

Constitution

for

Hennepin County, Minnesota, Social Services and Related Employees

Local 34

Article I Name

The name of this organization shall be Hennepin County, Minnesota, Social Services and Related Employees Local Number 34 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 Minneapolis Regional Labor Federation, AFL-CIO.

Article III Objectives and Methods

Section 1. Objectives. The objectives of this local union shall be in general those of the American Federation of State, County and Municipal Employees.

- a). To unite Hennepin County Employees within the jurisdiction of the American Federation of State, County and Municipal Employees for mutual welfare, protection and advancement.
- b). To work for the establishment and maintenance of fair salaries, reasonable working hours, adequate working conditions and fair personnel practices.
- c). To foster and promote a good understanding between the employees, their employers, and the public.
- d). To fulfill our commitment to social justice for all Americans, through reasonable use of union energies and resources.

Section 2. Methods. The methods of obtaining the objectives of this local shall be the same as those set forth in the constitution of the American Federation of State, County and Municipal Employees, AFL-CIO.

Article IV Membership and Dues

Section 1. Membership. All social service and related employees of Hennepin County, Minnesota, except supervisory, confidential and essential employees, are eligible for membership in this local union, subject to the requirements of the International Constitution.

Section 2. Application for Membership. Names of new members shall be presented to the local on the prescribed form adopted by the local. There shall be no initiation fee.

Section 3. The monthly membership dues shall be the following:

- a). The monthly membership dues shall be one point three four (1.34) percent of the member's gross monthly salary.
- b). Thereafter the amounts shall be automatically adjusted each year by an amount equal to the increases of the International and Council 5 constitutions.

Section 4. Payment of Dues.

- a). By checkoff system: This system authorizes the employer to deduct dues from each bi-weekly pay period and to transmit them to the financial secretary-treasurer or any officer who may be designated by the local.
- b). By direct payment: If desired, dues may be paid on the first of each month directly to the financial secretary-treasurer or any other officer who may be designated by the local.

Section 5. Definition of Member in Good Standing. A member in good standing is one whose dues are paid consecutively and for the current month. New members shall be considered in good standing upon completion of the prescribed form adopted by the local and payment of one month's dues.

Section 6. Withdrawals. A member in good standing, if separated from the service of Hennepin County may upon application be granted an honorable withdrawal card from this local. No member shall receive an honorable withdrawal card before the first month's dues have been paid to the local.

Section 7. Definition of a Suspended Member. A member shall be considered suspended from membership:

- a). for willful failure to pay dues for two consecutive months, or
- b). by order of the executive board, pursuant to Article X of the International Constitution.

Section 8. Reinstatement of Membership. A suspended member may be reinstated:

- a). on payment of all dues, arrearages or upon payment of a reinstatement fee of one month's dues plus the current month's dues, if unpaid, if the suspension occurred pursuant to subsection A of Section 7 of this article.

Article V Meetings

Section 1. Regular meetings of this local shall be held once a month.

Section 2. Regular business meetings of the local shall terminate at 10:00 p.m. To extend the meeting beyond this time, a majority vote of the membership shall be necessary.

Section 3. Special Meetings. Special meetings of the local may be called by the local president, the local executive board, or by petition filed with the local president and signed by 25% of the members in good standing. Special meetings may also be called by the International President or by an authorized representative of the International President.

Section 4. The executive board shall meet during the second two weeks of each month. The board may meet in special sessions called by the president or by the majority of the members of the local.

Section 5. Five percent of the members in good standing shall constitute a quorum of the local at regular and special meetings of the local. A majority of the members of the executive board shall be required for a quorum at executive board meetings.

Article VI Officers, Nominations, Elections, and Removals

Section 1. Officers of Local 34 shall consist of a president, two vice-presidents (a first vice-president and a second vice-president), a financial secretary-treasurer, a recording secretary, a membership secretary, a sergeant-at-arms, two chief stewards (a senior chief steward and a junior chief steward), and six executive board members.

Section 2. Trustees. There shall be elected three members who shall act as trustees. The trustees shall have overlapping three-year terms, with one elected each year.

Section 3. There shall also be elected delegates and alternate delegates to the central labor union in accordance with its regulations and by-laws.

Section 4. The terms of office for local union officers shall be for twenty-four months. The president, a vice-president, financial secretary-treasurer, sergeant-at-arms, a chief steward and three executive board members shall be elected to two-year terms in the even-numbered years. A vice-president, recording secretary, a chief steward, membership secretary, and three executive board members shall be elected for two-year terms in the odd-numbered years.

- a) The vice-president shall serve as the 2nd vice-president for the first year of the two-year term and as the 1st vice-president for the second year of the two-year term.
- b) The chief steward shall serve as the junior chief steward for the first year of the two-year term and as the senior chief steward for the second year of the two-year term.
- c) In the event the 1st vice-president resigns, the respective 2nd vice-president shall become the 1st vice-president for the remainder of their elected term of office. A new 2nd vice-president shall be elected according to Section 8 of this article.
- d) In the event the senior chief steward resigns, the respective junior chief steward shall become the senior chief steward for the remainder of their elected term of office. A new junior chief steward shall be elected according to Section 8 of this article.

Section 5. Eligibility for Office. To be eligible for nomination to any office, other than delegate, a member must be in continuous good standing for one year immediately preceding the February nomination meeting. For any special election to fill any vacant office as defined in Section 1 of this article, a member must be in continuous good standing for at least one year immediately preceding the first regular meeting at which nominations are taken for the vacant office.

Section 6. Nominations.

- a). Nominations of local union officers and delegates shall be made at the regular February membership meeting by a nominating committee appointed by the president at the January meeting. Nominations may also be made from the floor at the February and March membership meetings.
- b). Notice of nominations and election and instructions for voting shall be mailed to each member at the member's last known address by depositing in the custody of the United States Postal Service, with first-class postage affixed, not less than 15 days prior to the February membership meeting. The notice

shall contain a complete list of the offices to be filled; the dates, times and places of nomination.

Section 7. Elections.

- a). The annual election shall be done by mail-in ballot mailed to each member's last known address by depositing in the custody of the United States Postal Service with first class postage affixed. The ballot to the members shall include a stamped envelope addressed to the post office box obtained by the election committee. The ballots shall be mailed to the members on the first Monday in April. Completed ballots shall be accepted through the fourth Monday following the mailing. Also, notice of the election, which shall contain the names of candidates for each office, shall be prominently displayed on the official Local 34 bulletin boards and website at least 20 days prior to the first Monday in April and the April Local 34 newsletter.
- b). All elections shall be by secret ballot where there are opposing candidates. All elections shall be conducted in conformity with the Election Code of the International Constitution and in conformity with procedures adopted by the local union.
- c). Annual installation of new officers shall be at the May general business meeting.

Section 8. Vacancies.

- a). Any vacant office as defined in Sections 1 and 2 of this article shall be filled with an election by the executive board.
- b). If a delegate position becomes vacant, that position shall be filled by appointment of the highest ranking alternate delegate as determined by the vote totals in that election. Ties will be broken by a random method.

Section 9. Installation. Those elected shall be installed in office immediately upon the local union's acceptance of the Election Committee's general report on the election. The pre-election incumbents shall remain in office until new officers are installed.

Section 10. Election of delegates to conventions of councils and conferences and the International Union Convention shall be conducted in accordance with the procedures set forth in Appendix D, Elections Code of the International Constitution.

Section 11. Removal from Office. The unexcused absence of an officer from any three consecutive general business meetings and/or executive board (i.e., January general business, January executive board and February general business and February executive board) shall cause the office to be automatically vacated. Said removal shall be officially recorded in the minutes of the local.

Section 12. Stewards.

- a). Eligibility – Any member in continuous good standing for one year prior to appointment shall be eligible to be a steward.
- b). Appointment – A chief steward shall recommend and the general assembly shall concur or the member may request appointment from the General Assembly.
- c). Term – Concurrence by the general assembly until the next annual installation of officers (May of each year).
- d). Removal – A steward may be removed from office by action of the executive board after a chief steward has given the steward a written notice of intent to remove and an invitation to attend and discuss said action with the executive

board. Within seven calendar days of the executive board's decision to remove, the board shall give the steward written notice of its decision. The action of the executive board may be appealed to the general assembly within the next two regular monthly meetings of the general assembly from the date of the action of the executive board. The steward will be suspended with pay until the appeal process is completed.

Article VII Financial

Section 1. Expense Allowances. The officers and functionaries elected or employed by the local may receive the following expense allowances:

- a). The president, the vice-president, recording secretary, financial secretary-treasurer, membership secretary, and the chief stewards shall receive a salary to be set by the executive board. Such salary shall be ratified by the majority of the membership voting in a general business meeting.
- b). Salaries to newly elected officers begin with the month of their installation.
- c). Reimbursement and expense allowances for the performance of other services required in the operation of the local shall be set by the executive board and approved by the membership at a regular business meeting.

Section 2. Affiliation Dues. The financial secretary-treasurer is directed to pay, on a monthly basis, all affiliation dues.

Section 3. Expenditures. All other expenditures of union funds shall be approved by a majority vote of the general assembly.

Section 4. Reserve Fund. A fund shall be established for use in emergency situations, including but not restricted to non-budgeted expenses and grievance or negotiation expenses.

Article VIII Limitations of Office Standing and Special Committees

Section 1. Limitations of Office. No member of the local shall at any time hold more than one elected office. Such offices shall be construed as those set forth in Article VI, sections 1 and 2, of this constitution. This shall not apply to delegates.

Section 2. Authority. The president shall establish standing and special committees and appoint committee chairpersons subject to the approval of the membership. Committees may also be established and chairpersons appointed by the executive board and/or the membership meeting in general assembly.

Article IX Duties of Officers

Section 1. The president shall:

- a). preside at all meetings of the local union and of the executive board.
- b). be a member of all union committees.
- c). countersign all checks drawn against the funds of the local except as provided in Section 2 of this article.

- d). periodically report to the membership regarding the progress and standing of the local and regarding his/her other official acts.
- e). be a delegate to the AFSCME International Convention, the Constitutional Convention of the Minnesota AFL-CIO, the Minneapolis Regional Labor Federation and the St. Paul Regional Labor Federation.
- f). perform duties as assigned by the executive board and membership.

Section 2. The vice-presidents shall:

- a). assist the president in the work of the local as assigned by the president.
- b). in the absence or the inability of the president to serve, the first vice-president shall preside at all meetings and perform all duties otherwise performed by the president. In the absence or inability of the president and first vice-president to serve, the second vice-president shall preside at all meetings and perform all duties otherwise performed by the president.
- c). assist the chief steward in the processing of grievances in their own classifications.
- d). the vice-presidents 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 financial secretary-treasurer.
- e). perform duties as assigned by the president, executive board and membership.

Section 3. The recording secretary shall:

- a). keep a record of proceedings of all membership meetings and of all executive board meetings.
- b). carry on the official correspondence of the local, except as the executive board may require.
- c). perform duties as assigned by the president, executive board and membership.

Section 4. The financial secretary-treasurer shall:

- a). receive and receipt for all monies of the local union and deposit all monies so received in the name of the local union in a bank or banks selected by the executive board, and the money so deposited shall be withdrawn only by check signed by the president and the financial secretary-treasurer except as provided in Section 2 of this article.
- b). prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board.
- c). 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.
- d). keep an accurate record of receipts and disbursements and shall, once each month, submit to the membership an operating statement of the financial condition of the local.
- e). 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.

- f). shall see that any financial reports required by the International Union are submitted in accordance with the International Union Constitution.
- g). shall be a member of the finance and budget committees.
- h). perform duties as assigned by the president, executive board and membership.

Section 5. The trustees shall have overlapping three-year terms with one elected each year. The senior of the three shall be considered the chairperson and shall have the responsibility for calling meetings of the board of trustees whenever necessary. The trustees shall make or cause to be made at least 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 6. Chief Stewards

- a). The co-chief stewards shall:
 - 1) be responsible for the processing of all grievances, with the assistance of the vice-presidents, in their respective areas.
 - 2) perform other duties as assigned by the president, executive board and membership.
- b). The senior chief steward shall:
 - 1) preside at periodic steward meetings.
 - 2) develop and conduct stewards training.
 - 3) disseminate all authorized written or oral communications to members.
- c). The junior co-chief steward shall assist the senior co-chief steward in the duties assigned in Article IX, Section 6, Sub-Section b.

Section 7. The sergeant-at-arms shall act as the parliamentarian to advise on all questions of rules and orders at all union meetings and shall admit only union members and authorized guests to the meetings. Perform other duties as assigned by the president, executive board or membership.

Section 8. The at-large members of the executive board shall:

- a). attend all regular and special meetings of the local and executive board.
- b). represent the interests of the members in their respective classification.
- c). perform other duties as directed by the president, executive board, or membership.

Section 9. Stewards shall be under direction of the co-chief stewards:

- a). assist members and the local in processing grievances.
- b). distribute newsletters and other union communications to the members.
- c). maintain the union bulletin board.
- d). perform other duties as assigned by the president, chief steward, executive board, or membership.

Section 10. The membership secretary shall:

- a). maintain a list of all members.
- b). recruit new members.
- c). do internal organizing efforts.

Article X The Executive Board

Section 1. The executive board shall consist of the president, two vice-presidents, two chief stewards, financial secretary-treasurer, recording secretary, membership secretary, sergeant-at-arms, and six members-at-large.

Section 2. Duties.

- a). The executive board shall be the governing body of the local union between membership meetings. All matters affecting the policies, aims, and means of accomplishing the purposes of the local not specifically provided for in this constitution or by majority action of the membership shall be decided by the executive board.
- b). All matters brought before the board shall be decided by a majority vote. A report on all actions taken by the executive board shall be made to the membership at the next business meeting. All regular executive board meetings shall be open to the general membership.

Article XI Contract Ratification

Section 1. Contracts negotiated on behalf of the bargaining unit shall be submitted to the general membership for approval.

Section 2. Approval of the proposed contract shall be by majority of those union members in the bargaining unit voting by secret ballot at a time and in a place as convenient to the general membership as possible.

Section 3. Each member of the bargaining unit shall receive a copy of the proposed contract changes at least three days prior to the ratification vote. This provision shall be waived when the bargaining unit is on strike.

Article XII 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.

Article XIII
Amendments and Standing Rules

Section 1. Method of Amendment. Proposed amendments and additions to this constitution shall be submitted in writing and read at two consecutive regular business meetings before they are voted upon by the local. A two-thirds vote of the members present and voting at the second meeting shall be necessary for adoption of any amendment.

Section 2. Ratification. This constitution and all amendments thereto shall be subject to ratification by the American Federation of State, County and Municipal Employees.

Section 3. Standing Rules. The local shall have standing rules.

Section 4. Standing Rules, Adoption and Amendment. Standing rules may be adopted or amended at any general meeting of the membership by motion and two-thirds majority vote.

Approved by:

A handwritten signature in black ink that reads "Lee Saunders". The signature is written in a cursive style with a large, stylized initial "L".

LEE SAUNDERS
President

Approval date: April 11, 2018