

CONSTITUTION
OF THE
METROPOLITAN AIRPORTS POLICE
ASSOCIATION (M.A.P.A.)
LOCAL 5004

INTERNATIONAL UNION OF POLICE
ASSOCIATIONS (I.U.P.A.),
AFL-CIO

AS AMENDED
SEPTEMBER 2002

CONSTITUTION

METROPOLITAN AIRPORTS POLICE ASSOCIATION (M.A.P.A.)
LOCAL 5004

INTERNATIONAL UNION OF POLICE ASSOCIATIONS
(I.U.P.A.), AFL-CIO

ARTICLE I

The name of this organization shall be the Metropolitan Airports Police Association, Local 5004, of the International Union of Police Associations (“the I.U.P.A.”) AFL-CIO

ARTICLE II

Affiliations

The local union shall be affiliated with the International Union of Police Associations, AFL-CIO.

ARTICLE III

Objectives

The objectives of this local shall be to carry out on a local basis for employees engaged in law enforcement in the Metropolitan Washington Airports Authority, the objectives of the International Union of Police Associations.

ARTICLE IV

Membership and Dues

Section 1. Qualifications. All persons regularly employed as sworn police officers at the rank of Corporal and below, by or in the Metropolitan Washington Airports Authority are eligible for membership in the local subject to the requirements of the Constitution of the International Union of Police Associations. The President, Vice Presidents, Secretary and Treasurer are delegates to the International Convention by virtue of their office.

Section 2. Application. Application for membership shall be made on a standard application form. Such form shall include a valid authorization for payroll deduction of dues

Section 3. Dues. The membership dues for the local shall be indicated on the membership application unless and until increased by a majority vote of a membership meeting after a thirty 30 day advanced notice. If however the international raises their costs a vote will not be required.

Section 4. Payment of Dues. Dues shall be collected through a system of regular payroll deductions, and any persons who continues to pay through such deduction method shall be considered in good standing.

ARTICLE V

Meetings

Section 1. Time and Place. Meetings of the local shall be held on an as needed basis and at a time and place to be fixed by the membership, the local Executive Board, or the President. The Executive Board shall provide five (5) days prior notice of any meeting.

Section 2. Special Meetings. Special meetings may be called by a majority of the Executive Board, or by petition filed with an Executive Board and signed by twenty (20) percent of the members of the local. Special meeting may also be called by the President or by the Executive Board.

Section 3. Quorum. The quorum for meetings of this local shall be at least five members. All executive board officers shall be counted as members.

ARTICLE VI

Officers, Nominations and Elections

Section 1. Titles and Terms of Office. The officers of this local consist of a President, two (2) Vice Presidents, a secretary, a Treasurer and three (3) Head Shop Stewards. One Vice President and one Head Shop Steward shall be elected at each command station (National and Dulles). In addition, one Head Shop Steward shall be elected for Headquarters command. These eight (8) shall constitute the Executive Committee. The President position shall be elected one month prior to any other elected officer position. These offices shall have a term of three (3) years. The President shall serve as the Executive Director.

Section 2. Nominations. Nominations shall be made at regular or special meetings of the local. At least fifteen (15) days advanced notice to the membership shall be given prior to the nomination. A nominating committee may be appointed to make nominations, but whether or

not such nominating committee is used, nominations shall be permitted from the floor at the nomination meeting. Nominations for the President position shall be held in November with the President assuming post on 1 December. Nominations for all other positions will be held in December with a posting of 1 January.

Section 3. Eligibility. To be eligible for office, a member must be in good standing in the police department for one (1) year and of good standing in Local 5004 for six (6) months immediately preceding the election.

Section 4. Conduct of Election. Executive Board and Committee members shall be elected by secret ballot vote. The balloting shall be conducted as to afforded all members a reasonable opportunity to vote. At least fifteen days advanced notice shall be given to the membership prior to holding any election. The candidate receiving the most votes shall be elected.

Section 5. Conduct of Elected Officials. Elected officials shall conduct themselves in a manner that does not reflect negatively upon the union. Notwithstanding the above, at no time will an official be removed from office without cause unless approved by the Executive Committee. If the Executive Committee is unable to make a decision the membership will vote to decide the issue. The recall vote shall take place within fifteen days at a special recall vote hearing.

Section 6. Vacancies. Vacancies in office shall be filled for the remainder of the term by vote of the Executive Committee.

ARTICLE VII

Duties of Officers and Executive Board/Committee

Section 1. President. The President shall:

- A. Be the chief operating officer of the local and shall direct the day-to-day officers of the local.
- B. Preside at all meetings of the local union.
- C. Appoint all standing committees and all special committees of the local, subject to the approval of the Executive Committee.
- D. If logistically possible, countersign for all funds drawn against the local in excess of \$500.00.
- E. Report periodically to the membership regarding the progress and standing of the local and regarding the President's official acts.

Section 2. First Vice President. The position of First Vice President shall alternate between the commands at each election. The First Vice President shall:

- A. Assist the President in the work of the President's office.
- B. In the absence of the President or in the President's inability to serve, preside at all meetings and perform all duties otherwise performed by the president.
- C. Be authorized to act as cosigner of funds drawn on the local in place of either the President or Treasurer.

Section 3. Vice President. The Vice President shall:

- A. Assist the President in the work of the President's office.
- B. In the absence of the First Vice President or in the First Vice President's inability to serve performs all duties otherwise performed by the First Vice President.
- C. Be authorized to act as a cosigner of funds drawn on the local in place of either the President or First Vice President.

Section 4. Treasurer. The Treasurer shall:

- A. Receive and receipt for all moneys of the local union.
- B. Deposit all money so received in the name of the local union in a bank or banks selected by the Executive Committee, and money so deposited shall be withdrawn only by check signed by the treasurer or authorized representative.
- C. Prepare and sign checks for such purposes as are required by the Constitution or are authorized by the membership or the Executive Committee.
- D. Keep an accurate record of receipts and disbursements, and shall once every two months submit to the membership an operating statement of the financial transactions of the local for the previous month.
- E. See that any financial report required by the International Union Constitution is submitted in accordance with the International Union Constitution.

Section 5. Secretary. The Secretary shall:

- A. Keep a record of the proceedings of all membership meetings and all Executive Board meetings.
- B. Be responsible for preparing and distributing the newsletter, required notices, and other communications with the membership, subject to oversight by the Executive Board.
- C. Carry on the official correspondence of the local, except as the Executive Board may direct.
- D. Be authorized to act as a cosigner of funds drawn on the local in place of either the President or Vice Presidents.

Section 6. Head Shop Stewards. Head Shop Stewards shall:

- A. Be used in place of an absent Executive Board member and/or be used as a majority vote if the Executive Board is of an even number.
- B. In the absence of an Executive Board member, head shop stewards preside at all meetings.
- C. Upon approval by the local Executive Board, be authorized to act as cosigner of funds drawn on the local in place of either the President, Vice President(s) or the Secretary.

Section 7. Executive Board. The Executive Board shall:

- A. Consist of the President, the two Vice Presidents, the Treasurer and the Secretary.

- B. Appoint all standing committees and all special committees of the local.
- C. Report periodically to the membership regarding the progress and standing of the local and regarding the Executive Boards' official acts.
- D. At least two (2) members of the Executive Board will preside at all meetings of the local Union. If an Executive Board member fails to attend three (3) consecutive meeting (without cause) a vote by membership will determine if the board member will remain in their position.

Section 8. Executive Committee: The Executive committee shall be the governing body of the local. All matters affecting the policies, aim, and means of accomplishing the purposes of the local not specifically provided for in this constitution or by the action of the membership at a regular or special meeting shall be decided by the Executive Committee. The Executive Committee shall meet at the call of the President, or of a majority of the members of the Committee. A report on all actions taken by the Executive Committee shall be made to the membership at the next following meeting. Minutes of every meeting shall be promptly forwarded to the President.

ARTICLE VIII

Miscellaneous Provisions

Section 1. International Constitution. This local union shall at all times be subject to the provisions of the Constitution of the I.U.P.A..

Section 2 Authorization Necessary to Represent Local Union. Except to the extent specified in this Constitution, no officer of the local union shall have the power to act as agent for or otherwise bind the local union in any way whatsoever. No member or group of members or other person or persons shall have the power to act on behalf of or otherwise bind the local union except to the extent specifically authorized in writing by the Executive Board of the local union.

Section 3. Rules of Order. Robert's Rules of Order, Revised, shall be the guide in all cases to which they are applicable and in which they are not inconsistent with this Constitution and special rules of the local union or of the I.U.P.A..

Section 4. Grievances. All grievances brought forward must be filed in accordance with the union agreement with the authority.

Section 5. Arbitration. Members wishing to pursue a case to arbitration shall submit a written request to the President within 5 days of their receipt of the final decision in the grievance procedure. Arbitration will be decided by a majority vote of the Executive Board based on the validity of the case. In the rare event the Executive Board rejects an arbitration request, an explanation as to why the arbitration was rejected will be submitted to the complainant(s) in writing. If the complainant(s) can receive 51% written support from membership to proceed with the rejected arbitration, an emergency meeting will be called within five (5) working days and a meeting will be set up with the I.U.P.A. attorneys to review the case and resolve the matter. Arbitration will never be turned down due to lack of funds.

Section 6. Expenses. Two (2) members of the Executive Board will approve all costs associated with the local. Members on official union business (attending IUPA/COPS meetings.conferences etc.) will receive mileage reimbursement using Metropolitan Washington Airports Authority policy as a guide. With accompanying receipts, any member who is on official union business (as indicated) will a reasonable reimbursement to cover costs. All expenses must be submitted in writing to the Treasurer. Other operating costs will be reimbursed as determined by the Executive Board. The Executive Board may approve \$500.00 or less. The majority of the voting members must approve any expenses in excess of \$500.00. NOTE: if the Executive Board elects to pay for annual parking passes, no vote is required.

Section 7. VCOPS (Virginia Coalition of Police) Upon approval of the Executive Board the union will be affiliated with VCOPS.

Section 8. Union Property. All union property will be recorded in an inventory system. The inventory will list the name of the item, serial number (if appropriate), date purchased, cost, union official utilizing property, date property was transferred to said official, and the date the property was returned to the Executive Board. It is the responsibility of all union officials to see that the inventory is properly maintained. Upon termination of labor union duties, all union property will be returned to the Executive Board.

ARTICLE IX

This constitution may be amended, revised, or otherwise changed by a majority vote of the members voting on such proposed change. Proposed amendments to this constitution must be made at a regular meeting of the local and read and voted on at a subsequent meeting of the local union, adequate and proper notice having been given to the members prior to the date on which the vote is taken. A written copy of the proposed amendment shall be furnished to every eligible voter at the meeting at which the vote is taken.

ARTICLE X

Dissolution Amendment

Section 1. Dissolution. Local 5004 shall not be dissolved so long as three (3) or more members in good standing acknowledge it's jurisdiction and authority and continue to comply with this Constitution. In the event that less than three (3) members acknowledge it's jurisdiction and authority, it shall be dissolved by order of the Executive Board.

Section 2. Disbursement of Funds upon Dissolution. Upon dissolution, all of Local 5004's real and personal property shall be liquidated into cash by public or private sale conducted under the supervision of the Executive Board and all of it debts and expenses shall be paid from the proceeds of such sales. Any funds in excess of that necessary to pay debts and expenses shall be donated to a recognized charitable organization selected by the Executive Board.

