

Constitution
for
Washington County Public Employees
Local 517

Bill of Rights

The Bill of Rights in the International Constitution for local union members shall be the Bill of Rights for this local.

Article I
Name

The name of this organization shall be Washington County Public Employees Local Number 517 of the American Federation of State, County and Municipal Employees, AFL-CIO.

Article II
Affiliations

This local union shall be affiliated with Minnesota Council Number 5 of the American Federation of State, County and Municipal Employees; the Minnesota AFL-CIO; and the appropriate central body of the AFL-CIO.

Article III
Objectives

The objectives of this local union shall be to carry out on a local basis the objectives of the American Federation of State, County and Municipal Employees and to represent local members in matters pertaining to employment in Washington County.

Article IV
Membership and Dues

Section 1. All public employees in Washington County, Minnesota, except state, supervisory and confidential employees, are eligible for membership in this local union, subject to the requirements of the constitution of the International Union.

Section 2. Application for membership shall be made on a standard application form. Unless such form includes a valid authorization for payroll deduction of dues, the application shall be accompanied by the current month's dues.

Section 3. The monthly membership dues of the local shall be \$46.18 for members working over thirty (30) hours per week; \$44.18 for members working over twenty (20) hours up to thirty (30) hours per week; and \$36.70 for members working twenty (20) hours and less per week. In accordance with Article IX, Section 6, of the AFSCME International Constitution, dues shall be automatically adjusted annually each January by the amounts set by the International Constitution. Additionally, the dues shall be automatically adjusted by an amount equal to any adjustments in dues of Minnesota Council Number 5.

Section 4. Membership dues shall be payable monthly in advance to the local secretary-treasurer and in any event shall be paid not later than the 15th day of the month in which they become due. Any member who fails to pay dues by the 15th day of the month in which they become due shall be considered delinquent, and upon failure to pay dues for two successive months shall stand suspended. Provided, however, that any person who is paying her/his dues

through a system of regular payroll deduction shall for so long as she/her continues to pay through such deduction method, be considered in good standing.

Section 5. A member suspended under the above section may be reinstated to membership in the local on payment of all arrearages.

Article V Meetings

Section 1. Regular meetings of this local shall be held once each month, at a time and place to be fixed by the membership or the local executive board.

Section 2. Special meetings may be called by the local president, the local executive board, or by petition filed with the president and signed by 25% of the members of the local. Special meetings may also be called by the International President or her/his authorized representatives.

Section 3. For the purpose of transacting official business, it shall be necessary that ten (10) members be present at any meeting, a simple majority of those present voting shall carry a motion.

Section 4. There shall be proper and adequate notice of all regular and special meetings of this local.

Section 5. The annual meeting shall be the regular March meeting. At this time, officers for the ensuing year shall be elected.

Section 6. All sovereign powers and authority of the local shall originate in the regular and special meetings of the local and all matters of policy shall be determined at the regular and special meetings of the local.

Article VI Officers, Nominations and Elections

Section 1. The officers of this local shall be a president, a vice-president, a recording secretary, a secretary-treasurer, two chief stewards, and three executive board members, and these nine shall constitute the local union executive board. However, no more than seven officers shall be from one bargaining unit. In addition, there shall be elected three members who shall serve as trustees. The trustees shall be elected to three-year overlapping terms of office, with one trustee's term up for election each year. All other officers shall be elected for a term of one year.

Section 2. Nominations shall be made at a regular or special meeting of the local. At least fifteen days' advance notice shall be given the membership prior to the nomination meeting. A nominating committee may be appointed or elected to make nominations, but whether or not such nominating committee is used, nominations shall be permitted from the floor at the nomination meeting. All regular elections shall be held in the month of March.

Section 3. To be eligible for office, a member must be in good standing for six months immediately preceding the election, provided, however, that no retired member shall be a candidate for office.

Section 4. Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford to all members a reasonable opportunity to vote. At least fifteen days' advance notice shall be given the membership prior to the holding of the election.

Section 5. All matters concerning nominations and elections in the local union shall be subject to the provisions of Appendix D, entitled Elections Code, of the International Union Constitution.

Section 6. Vacancies in office shall be filled for the remainder of the unexpired term by vote of the executive board.

Section 7. Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in Appendix B of the International Union Constitution.

Section 8. Unexcused absence of an officer from three consecutive meetings of the executive board shall automatically cause her/her removal from office.

Section 9. The president, with approval of the executive board, shall appoint special or standing committees of the local.

Section 10. All committee members and chairmen shall be appointed by the president with executive board approval.

Article VII Duties of Officers and Executive Board

Section 1. The president shall preside at all meetings of the local union and of the executive board. She/he shall be a member of all committees except election committees. She/he shall countersign all checks drawn against the funds of the local. She/he shall appoint all standing committees and all special committees of the local, subject to the approval of the executive board. She/he shall report periodically to the membership regarding the progress and standing of the local and regarding her/his official acts.

Section 2. The vice-president shall assist the president in the work of her/his office. In the absence of the president or in her/his inability to serve, the vice-president shall preside at all meetings and perform all duties otherwise performed by the president. She/he may, with the approval of the executive board, be authorized to act as co-signer of checks drawn on the local funds in place of either the president or the secretary-treasurer.

Section 3. The recording secretary shall keep a record of the proceedings of all membership meetings and of all executive board meetings. She/he shall carry on the official correspondence of the local, except as the executive board may direct otherwise. She/he shall perform such other duties as the executive board may require.

Section 4. The secretary-treasurer shall receive and receipt for all monies of the local union. She/he shall deposit all money so received in the name of the local union in a bank or banks selected by the executive board, and money so deposited shall be withdrawn only by check signed by the president and the secretary-treasurer. She/he shall prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board. She/he shall prepare and submit the monthly membership report to the International Union office and see that a check is drawn in payment of the local's per capita tax each month and sent to the International Secretary-Treasurer. She/he shall keep an accurate record of receipts and disbursements and shall, once each month, submit to the membership a monthly operating statement of the financial transactions of the local for the previous month. She/he shall act as custodian of all properties of the local union. She/he shall, at the expense of the local union and through the International Union, give a surety bond for an amount to be fixed by the executive board of the local union. She/he shall see that any financial reports required by the International Union Constitution to be submitted to the International Union are submitted in accordance with the International Union Constitution.

Section 5. The two chief stewards shall preside at meetings of the stewards, report at regular meetings of the executive board, be responsible for training stewards, assist stewards in carrying out their duties and be in charge of new employee orientation packets.

Section 6. The trustees shall make or cause to be made at least semi-annually an audit of the finances of the local, including the finances concerning any health and welfare, pension, insurance or other benefit programs covering members of such local, and shall report to the membership on the results of such audit.

Section 7. The executive board shall be the governing body of the local union except when meetings of the local union are in session. All matters affecting the policies, aims and means of accomplishing the purposes of the local not specifically provided for in this constitution or by action of the membership at a regular or special meeting shall be decided by the executive

board. The board shall meet at the call of the president or of a majority of the members of the board. A report on all actions taken by the executive board shall be made to the membership at the next following meeting. A majority of the members of the executive board shall be required for a quorum.

Article VIII Miscellaneous Provisions

Section 1. This local union shall at all times be subject to the provisions of the constitution of the American Federation of State, County and Municipal Employees.

Section 2. 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 president of the local union or by the executive board of the local union.

Section 3. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this local union in all cases to which they are applicable and in which they are not inconsistent with this constitution and special rules of this local union or of the American Federation of State, County and Municipal Employees.

Section 4. All judicial procedures shall be conducted in accordance with Article X of the International Constitution.

Section 5. All officers and employees of this local shall be bonded at the expense of the local through the International Union office. The minimum bond shall be no less than ten percent (10%) of the assets handled by the local annually.

Article IX Amendments

This constitution may be amended, revised, or otherwise changed by a majority vote of the members voting on such proposed change and such change shall take effect only upon written approval of the International President. Proposed amendments to this constitution must be read at a regular or special meeting of the local union and read and voted on at a subsequent meeting of the local union, adequate and proper notice having been given to the membership 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.

Approved by:



LEE SAUNDERS
President

Approval date: May 14, 2015