

**CONTACT NAMES & NUMBERS**

President: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vice President: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Treasurer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Secretary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Governor-at-Large: \_\_\_\_\_

\_\_\_\_\_

Dept. Governor: \_\_\_\_\_

\_\_\_\_\_

MEA

Grand Rapids



**Municipal  
Employees  
Association**

GRAND RAPIDS, MICHIGAN 49503

ADOPTED: January 12, 1978

REVISED: November 1985;

March, 1986; March 1989; March 1998;

May 2008; June 2014

**GREETINGS TO CITY EMPLOYEES  
AND  
AN INTRODUCTION TO THE GRAND RAPIDS  
MUNICIPAL EMPLOYEES ASSOCIATION  
(M.E.A.)**

The Grand Rapids Municipal Employees Association (M.E.A.) welcomes you as a fellow employee. You have joined a group of men and women who perform a wide variety of functions for the citizens and taxpayers of this City. We hope you will find your position interesting and beneficial.

This booklet is to acquaint you with one of the City employee organizations and to invite you to become a member.

Most City employees belong to the M.E.A. This Association was formed for the purpose of fostering a spirit of friendliness and cooperation among employees of the City, to promote the welfare of such employees, and to provide material assistance for them in time of disability caused by illness or accident. It is directed by an Executive Board and a Board of Governors made up of representatives of all departments.

Full membership in the Association is open to all permanent employees (except uniformed police and fire personnel) who are in good health. An application is attached to this booklet or may be obtained from the Governor representing your department. After acceptance into membership by the Board, dues of one dollar and fifty cents (\$1.50) bi-weekly will be deducted from the pay check of each member.

Benefit payments are made for total disability caused by illness, surgery, non-occupational, or occupational injury (per Article VI of the Constitution, titled Compensations).

This Association owns convalescent equipment such as hospital beds, wheel chairs, crutches, canes, commodes, etc., which is available for use by a member, or his/her immediate family, for a period of three (3) months, free of charge. At the end of the three (3) month period, if the equipment is still needed, the loan may be renewed, provided the equipment is not needed by another member, and is in proper working condition.

In the event of a death in the immediate family of a member (member's spouse, child, parents, grandparents, brother, sister, father-in-law, mother-in-law, brother/sister-in-law, grandchild, and grandparents-in-law) or in the event of the death of a member, or retired Board member, a suitable memorial will be sent when the Secretary has been notified within 30 days of such death, either directly or by a Governor.

The word "Board" by itself shall refer to the Executive Board and the Board of Governors combined.

**CONSTITUTION  
OF THE  
GRAND RAPIDS  
MUNICIPAL EMPLOYEES ASSOCIATION  
(M.E.A.)**

**ARTICLE I  
NAME**

The name of this organization shall be the Grand Rapids Municipal Employees Association (M.E.A.).

**ARTICLE II  
PURPOSE**

The M.E.A. was formed for the purpose of fostering a spirit of friendliness and cooperation among employees of the City of Grand Rapids, to promote the welfare of such employees, and to provide material assistance for them in time of disability caused by illness or accident.

**ARTICLE III  
MEMBERSHIP**

Any person, who is a permanent employee of the City of Grand Rapids, except uniformed police and fire personnel, shall be eligible for membership in this Association and may make application for membership to the Secretary or the Governor representing his/her department as set forth in Article III of the Bylaws of the Association.

Any M.E.A. member wishing to withdraw their membership from M.E.A. shall do so in writing. This written notice shall be turned into the Secretary of M.E.A. with a copy to their Governor.



**ARTICLE IV**  
**OFFICERS AND GOVERNORS**

Officers and Governors shall serve as the Board for M.E.A.

- A. The President, who shall be the Chairperson of the Board; Vice President; Secretary; Treasurer; and the Governor-At-Large, all of whom shall be elected by the membership every other year (odd years), serve two (2) years and be certified at the Annual meeting, shall constitute the Executive Board. Each shall be entitled to one (1) vote at any or all meetings of the Board.
- B. Members representing the following divisions, shall be elected by and from the members in each of the units each year for a term of two (2) years and shall constitute the Board of Governors:
- 1) To be elected in the even years:
    - a) City Hall
    - b) Streets & Sanitation
    - c) 61st District Court
    - d) Library
    - e) Parks & Recreation Department
    - f) Parking Services
    - g) Water System (Lake Filtration Plant)
    - h) Neigh. Improve./Development Center (1120 Monroe)
    - i) Traffic Safety/Street Lighting
    - j) Utilities Water/Sewer
  - 2) To be elected in the odd years:
    - a) ESD (Environmental Services Dept)
    - b) Streets & Sanitation
    - c) Police/Fire Department (GREIU & APA)
    - d) 61st District Court
    - e) City Hall & Retirement System
    - f) Facilities & Fleet Mgmt (Motor Equipment)
    - g) Parks & Recreation Department
    - h) Utilities Water/Sewer

- C. Any Department, whose membership in the M.E.A. exceeds forty (40) shall be entitled to two (2) member representatives (governors) elected by and from the members of that unit for a term of two (2) years each, one (1) to be elected in the even years and one (1) to be elected in the odd years, except the first year. If the dual representation begins in the same year as the election of the existing Governor, the new Governor shall be elected for one (1) year that year only. The Board shall review the status of Department memberships prior to elections each year to determine the number of representatives that shall be elected in each unit.
- D. In the event of the establishment of any Department of City service, not otherwise covered, a new Governor representative shall be granted the members of such Department provided they have five (5) or more Association members. Until such time as there is a membership of five (5) or more, representation shall be by the Governor-At-Large.

The Board shall serve without pay, except the Secretary and Treasurer, who shall each receive Seventy-Five (\$75.00) Dollars per month.

Officers and Governors shall be elected and hold office for the stated terms or until a qualified successor has been elected or appointed.

An alternate may be elected by the representative unit to serve as a substitute for their Governor at Board meetings.

**ARTICLE V**  
**DUTIES OF OFFICERS AND GOVERNORS**

SECTION 1. The President shall preside at all meetings of the Association, shall administer all business, and monitor activities of the Governors and Committees.

SECTION 2. The Vice President shall conduct meetings and all other duties of the President in his/her absence.

SECTION 3. The Secretary shall keep an accurate record of all proceedings and maintain a precise file of the members and records of the Association. The Secretary shall be responsible to perform such other duties as may be required by the Board.

SECTION 4. The Treasurer shall collect and deposit all dues, write checks, maintain all accounts between the Association and its members, report receipts and expenditures of funds at each meeting, prepare an annual report, and perform such other duties as may be required by the Board. All expenditures other than normal operating costs must be approved by the Board prior to being committed.

SECTION 5. The Executive Board shall assist the President in the establishment of committees.

SECTION 6. The Governor-At-Large shall serve on the Executive Board as an elected membership representative, assist the departmental Governors, and temporarily serve the members of a department in the absence of the regular Governor.

SECTION 7. The Board of Governors shall have the following duties:

- 1) Soliciting new members
- 2) Acting upon all new applications for membership
- 3) Have the right to reject any application when it deems this to be in the best interest of the Association
- 4) Supervise and direct the affairs of the Association
- 5) Be judge of the validity of claims for illness or disability made by the members that have been appealed
- 6) Employ such medical council to aid in its decision as it deems necessary; and
- 7) Authorize the bonding of the Treasurer and other individuals they may designate.

#### ARTICLE VI COMPENSATION

Any member of the Association, in good standing, shall be entitled to receive benefit payments for illness, injury, or surgery providing the rules set forth in the Constitution and/or Bylaws have been followed.

No member shall be entitled to more than twenty-six (26) weeks of benefits in any twelve (12) month period. In addition, a member may not collect more than twenty-six (26) weeks of benefits beyond a 12 month period for the

same continuing or long term injury, surgery, or illness. A Waiver may be required for long term work related injuries.

#### SECTION 1. Illness

- A. Beginning on the eighth day of total disability of a member with non-occupational illness, a member shall be entitled to receive forty-nine (\$49.00) dollars each week for the first four (4) weeks, and beginning the fifth week, shall be entitled to receive sixty-three (\$63.00) dollars for each week following, up to twenty-two (22) weeks, for a total of twenty-six (26) weeks of benefits.
- B. Beginning on the date of birth and/or adoption, the member(s) involved in the birth and/or adoption, shall be entitled to receive forty-nine (\$49.00) dollars each week for the first four (4) weeks, and beginning the fifth week, shall be entitled to receive sixty-three (\$63.00) dollars for two (2) weeks, for a total of six (6) weeks of benefits in any twelve (12) month period. To be eligible for benefits births must occur at least 15 months after applicant becomes a member.
- C. In the event of alcohol or drug abuse illnesses, the M.E.A. shall pay benefits during the first rehabilitation for a total of thirty (30) calendar maximum days, one time only.

#### SECTION 2. Injury or Surgery

- A. For total disability caused by non-occupational injury, injury sustained in the course of supplemental (non-City) employment, or surgery, a member shall be entitled to receive forty-nine (\$49.00) dollars each week beginning on the first day of such injury or surgery for the first four (4) weeks, and beginning the fifth week, shall be entitled to receive sixty-three (\$63.00) dollars for each week following, up to twenty-two (22) weeks, for a total of twenty-six (26) weeks of benefits.
- B. For total disability arising or resulting from occupational injury sustained as a result of employment with the City, a member shall receive nothing during the first twenty-six (26) weeks. Beginning the 27<sup>th</sup> week a member shall be entitled to receive forty-nine (\$49.00) dollars each week for the first four (4) weeks, and beginning the fifth week, shall be entitled to receive sixty-three (\$63.00) dollars each week following, up to twenty-two (22) weeks, for a total of twenty-six (26) weeks of benefits.



### SECTION 3. Payments

Benefit payment from funds of the Association shall be made by the Treasurer only upon a written request submitted by the claimer, within the time limitations set forth in Article IV of the Bylaws, and approved by the Governor of his/her Department. Payment(s) shall be processed twice a month. The Governor for the claimer shall verify with the payroll clerk the dates of injury/illness and shall report the accuracy of the dates listed on the benefit payment request form either by affixing their signature to the form or contacting the Treasurer by phone or email.

### ARTICLE VII FORFEITURE OF MEMBERSHIP AND BENEFITS

SECTION 1. Any member whose employment with the City of Grand Rapids is terminated, either temporarily or permanently, shall also be considered terminated from this Association and shall be entitled only to those benefits which this Constitution may provide at the time of such termination. Upon return to employment with the City of Grand Rapids and after notifying the Treasurer of M.E.A., any terminated member shall be reinstated in this Association.

SECTION 2. In the event of a work stoppage, all members intending to return to City employment, shall remain in good standing in the Association.

SECTION 3. Letter of Understanding – Repayment of Overpayment by M.E.A. When any overpayment of benefits occurs, it is necessary for the member to make arrangements to repay the sum owed to the M.E.A. It is agreed that the arrangements made in this event will not cause an undue hardship to the member and will provide the member with the opportunity to repay the amount in question over a reasonable period of time. Said repayment shall continue to hold the member in good standing.

SECTION 4. Restitution shall be required for damaged or loss of M.E.A. equipment. It shall also be required for excessive wear and tear on equipment loaned out beyond the three (3) months.

### ARTICLE VIII AMENDMENTS

Any article of this Constitution may be amended at a

special meeting called for that purpose by a majority vote of those present and voting, provided that notice has been given the members not less than thirty (30) days prior to such meeting.

## **BYLAWS** **OF THE** **GRAND RAPIDS** **MUNICIPAL EMPLOYEES ASSOCIATION** **(M.E.A.)**

### ARTICLE I MEETINGS

SECTION 1. The Board shall meet on the third Thursday of each month at a time and place which they shall determine. With approval of the Board the June, July and August meetings may be waived for the summer.

SECTION 2. The Annual Meeting of the Board for the purpose of receiving reports and certifying elected officers, shall be held on the third Thursday of May. The place and time shall be designated by the Board and a notice for the meeting shall be mailed to all members of the Board at least ten (10) days prior to such meeting.

SECTION 3. Prior to the Organizational Meeting of the Board of Governors, the newly elected Executive Board shall meet for the purpose of selecting committees.

SECTION 4. One-third of the Board of Governors shall constitute a quorum for the transaction of business. In the absence of the Board of Governors, the Executive Board shall have the authority to act upon those matters, such as new members, payment of claims and bills, and other financial matters pertaining to the organization. Full consensus of the five (5) member Executive Board is required for any decision making.

SECTION 5. A member of the Board absent from two (2) consecutive meetings without acceptable excuse shall forfeit his/her office at the discretion of the Board. His/her successor shall be appointed by the Board.

### ARTICLE II ELECTIONS

SECTION 1. The Executive Board positions (i.e. President,

Vice President, Secretary, Treasurer, and the Governor-At-Large) shall be elected every other year and serve two years in the manner provided by these Bylaws.

- A. The Nominating Committee will post sign-up sheets for the Executive Board nominations during the month of January (odd years) for a minimum of two weeks. The Nominating Committee will then collect all sign-up sheets and check all names listed on the nomination sheets for eligibility. Listed names shall be afforded the opportunity to accept or decline nomination, and the name of any nominee who declines shall not appear on the ballot. In any case where there is only one nominee for a position, such nominee shall be declared elected. A final list of nominations will be presented at the February meeting.
- B. Ballots listing the names of nominees shall be prepared by the Election Committee and shall be provided to all members during the month of March. Members shall be allowed at least two weeks to return ballots. The position on the ballot shall be determined by random selection.
- C. Ballots shall be returned by mail to a designated Election Committee member. Final date for receiving ballots shall be no later than the second Thursday of April.
- D. The Election Committee shall be responsible for securing all election records, including ballots, for at least one year or as determined by the Board.
- E. No member of the Election Committee may be a candidate for office unless they are running unopposed.
- F. Any candidate whose name is to appear on the ballot shall have the right to have an official observer of the candidate's own choosing (must be a member of M.E.A.) present at the counting of the election ballots.
- G. The ballots shall be tabulated and the candidate for each office receiving the most votes shall be declared elected. In instances of a tie vote, the candidate with the highest seniority shall be declared elected. Write-in votes shall not be valid for any purpose.
- H. Those elected shall be invited to and certified at the annual meeting in May. The pre-election incumbents shall remain in office until July 1<sup>st</sup> at which time the new officers shall take office.

- I. In the event an Executive Board position should become vacant before the end of their term, the Board may appoint a member (in good standing) for the remainder of the term.

SECTION 2. Governor positions shall be elected every two years in the manner provided by these Bylaws. Governors will post nominations and run the elections in his/her own area of responsibility. Final results to be turned over to the Board by the third Thursday of April.

- A. Governors will post a sign-up sheet for nominations during the month of January for a minimum of two weeks. A call from an Executive Board member will be made to the department(s) to verify the posting. Governors will collect the sign-up sheet and check the names listed on the nomination sheet for eligibility. Listed names shall be afforded the opportunity to accept or decline nomination, and the name of any nominee who declines shall not appear on the ballot. In any case where there is only one nominee for Governor, such nominee shall be declared elected. A final list of nominations will be presented to the Board at the February meeting.
- B. In March, if there is more than one nominee running for Governor for that area, the current Governor and at least one member from the Elections Committee shall hold an election in that area. Elections shall be by secret ballot. Ballots shall contain the names of all qualified nominees.
- C. The Election Committee shall be responsible for securing all election records, including ballots, for at least one year or as determined by the Board.
- D. Any candidate whose name is to appear on the ballot shall have the right to have an official observer of the candidate's own choosing (must be a member of MEA) present at the counting of the election ballots.
- E. The ballots shall be tabulated and the candidate receiving the most votes shall be declared elected. In instances of a tie vote, the candidate with the highest seniority shall be declared elected. Write-in votes shall not be valid for any purpose.
- F. Those elected shall be invited to and certified at the



annual meeting in May. The pre-election incumbents shall remain in office until July 1<sup>st</sup> at which time the new Governors shall take office.

- G. In the event of a vacancy in any Governor's position, the Board may appoint a Governor (M.E.A. member in good standing) for the remainder of the term.

### **ARTICLE III**

#### **APPLICATION FOR MEMBERSHIP**

SECTION 1. Any eligible employee of the City of Grand Rapids, including 61<sup>st</sup> District Court, desiring membership in this Association may make application for membership to the Secretary or the Governor representing his/her department on forms available.

SECTION 2. The applicant shall state his/her name and health status disclosing any pre-existing conditions, date of employment by the City of Grand Rapids, and such other information as may be required by the Board.

SECTION 3. Application for membership shall include a statement of the applicant's willingness to abide by the Constitution and Bylaws of this Association.

SECTION 4. The Secretary shall present the application for membership to the Board at its next meeting and upon acceptance or rejection of such application, the Governor shall notify the candidate of the Boards' action.

SECTION 5. The applicant for membership shall authorize the City Comptroller to deduct the Association dues from his/her salary.

SECTION 6. Beginning with the first pay period following acceptance of the application, dues shall be deducted from the applicant's salary as prescribed in Article V of the Bylaws.

SECTION 7. Any M.E.A. member wishing to withdraw their membership from M.E.A. shall do so in writing. This written notice shall be turned into the Secretary of M.E.A. with a copy to their Governor.

### **ARTICLE IV**

#### **NOTICE OF DISABILITY**

To be entitled to benefits, a member shall complete a

benefits form and give such notice of his/her claimed disability to a member of the Board within ninety (90) days after return to work. Failure to give such notice will be subject to forfeiture of benefits.

### **ARTICLE V**

#### **DUES**

The dues of members shall be not more than one dollar and fifty cents (\$1.50) biweekly and shall be deducted from their salary by the City Comptroller as prescribed in Article III, Section 6, of these Bylaws.

### **ARTICLE VI**

#### **FRAUDULENT CLAIMS**

SECTION 1. A fraudulent claim shall be any claim in which a member shall feign himself/herself ill or disabled for the purpose of fraudulently obtaining benefits.

- A. In circumstances where the Treasurer has reason to believe a claim may be invalid due to fraud, the following procedures will be followed:
1. The Treasurer refers the claim in question to the Membership Committee.
  2. The Membership Committee will select three (3) members of the M.E.A. who are NOT Governors nor members of the Executive Board, for the purpose of investigation of the claim.
  3. The Investigation Committee will conduct an investigation and make a recommendation to the Membership Committee for further action.
  4. The Membership Committee will make a decision and shall give proper notice to the claimant.
  5. If the claimant disagrees with the decision of the Membership Committee, he/she may appeal the decision before the entire Board.
    - a. Request for an appeals meeting must be filed by the claimant to the Membership Committee within ten (10) working days of receipt of the Membership Committee's decision.

- NOTES:**

## ARTICLE VII AMENDMENTS

## ARTICLE VIII

### DISBURSEMENTS

## “Live Long and Prosper”