

Greenwich Municipal Employees Association, Inc. Greenwich, Connecticut

Article I

Name, Affiliation and Headquarters

Section 1 – Name

The name of the organization to which this document applies is the Greenwich Municipal Employees Association. Hereinafter, the organization shall be referred to as the GMEA;

Section 2 – Affiliation

The Association is fully independent and otherwise unaffiliated with any other organization. GMEA shall be entirely independent and self-governing and shall not be controlled by any other association, union, organization or group of any nature.

Section 3 – Headquarters

Any headquarters or offices maintained by the Association shall be within Greenwich, Connecticut.

Article II

Purpose and Principles

Section 1 – Purpose

The purpose of GMEA is to represent association members of the Town of Greenwich (herein called the “Town”) in their relations with the Town. GMEA exists to improve the working conditions, wages and benefits (as it applies to pension, medical, etc.) for its members.

Section 2 – Principles

The Association acknowledges the fundamental worth of all persons and celebrates diversity, recognizing that it serves not to divide but instead strengthen the Association. Neither the Association nor any member will commit, abet and tolerate discrimination against any person on account of that person’s gender, race, age, ethnicity, national heritage, physical or mental impairment or sexual orientation.

Article III

Membership and Dues

Section 1 – Eligibility

Any employee of the Town who has a GMEA position as a permanent full time or part time employee is eligible for membership in GMEA as recognized in the Collective Bargaining Agreement (also referred to as the “Contract”) between the Town and GMEA.

Article III
Membership and Dues
(continued)

Section 2 – Dues Modification

The Executive Board shall, upon ten (10) calendar days via notice on the GMEA Website, call a meeting of the membership for the purpose of recommending a change in the rate of monthly dues. Any increase needs the approval of fifty-one (51%) of membership present at said meeting.

Section 3 - Dues

Dues collection will be by check-off (payroll deduction) and turned over to GMEA's Treasurer by the Town in accordance with Connecticut General Statutes Sec. 7 – 467 through Sec. 7-477.

Section 4 – Voting and Presentation Rights

Every member shall have the right to vote and elect officers. Each member has a right to run for office and work on committees as well as the right to present grievances and make suggestions on bargaining proposals in accordance with procedures set forth in these by-laws.

Section 5 –Withdrawal

Request for withdrawal from GMEA must be made in writing, via certified mail, to GMEA and to the Payroll Department of the Town in accordance with the Municipal Employees Regulations Act of the State of Connecticut and the Collective Bargaining agreement between the Town of Greenwich and GMEA. Service fee payments equal to the monthly dues shall continue to be collected by GMEA.

Section 6 - Reinstatement

Reinstatement may be requested in writing, via certified mail, to GMEA.

Section 7 – Use of Dues

All monies collected for dues shall be used solely for the purpose of the administration and operation of GMEA.

Article IV
Officers

Section 1 - Officers

Commencing on July 1 there shall be the following officers of GMEA:

1. President
2. 1st Vice-President
3. 2nd Vice-President
4. Secretary
5. Treasurer
6. Membership Representative
7. Representative Officer

Article V
Organization

Section 1 – Governance:

GMEA shall be governed by the Executive Board to the extent that they govern with the approval of membership.

Section 2 – Payment of Service

No elected or appointed representative of GMEA shall receive any payment for their services. However, they will be reimbursed for “out-of-pocket” expenses such as travel, stationary, postage and other expenses not covered in this section. All such expenses shall be outlined in the budget to be approved at the spring membership meeting

Article VI
Executive Board

Section 1 - Officers

The Executive Board shall consist of the President, 1st Vice President, 2nd Vice-President, Secretary, Treasurer, Membership Representative, Representative Officer. Non-elected chairmen of all standing committees may be required to attend Executive Board meetings at the request of the board.

Section 2 – Board Meetings

The Executive Board shall see that the functions and purposes of GMEA are carried out. The Executive Board shall meet quarterly. Minutes shall be taken by the Secretary.

Section 3 – Membership Meetings

Membership meetings will be held bi-annually in the Spring and Fall. Members may call for discussion on any old business or new business. Minutes will be taken by the Secretary and posted on the website. Additionally, special membership meetings may be requested as necessary.

Section 4 – Removal of Elected Officers

Any officer(s) can be removed from office by a "No Confidence Vote" of the membership. A quorum shall be by a majority of fifty-one (51%) of the members present who vote. Absentee ballots will be available for this "special vote" and must be received by the Nominating Committee chairperson no later than five (5) day prior to the vote.

Article VII
Duties of Officers

Section 1: The President shall be the chief executive officer of GMEA and as such shall preside at all membership meetings and conduct them according to the rules adopted, shall enforce due observance of the by-laws and shall sign all official documents that may be passed by GMEA membership. The President may call meetings of the Executive Board, assign duties to members or appoint committees as needed and shall be an ex-officio member of all standing committees. He or she may render a vote only in case of a tie-vote.

Section 2: 1st Vice President shall assume all of the duties of the President when absent and shall attend committee meetings in the President's stead when necessary or assigned. That person may be required to serve on the Negotiating Committee. In case of resignation of the President, the 1st Vice President shall assume the office until expiration of that term; the 2nd Vice President becomes the 1st Vice President and the Executive Board shall appoint any vacancies occurring between elections.

Section 3: 2nd Vice President shall assume the duties of the President when the President and 1st Vice President are not available to do so. The 2nd VP will be the chairperson of the Grievance Committee. In case of resignation of the President, the 1st Vice President shall assume the office until expiration of that term; the 2nd Vice President becomes the 1st Vice President and the Executive Board shall appoint any vacancies occurring between elections.

Section 4: The Secretary shall keep a record of the proceedings of GMEA and minutes of all meetings, preserve all documents, reports and correspondence: see that all correspondence is directed properly. The Secretary may also be responsible for helping maintain the GMEA website.

Section 5: The Treasurer shall create a detailed budget with the Audit Committee, to be presented to members at the spring membership meeting. The Treasurer shall keep a detailed listing of all monies. The Treasurer will submit, at all membership meetings, an updated budget showing receipts and expenditures in detail. The Treasurer shall have custody and keep records of all funds and shall make such disbursements in accordance with these by-laws. All monies received shall be deposited promptly in GMEA's account in the Greenwich Municipal Employees Federal Credit Union or a similar interest bearing financial institution. The Treasurer shall be authorized to sign checks countersigned by the President. The records shall be open to any member upon written request. Such requests shall be responded within five (5) business days.

Section 6: The Membership Representative shall act as host or receptionist at all meetings, appointing assistants when necessary, shall maintain an up-to-date membership list and keep attendance records for all meetings (board and membership). The Membership Representative may be responsible for booking meeting rooms and obtaining the necessary equipment to conduct the meeting (overheads, podiums, etc.).

Section 7: The Representative Officer shall be a liaison between the members, Building Reps and Executive Board. He or she may be responsible for maintaining the GMEA website and may also be required to serve on the Negotiating Committee.

Article VIII
Election of Officers

Section 1: Election of officers shall be held every three (3) years at the spring meeting.

Section 2: Terms of office shall be for three (3) years and not more than two (2) terms in the same position. Said officers shall be elected at the spring meeting of the membership and shall take office on the 1st of July following that election. In the event of continued collective bargaining, incumbent members shall continue in office until the contract is ratified. An election meeting shall be held as quickly as possible following the contract ratification. Votes shall include members present and members voting by absentee ballot submitted five (5) business days prior to vote.

Section 3: Executive Board shall appoint the Chairman of the Nominating Committee from the list of volunteers who wish to serve on said committee. The chairman of the Nominating Committee shall appoint four (4) other volunteer members who are not members of the Executive Board to sit on the committee. Among others, current officers may be placed in nomination unless they have not performed their duties or wish to withdraw. The Representative Officer must present to the Nominating Committee any names presented to him or her by GMEA members. All nominees must consent before placement on a ballot. Announcement of nominations must be made at least thirty (30) calendar days prior to election by GMEA via the GMEA Website, e-mail and/or written communication. Write in candidates for said election will be accepted at the Election meeting.

Section 4: All elections shall be by secret ballot. Ballots shall be prepared by the Receptionist in advance of the spring meeting when elections take place. Absentee ballots will be available upon request and must be returned five business days prior to the election.

Section 5: The Chairperson of the Nominating Committee will act as the chair of the elections at the spring meeting and shall be assisted by the members of the Nominating Committee as to insure the orderly conduct of the election. Ballots must be counted and the names of the newly elected officers announced at that meeting. The names of the newly elected officers will also be available via the GMEA website. Any challenges to the election must be made within thirty (30) calendar days after the election after which time the ballots may be destroyed.

Section 6: Officers shall assume their duties on the July 1st following the spring election meeting.

Article IX
Negotiating Committee

Section 1: The Negotiating Committee shall consist of the President and up to four (4) GMEA members selected by the Executive Board.

At least one (1) of the four (4) members of the Negotiating Committee should have experience serving on previous Negotiating Committees. Members of the Negotiating Committee, should include representatives from all units of GMEA. This shall include, but not be limited to,

Article IX
Negotiating Committee
(Continued)

GMEA members who are full-time and part-time employees, GMEA members of the Board of Education, Town libraries, the Police and Fire Departments, GMEA employees working in the Town Hall and The Nathaniel Witherell

Article X
Grievance Committee

Section 1: The Grievance Committee Chairperson will be the 2nd Vice President, and the committee shall consist of the 2nd Vice President, three (3) volunteers from membership (ideally a Building Representative) and a minimum of two (2) members of the Executive Board. They will meet with any member who may have a grievance to collect all the information and report back to the Executive Board.

Section 2: The grievance procedure shall comply with the existing contract.

Section 3: Any member of the Bargaining Unit shall be entitled to representation by GMEA, either through its officers or hired counsel as determined by the Grievance Committee and the Executive Board. This shall include all grievance steps up to and including the Director of Human Resources.

Section 4: If a grievance is not resolved in a manner satisfactory to the aggrieved at the Human Resources level, then the aggrieved shall, within forty-eight (48) hours, notify the Chairman of the Grievance Committee of their desire to pursue the grievance to the State level.

Section 5: If the Grievance Committee, by a majority vote, determines that the grievance should be pursued to a State level, then it shall retain counsel of its choosing to do so. If the Grievance Committee votes by a majority vote not to pursue such grievance, for the reason that it does not believe it is either a valid grievance, is frivolous in nature or not in the best interest of membership and GMEA, then it may decline to provide legal counsel.

In such eventuality, the Aggrieved may elect to retain their own counsel at their expense or to appeal the decision of the Grievance Committee to the Executive Board. If the Executive Board votes in favor of the Aggrieved by a majority vote of those present, then the Grievance Committee shall provide legal counsel at the expense of GMEA. In the event the Executive Board does not so support the Aggrieved, then the Aggrieved shall be free to pursue the grievance with their own counsel at their own expense.

During the period of any appeal to the Executive Board, it shall be the duty of Grievance Committee to maintain the status quo and file any necessary documents with the State in order not to prejudice the Aggrieved appeal.

In no circumstances shall there be dual legal counsel. The Aggrieved shall either accept counsel by GMEA or retain private counsel at their own expense.

Article XI
Audit Committee

The Audit Committee shall consist of three (3) volunteer members from the membership. They will assist the Treasurer with creating an annual budget; review all of the unions' finances on a quarterly basis. They will report any recommendation(s) to the Executive Board and the Membership.

Article XII
Meetings

Section 1 - The Executive Board shall meet quarterly. Minutes shall be taken by the Secretary.

Section 2 - Membership meetings will be held bi-annually. Minutes shall be taken by the Secretary and said minutes will be available to members via the GMEA website, e-mail or copied. All matters of any interest to members will be available for discussion.

Section 3 - Special Membership Meetings: shall be available to members by petition of at least 15% of membership of full membership.

Section 4 - Format of Meetings - A quorum for meetings shall be 51% of members present and the business shall be transacted in accordance with Robert's Rules of Order.

Article XIII
Finances

Section 1 - Operating Expenses: The operating expenses of GMEA shall be financed by Membership dues determined as set forth in Article III, Section 3 which states:

"Dues shall be collected by check-off (payroll deduction) and turned over to GMEA's Treasurer by the Town in accordance with Connecticut General Statutes Sec. 7 - 467 through Sec. 7-477."

Section 2 - Additional Funds: If funds are needed for an extraordinary expense, beyond that available in GMEA's bank accounts (leaving enough for operating expenses), those shall be obtained by a special assessment of the membership.

Article XIV
Website

Section 1: There shall be information available to all members of GMEA on the union website. www.gmeaunion.com

Section 2 - Availability: There shall be information available to all members of GMEA on the union website including (but not limited to) minutes of all board and membership meetings, candidates running for office, results of all elections and matters of concern from both the board and membership.

Section 3 - Posting: Any information for the website must be submitted to the Executive Board for approval prior to posting on the GMEA website.

Article XV
Bylaws Approval and Ratification

Section 1 – Approval: By-laws must be posted to the GMEA website prior to signing by the President and Secretary. Notification will then be sent to GMEA membership (via e-mail, and/or GMEA website) that amended by-laws are available to membership on the GMEA website and a vote will be taken at the next membership meeting as to the passage of said by-laws as amended. Votes shall include members present and members voting by absentee ballot submitted five (5) business days prior to vote. If the by-laws, as amended, are approved by membership, by majority vote, the president and secretary, as representatives of membership will sign the following:

Section 2 – Amendments: These by-laws may be amended at any time in whole or part by a majority vote of the full voting membership. Proposed amendments shall be made known to the membership by the Secretary via the GMEA website. Approval of by-law amendments meeting requires 30 days previous notice via the GMEA website and a majority vote at the subsequent general membership meeting.

The above by-laws are hereby approved by the GMEA membership on the 24th day of
September in the year 2015

Angela Giordano President

Karen Martin Secretary