

**AFT Local 243
AFT, AFT-WI, AFL-CIO, SCFL**

Constitution and Bylaws

Ratified by:

MATC Full Time Teachers' Union Local 243 AFT, AFT-WI, WI AFL-CIO, SCFL

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MATC PRSP Union Local 3872

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This is a substitution as a whole constitution for the constitutions of MATC Full Time Teachers' Union and MATC PSRP Union. This document was written by the Solidarity Committee of both local Unions. The substitution was submitted to the Secretary of MATC Full Time Teachers' Union and the PSRP Executive Board by the Solidarity Committee. The members of the Solidarity Committee are David J. Dean (Co-Chair) , Janice L Mettauer, Maurice C Sheppard, Linda Nellen (Co-Chair), Chad Draheim and Jeff Luthanen.

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ARTICLE I - NAME

- A. This Union shall be known as AFT Local 243, referred to here as “the Union.”

ARTICLE II - OBJECTIVES

The mission of the Union is to improve the lives of our members and their families; to give voice to their legitimate professional, economic and social aspirations; to strengthen the institutions in which we work; to improve the quality of the services we provide; to bring together all members to assist and support one another; and to promote democracy, human rights and freedom in our Union, our state and our nation. Based on this mission, the purposes of this Union shall be:

- A. To maintain exclusive bargaining rights for all employees of the Madison Area Technical College District and provide a voice in the determination of the terms and conditions of employment through the process of collective bargaining.
- B. To maintain the rights and services to which the employees are entitled and to promote the employees' general welfare.
- C. To oppose all forms of bias and discrimination.
- D. To foster cooperative action among all employees in order to promote student learning and provide efficient service.

ARTICLE III - AFFILIATION

1. This Union shall be affiliated with the American Federation of Teachers, AFT-Wisconsin, South Central Federation of Labor and the Wisconsin State AFL-CIO. This Union shall affiliate with any central labor body of WI AFL-CIO that is active within Madison Area Technical College boundaries.

ARTICLE IV - MEMBERSHIP

Section A - Eligibility

1. Membership is open to contractual instructors, counselors and all office, clerical, custodial, maintenance, technical, and related employees (including limited term) employed by the Board, excluding supervisory, confidential, and managerial employees.
2. No discrimination shall ever be shown toward individual members or applicants for membership because of race, creed, sex, gender identity, national origin, handicap, age, sexual preference, past criminal record, social or economic status, or political beliefs.

Section B – Classes of Membership

1. Active members, also referred to as card-carrying members, are those members who have a signed membership card on file with the Union and who are current in the payment of full dues.
2. Non-members are those persons who are in a bargaining unit and are represented by the Union, but who do not have a signed membership card on file with the Union and who are current in the payment of full

dues. Non-members will not be allowed to attend meetings of the Union nor be allowed to vote on matters involving the contract of the bargaining unit.

3. Fair-share fee payers shall be those persons who are in a bargaining unit represented by the Union in which a fair-share agreement is in effect but who do not become active members of the Union. Fair-share fee payers shall be those who object to paying full dues. Fair-share fee payers will not be allowed to attend meetings of the Union nor be allowed to vote on matters involving the contract of the bargaining unit.
4. Inactive members shall be those members who have a signed membership card on file with the Union but are on leave without pay and are not paying dues. If inactive members wish to pay local and/or affiliate dues while on leave without pay, they may do so to become an active member.

Section C – Rights of Members

1. Active members who are current in payment of dues, except fair-share members, shall have the right to full participation, through discussion and vote, in the decision-making processes of the local and to information needed to exercise this right. This right shall specifically include decisions concerning the acceptance or rejection of collective bargaining contracts, memorandum of understanding, or any other terms and conditions of employment.
2. Active members who are current in payment of dues, except fair-share members, shall have an equal right to vote, and each vote cast shall be of equal weight.
3. Active members shall have the right to fair and democratic elections. These rights include due notice of nominations and elections, equal opportunity to run for and hold office, and proper election procedures.
4. Active members shall suffer no impairment of freedom of speech concerning the operations of this local. Active discussion of local affairs shall be encouraged and protected within this organization.
5. Active members shall have the right to conduct the internal affairs of the local free from employer domination.
6. Active members who are current in payment of dues, except inactive and fair-share members, shall have the right to serve as officers, committee members or delegates of the Union.

Section D – Member Responsibilities

1. All members shall set-up and maintain an active employer-provided email address.
2. All members shall notify the Union when personal information (such as name, address, email, etc.) changes.
3. All members are responsible for ensuring their Internet connection is functioning properly to participate in online voting.
4. All members acknowledge that all union information and updates will be posted on the Union website and that it will be their responsibility to access the website to review such information.

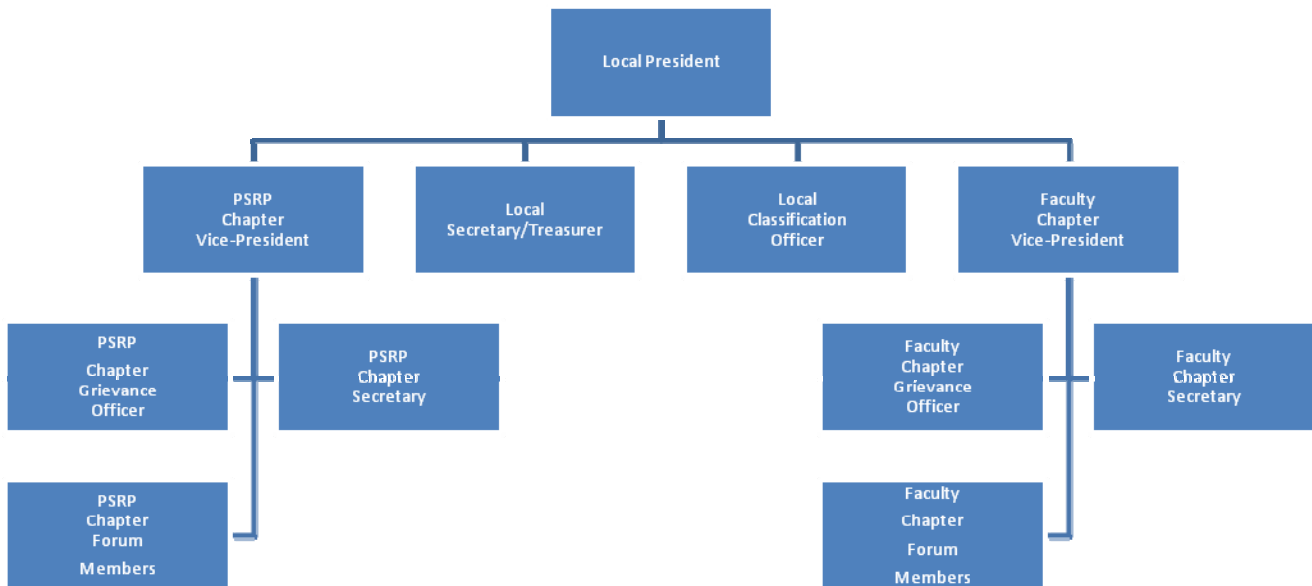
Section E – Membership Dues

1. The annual budget of the Union shall be determined by the membership at a regularly scheduled membership meeting prior to May 15 each year and shall be in effect for the period from July 1 of that year through June 30 of the next year.
2. Prior to the first union-dues payroll deduction, the Forum shall establish the per-member deduction based on the annual budget of the Union and per-capita payments of the organizations with which the Union is affiliated.

ARTICLE V - Officers

Section A– Officers

1. Officers of the Union shall consist of:
 - a. Local President
 - b. Chapter Vice-Presidents
 - c. Chapter Grievance Officers
 - d. Local Classification Officer
 - e. Local Secretary/Treasurer
 - f. Chapter Secretaries
 - g. Chapter Forum Representatives



Section B – Terms of Officers

1. Each officer shall be elected to a two-year term of office.
2. **Even year elections:** The Local President, Faculty Chapter Vice President, PSRP Chapter Grievance Officer, Local Secretary/Treasurer, PSRP Chapter Secretary, two PSRP and two Faculty Forum members shall be elected at the election meeting in even numbered years in accordance with Section 3 - Nomination and Election of Officers of this said Constitution.
3. **Odd year elections:** The PSRP Chapter Vice-President, Local Classification Officer, Faculty Chapter Grievance Officer, Faculty Chapter Secretary, and two PSRP and two Faculty Forum members shall be elected at the election meeting in odd numbered years in accordance with Section 3 - Nomination and Election of Officers of this said Constitution.

Section C– Nomination and Election of Officers

Election of Officers

1. At least two months prior to the start of the fiscal year, the Local President, with the approval of the Forum, shall appoint a nomination-election committee which shall consist of seven regular members not currently serving as officers or delegates of the Union who shall solicit candidates for officers and prepare a ballot for the election.
2. Officers shall be elected by secret mail ballots. Balloting shall be completed before the annual meeting is called to order. The Forum shall approve an election process no later than March 1 of each year. Balloting may be carried out by electronic means.
3. Newly elected officers shall assume their duties at the beginning of the fiscal year.

Election of Delegates

1. The Local President, without standing for election, shall automatically be the ranking delegate to any attended affiliate conventions.
2. Delegates to any affiliate conventions shall be elected by secret ballot and in accordance with the procedures specified by these organizations and by the Forum.
3. **Whenever two or more delegates are sent to a convention or delegate meeting,** the Local President shall be the ranking delegate, and the other delegates shall be ranked in accordance with the number of votes they received in the election. On roll call, votes shall be divided equally among the delegates with any excess votes assigned to the delegates in order of rank, but no delegate shall receive more than one additional vote.

4. The number of elected delegates from any chapter shall not exceed the direct proportionality of its membership size to the general union membership size. If elected delegates choose not to attend a convention, the delegate strength of any chapter can be extended by the Executive Board. The chapter membership size and general membership size shall be determined at the time of the election for delegates.

Section D – Officer Duties

1. The Local President shall be the chief executive officer of the Union. The President shall preside at all general membership meetings, Executive Board meetings, and Forum meetings. The President shall administer all the affairs of the Union and put into effect the policies of the Union as determined by the Executive Board, Forum, and membership.
2. The Chapter Vice President shall be the chief executive officer of the chapter. The Chapter Vice President shall preside at all chapter meetings. The Chapter Vice President shall administer all the affairs of the chapter and put into effect the policies of the chapter as determined by chapter membership.
3. The Chapter Grievance officer shall be chair of the Chapter Grievance Committee and shall be responsible for chapter grievances and training.
4. The Local Classification Officer shall be the Union representative at all Classification Committee meetings.
5. The Local Secretary/Treasurer's duties are as follows:
 - a. The Secretary/Treasurer shall be responsible for keeping and maintaining the records of the Union, for mailing meeting notices and such other communication as provided for in the Constitution, and for performing such other duties as are appropriate to the Secretary/Treasurer's office or are prescribed by the Executive Board.
 - b. The Secretary/Treasurer shall represent the Union in and be responsible for the receipt and expenditure of funds in accordance with the directives established by the Executive Board.
 - c. The Secretary/Treasurer shall maintain appropriate and adequate financial records and shall be ready, whenever required, to give to the Executive Board all monies and financial records, and shall give same to the Secretary/Treasurer's successor upon termination of the term of office.
 - d. The Secretary/Treasurer shall submit to the Union an annual financial report reviewed and approved by the Executive Board and shall be under such bond as determined by the Executive Board.
 - e. The Secretary/Treasurer shall post all records on the Union website.
6. The Chapter Secretary shall be the recording secretary of the chapter.
7. Chapter Forum Representatives shall be members from a chapter who represent all members on issues important to the Union.

Section E – Officer Vacancy

1. In the event that the duties assigned to an officer as defined are not carried out, the membership, at a general membership meeting, has the right to vote on his/her removal from office. Removal will occur by a two-thirds vote of those present. The officer shall be given the opportunity to address the membership.
2. If an office is vacated for any reason during the term, that vacancy will be filled by the following means:
 - a. The Local Secretary/Treasurer shall be acting President in the event that the office of the President is vacated. The Secretary/Treasurer shall immediately call an Executive Board meeting to elect a temporary President.
 - b. If the remainder of the term is less than six months, a temporary appointment will be made by the Executive Board until the next regularly scheduled election.
 - c. If the remainder of the term is six months or more, the Executive Board will conduct a special election to elect a new President in accordance with Section 3 – Nomination and Election of Officers of this said Constitution.

ARTICLE VI – EXECUTIVE BOARD, FORUM AND CHAPTERS

Section A – Executive Board

1. The Union's governing body, the Executive Board, will be comprised of the Local President, the Chapter Vice-Presidents, the Chapter Grievance Officers, the Local Classification Officer and the Local Secretary/Treasurer.
2. The Executive Board shall have general supervision of the affairs of the Union between meetings, shall arrange for the holding of all meetings of the Union, shall approve the payments of bills, shall have the power to require or invite any officer or union and college committee to make a report, and shall perform such other duties as are specified in this Constitution. All agendas, documents, and minutes shall be recorded electronically and made available on the Union's website.
3. The Executive Board shall have the power to review and assign the duties of each officer except for those defined in this Constitution.
4. The Executive Board shall employ all personnel to run the Union.

Section B -- Forum

1. The Forum will be comprised of the Executive Board members, the chapter secretaries, and four members from each chapter.
2. The Forum shall discuss all policy and policy resolutions. The Forum shall have the power to adopt or make recommendations for policy or policy resolutions to the general membership.

Section C-- Chapters

1. A chapter is comprised of members and non-members covered by a single collective bargaining agreement.

2. The purpose of a chapter is to negotiate successor agreements, file and assist in the resolution of grievances and deal with any special issues from that unique group. All other issues are that of the Union.
3. Any group affiliated with American Federation of Teachers and recognized as a collective bargaining unit by Madison Area Technical College may affiliate with this Union by a vote of their members. A new chapter shall have a Chapter Vice President, Chapter Secretary and Chapter Grievance Officer. The Vice President and Grievance Officer shall become members of the Executive Board.
4. Decisions to go to binding arbitration related to any grievance shall be made by the President, the Chapter Vice President and the Chapter Grievance Officer. If there is a disagreement amongst the officers, the decision will be made by the Executive Board.

ARTICLE VII - COMMITTEES

Section A – Local Standing Committees

1. The committee chairpersons shall be appointed by the committee or Executive Board unless otherwise stated in this Constitution.
2. The Executive Board may review the appointed chairpersons and make a recommendation to the membership to continue any chairmanship or name a replacement chairperson for any committee. Chairpersons may submit a written resignation at any time.
3. The following shall be local standing committees: Finance Committee, Financial Review Committee, Classification Committee, Communication Committee, Nomination-Election Committee, and Sunshine-Social Committee.
 - a. Finance Committee: The Finance Committee will submit to the Executive Board a proposed yearly budget in February. The Local Secretary/Treasurer is the chair of the committee.
 - b. Financial Review Committee: In accordance with the Bylaws of AFT, the Financial Review Committee will perform an annual audit of all of the Union's financial records to be completed within six months after the end of the fiscal year. The committee shall consist of three to five members. A written financial-review report will be submitted to the Executive Board and AFT, published on the Union website, and made available to members. Every five years an external audit will be conducted.
 - c. Classification Committee: The Classification Committee shall review requests for classification for all positions.
 1. The Executive Board will appoint three members, and two will be elected by the membership.
 2. A term is defined as two consecutive years. Membership on the committee is limited to two consecutive terms for both PSRP and administrative personnel. Individuals can serve on the committee again after a one-year break in service.
 3. Detailed information regarding the classification committee charge, make up, membership terms, authority, review/evaluation process, new-member training and guidelines are found in the Classification System Guidelines document.

4. The current Classification Officer is an ex-officio member of the committee and will be present at all Classification Committee meetings.
 5. The classification system is subject to the collective bargaining of the PSRP Chapter.
 6. Item 5 is automatically subject to change by a ratification of a collective bargaining agreement of the PSRP Chapter.
- d. Communication Committee: The Communication Committee shall communicate regularly to members about the business of the Union. The communications of the Union may include newsletters, emails, websites, etc.
 - e. Nomination-Election Committee: The Nomination-Election Committee shall solicit candidates for union officers and prepare a ballot for the election of officers and shall conduct elections according to voting procedures.
 - f. Sunshine-Social Committee: The Sunshine-Social Committee will be in charge of the social activities of the Union.
 1. The committee will be responsible for planning, organizing, and delivering events and activities that promote social cohesiveness and provide for the well-being of our membership.
 2. The committee shall provide concern and support to employees and friends of the Union when appropriate.

Section B – Chapter Committee

1. The following shall be chapter standing committees: Bargaining Committees/Teams and Steward Committees.
 - a. Bargaining Committees/Teams: Each chapter shall have its own Bargaining Committee/Team consisting of members of the chapter. Each chapter shall determine the process by which the members of its Bargaining Committee/Team are selected. Selection will be done approximately two months prior to the start of bargaining. The Bargaining Committees/Teams shall report to the Forum on the membership of the committees/teams and will regularly report to the Forum on the status of bargaining.
 - b. The Steward Committee will be comprised of Union Stewards, members representing each work area and/or campus within the College. The purpose of the committee is to promote open discussion among union members, to disseminate information, to contact and inform new employees about the Union, to serve as first contact for potential grievances, and to work on special issues. All chapter members of the Steward Committee shall meet at least once annually to discuss issues important to the Union.

Section C – Special Committees

1. Additional special and/or standing committees may be appointed subject to approval of the Executive Board or Forum as the need arises.

Section D – Committee Appointments

1. All local standing-committee appointments shall be made by the Local President and approved by the Executive Board. This includes union/management committees that are agreed to in any collective bargaining agreement.

ARTICLE VIII – CONTRACT NEGOTIATIONS

Section A – Bargaining Committees/Teams

1. The Union strives to have Bargaining Committees that represent the different areas of the College.
2. Each Bargaining Committee will solicit input from its chapter membership regarding issues and concerns with its collective bargaining agreement. Each committee will then comprise a list of issues to give to its Bargaining Team.
3. The Bargaining Teams will be elected by each chapter membership from those who have volunteered for the Bargaining Committee and who are willing to be on the team.
4. Each Bargaining Team will determine what items will be brought to the bargaining table based on the list provided by the Bargaining Committee and any other issues or concerns determined by each Bargaining Team.
5. Each Bargaining Team will consist of five elected members and its chapter Vice President. The President will be an ex-officio and non-voting member of the chapter Bargaining Teams.
6. Each Bargaining Team shall have the power to select its own chairperson, establish its own rules, draft contract proposals and make decisions about the content of contract proposals, work with the representatives of affiliated organizations in negotiations, plan negotiation strategies, report to bargaining chapter members on the progress of negotiations, participate in procedures provided by law or by public agencies for the resolution of any bargaining impasse, and recommend contract changes to the bargaining chapter.
7. Coordinating bargaining shall be a goal of this Union. The Bargaining Teams of each chapter shall meet periodically to share information and strategies.

Section B – Negotiation Timelines

1. Each Bargaining Committee will begin meeting approximately two months prior to the start of bargaining.
2. Bargaining should begin in January or February of the year the contract will expire.

Section C – Contract Ratification

1. Contract changes shall be ratified by a majority vote of each chapter membership provided that at least 25 percent of persons in the chapter cast votes.
2. All votes on the contract shall be by secret ballot.

3. Voting will follow the voting procedures outlined in Article IX of this Constitution.

ARTICLE IX – VOTING PROCEDURES

1. Voting will be conducted electronically using an online voting program.
2. The online voting program will have the ability to limit members to only one vote.
3. All votes will be confidential.
4. Members will be sent information regarding the voting topic and voting time frames via email. Information and voting time frames will also be posted on the Union website.
5. The Executive Board and/or the sponsoring committee may hold an informational meeting(s) prior to the opening of voting to allow membership to ask questions and to obtain a motion.
6. Members will receive a link to the voting site via email when voting is open. The link is the only way that the membership will be able to access the voting site, which will limit them to one vote.
7. Members who have not voted will be sent a reminder via email prior to the close of voting. Once voting has closed, results will be sent to the Executive Board for verification.
8. Results will be sent to members within one business day via email. Results will be posted on the Union website within one week of the voting close date.
9. Any legality challenge must be made within three business days of the release of the results. The Executive Board, in conjunction with the sponsoring committee, will rule on the challenge. Any member of either the Executive Board or the sponsoring committee with a conflict of interest will not be included.
10. The final results shall be stored on the Union website with other election results for a minimum of one year.

ARTICLE X – MEETINGS

Section A – Regular General Membership Meetings

1. Regular membership meetings will be held at least two times a year. The time and place of these meetings will be announced two weeks in advance.
2. A quorum for a regular or a special meeting shall consist of five percent of the total membership.
3. Any action taken at a meeting when a quorum is present shall be binding on all members, with the exception of a special meeting which shall consider only the questions for which it was called.
4. Unless otherwise provided in this Constitution, a plurality vote shall decide all matters voted upon.

Section B – Executive Board Meetings

1. The Executive Board shall hold meetings as needed to maintain union business and will announce any meeting day and time to the membership. The time and place of the meetings will be by mutual consent of the Board members.

2. A quorum for an Executive Board meeting shall be 50 percent of the Board members. With a quorum present, the Board can consider and take action on any and all questions of interest that have come before it.
3. The Executive Board will reach consensus on any voting matters before it, or the vote will be based on a majority.
4. Executive Board meetings may be conducted in an electronic format.

Section C – Forum Meetings

1. The Forum shall meet as needed to address issues that pertain to the Union and will announce any meeting day and time to the membership. The time and place of the meetings will be by mutual consent of the Forum members.
2. A quorum for a Forum meeting shall be 50 percent of the Forum members. With a quorum present, the Forum can consider and take action on any and all questions of interest that have come before it.
3. The Forum will reach consensus on any voting matters before it, or the vote will be based on a majority.
4. Forum meetings may be conducted in an electronic format.

Section D – Chapter Meetings

1. Chapter meetings shall be called when issues pertaining to only that chapter arise. A chapter meeting shall be called to ratify the collective bargaining agreement.
2. A quorum for a chapter meeting shall be five percent of chapter members. With a quorum present, the chapter can consider and take action on any and all questions of interest that have come before it.
3. Unless otherwise provided in this Constitution, a plurality vote shall decide all matters voted upon.
4. Chapter meetings may be conducted in an electronic format.

Section E – Special General Membership Meetings

1. Special meetings may be called in the following manner:
 - a. By the President.
 - b. By the Executive Board.
 - c. By ten percent of the members filing a written request with the Executive Board.
2. Such a petition or request shall name the subject(s) for consideration. A meeting shall be called within ten days after the date of the filing. Proper notice of the meeting shall be given. A genuine attempt will be made to schedule such meetings at a time when the night members can attend.

ARTICLE XI – PARLIAMENTARY AUTHORITY

1. The current edition of *Robert's Rules of Order, Newly Revised* shall govern the Union in all cases to which the rules are applicable and in which they are not inconsistent with this Constitution and any special rules or order the Union may adopt.

2. A Parliamentarian shall be appointed prior to or at the beginning of any union meeting.

ARTICLE XII - FINANCIAL MATTERS

1. All expenditures shall be approved by the Secretary/Treasurer.
2. The Secretary/Treasurer will routinely sign all checks. Two additional co-signers will be appointed by the Executive Board prior to the fiscal year. All checks must have a co-signer.

ARTICLE XIII – METHOD OF AMENDMENT

1. Proposed amendments to this Constitution shall be submitted in writing to the Executive Board, through the Secretary/Treasurer, at least 30 days prior to the next scheduled general membership meeting and may be initiated by any member.
2. Proposed amendments shall be circulated to all members at least two weeks prior to the start of voting.
3. The Executive Board shall make its recommendation to the membership prior to the start of voting.
4. Any amendment to be adopted will require a majority vote in favor of its adoption.
5. Voting will follow the voting procedures outlined in Article IX of this Constitution.

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