CONSTITUTION

PREAMBLE

We, the faculty of Ferris State University, believing that we must institute our own self-government and secure proper recognition and responsibility for the well-being of our members, adopt this Constitution.

ARTICLE I – NAME

The name of this organization shall be the "Ferris Faculty Association (FFA), MEA-NEA," an affiliated unit of the Michigan and National Education Associations. The Association shall be a non-profit corporation organized in accordance with the laws of the State of Michigan.

ARTICLE II – PURPOSE

The purpose of this organization shall be to represent the professional concerns of its members; to improve education and advance the interests of education and of educators; to assist in interpreting the role and function of higher education in the state and in the community; and to negotiate and administer the collective bargaining agreement for all bargaining unit members.

ARTICLE III – MEMBERSHIP

A. All bargaining unit members shall be eligible for membership in the Ferris Faculty Association and shall become active members upon electing to file for membership and payment of dues.

B. All active members in good standing shall be members of the Michigan Education Association (MEA) and the National Education Association (NEA).

C. No member shall be censured, suspended or expelled without a due process hearing. The hearing shall be conducted by the local trial body or by the local governing body if no trial body exists. An appeal may be made to the MEA Board of Reference.

D. Active members who meet the requirements established by the MEA in the Dues Transmittal Policy for the payment of dues shall be considered active members in good standing and shall be entitled to the rights, privileges and benefits of membership.

ARTICLE IV – OFFICERS AND GOVERNING BODIES

A. Officers. The officers of the Association shall consist of a president, vice president, secretary, and treasurer.

B. No person shall be a candidate for office or position or hold office or position, whether elected or appointed, in the association unless he or she is an active member in good standing. Any office or position holder, whether elected or appointed, of the association that does not maintain active membership in good standing shall be removed from office after notice and opportunity to return to good standing within 30 days.

C. MEA Representative Assembly delegates. The term of office for MEA Representative Assembly delegates and alternates shall be two (2) years. Elections shall be held prior to April 1. When there are four (4) or more MEA Representative Assembly delegates elected, Representative(s) of Minority Persons 3-1G shall be elected as required by the MEA Constitution and Bylaws. Each MEA Representative Assembly delegate shall serve as a Region Council delegate.

D. NEA Representative Assembly delegates. The president and vice president shall be delegates to the NEA Representative Assembly. The treasurer, in odd years, and secretary, in even years, shall alternate, on an annual basis, as the third delegate to the NEA Representative Assembly.
Alternate delegates to the NEA Representative Assembly shall be elected in even years by the active membership at large. Elections shall be held prior to April 1. When there are three (3) or more NEA Representative Assembly delegates elected, Representative(s) of Minority Persons 3-1G shall be elected as required by the MEA Constitution and Bylaws.

Alternate delegates to the NEA Representative Assembly and the MEA Representative Assembly shall be elected by the active membership at large.

E. 12-F Coordinating Council. The Executive Board shall appoint the 12-F Coordinating Council representatives from among the membership of the Executive Board.

F. Governing Body.

1. The governing body of the Association shall be an Executive Board consisting of:

    a. Association Officers as specified in Article IV A;
    b. Association immediate past president
    c. Representatives as follows:
        1 – College of Health Professions
        3 – College of Arts, Sciences, and Education
        2 – College of Business
        2 – College of Engineering Technology
        1 – College of Pharmacy
        1 – Michigan College of Optometry
        1 – Academic Advisors
        1 – Admissions and Personal Counselors
        1 – Library
        1 – University College
        1 – Kendall College of Art and Design
        6 – Members elected at large. Three (3) elected during even years shall be the FFA representatives to the MEA Representative Assembly and alternates to the NEA Representative Assembly. Three (3) elected during odd years shall be the FFA representatives to the Michigan Association of Higher Education (MAHE) and alternates to the MEA Representative Assembly.
        3 – Members elected at large who will be MEA Representative Assembly alternates and NEA Representative Assembly alternates.

G. Terms of Office. All elected officers, Executive Board members and delegates shall serve two-year terms. All Executive Board members are eligible for re-election. If an Executive Board member is elected or appointed to another FFA Executive Board position, he/she must resign his/her previous position.

H. Replacement. Any member of the Executive Board who is absent from three (3) consecutive regularly scheduled meetings of the Executive Board (excluding summers) without notification to the Executive Board shall be removed from the Board and the position shall be declared vacant. Vacancies in office shall be filled according to procedures in the bylaws.

I. Representation of Minority Persons 3-1G. The ethnic representation shall be in compliance with the constitutions and bylaws of the National Education Association and the Michigan Education Association. In the event that the ethnic representation is less than required by the constitutions and bylaws of the MEA and NEA, rules and procedures shall be established for an at-large election to ensure proportionate ethnic minority representation.

ARTICLE V – DIRECT LEGISLATION

A. Initiative. The rights of popular initiative shall rest with the active membership in good standing of the association. Upon receipt of a petition signed by at least twenty-five (25%) of the active membership in good standing of the association, the secretary shall announce a general meeting, ballot, or electronic voting as indicated on the petition within fifteen (15) calendar days for the purposes of presented in the petition. A majority of the total active membership in good standing shall be required for its adoption, which shall take effect thirty (30) days later.

B. Referendum. The rights of referendum shall rest with the active membership in good standing of the association. Upon receipt of a petition signed by at least twenty-five percent (25%) of the active membership in good standing of the association, the secretary shall announce a general meeting, ballot, or electronic voting as indicated on the petition within fifteen (15) calendar days for the purposes presented in the petition. A majority of the total active membership in good standing shall be required for its adoption, which shall take effect thirty (30) days later.

C. Recall. The right of recall shall rest with the electing body. Upon receipt of a petition signed by at least twenty-five percent (25%) of the membership in good standing of the electing body, the Secretary shall announce a general meeting or ballot or electronic voting by the electing body as indicated on the petition within fifteen (15) calendar days for the purposes presented in the petition. A majority of the total active membership in good standing shall be required for its adoption, which shall take effect thirty (30) days later. Delegates to the MEA Representative Assembly may only be recalled for just cause.

D. Petitions shall be filed with the secretary. However, if the secretary is the subject of the petition, the petition shall be filed with the most senior member of the governing body not subject to the petition.

ARTICLE VI – MEMBERSHIP AND FISCAL YEAR

The membership and fiscal years shall be September 1 through August 31.

ARTICLE VII – AUTHORITY

Any part of this Constitution and/or Bylaws that is in conflict with the MEA and/or NEA constitutions and/or bylaws will be declared null and void.

ARTICLE VIII – AMENDMENTS

A. Amendments to this constitution may be introduced by a majority vote of the Executive Board or by a petition signed by ten percent (10%) of the active members of the Association. A copy of the proposed amendment(s) shall be sent electronically to each active member of the Association at least ten (10) days prior to the date of electronic voting. A vote on the proposed amendment(s) shall be conducted within thirty (30) days of submission. The vote shall be by secret ballot or electronic voting under all relevant rules and procedures governing the election of officers. An affirmative vote by two-thirds (2/3) majority of those active members in good standing voting shall be required for adoption of proposed amendment(s).

B. When two (2) or more amendments are proposed and are being considered in the same election, each proposed amendment shall be voted upon separately. An affirmative vote by two-thirds majority of those voting shall be required for adoption of proposed amendment(s).

ARTICLE IX – EFFECTIVE DATE

This constitution shall become effective immediately upon ratification.

ARTICLE X – AFFIRMATIVE ACTION

The FFA supports affirmative action principles.

ARTICLE XI – DISSOLUTION

Upon dissolution of the association, any assets remaining after the payment of all expenses shall be distributed to its successor so long as the successor is affiliated with the Michigan Education Association or to the Michigan Education Association, a Michigan nonprofit corporation exempt from tax under Section 501(C)(5) of the Internal Revenue Code of 1986.

BYLAWS

I. RULES

Robert's Rules of Order (latest edition) shall be the authority on all questions of procedure not in conflict with the constitution and bylaws

II. MEETINGS

A. GENERAL MEMBERSHIP MEETINGS. Meetings of the Association shall be called by the president of the Association with the concurrence of the Executive Board as to time and place during the Fall and Spring of the academic year.

Except for reasons set forth in MEA Administrative Policy XII, all meetings of the Ferris Faculty Association shall be open to members in good standing.

An active member in good standing shall be permitted to address a meeting under rules established by the FFA.

B. SPECIAL GENERAL MEMBERSHIP MEETINGS. Special meetings of the membership may be called at the discretion of the Executive Board for the purpose of discussing only those matters for which the special meeting was convened.

C. NOTICE. Notice of general membership meetings shall be given electronically or in writing, to the members of the Association at least five (5) days prior to the meeting and shall specify the date, time, place and agenda. However, when unusual circumstances so necessitate, the president of the Association may change the time and place of membership meetings provided electronic notice is given to the members at least twenty-four (24) hours prior to the meeting.

D. EXECUTIVE BOARD MEETING. Executive Board meetings shall be held at least once each month during the academic year. The date, time, and place shall be determined by the president of the Association. Special meetings of the Board may be called by the president of the Association or by three (3) members of the Executive Board.

III. QUORUM

A. A quorum for all-general membership and special meetings shall consist of thirty-three and one third percent (33 1/3%) of the current active membership in good standing. Decisions shall be made by a majority of those active members in good standing present and voting.

B. A quorum for Executive Board meetings shall consist of a simple majority of those elected and seated. Decisions shall be made by a majority of those active members in good standing present and voting.

IV. DUTIES OF OFFICERS

PRESIDENT. The duties of the president of the Association shall be:

1. Preside at Executive Board, general membership and special meetings.
2. Appoint chairpersons and members of standing committees, subject to confirmation by the Executive Board.
3. Appoint chairpersons and members of all ad hoc committees.
4. Execute all directives promulgated by the Executive Board and all decisions generated by the members at general and special membership meetings.
5. Insure proper administration of collective bargaining agreements and, with the approval of the Executive Board, enter into letters of understanding with the administration of Ferris State University.
6. Serve as ex-officio member of all standing committees.
7. Serve as delegate to NEA representative Assembly meetings.
8. Represent the Association before the public, the administration, the faculty, agencies of the State of Michigan, and all other agencies and organizations with which the Association has relationships.
9. Perform all other functions attributed to the office.
10. Perform other duties assigned by the Executive Board.

VICE PRESIDENT. The duties of the vice president of the association shall be:

1. In the absence of the president, preside at Executive Board, general membership and special meetings.
2. Perform other duties assigned by the president or the Executive Board.
3. Serve as delegate to NEA Representative Assembly meetings.

SECRETARY. The duties of the secretary of the Association shall be:

1. Record proceedings of all Executive Board, general membership and special meetings.
2. Maintain a file of all minutes, records and papers (except financial) of the Association which is available for inspection by members.
3. Call roll and record attendance at all Executive Board meetings.
4. Perform duties assigned by the president or the Executive Board.

TREASURER. The duties of the treasurer of the Association shall be:

1. Insure receipt and proper safeguarding of all Association monies.
2. Insure timely payment of all legal accounts and obligations incurred by the Association.
3. Initiate and maintain records of all receipts and expenditures of Association monies.
4. Receive and process applications for membership into the Association.
5. Maintain official roster of all bargaining unit members.
6. Report the financial status of the Association at each Executive Board meeting.
7. Prepare the annual budget for the Association.
8. Perform other duties assigned by the president or the Executive Board.

The Association shall provide for an annual audit. The treasurer shall be provided with a surety bond.

V. DUTIES OF REPRESENTATIVES

A. Attend meetings of the Executive Board.
B. Call meetings of their constituents.
C. Provide communication between members and the Executive Board.

VI. POWERS OF THE EXECUTIVE BOARD

A. Administer, execute, and supervise all the activities of the Association.
B. Decide if a grievance shall be submitted for arbitration. The grievant may appeal this decision to MEA.
C. Confirm appointments to standing committees.

VII. STANDING COMMITTEES

By June 1 of each academic year the president shall appoint the chairs and membership of all standing committees of the Association subject to the approval of the Executive Board. After the approval of the Executive Board, standing committees will serve the Association for the following academic year. The standing committees of the Association shall be as follows:

MEMBERSHIP COMMITTEE: It is the responsibility of this committee to 1) maintain a current list of all active members in good standing of the Association; 2) maintain a current list of those individuals who are eligible but not active members; and 3) recommend to the Executive Board association activities designed to promote and strengthen association membership.

ELECTIONS COMMITTEE: It is the responsibility of this committee to: 1) make the necessary arrangements for all elections including ballot or electronic voting preparations, election supervision, ballot or electronic counting and results publication; and 2) recommend to the Executive Board election arrangements and absentee ballot or electronic voting procedures.

GRIEVANCE COMMITTEE: It is the responsibility of this committee to: 1) process grievances; 2) report the status of grievances to the Executive Board; and 3) make a recommendation to the Executive Board on whether or not a grievance should go to arbitration.

EXTERNAL RELATIONS COMMITTEE

MEA Representative Assembly delegates: Keep association informed of actions by the MEA and issues to be presented to the Representative Assembly attend the MEA Representative Assembly and other appropriate meetings and report back to the association.

NEA representative assembly delegates: Keep association informed of actions by the NEA and issues to be presented to the Representative Assembly attend the NEA Representative Assembly and other appropriate meetings and report back to the association.

Region Council Delegates: Keep association informed of actions by the region council and issues to be presented to the region council attend the region council and other appropriate meetings and report back to the association.

INTERNAL RELATIONS COMMITTEE

VIII. AD HOC COMMITTEES

The president shall have the ability to appoint ad hoc committees to attend to tasks not in the purview of the standing committees. These committees shall be time limited, serving only as long as necessary.

IX. NEGOTIATION OF COLLECTIVE BARGAINING AGREEMENT

A. Negotiations on behalf of the bargaining unit members of Ferris State University with the Board of Trustees and the administration of the University shall be conducted by a negotiating team of at least three (3) persons appointed by the Executive Board. The negotiating team will elect its own chairperson.

B. The function of the negotiating team shall be to receive and reflect the desires of the faculty concerning bargaining issues and to negotiate a collective bargaining agreement.

C. The Executive Board, upon recommendation of the negotiating team, shall call for a contract ratification meeting in accordance with Article II of these bylaws.

D. If the purpose of this meeting is to discuss a tentative collective bargaining agreement, a written digest of the significant changes and a copy of the tentative agreement shall be sent electronically to each active bargaining unit member.

E. At the meeting of the membership to discuss the tentative agreement, reports and recommendations from the Executive Board and the negotiating team shall be presented. Subsequent to the meeting of the active members, the Executive Board shall conduct a ratification election on the terms of the tentative collective bargaining agreement. The active members of the Association shall be given at least five (5) days notice of the date, time and place of balloting. The tentative collective bargaining agreement shall be considered ratified when approved by a majority of the active FFA members in good standing voting in the ratification election.

F. Upon completion of the ratification process, the negotiating team is authorized to sign such agreement on behalf of the membership.

G. In the event that the Board of Trustees and the negotiation team are unable to agree on the terms of a tentative bargaining agreement, or a tentative collective bargaining agreement is not approved by the active members of the Association, the Executive Board shall decide what procedures shall be followed in order to facilitate the development of an agreement between the Board of Trustees and members of the Association. However, such procedures, other than the continuation of negotiations, shall not be followed without a vote held at a general membership or special meeting of active members in good standing.

X. NOMINATIONS AND ELECTIONS

The president shall appoint an elections committee which shall establish election procedures that guarantee that all elections shall provide for open nominations by active members in good standing, via secret written or electronic ballot, voting procedures and preservation of ballots for at least one (1) year. The preserved ballots shall be kept in the custody of the president.

Elections shall be conducted by secret written or electronic ballots bearing the names of all persons nominated in accordance with the provisions of these bylaws. Additionally, for each office, the ballot shall provide places for writing in the names of persons equal to the number of persons to be elected to that office.

In those units electing more than one representative, every active member in good standing shall have the opportunity to vote. All elections shall take place following the one member/one vote principle for each position. Persons elected shall be those individuals receiving the highest number of votes.

The governing body shall certify the elections committee report and electronically publish results of the election. Official reports of elections must be filed with MEA within thirty (30) days after the election. Official reports of elected representative assembly delegates shall be filed with MEA within ten (10) days after the election.

A vacancy in any of the positions shall be filled by the governing body until the next general election, except a vacancy in the position of MEA or NEA Representative Assembly delegate(s). A MEA or NEA Representative Assembly delegates (s) shall be replaced by the duly elected alternate(s).

XI. CONTRACT RATIFICATION

A. Only the proposed contract tentatively agreed to by an officially impaneled bargaining team may be submitted to the active membership in good standing for a ratification vote.

B. A majority vote of those active members in good standing voting shall be required for ratification.

C. Only members in good standing may vote on ratification.

XII. DUES

Dues collected by the Association shall consist of the total amount of local, state and national dues. Local dues shall be established by the Executive Board. Special assessments can only be voted by the membership in good standing.

XIII. BYLAW REVIEW

A. The bylaws of the Association shall be reviewed every five (5) years after the date of adoption. A committee to review these bylaws shall be appointed by the Executive Board.

B. The committee shall report its findings to the Executive Board.

C. Proposed changes approved by the Executive Board shall be submitted to the active membership for approval.

D. A copy of the proposed revised bylaws shall be sent electronically to each active member of the Association at least ten (10) days prior to the date of voting.

E. Adoption of these changes requires an affirmative vote by a majority of the active membership voting on the recommended changes.

XIV. AMENDMENTS

Amendments to these bylaws may be introduced by a majority vote of the Executive Board or by a petition signed by ten percent (10%) of the active members in good standing of the Association. A copy of the proposed amendment(s) shall be sent electronically to each active member of the Association at least ten (10) days prior to the date of voting. A vote on the proposed amendment(s) shall be conducted within sixty (60) days of submission. The vote shall be by secret written or electronic ballot under all relevant rules and procedures governing the election of officers. An affirmative vote of a majority of the active members in good standing voting shall be required for adoption of the proposed amendment(s). The~~se~~ bylaws shall become effective immediately upon ratification.

When two (2) or more amendments are proposed and are being considered in the same election, each proposed amendment shall be voted upon separately. A majority vote of the total active membership in good standing shall be required for adoption of any one (1) of the proposed amendments.

XV. DATE BYLAWS WERE LAST AMENDED AND RATIFIED: 10.30.26