

**Professional Instructors Organization
American Federation of Teachers, Local 1903**

BYLAWS

PIO Council Meetings

(adopted 04/13/2013)

The PIO Council will consist of all elected officers and any member in good standing in attendance. Only members in good standing are eligible to vote. A quorum will require eight (8) members, including no fewer than two officers. Meeting dates, times and locations will be published to all members no later than seven (7) days prior to each meeting. The Council will meet at least twice per semester and at least once from May 1 through August 30.

Budgeting and Bookkeeping - West Michigan Federation of College Educators

(adopted 04/13/2013)

1. Each member unit will establish and maintain a legal identity, tax identity and checking account.
2. The Chief Financial Officer will be responsible for paying all WMFCE joint expenses as established in the approved budget each year.
3. The Chief Financial Officer will bill the other treasurers of each member unit for their unit share of the joint expenses at 6-month intervals.
4. Each member unit will maintain a fund balance equal to or greater than their 6-month share of joint expenses. If the fund balance of any member unit is not equal or greater than their 6-month share of joint expenses, the unit may not spend any funds in excess of the amounts approved in the annual budget.

Financial Best Practices – West Michigan Federation of College Educators

(adopted 04/13/2013)

1. To maintain a single set of financial practices for all member units, WMFCE bylaws will represent, replace and/or supersede the financial practices of any member unit.
2. Two signatures are required on all checks and bank accounts.
3. Periodic written financial reports should be given to the Executive Board and published to members.
4. Each member unit will appoint an internal audit committee or an external accountant to perform an annual financial review according to AFT guidelines.
5. Monthly bank reconciliations should be completed, preferably not by the person responsible for writing the checks and/or recording disbursements.

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6. All non-budgetary expenditures above \$500 should be approved by the executive board before disbursement.
7. Adequate reserves should be available in the event of cash shortfalls.
8. Deposits should be made as soon as possible after the receipt of checks.
9. No checks should be made payable to "cash." Petty cash accounts should be avoided.
10. The local should not provide credit cards or other bank cards to officers or staff.
11. Original documentation should be required for all disbursements.
12. Duties involving disbursements and other financial tasks should be segregated as much as possible.
13. Checkbooks and financial records should be kept in secure locations, accessible only to those who have authority to write checks or who should have access to those records.
14. Checks should be written in sequential order and should not be pre-signed.
15. Executive Board minutes should indicate any approvals/discussion of a financial nature (i.e., discussion regarding the purchase of a computer and terms for such purchase, if approved).
16. Insurance policies should be maintained, if necessary (i.e., a Fidelity Bond, which insures the local against employee dishonesty). Most of the necessary insurances that a local would require are available through the AFT.
17. WMFCE and all member locals, will follow the most recent edition of the Guidelines for Financial Review Committees published by AFT to ensure that appropriate financial practices are maintained.

Revocation of Membership or Dues Deduction Authorization

(adopted 09/20/2013)

A member who chooses to revoke his or her membership must notify the union, in writing, during the revocation period between August 1 and August 31 each year.

Dispute Resolution

(adopted 09/20/2013)

- 1) Employees in the bargaining unit may bring complaints, concerns and/or potential grievances to the attention of union officers or staff at any time.

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- 2) Union members and non-members will receive equal consideration in the grievance process.
- 3) Because many grievances are time sensitive, the union will make every effort to adhere to the following schedule:
 - a. Union officers, representatives or staff members will share information about potential grievances with all elected officers, via email to document time and date, as soon as possible when a possible contract violation is discovered.
 - b. Within two weeks after the officers or staff members learn of a possible contract violation, the officers will vote whether or not to file a grievance.
- 4) As soon as possible after the vote, the union will notify any employee(s) affected of the decision and the decision will be reported at the next regularly scheduled membership meeting.
- 5) Union officers shall have final authority over decisions regarding the filing of grievances, requests to arbitrate, and grievance settlements.

Agency Fee Objection

(adopted 09/20/2013)

Agency fees are the costs that all non-members pay to support the negotiation and enforcement of an employment contract on their behalf. As a labor union, we are obligated to represent all members and non-members equally, and all non-members receive the benefits of our contract. To prevent “free riders” from receiving a benefit at no cost, our contract provides for the automatic payment of agency fees from all non-members. The agency fee is limited to that portion of union dues the union expends on matters related to collective bargaining, contract administration and enforcement.

A non-member may object to the amount of the agency fee. To object, the non-member must present a written objection to the Union’s treasurer or other designated person. The objection must be presented within 28 calendar days of the first day of each semester or session in which the non-member is employed. The failure to present a timely objection waives the right to do so. An objector will be given a full explanation of the basis for the agency fee.

A timely filed challenge to the union’s determination of chargeable and non-chargeable expenses will be resolved by an impartial determination process culminating in arbitration. All challenges will be consolidated to the extent practicable and be heard as soon as possible. The presentation to the arbitrator will be either in writing or at a hearing if requested by any objector(s). If a hearing is held, any objector who does not wish to attend may submit his or her views in writing by the date of the hearing.

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If a hearing is not held, the arbitrator will set a date by which all written submissions will be received and will decide the case based on the records submitted. The Union will bear the burden of justifying its calculations.

Our local union has adopted the Rules for Impartial Determination of Union Fees promulgated by the American Arbitration Association. Those rules may be obtained at www.adr.org, or by calling 888.774.6904. Any cost for arbitrator's services and the cost of any proceedings before the arbitrator will be borne by the Union. Individually incurred costs will be borne by the party incurring them. While the objection is pending, the Union's treasurer will hold, in an escrow account, that portion of the fees that are reasonably in dispute. In the event that the arbitrator determines that the objector is entitled to a greater reduction in fees than that calculated by the Union, the treasurer will issue an additional check at the close of the arbitration procedure for the balance of the reduction in fees, as determined by the arbitrator.