. So far this year we have collected \$466 thousand in dues income. If we maintain that amount for the rest of 2019 we will end up collecting \$6.1 million – about \$400 thousand more than the \$5.7 million that we plan to spend. It is great to be on the positive side without any funds collected from non-members (former fee payers) but that is less than 1% of our spending as a “surplus”. Maintaining and growing the number of members we have is important!

Secretary's Report

MSP (Meyer) DRAFT BOD Minutes for January 18, 2019.

2nd Vice President's Report

Membership Report

Fee Payer/Member Reports

January 2019 we added 68 new members

Recruits

Top recruiter: Thu Phan, Local 401 4 new members

Top Local: Local 401 with 14 new members

Total Membership: 11,203

Total percentage of membership: 74.1%

New Employee Orientation (NEO) training on Thursday, February 7th

- we had 10 attendees – even with snowstorm
- we shared benefits of being a member
- tips on how to make the ASK
- where to locate – membership recruitment documents
- all satisfied or very satisfied with the NEO training

Board Blitz/Coffee Breaks – May 8th

- Work on increasing Membership prior to push week (June 17-21st)
- Goal to increase Membership by 150 members statewide in one day
- More discussion at BOD meeting

IAF applicants

- March 17-22 sending 5 members / 2 staff
- May 2-4 sending 9 members /1-2 staff
- Working on scheduling a few IAF trainings here
- Will coordinate a briefing prior to them leaving
- Will coordinate a debrief upon their return

1st Vice President's Report

- There was no 1st Vice President's Report for the month of February

President's Report

Elections

- Discussed upcoming elections and charter political council and charter council for organizing action.
 - Infographic has been updated and Region directors should hand them out to their members
 - All elections will be taking place in May

Regional introduction

- John Ferrara provided an overview of Region 20.
- Tabatha Ries-Miller will present her regional introduction at our next meeting.

Staff Reports

Public Affairs and Communications

- 2019 Legislative sessions kicks off; Welcome MAPE new communications coordinator Michaela Charleston; PAC update; Highlighting member stories; Paid Family Leave;

Business Agents

- Working on stewards meetings; trainings; arbitrations and grievances. Highlighted grievance settlements and steward highlights.

Negotiations / Contract campaign

- Five key themes for negotiations (Investment in the workforce; Equity and Inclusion; Work-life balance; Workplace culture; Wages and Healthcare); Negotiations committee outreach to members; 6 agency based actions; tele-townhall with Contract Action Team members.

Membership work

- Collaborating with membership committee on a board blitz, revamping materials and identifying shared goals.

Operations

Administering elections.

Unfinished Business

Bylaws and Constitution

MSP (Church) Motion to approve Bylaws without the additional language proposed in Article IV, Section 5.

MSP (Consensus) to approve Constitution without the additional language proposed in Article IV, Section 4.

Note: the intent of these proposals was to align our governing documents with restructure recommendations passed at the Delegate Assemble. Since these proposals didn't pass, members of the Political and Organizing Councils will not be statewide officers but chairs of each Council will be part of the Executive Committee.

Policies (Consensus to review)

MSP to approve the Local Budgets Policy

MSP to approve the Statewide Treasurer, Board of Director's Finance Workgroup, and MAPE Financial Staff Standards Policy

MSP to approve the Crisis Fund Job Action Policy

MSP to approve the Crisis Fund Investment Policy

MSP to approve the Data Practices Records Policy

MSP to approve the Funds Policy

MSP to approve the Hardship Loan and Grant Policy

MSP to approve the Purchasing Policy

MSP to approve the New Locals Policy

MSP to approve the Reimbursement Policy

MSP to approve the Local Checkbook Policy

MSP to approve the Delegate Assembly Resolution Policy

MSP to approve the Statewide Vacancy Notification Policy

MSP to rescind the Government Relations Committee Policy upon seating of the Political Council in 2019

MSP to rescind the Membership Committee Policy

MSP to rescind the Diversity Committee Policy

MSP to rescind the Election Policy

MSP to rescind the Local Special Elections Policy

MSP to approve the Local Recruitment Reimbursement Policy

Conformity changes of fee payer to non-member changes to policies are forthcoming.

New Business

MSP (Wing) motion to rescind the December motion to roll-over unused relational organizing and political organizing grant fund money from 2018 to 2019. The amount left unspent will return to the undesignated fund budget line.

Board Development Project

Marcia Bierschenk, Ellena Schoop, Celi Haga, Chet Jorgenson, and Lina Jamoul will work with Community Consulting Group to assess needs and develop a plan.

2020 Negotiations Convention & Delegate Assembly

MSP (Terhune) Motion to authorize the executive committee to pick the 2020 dates and locations for these events.

Political and Organizing council elections – 1 year and 2-year terms

MSP (Church) Candidates with the most votes will get the 2 year terms.

Region 2 consolidation

MSP (Church) To authorize an electronic vote for the two locals in Region 2 to combine into one local. If it passes, the local officer and DA elections will be merged into one slate of

candidates for the spring election. The new local would become officially combined when the new officers are seated.

MSF 8 in favor, 11 opposed (Jeffries) To amend: each local needs to hold their own vote, both need to approve for the locals to be combined.

Subgroup on Board of Director's annual plan

Call for volunteers. Kassie Church, Doreen Hernesman, Tabitha Ries-Miller, Ellena Schoop and Lina Jamoul will work on the Board annual plan for this year.

Status of the Speaker of the Meet and Confer Committee

MSP 9 in favor 8 opposed (Treichel) to wait until the 2020 Negotiations Convention to elect a speaker.

Executive Session

MSP (Wing) to move into executive session.

MSP (Consensus) to exit executive session.

We will revisit the BOD role in approving staff contracts as part of the Board Development Project.

Next Board Meeting(s) March 15, 2019

MSP (Beske) Motion to meet on March 15, 2019.

MSP (Church) amendment: to meet on the phone for one hour over lunch. Topics to include Grants, Social Media Policy for elections, check-in on the Board Membership Blitz and any other business that needs to be discussed.

Motion to Adjourn

MSP (Terhune) to adjourn at 4:20pm.

Unfinished Business to discuss at the next meetings

Discussion on MAPE policy against discrimination and harassment

Social media policy for Election subgroup

Webpage posting policy for members with medical issues

Statewide Committee Reports and PAC

Region Reports

Correspondence

Board Stewards' Report

Meet & Confer Reports

Board Training

Standing Rules:

Time Certain Adjournment: No later than 4:30 PM.

Extensions in 1/2 hour increments, require a 2/3 vote to extend.

Debate is limited to 3 speakers for and 3 speakers against the motion on the floor.

To amend or rescind 2/3 vote is required. Majority required for suspension.

Please bring any carryover items back with you each month as they will not be reproduced.

MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES

BYLAWS

Amended by Delegate Assembly Sept. 15, 2018

ARTICLE I NAME

The name of this organization shall be the Minnesota Association of Professional Employees, hereinafter referred to as MAPE.

ARTICLE II PURPOSE

The purpose of MAPE is to represent its members with respect to all terms and conditions of employment, to promote the welfare of the membership, and to advance the interests of all governmental employees. MAPE is dedicated to the principles of fair and equal representation obtained by democratic methods.

ARTICLE III MEMBERSHIP

Section 1. **Qualifications for Membership.**

Any person is eligible to join MAPE if they are an employee in a bargaining unit for which MAPE is the exclusive representative; makes an application for MAPE membership; and pays MAPE membership dues. Members on layoff, leave of absence without pay for a period exceeding twelve consecutive weeks, or contesting a dismissal may remain as members for up to a year by paying dues, but may not hold office or receive lost time pay during this time. Members on military leave, as defined in the Labor Agreement between MAPE and the State of Minnesota, Article 14, Section 3, Unpaid Leaves. C. Military Leave, continue to receive all the rights and benefits of membership without paying dues.

In the event of a limited interruption or full or partial government shutdown, all affected members of the bargaining unit will retain their membership status (unless the member reverts to fee payer status). Members serving in elective or appointive positions will retain their positions unless removed through a normal process (such as, resigned, defeated in an election, or replaced by appointment of a successor). Members not being paid will not be required to pay dues.

Section 2. **Associate Membership.**

A. **Qualifications.**

- Former MAPE members who are no longer in government service may become MAPE associate members.
- Associate members who return to government service automatically lose their associate membership status.

B. **Benefits. Associate members:**

- Shall receive MAPE publications.
- May participate in Local meetings.

- May serve as non-voting associate members on local, regional, and statewide committees (with the exception of the Statewide Elections Committee on which associate members who are retired may serve as a voting member), with expenses – but not lost time – paid. (They will not be included in the required number of committee members with the exception of the Statewide Elections Committee on which associate members who are retired shall be included in the required number of committee members.)
- May attend the annual Delegate Assembly at their own expense, except MAPE will pay for breakfasts and lunches. However, associate members serving in volunteer positions at the Delegate Assembly such as teller, timer, etc., will have mileage and lodging paid for by MAPE.
- Shall have such other benefits as may be determined by the Board of Directors.
- Associate members have no voting rights in MAPE with the exception of the Statewide Elections Committee on which associate members who are retired may vote.

C. Associate members shall be associate members of the Local of their choice or remain at large.

Section 3. **Fee Payers.**

Fees for non-members are permitted by Minnesota Statute 179A.06, Sub. 3 "Fair share fee. An exclusive representative (MAPE) may require employees who are not members of the exclusive representative to contribute a fair share fee for services rendered by the exclusive representative." Employees represented by MAPE who are assessed a fair share fee shall be referred to as fee payers. Fee payers are entitled to all the rights of representation but do not enjoy the privileges of membership. Fee payers may attend local meetings and are eligible for benefits offered during the meeting. Fee payers may not vote, make motions, sign petitions, debate, or seek or hold any elective or appointive position.

Section 4. **Application for Membership.**

- A. **Members.** Application for membership shall be on forms established by MAPE and shall be accompanied by an agreement for payment of dues. Membership shall be continuous until termination of employment, or written resignation. Written resignations shall become effective 30 days after receipt of resignation.
- B. **Associate Members.** Application for associate membership shall be on forms established by MAPE. Associate membership shall continue until membership is terminated or until a written resignation is received. Associate membership will be terminated upon returning to government service.

Section 5. **Dues.**

- A. **Members.** Members shall pledge payment of dues by signing a dues authorization form and shall be liable for payment of dues until termination of employment, or written revocation of payroll dues deduction (subject to the provisions of the following paragraph), written revocation of the agreement for payment of dues (for dues paid by check, electronic bank transfer or cash) or while on military leave.

Payroll dues deduction shall continue through the duration period prescribed in the payroll dues deduction authorization form and may only be terminated at the time and in the manner prescribed in the payroll dues deduction authorization form.

As an alternative to payroll dues deduction, members may elect to pay dues by check, electronic bank transfer or cash.

- B. **Associate Members.** Associate members will not be charged dues.
- C. **Fee Payers.** Eligible professional employees who decline to sign dues authorization form shall be assessed a fair share fee for services rendered by MAPE in an amount to be established by the Board of Directors or Delegate Assembly and as prescribed by Minnesota Statute 179A.06.
- D. **Local Dues.** An individual Local may make an additional assessment upon its members, upon the prior approval of the Board of Directors and a subsequent majority vote of the Local's members voting. Each Local that makes an assessment of individual members within its Local shall be responsible for all costs and administration of that assessment.

ARTICLE IV STATEWIDE OFFICERS¹

Section 1. **President.**²

The President shall be a lost time position with provision to guarantee no loss of accruals or benefits. The President shall serve as the Chair of the Executive Committee, the Board of Directors, and the Delegate Assembly. The President shall serve as an ex-officio member of Statewide Standing Committees, except for the elections committees. The President may call for special meetings of the Board of Directors or Delegate Assembly as provided for in these Bylaws.

The President shall work with the Executive Director to provide for effective and proactive labor relations with the employer, to include, where appropriate, participation in departmental meet and confers, state-wide labor management committees, negotiations, and political action.

The President shall appoint all committee members and committee chairs, subject to Board approval, except those for which provisions have been made.

Section 2. **Vice President.**³

The Vice President shall

- Preside at meetings of the Delegate Assembly, Board of Directors, and Executive Committee at which the President is not in attendance; and
- Chair the Job Action Committee; and
- Maintain the membership records; and
- Perform other duties as directed by the President or Board of Directors.

Section 3. **Secretary.**⁴

The Secretary shall keep a record of the proceedings of the Delegate Assembly, the Board of Directors, and the Executive Committee, maintain all the records of MAPE, and perform other related duties as directed by the Board of Directors.

¹ Proviso – the Second Vice President's term ends after elections in May 2019.

² Proviso – the President's term of office is extended from January to June 2020.

³ Proviso – the Vice President may run for re-election in May of 2019.

⁴ Proviso – the Secretary may run for re-election in May of 2019.

Section 4. **Treasurer.**⁵

The Treasurer shall maintain all financial records and receive all moneys of MAPE, and deposit all moneys so received in the name of MAPE in a bank or financial institution approved by the Board of Directors. The Treasurer shall prepare and sign checks for such purposes as are required by the governing documents or are authorized by the Delegate Assembly, the Board of Directors, or the President. The Treasurer shall keep an accurate record of receipts and disbursements and shall make monthly financial reports to the Board of Directors. The Treasurer shall act as custodian of all properties of MAPE. The Treasurer shall chair the Finance Workgroup and shall perform other related duties as directed by the Board of Directors.

~~Section 5. **The Organizing Council and Political Council members.**~~

~~The councils shall promote full and equal participation of all people represented in MAPE in the Union and workplace. The councils will operate under a charter approved by the Board of Directors. The charter will be created in alignment with the Board of Directors' strategic work plan.~~

**ARTICLE V
BOARD OF DIRECTORS**

Section 1. **Composition of the Board of Directors.**

The Board of Directors shall consist of the Executive Committee and at least one Regional Director from each Region.

The total number of Regional Director(s) in a given Region shall equal the total number of employees in the Region who belong to MAPE represented bargaining units as of January 1 of each odd numbered year, multiplied by the number of Regions in MAPE, divided by the total number of employees MAPE represents. Any fraction shall be rounded to the nearest lower number. The Vice President shall be responsible for completing this calculation and for notifying Regions in writing of the number of Regional Director positions.

Section 2. **Substitutions.**

In an absence from a Board of Directors meeting or Delegate Assembly of a Regional Director, the Regional Director shall select their substitute by rotation among the Local Presidents from their Region followed by Local Vice Presidents in the Region. If no Local President or Vice President is available to substitute, the Regional Director must select a member from their Region.

Section 3. **Meetings.**

The Board of Directors shall meet as necessary to update, revise, or implement the Board of Director's strategic plan and annual work plan.⁶ By a two-thirds vote of the Board of Directors, a meeting may be canceled. The President, a majority vote of the Executive Committee, or a majority vote of the Regional Directors may call additional meetings.

Members have the right to be heard at meetings of the Board of Directors. The Board of Directors shall establish a policy to accommodate this right.

⁵ Proviso – the Treasurer's term of office is extended from January to June 2020.

⁶ Proviso – The revised language does not go into effect until 1 January 2019.

The draft agenda for regularly scheduled Board of Directors meetings will be posted on the MAPE website at least 48 hours before the Board of Directors meeting, and local presidents will be notified within at least 24 hours of the posting.

Section 4. **Workgroups**

The Board of Directors shall establish workgroups to perform specific tasks assigned by the Board of Directors. Only board members will be appointed to these workgroups.

There shall be a Finance Workgroup. The Finance Workgroup is a standing workgroup. The Finance Workgroup shall prepare MAPE's budget. The workgroup will present the budget to the Board of Directors and Delegate Assembly. Additionally, the workgroup will oversee investments, the financial policies, and annual financial audit.⁷

There shall be a Hiring Workgroup. The Hiring Workgroup is a standing workgroup. The Hiring Workgroup shall oversee all hiring by MAPE as described in the Hiring Policy.

ARTICLE VI STATEWIDE STANDING COMMITTEES

Section 1. **Committees.**

- A. MAPE shall have Statewide Standing Committees as defined below.⁸
- 1) Constitution and Rules Committee
 - 2) Elections Committee
 - 3) Employee Rights Committee
 - 4) Executive Committee
 - 5) Job Action Committee
 - 6) Local Presidents Committee
 - 7) Meet and Confer Committee
 - 8) Negotiations Committee
 - 9) Nominations Committee
 - 10) Organizing Council
 - 11) Political Council
- B. Good faith effort shall be made to see that statewide committees are comprised of members from Greater Minnesota in proportion to their membership in MAPE as of January 1 of each year. In appointed committees, vacancies shall be filled following the same procedures as for the committee appointments.
- C. Appointed committee members serve for a term corresponding to that of the Statewide Officers and continue their duties until their successors have been appointed.
- D. Appointed committees may remove members:

⁷ Proviso – The Finance Committee will be discontinued once:

- a. The Board's Finance Workgroup has been appointed; and
- b. The Finance Committee has turned over all applicable materials; but
- c. No later than 1 January 2019.

⁸ Proviso – Councils will be established in May 2019 with the proposed election cycle. The previous statewide committees will continue to exist until the councils are established.

- 1) When the member has 3 unexcused absences in the last 12 months; and
- 2) With notification to the member 14 days prior to a vote by the committee; and
- 3) By a majority vote of the committee.

Section 2. **Constitution and Rules Committee.**

The Constitution and Rules Committee shall consist of five members. This committee is responsible for analyzing proposed changes to the governing documents, Delegate Assembly Resolutions, and Delegate Assembly Standing Rules. The committee will indicate that a proposed change is not ready for debate if the submitted proposal conflicts with statute, current governing documents, Delegate Assembly Standing Rules, or within the proposed document itself. Explanations describing the conflict will accompany the decision. If no conflict exists, the committee will label the proposal as ready for debate.

At each regularly scheduled Delegate Assembly, the Constitution and Rules Committee shall report on changes made by the Board of Directors to the bylaws and policies since the previous regularly scheduled Delegate Assembly.

Other duties are assigned by the Board of Directors, the Executive Committee, or the Delegate Assembly.

Resolutions initially proposed during the Delegate Assembly are not required to be coordinated by the committee.

Section 3. **Elections Committee.**

The Elections Committee shall consist of five members. It shall serve as Elections committee for statewide and regional elections. Retired individuals who are also associate members and had been MAPE members for the 2 years immediately preceding their retirement may serve as full voting members of the Statewide Elections Committee. The Board of Directors shall designate one of the five members as the committee chair. No statewide or regional officer or candidate for statewide or regional office shall be a member of this Committee. The committee's responsibilities include validating candidate credentials, monitoring campaigns, conducting elections, and hearing protests.

Section 4. **Employee Rights Committee.**

The Employee Rights Committee shall consist of the Chief Steward of each Region and the Vice President.

Section 5. **Executive Committee.**

The President shall be the presiding officer of the Executive Committee. The Executive Committee shall conduct the business of MAPE between the meetings of the Board of Directors and shall perform other duties as directed by the Board of Directors. The Executive Committee shall meet at the call of the President or a majority vote of the Executive Committee.

The Executive Committee shall consist of:

- ~~The Statewide Officers~~
- President
- Vice President
- Secretary

- Treasurer
- The Chair of the Political Council⁹
- The Chair of the Organizing Council¹⁰
- The Speaker of the Meet and Confer Committees¹¹

For the purposes of term limits, all positions on the Executive Committee are considered statewide officers.

Section 6. Job Action Committee.

The Job Action Committee shall consist of the Vice President of each Local. The First Vice President shall chair the Committee.

Section 7. Local Presidents Committee.

There shall be a Local Presidents Committee that will meet, at least once, annually. The meetings will be called by the Chair or at the request of at least 10 local presidents.

The Local Presidents Committee shall consist of each Local President from all MAPE Locals.

The Local Presidents Committee will share information between Locals in regard to Local policies and issues. The Local Presidents Committee may make recommendations and offer assistance to the Delegate Assembly, Statewide Officers and the Board of Directors.

The Local Presidents shall elect a Local President to chair the Local Presidents Committee for a one-year term. The election will occur at the annual meeting. The Chair must be a Local President for the entire one-year term. In the event of a vacancy in the chair the Statewide President, with concurrence from the Board of Directors, will appoint a Local President to chair the committee for the remainder of the one-year term.

Section 8. Meet and Confer Committees.

- A. There shall be a Meet and Confer Committee for a given Appointing Authority. See Appendix D of the MAPE contract for a list of agencies.
- B. Each committee shall consist of:
 - 1) A committee chair;
 - 2) Up to 6 members;
 - 3) Up to 2 alternate members.
- C. Each committee's chair will be elected in an agency wide election.
 - 1) Elections will be part of the annual statewide elections in even years.
 - 2) Members can vote for the chair of their respective agency.
 - 3) The term of office is two years and until their successor is elected.

⁹ Proviso – Once elected the Chair of the Political Council will become a member of the Executive Committee. This is anticipated to happen in June 2019.

¹⁰ Proviso – Once elected the Chair of the Organizing Council will become a member of the Executive Committee. This is anticipated to happen in June 2019.

¹¹ Proviso – The Speaker for the Meet and Confer Committees will become a member of the Executive Committee to be seated in June 2019.

4) Vacancies in the Chair will be filled by the Vice Chair and the committee will elect a new Vice Chair.

D. Each committee will elect one of its members as Vice Chair. The Vice Chair will perform the duties of the Chair in the Chair's absence or vacancy of the Chair position.

E. **Speaker.** The chairs of the statewide meet and confer committees will elect one of the meet and confer chair as their Speaker. The Speaker will represent the meet and confer committees on the Negotiations Committee and the Executive Committee.

1) The Speaker will be elected at the Negotiations Convention.¹²

Section 9. **Negotiations Committee.**

A. Statewide. Each Region shall elect a member to represent the Region on the Statewide Negotiations Committee in even numbered years. The elected members shall, to the extent possible, reflect various aspects and interests of the members of the unit. Should a vacancy occur on the committee the Local Officers of the Region shall select a replacement from the affected Region's membership.

Statewide Negotiations Committee members elected by the Regions in regularly scheduled elections will be seated when work begins on the next Agreement Between MAPE and the State of Minnesota. (Seated elected committee members will not be replaced by newly-elected members while negotiations are in progress.)

In addition, the President, with the consent of the Executive Committee, may appoint up to three at-large members to the Committee. The Statewide Negotiations Committee shall choose one its members to serve as Chair of the Committee, or two members to serve as co-chairs. The Statewide Negotiations Committee shall represent MAPE during negotiations with the employer. The three at-large members may be on a temporary basis. The Executive Committee, by a two-thirds vote, may select a substitute for any one of the at-large members on a need basis. All appointments are subject to approval by a majority vote of the Board of Directors.

B. Local. Local Negotiations Committees shall be formed prior to the appointment of the Statewide Negotiations Committee. The Local committees shall solicit information and input from the members of the Local, and forward such input and any recommendations to the Statewide Negotiations Committee. The Committee shall select the chair of the Local Negotiations Committee.

C. Other Bargaining Units. Bargaining units represented by MAPE, other than State Unit 214, shall elect their own negotiations committee(s).

Section 10. **Nominations Committee.**

The Nominations Committee shall consist of five members. It shall serve as Nominations Committee for statewide and regional elections. The Board of Directors shall designate one of the five members as committee chair. The committee's responsibilities include identifying potential leaders throughout the union and encouraging them to run for office. The committee will make every effort to ensure that there are eligible candidates for all statewide and regional elective positions. The committee will work with local elections committees to identify potential regional leaders, encourage them run for elective office and make every effort to ensure that there are candidates for all regional elective positions.

¹² Proviso – The Speaker will remain empty until the November 2018 Negotiations Convention.

Section 11. **Organizing Council.**

- A. An Organizing Council, consisting of five elected members and two appointed members. The Statewide President is an ex-officio non-voting member of the council.
- B. The council shall promote full and equal participation of all people represented by MAPE in the Union and workplace. This includes:
 - 1) Organize diverse professionals to build power, membership recruitment and retention, relationship building and conducting actions led by local leaders who are accountable to members.
 - 2) Providing training, mentoring, and practical experiences for people to develop their leadership skills.
 - 3) Strategies should include deliberate attention to diversity, inclusion and protected classes.
 - 4) Oversee MAPE scholarships.
 - 5) Collaborate with external organizations.
- C. **Charter.** The council will operate under a charter approved by the Board of Directors. The charter will be created in alignment with the Board of Directors' strategic plan.
- D. **Eligibility.** A council member may not self-nominate or accept nomination or appointment to any other position at any level in MAPE except serving as a Steward or Delegate.
- E. **Term of Office.** All terms shall be for a two-year period, except when a vacancy occurs (see Vacancies below). The terms shall remain staggered.
- F. **Elections.** Elections for three of the council seats shall be held in odd-number years. Elections for two of the council seats shall be held in even-numbered years. Elections will be held as part of the annual statewide elections.¹³
- G. **Appointments.** The two appointed council members shall be appointed by the Statewide President subject to Board approval.
- H. **Chair.** The council will elect one of its members to serve as Chair. The term of office is for two years and until their successor is elected. The election of the Chair will be in even-number years, at a council meeting. Vacancies in the Chair will be filled by the Vice Chair. Appointed positions are not eligible to be elected Chair.
- I. **Vice Chair.** The council will elect one of its members to serve as Vice Chair. The term of office is for two years and until their successor is elected. The election of the Vice Chair will be in even-number years, at a council meeting. Vacancies in the Vice Chair will be filled by a special election of the council, at a council meeting.
- J. **Vacancies.** If a vacancy occurs in the second half of the council member's two-year term, the President will make an appointment subject to Board of Director's confirmation. A vacancy occurring in the first year of the council member's term will result in a special statewide election.

Section 12. **Political Council.**

- A. The Political Council shall consist of five elected members and two appointed members. The Statewide President is an ex-officio non-voting member of the council.
- B. The council shall engage and organize members interested in legislative activities and collaboration with other organizations for the benefit of MAPE members. This includes:
 - 1) Define legislative/political priorities and provide member education and engagement.
 - 2) Strategies should include deliberate attention to diversity, inclusion and all protected classes.

¹³ In 2019, three council members will be elected to one year terms to set up the staggered elections. Two council members will be elected to their normal two year terms.

- 3) Keep the members informed about legislative issues and relevant labor-related political activity.
 - 4) Working with members to improve their interactions with government officials.
 - 5) Collaborate with external organizations.
- C. **Charter.** The council will operate under a charter approved by the Board of Directors. The charter will be created in alignment with the Board of Directors' strategic plan.
 - D. **Eligibility.** A council member may not self-nominate or accept nomination or appointment to any other position at any level in MAPE except serving as a Steward or Delegate.
 - E. **Term of Office.** All terms shall be for a two-year period, except when a vacancy occurs (see Vacancies below). The terms shall remain staggered.
 - F. **Elections.** Elections for two of the council seats shall be held in odd-number years. Elections for three of the council seats shall be held in even-numbered years. Elections will be held as part of the annual statewide elections.¹⁴
 - G. **Appointments.** The two appointed council members shall be appointed by the Statewide President subject to Board approval. One of the two appointed members shall be a member of the Political Action Committee if one is currently not seated.
 - H. **Chair.** The council will elect one of its members to serve as Chair. The term of office is for two years and until their successor is elected. The election of the Chair will be in even-number years, at a council meeting. Vacancies in the Chair will be filled by the Vice Chair. Appointed positions are not eligible to be elected Chair.
 - I. **Vice Chair.** The council will elect one of its members to serve as Vice Chair. The term of office is for two years and until their successor is elected. The election of the Vice Chair will be in even-number years, at a council meeting. Vacancies in the Vice Chair will be filled by a special election of the council, at a council meeting.
 - J. **Vacancies.** If a vacancy occurs in the second half of the council member's two-year term, the President will make an appointment subject to Board of Director's confirmation. A vacancy occurring in the first year of the council member's term will result in a special statewide election.

Section 13. **Electronic Meetings.**

Statewide standing committees and other statewide, regional, and local MAPE committees may hold meetings which some or all members attend by electronic means if simultaneous aural communications among all participating members are, at least, equivalent to those of meetings held in one room and requirements in MAPE's parliamentary authority, governing documents, and policies are met.

ARTICLE VII REGIONS AND LOCALS

Section 1. **Regions.**

There shall be subdivisions known as Regions. The Board of Directors shall determine the total number of Regions and the boundaries of each Region on a geographic basis by work location. Region is a geographic and political subdivision of the MAPE membership. Its purpose is to coordinate the delivery of member service and provide a vehicle for information flow to and from the Board of Directors. Regional membership elects a Regional Director to the Board of Directors who provides a voice for the Locals in that Region.

¹⁴ In 2019, two council members will be elected to one year terms to set up the staggered elections. Three council members will be elected to their normal two year terms.

Section 2. **Regional Director.**

A Regional Director must be a member of the Region s/he serves. Duties of a Regional Director include, but are not limited to, gathering concerns and interests of people s/he represents; making policies that reflect her/his constituents' interest; performing other duties as assigned by the Board of Directors in accordance with the Board's policies; and disseminating information regarding status of MAPE and newly enacted policies as well as standing policies of MAPE.

Section 3. **Locals.**

All Regions are organized into one or more Locals. Each Region by default forms one Local. Locals are geographic subdivisions of Regions. A Local's purpose is to provide for direct delivery of member service through regular membership meetings, Local officers and stewards. Locals provide grassroots membership direct access to information and services such as contract negotiations, grievance handling and MAPE-provided training and education.

A work location or locations within a well-defined geographic area may petition the Board of Directors to divide the Region and form a separate Local. The Board of Directors, when considering the petition shall also take into account the functioning of the original Local(s) when the new Local is formed. The final formation of a new Local after the Board of Directors has approved the petition and organizing papers, if any, shall require a majority vote of the members who will constitute the new Local.

Section 4. **Local Officers.**

All Locals shall have a President, Vice President, Secretary, Membership Secretary, and Treasurer. Locals may also elect any other officers deemed necessary. The Local officers comprise the local executive committee. The terms of these offices shall be two years. Officers of newly formed Locals shall be elected as part of the formation process and shall serve until the normal expiration date of other Local officers in their Region.

Local officers may be paid a stipend from their local budget for their local union activities if approved by their local members. Dues reimbursement is not allowed as payment for union activities.

Section 5. **Local Officer Duties.**

The PRESIDENT shall conduct the affairs of the Local and preside at Local meetings. The President shall be a member of the Local Presidents Committee.

The VICE-PRESIDENT shall preside at Local meetings at which the President is not in attendance and shall chair the Local Job Action Committee.

The SECRETARY shall maintain a record of the Local's proceedings.

The MEMBERSHIP SECRETARY shall maintain a record of the Local's membership records and promote member recruitment, retention, and involvement.

The TREASURER shall be responsible for any funds received or disbursed directly by the Local, and shall maintain a record of the Local's financial transactions.

Section 6. **Regional and Local Officer Elections.**

Members elected to Regional positions and Local Officers and Committee Members must be members of the Region/Local they serve.

Section 7. **Quorum for Local Meetings.**

For Local meetings a quorum shall consist of 5 members or 5% of the Local members, whichever is greater. Any resulting fraction shall be rounded upward to the next whole number. For the purpose of quorum, the number of officer members may not exceed the number of non-officer members.

Section 8. **Local Committees.**

Each Local may create standing and special Local committees as necessary to fulfill the purposes and functions of the Local.

**ARTICLE VIII
ELECTIONS AND VACANCIES**

Section 1. **Eligibility.**

- A. **Candidates and Incumbents.** Candidates for and incumbents in any elective or appointive position, including committee appointments, in MAPE must:
- 1) except as noted in Exceptions, below be members, as defined in Bylaws Article III, for at least 30 days prior to the closing of nominations;
 - 2) not hold more than one office, including statewide, Regional and Local office, at the same time, except Interim President as provided for in the MAPE Interim Local Governance Policy. Committee positions, including chairs, are not offices. Council positions are offices;
 - 3) Regional Directors may not be elected as negotiations representative;
 - 4) except as noted in Exceptions, below be working in a classification covered by a MAPE agreement at the closing of nominations or between the closing of nominations and occupying the position, except when the out-of-classification is less than 30 days;
 - 5) not be officers or salaried employees of any other exclusive bargaining representative or an affiliate thereof;
 - 6) except as noted in Exceptions, below, not be members of the statewide Elections Committee or a local election committee;
 - 7) not be under sanction as provided in the Bylaws, Article XII, Section 10, provisions (4), (5) and (6);
 - 8) not be under sanction as provided in MAPE's parliamentary authority; and
 - 9) not have voluntarily crossed a MAPE picket line in six years, or three contract cycles – this can be appealed to the Board of Directors.
- B. **Position-Specific Eligibility.**
- 1) Statewide Vice President. Candidates must have a minimum of one year experience as a Chief Steward or has handled two investigations and two grievances, and has taken advance steward training.
 - 2) Meet and Confer Chairs. Candidates must be employees of the respective agency.
 - 3) Candidates for Speaker. Candidates must be an elected meet and confer committee chair.¹⁵
- C. **Exceptions.**
- 1) After a local election, members who served on the local election committee and are not trustees may be appointed as Delegate Assembly delegates or alternates.

¹⁵ Proviso – Current meet and confer chairs are deemed to have been elected.

- 2) Statewide Elections Committee members may be appointed as Delegate Assembly delegates or alternates and as local election committee members. They may also be appointed to other statewide committees and elected to local offices when the election is not administered by the Statewide Elections Committee.
- 3) If not candidates, officers and statewide committee members may serve on a local election committee.
- 4) Retired individuals who are also associate members and had been MAPE members for the 2 years immediately preceding their retirement may serve as full voting members of the Statewide Elections Committee.

Section 2. Elections.

- A. **Election Procedures.** Statewide, Regional and Local officer elections shall be governed by the Election Rules.
- B. **Statewide and Regional Elections.**¹⁶¹⁷ Voting in statewide and regional elections shall be by secret ballot by MAPE members. The term shall be two years and until a successor is elected or appointed as provided in the MAPE Constitution, Bylaws, and Election Rules. Statewide and Regional Officers shall be eligible to serve for no more than three consecutive terms in the same office. Regional Directors in even numbered Regions shall be elected in even numbered years¹⁸; Regional Directors in odd numbered Regions shall be elected in odd numbered years.¹⁹
- C. **Local Elections.** Officers' terms shall be two years and until a successor is elected. Terms of Delegate Assembly delegates and alternate delegates shall be one year. Local officers shall be elected biannually in the year their Regional Director is not being elected.²⁰ Officers of newly formed Locals shall be elected and shall serve until the normal expiration date of other Local officers in their Region.
- D. **Board of Trustees.** Elections shall be conducted as prescribed in the Bylaws, Article XIV.

Section 3. Vacancies.

- A. **Vacancy While Out of Class.** Any member holding an elective or appointive position in MAPE who agrees to work out of class in a classification not covered by a MAPE agreement shall notify the statewide President and shall be temporarily suspended from the elective or appointive position for a period not to exceed thirty days. The suspension shall be effective at the beginning of the out of class assignment. On the thirty-first day of the out of class assignment, the elected position shall be deemed vacant and shall be filled pursuant to the appropriate provisions of the governing documents. The acts of temporarily suspending an officer and declaring a vacant office shall be taken by the Executive Committee, which shall also make arrangements during the period of any temporary suspension for the duties of the office to be performed. A suspended officer may appeal the suspension to the Board of Directors, whose decision shall be final.
- B. **Vacancies in Local Offices.** When the office of Local President becomes vacant, the Local Vice President automatically becomes President for the remainder of the term. Vacancies in other Local

¹⁶ Proviso – A term as either First Vice President or Second Vice President, will count as a term for Vice President.

¹⁷ Proviso – Terms served prior to 2018 do not count toward term limits.

¹⁸ Proviso – The term of office for current local officers, in even numbered regions, is shorted by about a month to end with the seating of new officers in June of 2019.

¹⁹ Proviso – The term of office for current Directors, in odd numbered regions, is shorted by about one month to end with the seating of new Directors in June of 2019.

²⁰ Proviso – The term of office for current local officers, in even numbered regions, is shorted by about a month to end with the seating of new officers in June of 2019. The term of office for current local officers, in odd numbered regions, is shorted by about a month to end with the seating of new officers in June of 2020.

offices shall be filled by a vote of the Local at the first regularly scheduled meeting following a thirty-day written notice of the election to Local members. When a delegate or alternate position becomes vacant, the Local President may appoint to fill the vacancy.

C. **Vacancies in Regional Offices.** When the office of Regional Director becomes vacant, and an election for that office is scheduled to be held within the same calendar year, the office shall be filled by a rotation of local presidents in ascending numerical order. Otherwise, a special election shall be held to fill the vacancy with a rotation of local presidents, in ascending numerical order, temporarily filling the vacancy.

D. **Vacancies in Statewide Offices.**

- 1) When the office of statewide President becomes vacant, the office shall be filled by automatic succession of the Vice President, and the vacancy is then in the office of Vice President.
- 2) When the position of statewide Vice President, Secretary, or Treasurer becomes vacant, and an election for that office is scheduled to be held later in the same calendar year, the office shall be filled by a majority vote of the Board of Directors. Otherwise a special election shall be held to fill the vacancy.
- 3) While the office of statewide Treasurer is vacant the statewide Vice President shall prepare and sign checks for such purposes as are required by the governing documents or are authorized by the Delegate Assembly, the Board of Directors, or the statewide President.
- 4) If the Speaker becomes vacant, the remaining meet and confer chairs shall fill the position by special election.

ARTICLE IX FINANCES

Section 1. **Audit.**

The Board of Directors shall have, at least annually, an audit of MAPE's finances by a Certified Public Accountant, and shall report to the Delegate Assembly the results of such audit.

Section 2. **Debt.**

The Board of Directors may approve short-term debt (maturing in twelve months or less) of up to six months dues and long-term debt (maturing in more than twelve months) of up to two months' dues. Borrowing in excess of these limits, not authorized by an approved budget, shall require a majority vote of the Delegate Assembly or the membership.

Section 3. **Reimbursements.**

The members and officers of MAPE shall be reimbursed in accordance with the reimbursement policy adopted by the Board of Directors.

Section 4. **Disbursements.**

MAPE funds shall be disbursed via the MAPE central office only by checks signed by two Statewide Officers. MAPE Locals may disburse funds via Local checking accounts in accordance with the Policy on Local checkbooks.

Section 5. Undesignated Funds.

Requests for expenditures exceeding \$100,000 from undesignated reserves must be submitted to the Board of Directors and posted to the MAPE website a minimum of 30 days prior to the Board meeting at which the expenditure will be voted on.

**ARTICLE X
DELEGATE ASSEMBLY**

Section 1. Composition.

The Delegate Assembly shall consist of the members of the Board of Directors and the delegates elected by Locals.

Each Local shall be allocated one Delegate for each 75 members (with no rounding up of fractions), with a minimum of one delegate, who shall be the Local President. Calculation of the number of delegates shall be done annually by the Vice President, using data effective April 1. The Vice President shall be responsible for completing this calculation and for notifying Locals in writing of the number of delegate positions.

Each Local may also elect ranked alternate delegates equal in number to the number of delegates allowed to that Local. Delegates and alternate delegates must be members of the Local they are elected to represent at the time of the Delegate Assembly or Special Delegate Assembly. In electing delegates, each Local shall endeavor to ensure that the overall delegation is balanced and representative of the entire Local.

If a local president is unable to attend a Delegate Assembly, the vice president will take the president's place as a delegate. If the local has no vice president or the vice president cannot attend, the highest ranked alternate will become a delegate. If the president leaves the Delegate Assembly and the vice president is present, the vice president will take the president's place. If the president leaves the Delegate Assembly and the vice president is not present, the highest ranked alternate will become a delegate.

Special Delegate Assemblies shall consist of those delegates and/or alternates eligible for seating at the last-held Delegate Assembly (if they remain eligible under Articles VIII and X and have not resigned) and the Board of Directors.

Section 2. Meetings.

Times and places of meetings of the Delegate Assembly shall be established by the Executive Committee. The President may call meetings other than those required by the Constitution with the concurrence of a majority of the Board of Directors or on petition of 25% of the delegates eligible for attendance to the last-held Delegate Assembly and representing no less than 80% of the Locals. The President shall be the presiding officer of the Delegate Assembly.

Section 3. Credentials Committee.

The Credentials Committee shall consist of five members. Trustees shall serve on the Committee. The Committee shall elect a chair. If fewer than five Trustees are on the Committee, the President may appoint additional members to fill the vacancies. The Committee shall entertain any challenges to the credentials of any delegate or alternate and shall present its finding to the Assembly, which will render final decisions.

Section 4. Funding.

For the annual Delegate Assembly, MAPE Central shall pay all costs for all delegates and for the first alternate from locals that had a balance of less than \$15,000, as reported in Income/Expense Statements for July 31 of the previous year.

Locals will pay expenses of all alternates who attend special Delegate Assemblies.

Section 5. Resolutions Submitted to the Delegate Assembly.

(This section does not apply to resolutions modifying a governing document.)

Before the mailing and posting of proposed resolutions to the DA, any member of the statewide Executive Committee can object by motion to the consideration of the question. If the objection motion is passed by a two-thirds vote of the Executive Committee, the resolution will be dropped, not mailed, and not posted, and the resolution's submitter will be notified as soon as possible.

The submitter of a resolution rejected by the Executive Committee may appeal to the Board of Directors at the next Board meeting. A two-thirds vote of the Board members present and voting would sustain the Executive Committee's action. If less than two-thirds of the Board members present and voting vote to sustain, the resolution will be posted and mailed.

**ARTICLE XI
NEGOTIATIONS CONVENTION**

Section 1. Purpose.

There shall be a Negotiations Convention for the purpose of establishing bargaining positions for the Unit 214 contract.

Section 2. Composition.

The Negotiations Convention participants shall consist of:

- A. The Executive Committee.
- B. Negotiations Representatives elected during the most recent election.

If negotiations with the state are still in progress, there may be some Negotiations Representatives who were not reelected in the most recent election. These Negotiations Representatives will not be included in the Negotiations Convention.

- C. At-large members of the Negotiations Committee.
- D. Chairs of the statewide Meet and Confer Committees.

Section 3. Meetings.

- A. The time and place of the Negotiations Convention shall be established by the Executive Committee.
- B. The Executive Committee will conduct a biennial review of the effectiveness of the convention.
- C. The Negotiations Committee Chair(s) shall preside over the convention.

**ARTICLE XII
JUDICIAL COMMITTEE**

Section 1. Term of Office.

After a charge is properly filed (Article XII, Section 4), the Statewide President will chair the committee. If the Statewide President is a participant in the charge, the Vice President will become the Chair. The Chair will appoint 12 additional members to the Committee who are not currently serving on the Board of Directors. Terms will expire following the rendering of the committee's decision or the Board of Directors' appeal decision, whichever is later.

Section 2. Selecting Hearing Body.

In any case coming before the Judicial Committee, the Judicial Committee Chair shall send a list of the names of the members of the Judicial Committee to the accuser and the accused. Within 30 days thereafter, each party shall have the opportunity to delete three names from the list of Judicial Committee members, by written notification to the Judicial Committee Chair. From the names remaining, the Chair shall appoint one member of the Judicial Committee to serve as the hearing officer, who shall conduct the hearing.

Section 3. Documentation of Decisions.

Decisions of the Judicial Committee shall be in writing, and shall include at least the following separate items:

- 1) A statement of charges;
- 2) A summary of the evidence in support of the charges;
- 3) A summary of the evidence in refutation of the charges;
- 4) A finding of facts;
- 5) A conclusion of proceedings;
- 6) The assessment of a penalty, if any; or an order setting aside or modifying a previously imposed penalty.

Section 4. Communication of Decisions.

A copy of the decision of the Judicial Committee shall be transmitted to the accuser, the accuser's counsel of record, the accused, the accused's counsel of record, and each member of the Judicial Committee.

Section 5. Notice.

A written communication or required notice to the Judicial Committee or any member thereof shall be sent to the Judicial Committee Chair at the MAPE Central office.

Section 6. Reporting.

Each Judicial Committee shall submit a written summary of its actions to the next regular Delegate Assembly. All Delegates shall receive a copy of the report. Such a summary shall include a listing of all cases referred to it, a description of the major issues involved, and the judgments of the Committee. The Committee report shall call attention to pertinent omissions or ambiguities in governing documents and policies and may offer recommendations.

Section 7. Staff Assistance.

The Judicial Committee shall be provided with staff assistance and facilities as are necessary and appropriate to the proper functioning of the Judicial Committee in accordance with policies established by the MAPE Board of Directors.

**ARTICLE XIII
JUDICIAL PROCEDURE**

Section 1. Filing Charges.

Except as hereinafter provided in this Article, any member of MAPE may file charges against any MAPE member or individual who was a MAPE member at the time of the violation(s) for one or more violations as provided in Section 2 of this Article.

Section 2. Basis for Charges.

The following and no other shall constitute the basis for the filing of charges:

- 1) Violation of any provision of MAPE's Governing Documents or Policies or of any officially adopted and approved Governing Documents or Policies of a Local to which the member being accused is subject;
- 2) Misappropriation, embezzlement, or illegal use of union funds;
- 3) Acting in collusion with management to the detriment of the welfare of MAPE or its membership;
- 4) Any activity which assists or is intended to assist a competing organization within the jurisdiction of MAPE;
- 5) Conviction of a crime, the nature of which is such to bring MAPE as an organization into disrepute;
- 6) Instituting or urging others to institute action outside MAPE against MAPE, a subordinate body, or any position holder of MAPE or of a subordinate body without first exhausting all internal remedies within MAPE, providing that the foregoing shall not apply where the action was instituted in order to prevent the loss of rights under an applicable statute of limitations and the member has diligently pursued available internal remedies;
- 7) Refusal or deliberate failure to carry out legally authorized decisions of the Delegate Assembly, the Statewide President, the Board of Directors, the Executive Committee, or the Judicial Committee of which the accused is a part;
- 8) Using the name MAPE or of any subordinate body in an unauthorized manner or for an unauthorized purpose;

- 9) Using MAPE membership information in an unauthorized manner or for an unauthorized purpose;
- 10) Deliberately interfering with any official of MAPE or of a Local or Region in the discharge of the official's lawful duty;
- 11) The solicitation or acceptance of a bribe or the acceptance of a gift of more than nominal value from any employer, group of members, employee of MAPE or from any person or firm which has or is seeking to establish a business relationship with MAPE or any subordinate body.

Section 3. Filing Charges.

Charges against an individual shall be filed with and heard by the Judicial Committee as hereinafter provided.

Section 4. Format of Charges.

Charges shall be in writing and shall be signed by the member or members bringing the charges. The charges shall be specific, citing in detail the nature, the date, and the circumstances of the alleged offense, and, where a violation of a Governing Document or Policy provision is alleged; the specific Section or Policy shall be cited, along with the specific act or failure to act, which constitutes the alleged violation. The charges shall be filed with the Chair of the Judicial Committee.

Section 5. Notification of Charges.

Within 15 days following the receipt of the charges, the Chair of the Judicial Committee shall send by certified mail, return receipt requested, an exact and full copy of the charge to the accused party, together with a copy of this article of the bylaws.

Section 6. Recording Hearing Proceedings.

The hearing body shall fix the date, time, and place for the hearing, in such manner as to afford the maximum convenience to both the accused and the accuser practical under all circumstances. The entire proceedings will be recorded. A verbatim written record of the proceedings will be available to the accused or the accuser, without cost, upon request.

Section 7. Rights of the Accused.

The accused person shall be guaranteed the following rights:

- 1) The right to receive by certified mail to the accused person's current address of record with MAPE, return receipt requested, a full copy of the charges within 15 days after they are filed;
- 2) The right to file a written answer to the charges;
- 3) The right to a hearing within 120 days after having been after having been notified under provisions in Article XII, Section 7-1;
- 4) The right to have a least 15 days' advance notice of the date, time, and place of the hearing;
- 5) The right to confront the accuser;
- 6) The right to cross-examine the accuser and any witnesses;
- 7) The right to present witnesses in the accused person's behalf;
- 8) The right to compel the production of union records pertinent to the case;
- 9) The right to choose a person to act as the accused person's counsel in the case;

- 10) The right to be presumed innocent unless proven guilty;
- 11) The right to refuse to testify, provided, however, that this right shall not include the right to refuse to produce at the hearing any papers, books, or financial or other records which are the property of the union and which are pertinent to the case;
- 12) The right to appeal, in the manner hereinafter provided;
- 13) The right to choose either an open or closed hearing.

Section 8. Rights of the Accuser.

The person bringing the charges shall be guaranteed the following rights:

- 1) The right to receive a copy of any written answer to the charge that may be filed by the accused at the time such answer is filed;
- 2) The right to have the initial hearing body convened no later than 90 calendar days after the charge(s) have been filed;
- 3) The right to have at least 15 days' advance notice of the date, time, and place of the hearing;
- 4) The right to give personal testimony;
- 5) The right to present the testimony of others and cross-examine witnesses presented by the accused;
- 6) The right to compel the production of union records pertinent to the cases;
- 7) The right to choose a person to act as the charging party's counsel in the case;
- 8) The right to appeal in the manner hereinafter provided.

Section 9. Obligations of the Accuser.

The person bringing the charges shall be under the following obligations:

- 1) To file the original charge in sufficient detail as to afford the accused person full opportunity to prepare a defense;
- 2) To appear in person at the hearing;
- 3) To assume the burden of proof.

Section 10. Penalties.

A hearing body may, if it finds the accused party guilty, assess any one or more of the following penalties:

- 1) A formal reprimand, accompanied by a formal warning against any repetition of the act or acts of which the accused is found guilty;
- 2) Full or partial restitution, where the consequences of the offense can be measured in material terms;
- 3) Removal from positions in the union at the level at which the charges originate;
- 4) Suspension from the right to hold any elected or appointed position at the level at which the charges originate for a period not to exceed four years;
- 5) Suspension from the right to seek or hold any elected or appointed position at any level of MAPE for a period not to exceed four years;
- 6) Suspension from membership for a period not to exceed four years.

MAPE or any Local or Region may not, during the period of such penalty, employ any individual who has been removed or suspended from office as provided above, in any capacity.

Section 11. False Charges.

If the charges are not sustained, and the Judicial Committee is convinced that the charges were not brought in good faith or were actuated by malice, the Judicial Committee may impose one or more of the penalties as are listed in Article XII, Section 10 on the charging party as in its judgment is deemed proper under the circumstances. In any case, the party against whom the penalty is imposed shall have the right to appeal the imposition of the penalty in the manner provided for other appeals, and no such penalty shall take effect while an appeal of such penalty is pending.

Section 12. Decisions of the Judicial Committee.

All decisions of the Judicial Committee against the accused must meet the standard of preponderance of evidence. A finding of guilt can only occur by an affirmative vote of a majority of the Judicial Committee. The Judicial Committee must render all decisions within 60 days following completion of the hearing, except by mutual consent of the accused and the accuser. Such decisions shall be in writing and shall be transmitted by registered mail, return receipt requested, to the person bringing the charge and to the accused simultaneously.

Section 13. Appeal Procedure.

Either party may, within 30 days following receipt of the decision, file an appeal to the MAPE Board of Directors in the same manner as is provided for the filing of original charges with such hearing body. The appeal shall be in writing, and shall be accompanied by a copy of the original charge and of the decision being appealed. The appeal shall set forth in substance the appellant's reasons for believing the hearing body was in error and the nature of the error.

**ARTICLE XIV
CONTRACT RATIFICATION OR STRIKE VOTE**

Section 1. Role of Board of Directors.

The Negotiations Committee shall propose to the Board of Directors that a tentative contract be sent to the membership for a ratification vote. The Board of Directors shall then determine whether to send the tentative contract to the membership for a ratification vote. Tentative contract is defined as:

- The changed contract provisions in legislative format, inclusive of the paragraph from which the language change came, and
- A list of articles and sections of the previous contract affected by the change.

The Board of Directors will determine how the tentative contract will be provided to the membership (such as, by U.S. mail, by email, or by emailing a link to the tentative contract).

Section 2. Voting for Contract Ratification or Strike.

Contract balloting shall occur after at least one informational meeting to discuss the issue is held in the affected Local(s). After the last such meeting is held, there shall be at least a seven-day period to complete balloting. Balloting shall be in accordance with Board of Directors authorized procedures. Only members will be eligible to vote. The instructions for balloting shall include the time and the date established for the counting of ballots. Any valid ballot received prior to that time and date will be

counted. Any ballot received after that time and date shall be considered invalid and shall not be counted.

The mailing to the membership shall include the Negotiations Committee's recommendation, which must be either to ratify or to reject the contract, as well as the Board of Directors' recommendation, which must be either to ratify or to reject the contract. The ballot shall contain a question on whether to ratify or to reject the contract. A proposed contract can be ratified by a majority of the valid ballots cast by the membership.

If the membership does not ratify the contract, a strike is automatically authorized.

The Board of Directors may approve a tentative agreement without a member ratification vote if the tentative agreement is substantively similar to a tentative agreement previously ratified by the membership. This paragraph shall only apply in 2016, and only if the Legislature fails to approve a tentative agreement ratified by the membership.

Section 3. **Implementing a Strike.**

A strike authorized by the membership may only be implemented upon a majority vote of the Board of Directors. If a strike has been called, it may be canceled by a majority vote of the Executive Committee that a tentative agreement with the Employer has been reached. Thereafter, a strike may again be called only after another majority vote of the Board of Directors.

ARTICLE XV BOARD OF TRUSTEES

Section 1. **Eligibility.**

A Trustee may not self-nominate or accept nomination or appointment to any other position at any level in MAPE with two exceptions. Trustees may serve as Stewards, but not Chief Stewards, and on the Credentials Committee, including as chair.

Section 2. **Term of Office.**

All terms shall be for a four-year period, except when a vacancy occurs (see Section 6). The terms shall remain staggered.

Section 3. **Elections.**

Elections for the Board of Trustees shall be held in odd-numbered years, at the same time as statewide officer elections. Elections shall be administered by the Elections Committee and shall be governed by the governing documents and any other applicable election rules and procedures of MAPE.

Section 4. **Duties.**

The duties of Trustees shall be limited to (1) financial matters and (2) serving on the Credentials Committee. All MAPE financial records shall be made available to the Trustees, but no records shall leave the MAPE office. A Trustee shall not review records or vote on questions about records relating to him/herself.

Section 5. **Responsibilities.**

The Board of Trustees shall elect a chair.

Section 6. Vacancies.

Vacancies in the position of Trustee shall be filled using the following scenarios:

- 1) If the vacant position's term of office has less than one year remaining, the position will be filled by a normal election during the next annual election cycle.
- 2) If the vacant position's term of office has more than a year remaining, the position will be filled by a special election during the next annual election cycle.

**ARTICLE XVI
AMENDMENTS**

Section 1. Amendments to Bylaws.

Amendments to the Bylaws of MAPE may be approved by the Delegate Assembly with a majority vote of the delegates present and voting or by two-thirds vote of the Board of Directors.

Section 2. Notice of Amendment by Board of Directors.

Written notice containing copies of all proposed amendments to the bylaws must be sent electronically to the members of the Board of Directors and posted on the MAPE website at least 30 days prior to the Board of Directors meeting at which they will be considered.

Before a proposed resolution is sent to the members of the Board of Directors and posted on the MAPE website, any member of the statewide Executive Committee can object by motion to the consideration of the question. If the objection motion is passed by a two-thirds vote of the Executive Committee, the resolution will be dropped, not sent, and not posted, and the resolution's submitter will be notified as soon as possible.

The submitter of a resolution rejected by the Executive Committee may appeal to the Board of Directors in a Board meeting. A two-thirds vote of the Board members present and voting would sustain the Executive Committee's action. If less than two-thirds of the Board members present and voting vote to sustain, the resolution will be posted on the website and the Board of Directors will consider it after the 30-day notice period.

Section 3. Notice of Amendment by Delegate Assembly.

Written notice containing copies of all proposed amendments to the Bylaws must be mailed, emailed, or made available electronically to all delegates, alternates and members of the Board of Directors and posted on the MAPE website at least 30 days prior to the Delegate Assembly at which they will be considered. Individuals submitting proposed amendments must be members when the Delegate Assembly is convened, or their amendments will not be considered.

Section 4. Form.

Proposed Bylaws amendments may be further amended at the Delegate Assembly or the Board of Directors' meeting at which they are considered. Such amendment must be germane to the original amendment, must be consistent with the intent of the original amendment, and must not create a greater change in the Bylaws than the original amendment.

ARTICLE XVII
PARLIAMENTARY AUTHORITY

The most recent edition of Robert's Rules of Order, Newly Revised, shall be the parliamentary authority of MAPE.

CONSTITUTION

Amended at Delegate Assembly Sept. 15, 2018

ARTICLE I

Name

The name of this organization shall be the Minnesota Association of Professional Employees, hereinafter referred to as MAPE.

ARTICLE II

Purpose

The purpose of MAPE is to represent its members with respect to all terms and conditions of employment, to promote the welfare of the membership, and to advance the interests of all governmental employees. MAPE is dedicated to the principles of fair and equal representation obtained by democratic methods.

ARTICLE III

Membership

Section 1. **Membership.** Except as otherwise provided in this Constitution, any person, without regard to race, color, national origin, creed, religion, political belief, sex, marital status, sexual preference/orientation, status with regard to public assistance, age or disability, shall be eligible for full and equal membership in MAPE upon meeting the qualifications for membership set forth in the Bylaws.

Section 2. **Dues.** Membership dues shall be set by majority vote of the Delegate Assembly and with at least 30 days notice of proposed changes to all members of MAPE. Membership dues shall be of an amount sufficient to cover the cost of operations of MAPE.

ARTICLE IV

Structure

Section 1. **Delegate Assembly.** All sovereign powers of MAPE shall be vested in the Delegate Assembly, when in session. Its powers include, but are not limited to, the authority to establish MAPE policies, approve budgets, levy dues, amend the governing documents, and adopt procedures for statewide, regional and local officer elections. The Delegate Assembly shall meet at least annually in the fall.

Section 2. **Board of Directors.** The Board of Directors shall be the highest legislative and policy-making body of MAPE, except when the Delegate Assembly is in session. The Board of Directors shall possess all the legislative and policy-making authority of the Delegate Assembly except the power to amend the Constitution and the Election Rules. The Board of Directors shall have the authority to make binding interpretations of all official MAPE documents including, but not limited to, the governing documents. The composition and functions of the Board of Directors shall be as provided in the governing documents.

Section 3. **Executive Committee.** The Executive Committee shall conduct the business of MAPE between the meetings of the Board of Directors and shall perform other duties as directed by the Board of Directors.

Section 4. **Statewide Officers.** The Statewide Officers of MAPE shall be the President, Vice President, Secretary, and Treasurer, members of the Political Council and Organizing Council. Statewide Officers shall perform duties as prescribed by the governing documents, policies, rules and governing bodies of MAPE. Eligibility, vacancies, nomination, and elections of Statewide Officers shall be as prescribed in the governing documents.

Section 5. **Regions.** There shall be subdivisions of MAPE, known as regions, which shall be established on a geographic basis by work location.

Section 6. **Locals.** There shall be locals within regions. Locals shall be established on a well-defined geographic basis by work location. The processes for establishment of Locals, their boundaries, officers and jurisdiction shall be as provided in the governing documents.

Section 7. **Board of Trustees.** A Board of Trustees consisting of five members shall be elected by the membership. The Board of Trustees shall verify income and expenses of MAPE according to Generally Accepted Accounting Principles.

Section 8. **Stewards.** The position of steward is established by labor agreements and usage and not by MAPE's governing documents. Therefore, unless otherwise stated, references to "position" and "office" in the governing documents do not pertain to steward or chief steward.

ARTICLE V Indemnification

MAPE shall defend, save harmless, and indemnify any Regional Director, Officer, member, and employee of MAPE against expenses, attorneys' fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by any of the above mentioned individuals in connection with any tort, civil, or equitable claim or demand arising from the conduct of MAPE's business in accordance with MAPE's governing documents and other rules and policies, whether groundless or otherwise, arising out of an alleged act or omission occurring during the period of engagement of MAPE's businesses if the individual provides complete disclosure and cooperation in the defense of the claim or demand and if the individual was acting within the scope of proper authorization. Such person is conclusively presumed to have been acting within the scope of his/her relationship with MAPE if the MAPE President or First Vice President issues a certificate to that effect as ratified by the Board of Directors.

ARTICLE VI Quorum

For meetings of the Delegate Assembly, a quorum shall consist of a simple majority of the delegate positions authorized in the Bylaws. For meetings of the Board of Directors, a quorum shall consist of a simple majority of the Board members.

ARTICLE VII Affiliation

MAPE may affiliate or disaffiliate with other organizations only after approval by a majority vote of the membership conducted by a secret ballot. This ballot can only occur after a majority vote of the Delegate Assembly or a majority vote of the Board of Directors.

ARTICLE VIII Amendments

Section 1. **Amendments to the Constitution.** Amendments to the Constitution of MAPE may be approved by the Delegate Assembly with a two-thirds vote of the delegates present and voting or by a two-thirds vote of the membership vote received by secret ballot.

Section 2. **Notice.** Prior written notice with copies of all proposed amendments or revisions to the Constitution must be mailed, emailed, or made available electronically to all delegates and alternates and posted on the MAPE website at least 30 days prior to the Delegate Assembly. This notice shall identify the

proposals as amendments or revisions. Individuals submitting proposed amendments or a revision must be members when the Delegate Assembly is convened, or their amendments will not be considered.

Section 3. **Amending Amendments.** Proposed Constitution amendments or a revision may be further amended at the Delegate Assembly at which they are considered. Such amendments must be germane to the original amendment, must be consistent with the intent of the original amendment, and must not create a greater change in the Constitution than the original amendment.

ARTICLE IX Parliamentary Authority

The most recent edition of Robert's Rules of Order, Newly Revised, shall be the parliamentary authority of MAPE.

ARTICLE X Dissolution

In the event of dissolution of MAPE, all assets shall be sold at public auction and the proceeds distributed on a pro-rata basis to those members of record on the date of dissolution.

ARTICLE XI Governing Documents

The governing documents of MAPE are the Constitution, the Bylaws, and the Election Rules. Each governing document shall include instructions explaining how it can be changed.

Local Budgets Policy

Original Policy Approval Date: 6/20/2003

Board of Directors Revision Date: 5/6/2010, 6/21/2013, 5/16/2014, 6/19/2014, 2/15/2019

Summary: Guidelines for local budgets and allocations.

Policy:

1. Local budget

Locals will prepare an annual budget and submit their budget to the Board of Directors Finance Workgroup ~~Finance Committee~~ by January 1st of each year. Establishing a local budget and approval by membership allows local officers to spend funds throughout the year within their budget.

Locals that do not submit a budget in a timely manner may be subject to losing access to their local funds until an approved budget is in place.

2. Budget supplement

Locals with 200 or less MAPE represented employees shall have funds replenished monthly with \$1,000 if their balance falls below \$1,000. Money will be used for operations of the Local in ~~proving~~ providing services to their members. A budget supplement may ~~also~~ be obtained by ~~any~~ local through a request to and approval by the ~~Finance Committee~~ Board of Directors Finance Workgroup and the Board of Directors.

3. Training and local/regional election costs

~~These items will be paid as follows:~~

~~All locals will pay for election costs associate with their local for all local special elections.~~

Costs associated with local elections (including special elections) will be covered by MAPE Central.

Training costs for lost time, mileage, meals, ~~and~~ lodging and any other expenses will be covered ~~100~~ percent by the appropriate MAPE committee by the MAPE Central training budget for statewide training initiatives. This also applies to locally initiated basic steward training of five or more members at one location. This does not prevent a local from funding additional training for their officers or members.

4. Financial ramifications of members changing locals

When buildings are closed or when 15 or more members are moved between locals, the director(s) of the affected region(s) shall meet with the leadership of the locals that are involved and mediate a solution. If all attempts at resolution are exhausted, the issue shall be presented to the ~~Finance Committee~~ Board of Directors Finance Workgroup for resolution, with final approval by the Board.

Statewide Treasurer, ~~Finance Committee~~ Board of Director's Finance Workgroup, **and** MAPE Financial Staff Standards Policy

Board of Directors Revision Dates: 5/6/2010, 02/15/2013, 2/15/2019

Summary: The purpose is to establish minimum requirements to be met by the ~~Finance Committee~~ **Board of Directors Finance Workgroup**, Statewide Treasurer, and MAPE Financial Staff in the handling of funds, assets and maintenance of the financial records of the Minnesota Association of Professional Employees. These standards are not intended to prohibit the use of additional or more complex safeguards, which may be established by the Delegate Assembly or the Board of Directors.

Policy:

ARTICLE I Funds of MAPE

All money received shall be placed directly into an account which is insured by the Federal Deposit Insurance Corporation, Federal Savings and Loan Insurance Corporation or the National Credit Union Administration.

Other investments may be made according to the Investment Policy, but it is suggested that any investments with other than federally insured institutions be closely examined by the **Board of Director's Finance Committee Workgroup** ~~and all~~. Evidence of ~~such~~ investments shall be placed in a safe or safety deposit box **held** in the name of MAPE.

ARTICLE II Records

The following records shall be maintained by the Statewide Treasurer via the MAPE ~~Financial~~ **financial** Staff staff and accounting system:

- Cash receipts.
All money received will be deposited in an insured bank, savings and loan or credit union. The deposits should indicate date received, from whom, and for what.
- Cash disbursement record.
All money spent can only be spent if required by law, the Association's constitution, to fulfill contractual obligations, or as authorized by a vote of the membership, Delegate Assembly, Board of Directors, Executive Committee or **Board of Director's Finance Workgroup** ~~Committee~~. Disbursements require the signature of a Statewide officer and the Statewide Treasurer or other person as designated by the Bylaws Article IX Section 4. When a check is issued, the date, amount, payee and purpose of the check should be recorded on the check stub and in a cash disbursement journal. All disbursements should be substantiated

by supporting documentation, such as bill or invoice, per capita tax report, employee or officer travel report, payroll record and lease arrangement.

- Bank receipts for all deposits.
All bank deposits slips shall be prepared in duplicate and the duplicate copies received by the bank.
- All bank statements and canceled checks.
All canceled checks are to be kept in numerical sequence with all voided checks accounted for.
- All paid bills or invoices.
All paid bills or invoices shall have a copy of the check paying for the amount requested attached to it.
- All payroll records.
- All federal or state reports.
- All financial reports.
- All lease agreements, lease-purchase or time payment contracts and all other contracts, which involve financial obligations on the part of MAPE.
- All documents constituting evidence of ownership by MAPE of any property or equipment.

The records shall be retained by the Statewide Treasurer, via the MAPE Financial Staff and accounting system, in their original form based on the IRS and accounting standards.

ARTICLE III Expenditures-Authorization

The Association can spend money only with proper authorization. This may be accompanied by the following kinds of requirements or actions:

- Payment required by law need no further authorization. Example of this would be taxes or salaries.
- Periodic payment to meet contractual obligations provided proper advance authorization was obtained by the Delegate Assembly, Board of Directors, Executive Committee or **Board of Director's Finance Workgroup Committee**. Examples of these include lease on office, meeting space, automobiles and equipment.
- Payments may be authorized by vote of membership, Delegate Assembly, Board of Directors, Executive Committee or **Board of Director's Finance Workgroup Committee**. Examples include:
 - By motion properly made and carried authorizing the expenditure of a specific

amount for a specific purpose. The motion in its entirety should be entered in the minutes.

- By motion properly made, carried and entered in the minutes authorizing regular payment of recurring obligations. Having once been authorized, this will stand indefinitely unless canceled by motion made and carried.
- By motion properly made, carried and entered in the minutes authorizing the Statewide Treasurer to enter into a purchase or service contract. Once signed, the contract becomes a recurring obligation and no further authorization is needed.
- By motion properly made, carried and entered in the minutes approving a budget for the coming year. This budget shall set forth the anticipated income and the sources and the anticipated expenditures and their purpose. The budget may serve as authorization for expenditures where those expenditures are supported by sufficient documentation to demonstrate their purpose and necessity.

ARTICLE IV

Expenditures-Spending

1. All authorized expenditures shall be made by check and a check drawn on the Association's account must be signed by an officer and the Statewide Treasurer, or other person as designated by the Bylaws Article IX Section 4.
2. Under no circumstances shall the Statewide Treasurer or authorized substitute sign any check before the date, the name of the payee and the amount have been entered on the check.
3. Use of a check-signing machine or signature stamp is permitted, provided the signature plate or stamp of each authorized individual remains at all times in the custody or control of said individual or the authorized substitute.
4. At the time a check is issued, the date, amount, payee and purpose of the check shall be entered on the check stub.
5. Checks shall not be made out to "cash" except under the most compelling circumstances. In any such case, the Statewide Treasurer shall have the responsibility of providing complete evidence as to the purpose and use of the amount of the check.

ARTICLE V

Reports

A monthly income and expense statement shall be prepared at the end of each month by the Statewide Treasurer and be made available to the Board of Directors. Regular financial reports shall be made available to the membership.

ARTICLE VI

Audit

At least once each year the Board of Director's Finance Workgroup Committee shall have an independent auditor make an examination of the records. The finding of the audit must be reported to the general membership and the Board of Directors.

Crisis Fund/Job Action Policy

Original Policy Approval Date: 6/24/2005

Board of Directors Revision Dates: 5/06/2010, 4/19/2013, 11/21/2014, 2/15/2019

Summary: Policy for job action and crisis fund distributions.

Policy:

Established and funded by Delegate Assembly action. A job action or crisis could be defined as a strike, shutdown or an extreme legislative attack.

Crisis Fund balance:

1. **Local Support** - A portion of the Crisis Fund will be set aside as a reserve earmarked for local job action use only (see policy C, below).

2. **Statewide Action/Crisis Expenses:**
 - Strike pay (at minimum wage and limited to 40 hours per week)
 - Public relations/communications (targeted)
 - To members
 - To media/legislators/public
 - Materials
 - Printing
 - Phone banks
 - “Sticks”
 - Member Support
 - Food
 - Transportation

3. Expenditure Priorities

Priority	Expense	Description
1	Communication	This would include tele-town hall meetings and paid media
2	Printed Materials	Signs and materials for picket lines
3	Local Support	Meeting space, food, beverages for those on the picket line
4	Health Care	Assist in paying health care premiums for represented employees that participate in the picket line
5	Strike Pay	Minimum wage for represented employees for hours spent on the picket line
6	Hardship Fund	Establish a hardship fund to assist members in paying their bills during a job action

Policy definitions:

- A. **Reserve Fund order of dissolution:** In the event of a major job action, the dissolution and use of Reserve Funds shall be, in order:
- a) Crisis Fund
 - b) Undesignated Reserve
 - c) Building Line of Credit
 - d) Capital Improvement Fund
 - e) Future Years Operations Fund

The Operations Continuity Fund is reserved for the use of MAPE in continuity of business.

- B. **Strike pay:** Shall be paid to bargaining unit members, including all employees represented by MAPE, at the federal minimum wage rate for reimbursements based on time or in-kind services to MAPE during a major job action totaling more than 20 hours per pay period. To be eligible, the bargaining unit member, including all employees represented by MAPE, must honor the job action from beginning to end and perform a service to MAPE.
- C. **Local job action funds:** An initial proposed amount of \$850 is to be set aside for each local with a balance less than \$15,000, as an emergency reserve not to be included in the local's annual budget. These funds shall be used in the event of a job action as an infusion of needed capital at the local level for use by the local job action committee in support of a MAPE job action. To support job actions on the local level, a portion of the total balance of the Crisis Fund will be earmarked toward that end.
- D. **Authorization:** Once the Board of Directors approves the use of the Crisis Fund the decision of dispersal of funds for job action purposes ultimately resides in the Executive Committee. Advice from the Statewide Job Action Committee, the Board of Directors, the [Board of Directors](#) [Finance Workgroup](#) ~~Finance Committee~~ and the staff should be sought and considered.

Crisis Fund Investment Policy

Board of Directors Approval Dates: 2/19/2016, 7/21/2017, 2/15/2019

Summary:

The MAPE Crisis Fund (hereafter referred to as the “Fund”) was established to provide financial support in the event of a job action, such as a strike or a shutdown. The purpose of this Investment Policy Statement is to establish guidelines for the Fund’s investment portfolio (the “Portfolio”). The statement also incorporates accountability standards that will be used for monitoring the progress of the Portfolio’s investment program and for evaluating the contributions of the Fund Advisor hired on behalf of the Fund and its beneficiaries.

Role of the Investment Review Board:

The [Board of Directors Finance Workgroup](#) ~~Finance Committee~~ shall serve as the Investment Review Board (IRB). The Statewide Treasurer will chair the IRB and may appoint up to two additional members at large.

The IRB is acting in an oversight capacity with respect to the Portfolio, and is accountable to the MAPE Board of Directors, for overseeing the investment of all assets owned by, or held in trust for, the Portfolio.

- This Investment Policy Statement sets forth the investment objectives and guidelines that govern the activities of the IRB and any other parties to whom the MAPE Board of Directors has delegated investment management responsibility for Portfolio assets.
- The investment policies for the Fund contained herein have been formulated consistent with the organization’s anticipated financial needs and in consideration of the organization’s tolerance for assuming investment and financial risk, as reflected in the majority opinion of the MAPE Board of Directors.
- Policies contained in this statement are intended to provide guidelines, where necessary, for ensuring the Portfolio’s investments are managed consistent with the short-term and long-term financial goals of the Fund. At the same time, they are intended to provide for sufficient investment flexibility in the face of changes in capital market conditions and in the financial circumstances of the organization.
- The IRB will review this Investment Policy Statement at least once per year. Changes to this Investment Policy Statement can be made only by affirmation of a majority of the MAPE Board of Directors, and written confirmation of the changes will be provided to all IRB members and to any other parties hired on behalf of the Portfolio as soon thereafter as is practical.

Investment Goals, Objectives and Guidelines:

As the purpose of the Fund is to provide financial resources in the event of a job action, the Fund is to be invested with the objective of preserving the long-term, real purchasing power of assets, while maintaining a significant amount of liquidity.

As a result, 50% of the Fund will be held in fully insured cash, cash equivalents or certificates of deposit.

The other 50% of the Fund will be invested in a balanced portfolio of equity, fixed income and cash equivalent securities that seeks to achieve an average annual rate of return (over a period of at least 10 years) of the Consumer Price Index plus 4% to 6%. No less than 15% of the total holdings of this balanced portfolio will be invested in socially responsible instruments and mutual funds.

Cash Portfolio Investment Policy (50%)

A fundamental difference exists between the management of the cash portfolio and the balanced portfolio. As stated above, 50% of the Fund will be held in fully insured cash, cash equivalents or certificates of deposit. MAPE's Business Manager has the authority to work with the Fund Advisor in determining the appropriate ongoing allocation of cash, cash equivalents and certificates of deposit based on Fund needs and market conditions. With 5 days of any changes the Business Manager will notify the Investment Review Board (IRB).

Balanced Portfolio Investment Policies (50%)

Asset Allocation Policy:

- The IRB recognizes that the strategic allocation of Portfolio assets across broadly defined financial asset categories with varying degrees of risk, return, and return correlation will be the most significant determinant of long-term investment returns and Portfolio asset value stability.
- The IRB expects that actual returns and return volatility may vary from expectations and return objectives for periods of time that can range from one to three years. While the IRB wishes to retain flexibility with respect to making periodic changes to the Portfolio's asset allocation, it expects to do so only in the event of material changes to the Fund, to the assumptions underlying Fund spending policies, and/or to the capital markets and assets in which the Portfolio invests.
- Fund assets in the balanced portfolio will be comprised of two major components: an equity portion and a fixed income portion. The expected role of the equity investments will be to maximize long-term real growth of Portfolio assets, while the role of fixed income investments will be to provide for more stable periodic returns, and provide some protection against a prolonged decline in the market value of the equity investments.
- Outlined below are the long-term strategic asset allocation guidelines of the balanced portfolio (excluding the cash portfolio), determined by the IRB to be the most appropriate, given the Fund's long-term objectives and short-term constraints.

Asset Class	Target Allocation
US Equities	55%
Non-US Equities	30%
Fixed Income	15%

Diversification Policy:

Diversification across and within asset classes is the primary means by which the IRB expects the Portfolio to avoid undue risk of large losses over long periods of time. To protect the Portfolio against unfavorable outcomes within an asset class due to the assumption of large risks, the IRB will take reasonable precautions to avoid excessive investment concentrations. Specifically, the following guidelines will be in place:

- With the exception of cash or fixed income investments explicitly guaranteed by the U.S. government, no single investment security shall represent more than 5% of total Portfolio assets.
- With the exception of passively managed investment vehicles seeking to match the returns of a broadly diversified market index, no single investment pool or mutual fund shall comprise more than

20% of total Portfolio assets.

- With respect to fixed income investments, for individual bonds, the minimum credit quality of these investments shall be rated A or higher on a major U.S. exchange.

Permissible Asset Classes:

- Cash and Cash Equivalents
- Fixed Income – Domestic Bonds
- Fixed Income – Non-U.S. Bonds
- Equities – U.S.
- Equities – Non-U.S.
- Equities – Emerging Markets
- Equities – REITs

Permissible Security Types:

- Mutual Funds
- Individual Stocks – Publicly traded on New York, American or NASDAQ Stock Exchanges
- Individual Bonds – Rated A or higher and traded on a major U.S. exchange
- Closed End Funds
- Deferred Annuities – Issued by an insurance company with a Best rating of A- or higher

Prohibited Asset Classes:

- Venture Capital
- Purchases of Letter Stock, Private Placements, or Direct Payments
- Puts, Calls, Straddles, or Other Option Strategies
- Direct Purchases of Real Estate

Other Investment Policies:

The Portfolio and its Fund Advisor are prohibited from:

- Purchasing securities on margin or executing short sales.
- Purchasing or selling derivative securities for speculation or leverage.
- Engaging in levered investment strategies that have the potential to amplify or distort the risk of loss beyond a level that is reasonably expected, given the objectives of the Portfolio.

Rebalancing Policy:

It is expected that the Portfolio's actual asset allocation will vary from its target allocation as a result of the varying periodic returns earned on its investments in different asset classes. The Portfolio will be rebalanced to its target normal asset allocation under the following procedure:

- The Fund Advisor will review the Portfolio quarterly to determine the deviation from target weightings. During the quarterly review, the following parameters will be applied:
 - If the actual weighting differs from the target weighting by +/- 5 percentage points from its

target weighting, unless due to a strategist recommendation, the Fund Advisors shall rebalance the portfolio back to the recommended weighting within 10 days of the quarterly meeting.

- The Fund Advisor will notify the IRB seven business days before rebalancing occurs. If so directed, the Fund Advisor will not perform or authorize the rebalancing.

Monitoring Portfolio Investments and Performance:

The IRB will monitor the Portfolio's investment performance against the Portfolio's stated investment objectives.

The Fund Advisor will meet with the IRB at least once per year and will provide the IRB with a quarterly report that lists all of the assets held by the Portfolio, the values for each asset and all transactions affecting the assets, including additions and withdrawals.

In addition, the Fund Advisor will provide the following quarterly management reports:

- Portfolio performance results over the last quarter, year, three years and five years.
- Performance results of each individual manager for the same periods.
- Performance results of comparative benchmarks for the same periods.
- End of quarter status regarding asset allocation – current vs. policy.
- Any recommendations for changes.

The balanced portfolio's (excluding cash and cash equivalents) composite investment performance (net of fees) will be judged against a composite benchmark consisting of the following unmanaged market indexes weighted according to the expected target asset allocations stipulated by the Portfolio's investment guidelines:

- 55% Vanguard Total Stock Market Index Fund (VTSMX)
- 30% Vanguard Total International Stock Index Fund (VGTSX)
- 15% Vanguard Total Bond Market Index Fund (VBMFX)

In keeping with the Portfolio's overall long-term financial objective, the IRB will evaluate the Portfolio and the Fund Advisor over a suitably long-term investment horizon, at a minimum, on a rolling five-year basis.

Data Practices Records Policy

Board of Directors Revision Dates: 6/18/2010, 2/15/2019

Summary: Guidelines for releasing data.

Related Information: MAPE Bylaws, Article XIII, Judicial Procedure, Section 2 - #9.

Policy:

It is the policy of MAPE that all records are open only to MAPE dues-paying members upon written request to the appropriate Statewide Officer. The request must state specifically what information is requested. Photocopies, not to exceed 20 pages for any request of information, shall be provided. No original records of MAPE will leave the MAPE office, except in the possession of appropriate Statewide Officers. After 20 copies, \$.25/copy will be charged. (Requests for membership lists are necessarily excluded from this 20-page limit.) If necessary, you may be asked to sign the "Agreement to Safe Guard MAPE Provided Data."

The following information will not be made available:

- Social Security numbers.
- Amount of state or federal withholding or number of exemptions claimed of anyone receiving payment or reimbursement from MAPE (but, you may find out the rate of pay and the hours worked of anyone receiving compensation from MAPE).
- Personal/home phone numbers.
- Home and personal e-mail addresses.
- Any other information of a personal nature.

Membership lists will not include Social Security numbers, home addresses or home phone numbers, and it is understood that regional and local officers must use the utmost discretion in the use and distribution of membership lists. (See MAPE Bylaws,

Article XIII, Judicial Procedure, Section 2 - #9.)

All requests will be processed and given to the requestor within ten (10) working days, or the individual will be given a written statement describing why the information was denied or delayed. Excluding membership lists, the subject of the request must also be notified at the time of the request and must be given a copy of the response.

Further, it is the policy of MAPE that membership mailing label runs shall not normally leave the MAPE office. Exceptions to this policy must be warranted and receive prior authorization from the ~~and~~ Vice President or, in his/her their absence, the President.

Funds Policy

Original Policy Approval Date: 4/20/2001

Delegate Assembly Revision Dates: 9/20-21/2013, 9/23-24/2016

Board of Directors Revision Dates: 5/06/2010, 6/21/2013, 4/18/2014, 5/16/2014, 6/19/2014, 6/19/2015, 5/19/2017, 2/15/2019

Summary: Definition of fund categories.

Policy:

- **Operations Continuity Fund:** Disbursements from this fund are to cover MAPE operating expenses during a labor action and is funded with 1 percent of dues income.
- **Capital Improvement Fund:** Expenditures from this fund are for capital improvements such as furniture and computer equipment and is funded with 1 percent of dues income plus depreciation transfers.
- **Negotiations Team Fund:** Expenditures will be for negotiation expenses consistent with the MAPE Reimbursement Policy. This is funded at the monthly pro rata share of the negotiations budget. If negotiation expenses exceed this fund balance, a transfer must be made from the undesignated reserve.
- **Undesignated Reserve Fund:** This will be funded with unused income.
- **Local/Regional Fund:** This is funded by local dues collected, less expenses, to provide for local activities. Locals will be funded each pay period based on collected dues at a rate of ~~\$-.94~~ \$1.25 per member and ~~\$.80~~ per fee payer.
- **Local Supplementals:** Locals with 200 or less MAPE represented employees shall have funds replenished monthly with \$1000 if their balance falls below \$1000. Money will be used for operations of the Local in providing services to their members. A budget supplement may also be obtained by any local through a request to and approval by the [Board of Directors Finance Workgroup](#) ~~Finance Committee~~ and the Board of Directors.
- **Crisis Fund:** Disbursements from the Crisis Fund will be for MAPE job actions or needs arising from a full or partial government shutdown and are available to all members of the bargaining unit, including all employees represented by MAPE, based upon the guidelines developed by the Board of Directors. It is funded with 4 percent of dues income.
- **Delegate Assembly Fund:** Expenditures will be for Delegate Assembly expenses consistent with the MAPE Reimbursement Policy. This is funded at the monthly pro rata share of the Delegate Assembly budget. If Delegate Assembly expenses exceed this fund balance, a transfer must be made from the undesignated reserve.
- **Future Years Operations:** Funded by accumulation of undesignated reserve and based on current knowledge of future business needs. This fund serves as a reserve account to reduce the need for future dues increases.
- **Educational/Independent Expenditure Political Fund:** Expenditures will be for non-candidate specific political actions based on the priorities of MAPE and political climate regarding legislative/contractual issues. This is funded at the monthly pro rata share of the yearly budget.

Hardship Loan/Grant Policy

Original Policy Approval Date: 5/6/2010

Board of Directors Revision Dates: 06/21/2013, 2/15/2019

Summary: Procedures to disseminate hardship loans or grants.

Policy:

1. In the event of a strike or a full or partial shutdown of state government MAPE will, through its President, Treasurer and/or Executive Director, secure arrangements for hardship loans which may be required by its members to meet their financial commitments for the duration of the strike or state government shutdown.
2. All such loan decisions shall rest with the lending policies of the financial institution selected.
3. In the event that a member does not qualify for a hardship loan under the guidelines of the selected financial institution, the member may apply for a hardship grant, which may also be administered by the same selected financial institution with oversight from the MAPE Hardship Loan/Grant Committee.
4. The Hardship Loan/Grant Committee shall be composed of the MAPE Statewide ~~Second~~ Vice President, the MAPE Statewide Treasurer and the MAPE Statewide Secretary.
5. In working with the selected financial institution, the Hardship Loan/Grant Committee will define “hardship” and establish criteria for the financial institution to use to ensure consistency of determinations as well as auditable loan/grant program documentation while maintaining the confidentiality of those making application and/or receiving hardship loans/grants.
6. Funds for the Hardship Loan/Grant Program will be from:
 - Donations to MAPE Central for strike assistance.
 - Donations of hours of strike pay.
 - Donations from outside organizations or individuals.
 - Specific appropriations approved by the MAPE Executive Committee from the MAPE Crisis Fund.
7. Any member meeting the following criteria is eligible for hardship grants:
 - Must be supporting/participating in job action activities.
 - Must have applied for and been denied a hardship loan by the selected lending financial institution administering the Hardship Loan/Grant Program.
 - Must take advantage of financial planning services (if offered free of charge by the selected financial institution administering the Hardship Loan/Grant Program).
8. Denial of a hardship grant and all limitations, inclusive of the following limitations on the Hardship

Loan/Grant Program, can be appealed to the Hardship Loan/Grant Committee:

- No funds will be disbursed until at least two weeks (or a full pay period) after the start of the strike or state shutdown.
 - A hardship loan/grant will not exceed the member's normal net biweekly compensation.
 - Disbursement of hardship loans/grants will be made payable only to creditors, not to the members.
9. If a strike/state shutdown continues beyond two weeks, members may apply again for a hardship loan/grant every two weeks by meeting the above requirements.
10. If the need/circumstances for the hardship loan/grant are deemed critical by the Hardship Loan/Grant Committee, the committee may, by majority vote, waive program limitations.
11. The Hardship Loan/Grant Committee shall be responsible for publicizing information on the Hardship Loan/Grant Program to the local leadership and the membership in general prior to a job action.

Purchasing Policy

Original Policy Approval Date: 4/20/2001

Board of Directors Revision Dates: 5/6/2010, 1/18/2013, 2/17/2017, 2/15/2019

Summary: Guideline for authorization of funds.

Policy:

	Assets/Contract Services	Operating Supplies
Statewide President, Treasurer, Executive Director, Business Manager	Up to \$ 10,000	Up to \$5,000
Board of Directors Finance Workgroup	Up to \$20,000	From \$5,000 and up
Statewide Committees	No authority	Up to \$5,000, within committee budget

1. Three bids will be obtained when possible for purchases exceeding \$10,000.00 for a year of services, equipment or supplies: The Board of Directors Finance Workgroup ~~Finance Committee~~ will recommend a bid to the Board of Directors for approval. For reoccurring expenditures over \$10,000 (i.e. printing, office supplies, service contracts etc.) contracts will be reviewed every third (3rd) year or as directed by the Board of Directors Finance Workgroup ~~Finance Committee~~.
2. Purchases in excess of the limits above require Board of Directors' approval.
3. All contracts must be signed by the Executive Director or Business Manager.
4. In cases of emergency:

The Executive Committee is authorized to spend up to \$25,000 for emergency situations as defined. All such expenditures will be reflected on a MAPE income/expense statement. This statement will be presented to the next scheduled meeting of the Board of Directors Finance Workgroup ~~Finance Committee~~ and the Board of Directors for review. The Board of Directors must be convened to authorize emergency moneys over the initial \$25,000 ~~or more~~. The same procedures for accounting will be followed.

For the purposes of this policy, emergency situations include, but are not limited to, the following:

- Maintenance of essential daily operations.
- Commitment, renting, or replacing temporary locations that are necessary due to fire, storm, floods, electrical and utility disasters, or other unforeseen circumstances that prevent normal MAPE activities.

New Locals Policy

Board of Directors Revision Dates: 4/14/2000, 4/16/2010, 2/15/2019

Summary: Procedures to form a new local.

Policy:

A new local within a region of MAPE may be formed by following the procedures as prescribed below:

1. A petition to the Board of Directors signed by a minimum of 30 percent of the MAPE members who would be in the proposed new local shall constitute the initiation for the formation of a new local within a region.
2. The petition shall contain the following:
 - Geographical boundaries, including all MAPE worksite locations of the proposed new local. All areas within this boundary must be contiguously connected.
 - Names and signatures of members stating their intent to serve as officers of the new local.
 - Meeting location(s) for the new local.
 - An estimated budget for the new local based on the total number of MAPE members and nonmembers in the new local.
 - Names, permanent work locations, e-mails and work phone numbers of the petitioners.
3. The Board of Directors shall approve or deny the petition within 90 days of receipt of a valid petition. If the petition is denied, the Board of Directors shall

give reasons for denial. The Board of Directors shall take into account the following factors when considering the petition:

- The functioning of existing local(s) is not crippled.
- The proposed new local would have no less than 50 MAPE members unless a variance is granted by the Board.
- Whether a different boundary can be drawn in an effort to better serve all members affected in consultation with potential officer candidates as submitted in the petition as well as officers from the existing local(s).
- Objections, if any, of the existing local(s).
- The Board of Directors may approve variances from these rules.
- Organizers for a new local, as well as officers of the exiting local(s), shall be notified and given the opportunity to address the Board of Directors when the petition is being considered.

~~4.1~~ After the Board of Directors accepts the petition and organizing papers, if any, a ballot along with the proposal to form a new local and appropriate organizing ~~papers~~ documents shall be ~~mailed~~ sent electronically to all MAPE members who would constitute the new local. A majority vote of all eligible members voting is required to form a new local.

Reimbursement Policy

Delegate Assembly Revision Dates: 12/13/2002, 7/19/2013, 9/23-24/2016

Board of Directors Revision Dates: 5/16/2014, 10/21/2016, 2/17/2017, 11/17/2017, 3/15/2018, 2/15/2019

Summary: For the effective conduct of official MAPE business, MAPE may authorize reimbursement for lost time, from your MAPE represented position, and/or expenses that do not exceed budget restrictions.

Related Information: Treasurer's Manual, MAPE Budget, Elected Statewide Reimbursement Policy

Policy:

Pre-authorization

Authorization is required prior to the incurrence of the actual lost time and/or expense.

Official business

Official business is defined as: those duties directed by the MAPE President, Executive Committee, Board of Directors and/or Delegate Assembly. Any duty not previously budgeted for shall be charged to the budget of the body ordering the duty.

Requests

Requests for expenses and/or lost time shall be made on approved forms available from the MAPE office and on the MAPE website. Requests for reimbursement are to be made as soon as possible following the expenditure. To allow for the accounting year, everyone is requested to get all December billing in immediately and, if unable to get the actual billing in by December 26th, to submit an accurate estimate with the actual billing to follow as soon as possible.

In order for the reimbursement to be valid under the following categories, the Treasurer must initial, date and attach an explanation to each individual reimbursement:

- Missing signature(s). Reimbursement may be authorized as long as the expense is within the MAPE Reimbursement Policy guidelines.
- Expense reports without receipts. Reimbursement may be authorized if the expense is less than \$50 and is approved by the Treasurer.

All credit card receipts must contain an itemized list of the purchase(s) for reimbursement. Any items paid by a business agent or member shall be charged to the appropriate local or committee.

Items not specifically covered by these policies will be considered upon specific written request to the [Board of Directors Finance Workgroup](#) ~~Finance Committee~~.

Request Approval

Decisions on the validity of any reimbursement shall be the responsibility of the Statewide Treasurer. The determining factor regarding the validity of reimbursement shall be based on the direct benefit to MAPE being greater than the benefit to the individual. The Treasurer's decision may be appealed to the Board of Trustees. Any reimbursement decision still questioned may be appealed to the Board of Directors for final determination. Anyone with authority to approve MAPE expenses shall not approve their own expense reports.

The Treasurer, with concurrence of the Statewide President, has the authority to withhold payment or take corrective action on items that they deem to be inconsistent, need further justification or are not in the best interest of MAPE. Written notice to the MAPE member or staff will accompany the check or be in replacement of the check if expenses are denied. Appeals to the Board of Directors for final determination are always available. Appeals must be in written form and submitted to the Statewide President at least 10 working days prior to the scheduled Board meeting.

Alcohol

MAPE funds will not be used for the purchase of alcoholic beverages.

Lost time

Payment for lost time shall not be for an amount in excess of actual time lost, from your MAPE represented position, or over a maximum of eight (8) hours unless the individual works a flex day (9 or 10 hours) or qualifies for travel time payment. Up to eight (8) hours of lost time will be paid for persons conducting MAPE business on a flex-day off. Lost time for evening hours or weekend hours will only be paid to those persons scheduled and missing work to conduct MAPE business during those times or travel time. In no case shall an individual be paid more than eighty (80) hours lost time per payroll period. These hours are exempt for FLSA purposes. MAPE will reimburse lost time in addition to their eight (8) hours of lost time wages for those traveling more than or equal to 150 miles round trip, computed as the round-trip mileage divided by 55 for: (1) full committee meetings and (2) statewide events, such as Delegate Assembly, rallies at the capitol or group training events. All individual or small group meetings and all local activities will be reimbursed lost time in addition to their regular work hours of lost time wages for those traveling more than or equal to 100 miles round trip, computed as the round-trip mileage divided by 55.

By so indicating on the lost time form, MAPE-represented employees in active payroll status and on union leave without pay while performing MAPE duties may elect MSRS or TRA contributions to be continued with MAPE paying employer share and deducting employee share for any lost time.

Lost time may be claimed when using the following leave status:

- Vacation
- Union Leave
- Salary Savings
- Approved unpaid leave
- Paid Parental Leave
- Comp time
- Flex day off (up to 8 hours)

Lost time may not be claimed when using the following leave status:

- Sick
- FMLA

- Unpaid medical leave
- Short-term disability
- Long-term disability

Lost Accruals

When taking unpaid leave for union activities which results in loss of sick and vacation accruals, members will be paid for one additional hour of lost time per calendar day to offset these lost accruals.

This does not apply to Board of Directors or Negotiations Committee members who may use approved union leave which does not affect accruals per MAPE Contract Article XIV Section 3d Association Leave.

Lodging

MAPE members performing official business of MAPE shall be granted lodging if the following criteria is met:

- Member is or will be in travel/work status prior to 6 am or after 7 pm.
- Authorization is given through a committee chair, the Board of Directors or a statewide officer.
- Lodging request is made through MAPE Central.
- Lodging expenses do not exceed the hotel rate negotiated by MAPE.
- Lodging expenses directly billed to MAPE do not include any other charges, i.e., phone calls and meals, unless authorized prior to incurring the expense

Personal telephone calls

Actual documented personal telephone call charges may be reimbursed. The maximum reimbursement for each trip shall be the result of multiplying the number of nights away from home by the MAPE/state contract rate.

Mileage

All local and regional activities will be reimbursed all mileage, except where excluded below. When a member uses their personal automobile to conduct official MAPE business, MAPE shall reimburse the individual at the IRS rate and an additional rider bonus of \$.05 per mile per member/staff passenger. Exclusion: mileage will be reimbursed beyond a 25-mile radius (50-mile round trip) from the event location for: (1) full committee meetings and (2) statewide events, such as Delegate Assembly, rallies at the capitol or group training events. This mileage exclusion does not apply to individual or small group meetings or to activities charged to local budgets.

Commercial transportation

An individual authorized to use commercial transportation (air--coach class, taxi, rental car, etc.) in connection with official MAPE business shall be reimbursed for the actual expense of the mode of transportation so authorized. Receipts are required for reimbursement.

Meal allowances

Individuals conducting official MAPE business shall be reimbursed for the actual cost of meals, including reasonable gratuity and taxes up to the maximum amounts listed in the MAPE/state contract, including the

consecutive meal clause. It is the responsibility of the individual to use good judgment in incurring meal expenses.

Group meals (two or more individuals) on one bill may exceed the maximum amount with prior approval of the statewide President or Treasurer. A receipt which includes a listing of all persons for which the expense was incurred is required.

No individual meal reimbursements will be allowed for members when a meal is provided for the committee, unless required for dietary restrictions. This includes breakfast for all mornings of Delegate Assemblies.

Travel advances

Travel advances may be approved by the statewide Treasurer or President at the time of a specific request for a specific amount provided such a request is made in a reasonable time in advance of the travel date. In all cases, after the actual expense is incurred, a final MAPE Expense Report with appropriate receipts attached shall be prepared and forwarded to the

statewide Treasurer within thirty (30) days. If additional payment is due the individual, an additional check shall be prepared in the usual manner. If the advance payment exceeds the actual expenses, the individual shall refund the excess at the time the expense report is submitted.

Regional/Local Expenses

The following are items that regions/locals may **not** expend funds for or engage in:

1. Purchasing alcoholic beverages.
2. Paying for gambling.
3. Entering into contracts on behalf of MAPE.
4. Incurring indebtedness (loans) outside of MAPE Central.
5. Pooling of financial resources without prior approval of the [Board of Directors Finance Workgroup Finance Committee](#).
6. Contributing to other union organizing activities, other than those sanctioned by the MAPE Board of Directors.
7. Contributing to political individuals or organizations.
8. Paying for out of state travel.
9. Donating to any one charity in excess of \$1,000 per year.
10. Assessing local dues, except as provided for in the MAPE Bylaws.
11. Paying for attorney fees or legal settlements.

All regional/local reimbursement policies must be consistent with MAPE statewide policies – **except** where a more restrictive policy is proposed.

Statewide committees, and meet and confer expenses

Committee chairpersons may authorize mileage and expenses for members attending committee meetings in accordance with the MAPE Reimbursement Policy, providing budgetary restrictions are not exceeded. Monthly expense summaries are sent to committee chairs.

Steward and grievant expenses

Steward and grievant expenses above and beyond those outlined in the MAPE/state contract (Article 9, Section 2, C, 5) shall be reimbursed as provided for in accordance with the MAPE Reimbursement Policy.

Local Checkbook Policy

Original Policy Approval Date: 8/8/2008

Board of Directors Revision Dates: 5/6/2010, 1/18/2013, 11/21/2014, 5/19/2017, 2/15/2019

Summary: Financial guidelines for locals with checkbooks.

Related Information: Local Treasurer's Manual, MAPE Local Audit Committee Report.

Policy:

1. Locals may not issue payment for lost time or any other items (such as mileage for ride sharing or an individual's meal reimbursement if no overnight stay occurs) requiring tax withholding. These must be sent to MAPE Central, Attn: financial specialist for reimbursement.
2. An Affinity Plus Membership Form is to be completed by the local treasurer. Signature cards are required from each authorized signer. Complete and return form and cards to MAPE Central, Attn: financial specialist for submission to the bank. Authorized signers can be the regional director, local president, local vice president, local secretary, local membership secretary and local treasurer. A local is required to obtain three authorized signers on the account. A local unable to acquire three authorized signers will not be allowed to have a local checkbook and all expenditures will have to be processed through MAPE Central. Any change in officers requires an update in signature authorization; the local treasurer should keep a list of authorized signers.
3. Locals may request up to two debit cards per account for authorized signers. Debit cards must not be used for cash withdrawals.
4. Reconcile check register to bank statement monthly.
5. The local must submit the checkbook replenishment form and all supporting documentation (receipts, attendance sheets, etc.) to MAPE Central, Attn: financial specialist in order to receive replenishment to the local checking account. All transactions must be recorded on the local checkbook replenishment form(s). Replenishment (s) shall be done monthly.
6. Local checkbooks may have a balance limit up to \$5,000. Locals with a limit of less than \$5,000 who are seeking an increase must submit to MAPE Central, Attn: financial specialist minutes from a local membership or executive team meeting with the passed motion

indicating the new limit.

7. Bank fees such as overdraft, check printing, and debit card are the responsibility of the local.
8. Prior to the annual checkbook audit the local treasurer will provide the following to the Local Audit Committee:
 - a. Completed Expense Reconciliation Form
 - b. Annual budget
 - c. Expense forms and receipts
 - d. Bank statements
 - e. MAPE Reimbursement, Donations, and Local Checkbook Policies
 - f. Local Audit Committee Report
9. Local Audit Committee shall consist of at least three members who are not local or regional officers. The committee members shall be in good standing and appointed by motion by the local, multiple locals may use the same audit committee. The committee shall review the local financial records as needed, at least annually. A report covering the period of January 1 to December 31 of the prior calendar year must be submitted by March 15th of each year to the Board of Directors Finance Workgroup ~~MAPE Finance Committee~~ after being presented to the local membership and will consist of the following:
 - Review expense forms for appropriate expenditures and signatures
 - Review expenditures in accordance with the local's budget as submitted
 - Review that no checks are written payable to CASH
 - Review that the checking account reconciles to the local's maximum account balance
 - Review that expenses are within the guidelines of the policies of MAPE
10. If the local does not submit a completed Audit Committee Report to MAPE by March 31, the Board of Director's Finance Workgroup ~~Finance Committee~~ shall serve as the audit committee and will audit the local's financial records. The local will be billed by MAPE Central for all expenses incurred by the Board of Director's Finance Workgroup ~~Finance Committee~~ members to perform the review.
11. Failure to comply with the above checkbook policy and the MAPE Local Reimbursement Policy shall result in revocation of checkbook privileges.

Delegate Assembly Resolution Policy

Delegate Assembly Revision Dates: 9/25/2009, 9/19/2015

Board of Directors Revision Dates: 6/18/2010, 5/16/2014, 2/15/2019

Summary: Requirements for Delegate Assembly resolutions.

Policy:

Resolutions to the Delegate Assembly (DA) can be submitted by:

- Two or more members.
- Local and statewide executive committees.
- Locals.
- Statewide standing committees identified in the Bylaws.
- Board of Directors.
- Board of Trustees.

Resolution writers may call upon members of the Constitution and Rules Committee for advice, but creating the resolution is the responsibility of the writer.

Resolutions must be on the document form and format provided on the MAPE website.

When existing text, such as in a governing document or policy, is to be changed, the submitter is responsible for using the legislative-format: text to be added is underlined; text to be deleted is struck through and the final version of the text is also included. If the text in the columns differ, the DA vote will be on the text in the “resulting language” column.

If not used, the “amendment” and “resulting language” tables should be omitted.

Resolutions can be submitted via e-mail to C&RCommittee@mape.org or mailed to MAPE Central, Attention: C&R Committee.

Resolutions may be submitted as early as January 1.

Resolutions must be received no later than 11 weeks before DA. The exact date will be published on the MAPE website.

The Constitution and Rules Committee will acknowledge, by e-mail, receipt of resolutions. The acknowledgement will inform the submitter that the resolution will stand a better chance of being passed if an informed delegate will speak in favor of it and be able to explain it.

Time permitting, the Constitution and Rules Committee may contact a resolution’s submitter to suggest clarifying changes be made to a resolution, but the final wording will be that of the submitter.

Inappropriate Resolutions

If a majority of the Constitution and Rules Committee determines statute or law change(s) would be necessary to implement the resolution, the committee will refer the resolution to the ~~Government Relations Committee~~ Political Council (and send a copy to the Negotiations Committee) and not post or mail it, and the resolution's submitter will be notified as soon as possible.

The submitter of a resolution deemed inappropriate and referred by the Constitution and Rules Committee may appeal to the Board of Directors at the next Board meeting. A two-thirds vote of the Board members present and voting would sustain the Constitution and Rules Committee's action. If less than two-thirds of the Board members present and voting vote to sustain, the resolution will be posted and mailed to Delegate Assembly registrants.

Statewide Vacancy Notification Policy

Delegate Assembly Revision Date: 10/18/2002

Board of Directors Revision Dates: 4/16/2010, 2/15/2019

Summary: Procedures to hold special election to fill vacancy in Statewide Office.

Related Information: Bylaws, Article [VIII, Section 3](#), Subsection D.

Policy:

Whenever a vacancy occurs in a Statewide Office during the term of office, a special election may occur as described in the Bylaws, Article VIII, Section 3, Subsection D. If an election is to be held, to ensure that any interested and qualified member has the opportunity to be considered for filling the vacancy, the following steps shall be followed:

1. Upon receiving a notice of vacancy, the Statewide President shall inform the Executive Director of the vacancy.
2. The Operations [Business](#) Manager shall develop a proposed election timeline.
3. The Executive Director shall cause a posting to be prepared at least ~~30~~ [60\(sixty\)](#) days in advance of the closing date for candidates to be nominated.
4. The posting shall include:
 - The position vacated or being vacated
 - An explanation of the duties of the position
 - A delineation of the requirements for holding Statewide Office
 - The election timeline
5. [Per Article II, Section 8 of the Election Rules, The Elections Committee shall set dates concerning statewide special elections.](#) The Board of Directors shall review ~~approve~~ the election timeline.
6. The posting shall be disseminated to all local officers via e-mail or hard copy. Local officers are responsible for notifying local members via their normal methods (phone tree, e-mail or mailings) and announcement at local meetings.
7. The posting shall be prominently displayed on the MAPE website until the election results are announced.

Government Relations Committee Policy

Board of Directors Revision Dates: 6/18/2010, 2/15/2019 (rescinded upon seating of Political Council in 2019).

Summary: Government Relations Committee mission and goals.

Related Information:

Policy:

Mission:

To proactively establish an effective presence and create partnerships to promote MAPE's legislative issues and concerns.

Goals, tasks, deliverables:

- Review all MAPE's Legislative Position papers prior to Delegate Assembly.
- Review resolutions from Delegate Assembly and develop new Legislative Position papers.
- Prior to legislative session, review position papers and select five as priority issues on which to concentrate.
- Review actions during the legislative session, assist Legislative Affairs Director with lobbying efforts.
- Assist in developing MAPE's position on bills introduced that affect MAPE members
- Assist in education initiatives for MAPE members.

Ongoing goal vision:

- Promote membership activism.
- Educate the public, MAPE members, media, elected officials and their staff.
- Strengthen and build coalitions with other unions and workgroups.

Membership Committee Policy

Board of Directors Revision Date: ~~6/18/2010, 6/19/2015~~

Summary: Membership Committee mission and goals.

Related Information:

Policy:

Mission:

To promote membership by organizing local membership secretaries/committees, coordinating recruitment efforts and education.

Goals, tasks, deliverables:

- ~~Implement plan for personal contact in recruiting all fee payers, new hires, transfers, and associate members.~~
- ~~Improve communication between local membership secretaries/committees, the 2nd Vice President and MAPE Central.~~
- ~~Increase MAPE visibility at the work site (MAPE bulletin boards, events, etc.)~~
- ~~Develop and conduct comprehensive membership campaign at least biennially (every other year).~~
- ~~Support the continuous recruitment and organizing efforts by the locals.~~
- ~~Promote benefits of membership to fee payers and members.~~
- ~~Coordinate MAPE scholarships.~~

In addition:

As chair of the membership committee, the 2nd Vice President shall work closely with MAPE staff to:

- ~~Coordinate reporting to local membership secretaries/committees each biweekly update from the state on new hires, transfers, and membership percentages.~~
- ~~Update/revise membership cards (paper and electronic).~~
- ~~Update customized materials (paper and electronic) for new member packets as needed.~~
- ~~Contribute to training and education of new officers after local elections.~~

~~Diversity Committee Policy~~

Board of Directors Revision Date: ~~2/16/2007~~
~~2/16/2009~~
~~6/18/2010~~
~~3/21/2014~~

Summary: ~~Diversity Committee mission and goals.~~

~~Related Information:~~

~~Policy:~~

~~Mission:~~

~~To strengthen the Association's interaction with the state concerning the planning and implementation of Affirmative Action, Equal Employment Opportunity and Diversity programs, and to strengthen the Association's own internal programs, policies and procedures in these important areas.~~

~~Goals, tasks, deliverables:~~

- ~~• Identify Agency affirmative action committees and related programs.~~
- ~~• Monitor and report on this Association and State Agencies, boards and committees dealing with affirmative action and diversity.~~
- ~~• Identify, organize and educate MAPE members who serve on agency affirmative action committees and related programs so that information becomes available to MAPE, and these programs can be better monitored.~~
- ~~• Present a comprehensive report to the Delegate Assembly.~~

~~Chair shall serve as MAPE's Affirmative Action officer by:~~

- ~~• Attending statewide meetings of Affirmative Action and related programs on behalf of, and representing, MAPE. (or appointed designee).~~
- ~~• Serve as a member of MAPE's Selection Committee.~~
- ~~• Serve as a resource to MAPE's Hiring Committee.~~

Election Policy

Original Policy Approval Date: ~~9/23/2011~~

Board of Directors Revision Date: ~~5/16/2014~~

Delegate Assembly Revision Date: ~~9/19-20/2014~~

Summary: Supplements the Governing Documents.

Related Information: MAPE Governing Documents

Policy:

- ~~1. This policy supplements the Governing Documents. If there is a conflict, the Governing Documents prevail.~~
- ~~2. In this policy, “election committee” refers to both the statewide Elections Committee and local election committees.~~
- ~~3. The election committee, or MAPE staff with election committee approval, will design the ballots in accordance with the governing documents and this policy.~~
- ~~4. The chair of the statewide Elections Committee, or a chair-designated member of that committee, will review ballots designed by local election committees and staff.~~
- ~~5. The chair of the Constitution and Rules Committee, or a chair-designated member of that committee, will review ballots designed by the statewide Elections Committee. This is an advisory role supporting the Elections Committee chair.~~
- ~~6. Sample ballots and supplemental instructions will be posted on the MAPE website, and local officers will be notified of the posting, before the ballots are mailed to members.~~
- ~~7. Ballot Design Checklist:
 - ~~A. Decide what’s most important. Page layout and text sizes should support information hierarchy:
 - ~~• The ballot title should be more prominent than any one contest.~~
 - ~~• A contest header should be more prominent than its candidates’ names.~~~~
 - ~~B. Ballot instructions should be brief, simple and clear:
 - ~~• Place specific instructions and related actions together.~~
 - ~~• Put one instruction per line.~~
 - ~~• Tell voters how they can correct a mistake. For example:
 - ~~— In a non-preferential voting race: “If you incorrectly mark a box, draw a heavy line through the incorrectly-marked candidate’s name and voting box and, if you wish, mark the voting box of your preferred~~~~~~~~

candidate.”

— In a preferential voting race: “If you incorrectly mark a box, cross out the number in the incorrectly marked voting box and, if you wish, put your desired number next to the box.”

- Don't split contests:
 - List all candidates for the same race on the same page and in the same column.
- Make sure ballot design is consistent:
 - Use consistent format and style for every contest and voting action.
 - Use consistent font type, letter-size, and shading for all contests.
 - Place voting boxes on the left side of the candidates' names.
- Make ballots easy to understand visually:
 - Left-align text.
 - Display all text in mixed case, rather than all capital letters.
 - Use a simple, easy-to-read sans-serif font with clean strokes, such as Arial, Universe, or Verdana.
 - Bold and/or shade certain text, such as office names.
 - Do not indicate incumbency status or agency.
 - Do not include term length.
- Separate races by voting method:
 - Put preferential voting races and non-preferential voting races on separate pages.
 - Include an example of correctly marked voting boxes on each page.
 - Include method-specific instructions on voting and on correcting a ballot on each page.
- If personal statements are not on the same sheet of paper as instructions, include a cover page with personal statements so no candidate's statement appears to be on the cover of a personal statement brochure.

Local Special Elections Policy

Original Policy Approval Date:

Delegate Assembly, 09/20-21/2013

Summary: Provides a chronological description of the procedure for filling vacancies in local offices between regularly scheduled elections.

Related Information: MAPE governing documents and Elections Policy

Policy:

This policy provides guidance beyond Election Rules Article X Special Elections. Election Rules Article IX Elections at a Meeting applies to regularly scheduled elections. It may not apply to local special elections using concurrent voting because it requires nominations to close at least 30 days prior to voting, while the Bylaws require voting to be at the first regularly scheduled meeting following a thirty-day written notice of the election to Local members. A local that meets monthly is unlikely to be able to meet both articles' requirements. The following steps are in chronological order.

1. The local president/interim president selects a local election committee (LEC). The LEC must be appointed before nominations are open and serves for only one election. The LEC must consist of at least two members, and no LEC members can be candidates. An odd number is preferable so disagreements can be settled by majority vote, and having more members on the LEC speeds up the voting and ballot counting. Local election committee members should study the Election Rules and comply with the applicable articles.

The Election Rules describe the makeup of the LEC for a newly formed local. The duties of the local election committee for a local's special election are the same as the duties of the statewide Elections Committee for regional and statewide elections. In addition to conducting the election and handling protests, the LEC shall seek out and encourage qualified persons to run for office. The LEC should ensure the local executive committee and candidates are aware of the requirements in Election Rules Article IV Campaign Support and Article V Campaign Conduct.

2. The local election committee determines the date of the election, which must be "at the first regularly scheduled meeting following a thirty-day written notice of the election to Local members." (Bylaws, Article VIII, Section 3B)
3. A reasonable notice tells the members about the upcoming election and provides details. (Election Rules, Article I, paragraph 9) While nominations must be open for 30 days, they should close early enough for determination of candidate eligibility and ballot preparation before the voting. If the local chooses consecutive voting, nominations close at the meeting in which the voting is done.
4. The local decides to use concurrent voting or consecutive voting. In concurrent voting, all offices are voted on at the same time and on the same ballot. In consecutive voting, a separate ballot is voted for each position. Locals voting consecutively should follow Election Rules Article IX Elections at a Meeting. Consecutive voting can be used only when all voting will be done during one session. (The meeting cannot be recessed and

resumed at another site or on another day.)

5. ~~The local election committee receives nominations and forwards them to the MAPE office for eligibility determination. The LEC may keep the local executive committee informed of nominations as they occur. After nominations are closed and eligibility determination is complete, the LEC submits a candidate eligibility report to the local executive committee.~~
6. ~~If there is only one candidate, it is an uncontested election, and there is no voting and no ballot. The candidate is seated immediately after the requirements in Election Rules Article X Special Elections are met.~~
7. ~~If there will be voting, the local election committee designs and prints the ballot. The Election Rules require the order of candidates' names to be varied. The Election Policy provides guidance on ballot design. If consecutive balloting is to be used, the ballots for positions other than president could contain a few boxes with no names so candidates' names could be added in the meeting.~~
8. ~~The local election committee asks the MAPE office to provide a list of members so the committee can ensure only members receive a ballot. Fee payers who become members at the election meeting before polls close are eligible to vote. MAPE-represented employees who think they have joined but whose membership cannot be confirmed may complete a paper or online membership application at the meeting and vote.~~
9. ~~The local election committee conducts the election at a regularly scheduled meeting. If there is no quorum at a meeting when an election has been scheduled, the election must be rescheduled to the next meeting.~~

~~Polls could close before the meeting is over so the LEC can go to a different room, count the ballots, and announce the results before the meeting is adjourned, but that is not required. All voting shall be by secret ballot. Preferential balloting, if applicable, will be used.~~

~~If consecutive balloting is used and a new candidate is nominated at the meeting, the LEC must contact the MAPE office for immediate determination of eligibility. (Therefore, new candidates cannot be added in consecutive voting in a meeting when the MAPE office is closed.) Voters can write the new candidate's name on the ballot. As eligibility has been determined, this is not a write-in candidate. To vote for the new candidate, members must check the box corresponding to that candidate's name. Merely writing in the name is not a vote for that candidate, as voters could write in the name merely to make the ballot complete.~~

10. ~~The local election committee reports the results, including counts, to the local executive committee, the regional director, and the MAPE office.~~
11. ~~Protests would be directed to the local election committee within five calendar days after the results are announced. The LEC's decision may be appealed to the Board of Directors.~~

Local Recruitment Reimbursement Policy

Board of Directors Revision Dates: 2/17/2012, 5/16/2014, 2/20/2015, 2/15/2019

Summary: Local Recruitment Reimbursement

Related Information:

2010 MAPE Delegate Assembly (DA) Resolution “MAPE Membership 2010”

2009 MAPE DA Resolution “MAPE Establish a Goal of 80% Membership”

Policy:

1. Locals may receive up to 240 hours lost time and mileage per year for activities to increase membership percentage.
2. The MAPE Organizing Council budget will include a line item for reimbursement of members’ lost time and expenses spent on activities to recruit members. The reimbursable recruiting activity may be for the benefit of the member’s local or another local, but must be approved by two of the benefitting local’s officers.
3. Appropriate activities may include, but are not limited to:
 - Contacting non-members to encourage them to become members.
 - Providing training/mentoring to current or potential recruiters.
 - Receiving recruiting training/mentoring.
4. Reimbursable expenses will be recorded on MAPE’s standard expense forms, charged to the Organizing Council. Food reimbursement amounts will be allowed per MAPE contract language in Article 18 section 5 sub. D Meal Allowance. MAPE merchandise up to \$20.00 is allowed per non-member.
5. Once planned, the locals are encouraged to contact the Organizing Council Chair with the planned activity dates. When possible, assistance from the Organizing Council will be made available to the local.

Upon completion of the recruitment activity, the local will share a summary report with the Organizing Council on what did or did not work.