

## BYLAWS HUMAN SERVICES SUPPORT HSS DIVISION BARGAINING UNIT

### ARTICLE 1

#### MEMBERSHIP

Section 1: Any person assigned to the Human Services Support (HSS) Bargaining Unit by the State of Michigan shall be eligible for Membership in the Union.

Section 2: Any person meeting the requirements of Section 1 and paying current dues shall be a Member in Good Standing.

### ARTICLE II

#### DUES AND SERVICE FEES

Section 1: The Dues and Service Fees of the Union shall be as established by the SEIU Local 517M Executive Board.

Section 2: Dues and Service Fees shall be collected via payroll deductions or may be prepaid annually.

Section 3: The HSS Fund established within the Merger Agreement between SEIU Local 31M and SEIU Local 517M shall be used in a manner approved by the Unit Board of the HSS Bargaining Unit.

### ARTICLE III

#### UNIT BOARD

Section 1: The Unit Board of the Human Services Support Bargaining Unit shall consist of the HSS President, HSS Vice President and the Departmental and/or Classification Representatives.

Section 2: The Unit Board shall have the authority to negotiate contracts, service contracts and conduct the general business of the Bargaining Unit. It shall have the power to amend these Bylaws or establish new ones, with ratification by the SEIU Local 517M Executive Board.

Section 3: The Duties of the Officers shall be as follows:

HSS President: The HSS President shall: preside over the Bargaining Unit Board meetings and any special meetings of the membership; call special meetings; create special committees; appoint committee members; and, have general oversight of all activities of the Bargaining Unit. As according to SEIU Local 517M Constitution, the HSS President will be a Divisional Vice President on the SEIU Local 517M Executive Board, have a seat on the Executive Officers Committee, the Finance Committee, and shall perform all duties as stipulated in the SEIU Local 517M Constitution.

HSS Vice President: The HSS Vice President shall assist in the discharge of the HSS President's duties and, in the absence of the HSS President, perform those duties. The HSS Vice President shall oversee records

of proceedings of all meetings, oversee membership lists and all official records of the Human Services Support Bargaining Unit and shall be responsible for Unit Elections and Ratification votes.

Section 4: A vacancy in the Office of the President shall be filled by the Vice President without appointment by the Unit Board. A vacancy in the Office of Vice President shall be filled by appointment from the other existing Unit Board Members. A vacancy of a Director shall be filled by appointment by the Unit Board." The HSS President shall serve in this capacity for a period of not longer than 60 days during which time the HSS Executive Board shall be convened for the purpose of filling the vacancy for the unexpired term by majority vote. The HSS President may delegate the duties of the office of HSS Vice President to the HSS Grievance Consultant. In the event of a vacancy among the Directors, the HSS Unit Board may in its discretion fill such vacancy for the unexpired term by a majority vote.

## ARTICLE IV

### UNIT BOARD REPRESENTATION

Section 1: The Unit Board's representation shall be based on the following representation formula:  
Members per Classification: Veteran's Employment Representatives (both DVOWs and LVERs); Employment Service Analysts; Migrant Service Workers (working name Agricultural Employment Specialists); Employment Service Interviewers; also, in the Contractual Areas of Employment Service, Employment Service Interviewers; Liability Examiners; Unemployment Insurance Analysts; Unemployment Insurance Examiners; Indian Outreach Workers; Home Aides; and Disability Determination Assistants. There may be other classifications in other departments, at this time.

Classification ratio:

Over 400 ----- 4

100 to 399 ----- 3

25 to 99 ----- 2

All classifications with less than 25 members or without elected representation will be combined and will elect At-Large Representative(s) from their respective group based on the above formula.

Section 2: If a vacancy exists in a classification, and no one from that classification can be recruited to fill that vacancy, a person from any other classification may be appointed to fill the remainder of the term for that position.

## ARTICLE V

### MEETINGS

Section 1: Unit Board meetings shall be held at least quarterly and shall be scheduled by the HSS President. Special meetings of the Board of Directors may be called by the HSS President, or at the request of at least five (5) Board Members. A majority of the Unit Board shall constitute a quorum.

Section 2: Notice of time, purpose and place of regular Unit Board meetings shall be prepared by the President and mailed by the Union office to all Board Members at least ten (10) days prior to said meetings. Notice, time, purpose and place of special Unit Board meetings shall be made to all Board Members in accordance with the Local 517M Constitution and Bylaws.

Section 3: A time period shall be allotted at regular Unit Board meetings for hearings on charges or presentations by Members in accordance with the Local 517M Constitution and Bylaws. Members may schedule presentations with the HSS President at least fifteen (15) calendar days prior to the meeting in order for the presentation to appear on the Agenda. Any member may attend and observe any regular Board meeting.

Section 4: A quorum at any Board meeting shall be a majority of Board Members elected to serve.

Section 5: Conduct of meetings shall be by the practice of the latest edition of Roberts "Rules of Order" except in cases where such are in conflict with the Constitution and Bylaws.

Section 6: Minutes shall be kept of all Board meetings and shall include all significant actions taken therein. All Minutes shall be made available to members upon request.

## ARTICLE VI

### ELECTION OF OFFICERS, BOARD MEMBERS AND SEIU LOCAL 517M EXECUTIVE BOARD MEMBERS

Section 1: Election of Officers and Board Members shall be held the first Monday of December of each election year. The term of Office is three (3) years with the first election being held in 2003. Officers and Board Members thereby elected shall take office on January 1st thereafter.

Section 2: Members shall be given written notice of the election at least thirty (30) days prior to ballots being distributed. Notices shall state date, time, manner and place, and purpose of election.

Section 3: HSS President and HSS Vice President shall be permanent, full-time state employees, elected by, and from, the general membership.

Section 4: Directors shall be elected from the Classifications they represent.

Section 5: Nominations for Officers shall be made by the Election/Tally Committee according to the Local 517M Constitution and Bylaws. This committee shall review and report nominees to the HSS Vice President of the Board. All nominees shall have been members in good standing of the HSS Bargaining Unit for at least twelve (12) months preceding the election ballot count date, and be permanent, full-time state employees. A member on medical leave of absence is exempt from this requirement.

Section 6: There shall be no provisions for write-in nominees.

Section 7: The HSS Vice President of the HSS Bargaining Unit shall be responsible for the conduct of the Election and shall arrange for printing, distributing, collecting, counting and tabulation of ballots and for announcing the results thereof to the Board and Members as expeditiously as possible. The Election of Officers shall be by secret ballot of all voting Members. Ballots shall be available at least fifteen (15) calendar days prior to the date of counting. Any candidate for office may have an observer present at the

counting of the ballots. The candidate receiving the most votes for any office shall be elected to the office.

Section 8: The HSS Bargaining Unit will have as many seats on the SEIU Local 517M Executive Board as determined in the SEIU Local 517M Constitution and. The appointments shall be as follows:

The HSS President, the HSS Vice President, and the remaining seats by a vote of the Board at its first meeting after the election.

## ARTICLE VII

### COMMITTEES

Section 1: Standing and special committees shall be appointed by the HSS President, with the approval of the Board, to serve, with the duties indicated or as established by the Board.

Section 2: Among the standing committees shall be the following:

Bargaining Committee. The Bargaining Committee shall be responsible for contract negotiations with the State of Michigan and shall be appointed by the President of the HSS Unit Board with approval of the Board.

Grievance Committee. The Grievance Committee shall be responsible for determining which grievances are to be advanced to arbitration.

Election/Tally Committee. The Election/Tally Committee shall be responsible for making and/or receiving nominations for Officers and Board Members, and the preparation, certification and tallying of ballots.

Political/Legislative Committee. The Political/Legislative Committee shall oversee and promote the Union's political and legislative programs, as well as promote membership involvement on Political Education (COPE).

Section 3: Standing Committee Members shall serve until discharged by the HSS President, or until the conclusion of the HSS President's term. Special Committee Members shall serve for the term of the committee as established upon committee assignment. Any Committee Member may resign upon written notice to the HSS President.

## ARTICLE VIII

### ORDER OF BUSINESS

The order of business at the Board meetings and any special meetings of the membership shall be established by the HSS President.

## ARTICLE IX

### AMENDMENTS

Amendments to these Bylaws shall be a two-thirds majority vote of the Board of Directors at the first meeting at least thirty (30) days after notification to the membership via the newsletter or special mailing and ratification by the SEIU Local 517M Executive Board.

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