

**BYLAWS OF THE
GARRISON EMPLOYEE IMPROVEMENT SATISFACTION TEAM,
UNITED STATES ARMY FORT RILEY, KANSAS**

The Fort Riley Garrison, in the exercise of its general powers vested by laws, regulations and policies necessary to govern the workforce does hereby establish an Employee Satisfaction Improvement Team (ESIT).

ARTICLE I – NAME

Section 1. The name of this organization is the Employee Satisfaction Improvement Team (ESIT).

ARTICLE II – PURPOSE

Section 2.1. The purpose of the ESIT is to advise and make recommendations to the Garrison Commander (GC) or designated representative on any and all matters pertaining to civilian employee satisfaction within the boundaries of Fort Riley. Team goals include ensuring that Fort Riley is the preferred place of employment by providing an effective means of communication for individuals, facilitating work force development, career development, assignments and promotion opportunities, awards, providing programs to benefit employees and as an avenue for participation in processes which affect employees of the installation whose goal is improving employee job satisfaction and provide for overall employee well-being.

Section 2.2. Nothing herein should be construed as an attempt to limit choice of employees as to membership in or representation by a collective bargaining organization nor shall it permit interference in the exercise of collective bargaining rights or to relieve the Garrison of any obligation in respect to collective bargaining.

ARTICLE III – AUTHORITY AND RESPONSIBILITY

Section 3.1. The ESIT is authorized and directly responsible to the GC. It is authorized to review human resource aspects of Fort Riley and make recommendations for improvements wherever possible or needed. The GC's ESIT shall provide regular communications with the GC and all functional areas, make recommendations on matters effecting the general welfare of Fort Riley civilian personnel, participate in development of programs and policies effecting such personnel and shall carry out other such goals and actions as the ESIT shall determine in accomplishing their goals.

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ARTICLE IV – CONSTITUENCY

Section 4.1. Membership Composition. Membership in the ESIT will encompass the total of all Garrison Directorates, key personnel and members from all Garrison work force segments. ESIT members will include a selected member(s) from each of the following organizations:

DFMWR (NAF/AF)	2	DPTMS (WG/GS)	2	CLO	1
GSO	1	PW (WG/GS)	2	PAIO	1
DES	1	RMO	1		
PAO	1	DHR	1		

Advisors: EEO, CPAC, Union.

Team Facilitator: ESIT Chairperson or Work Force Development Officer

Chartering Authority: Garrison Commander (GC)

Section 4.2. If eligible for Union membership, ESIT members may serve in a dual capacity as both an employee representative and as a member of AFGE Local 2324. Union membership is not a requirement to serve as an ESIT member.

Section 4.3. Members of the ESIT shall serve for a minimum term of one year. Terms can be extended by the Directorate.

ARTICLE V – OFFICERS

Section 5.1. The GC will appoint in writing a Chairperson to serve as officer of the ESIT. The Chairperson shall carry on the interim business of the ESIT, schedule regular meetings, call special meetings and represent the ESIT at meetings with the GC and other government officials.

Section 5.2. The Chairperson shall serve a term of one year or until their successor is chosen and installed.

ARTICLE VI – ESIT DUTIES AND RESPONSIBILITIES

Section 6.1. The ESIT shall have the responsibility to speak for the work force at large and provide a forum for communication of views between the work force and the GC.

Section 6.2. The ESIT shall represent and advocate matters related to the general welfare of the Fort Riley civilian workforce at all times.

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Section 6.3. The ESIT shall work with the GC, senior leaders, key personnel and members from all work force segments and with other organizations in formulation of joint recommendations on common concerns.

Section 6.4. ESIT members serve as responsible proponents to:

- (1) Provide recommendations to the Installation Awards Program.
- (2) Identify employee issues, develop the approach, communicate plans of action to the GC for approval and deploy corrective action plans in response to employee issues and concerns.

Section 6.5. Executive Duties.

The ESIT Chairperson shall:

- (1) Convene and preside over all regular and special ESIT meetings and perform all duties pertaining to the office.
- (2) Sign all communications sent out in the name of the ESIT and be the spokesperson for the ESIT in all official matters.
- (3) Delegate tasks as necessary.
- (4) Maintain a current list of members and appoint members to vacant positions on the ESIT.
- (5) Be organized, receptive, responsive and available.

The ESIT Members shall:

- (1) Attend and participate in monthly meetings up to 4 hours per month.
- (2) Contribute personal and professional expertise on issues brought before the ESIT.
- (3) Bring issues from their representative function/organization to the meeting.
- (4) Disseminate information to their representative function/organization.
- (5) Promote the ESIT as a viable avenue for improved communication and organizational participation.
- (6) Review and adjust the ESIT Charter annually in conjunction with the employee satisfaction survey results.

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ARTICLE VII – MEETINGS

Section 7.1. The ESIT shall meet monthly or when a special meeting has been called by the Chairperson. Meetings are open to customers and members of the work force at large. Any individual may address ESIT members on issues of concern.

Section 7.2. It is the responsibility of ESIT members to attend each meeting. If a member is unable to attend a monthly meeting, a knowledgeable representative from that function/organization should attend as an alternate.

Section 7.3. A majority vote of the members in attendance will constitute a quorum.

ARTICLE VIII – VACANCIES

Section 8.1. The seat of a member shall be declared vacant by the ESIT when such member is:

- (1) No longer employed by Fort Riley
- (2) Fails to appear for four consecutive meetings
- (3) Submits a written resignation to the Chairperson

Section 8.2. Vacating members will coordinate with their organizational leadership to designate a representative from within their function/organization to serve the balance of their term.

ARTICLE IX – MINUTES

Section 9.1. Minutes of all ESIT meetings shall be distributed to all ESIT members, the GC, Deputy Garrison Commander and to all advisory organizations.

ARTICLE X – AMENDMENTS

Section 10.1. Amendments to these Bylaws may be proposed by any member of the civilian workforce. Proposals shall be submitted in writing to the ESIT Chairperson for presentation to the ESIT. Amendments to or revision of the Bylaws shall be approved by two-thirds of the voting members of the ESIT Team.

ARTICLE XI – PARLIAMENTARY PROCEDURE

Section 11.1. Should the GC refuse a recommendation of the ESIT, the ESIT may vote to appeal the matter. Should the appeal vote pass with a majority vote of two-thirds or

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more of the voting ESIT members present, the Chairperson will attempt to re-negotiate the matter with the GC after seeking additional guidance from all advisory organizations.

Section 11.2. Should the GC not implement or enforce an adopted policy or recommendation all members of the ESIT will be informed in writing of the decision and reasons for not doing so.