

## **Constitution**

**for**

### **State University Organization of Administrative Faculty**

**Local 2836**

#### **Article I Name**

The name of this organization shall be State University Organization of Administrative Faculty, Local Number 2836 of the American Federation of State, County and Municipal Employees, affiliated with the American Federation of Labor and the Congress of Industrial Organizations.

#### **Article II Affiliations**

This local union shall be affiliated with AFSCME Connecticut Council 4 of the American Federation of State, County and Municipal Employees; the Connecticut AFL-CIO; and the appropriate central body of the AFL-CIO.

#### **Article III Objectives**

The objectives of the local union shall be to coordinate the interests of the administrative faculty members within the Connecticut State College and University system. These objectives shall reflect and be in concert with stated democratic goals and missions of the American Federation of State, County and Municipal Employees.

#### **Article IV Membership and Dues**

Section 1. All persons regularly employed by the system of the Connecticut State University who are administrative faculty members shall be eligible for membership in this local union, subject to the requirements of the constitution of the AFSCME 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 \$24.10 per bi-weekly pay period per member. In January of each year, the dues of this local shall be adjusted in accordance with the provisions of the International Constitution.

Section 4. To the extent possible, membership dues shall be payable bi-weekly through payroll deduction to AFSCME Connecticut Council 4. These dues shall be paid through a system of regular payroll deduction. Any administrative faculty member who fails to pay dues or fails to authorize payroll deduction of dues shall, after two successive months, stand suspended. However, any person who pays dues through payroll deduction shall, for so long as he/she continues to pay through such 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 Organization of Chapters**

Section 1. The local union shall be composed of the following chapters; one for each of the universities within the Connecticut State College and University system: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University and one for the Office of the Board of Regents.

Section 2. Each chapter shall elect a president, a vice-president, secretary, treasurer, and trustee. The term of office for each will be two years. No term limits exist for these officers.

Section 3. Nominations shall be made at a regular or special meeting of the chapter. At least 15 calendar days' advance notice shall be given to the membership prior to the nomination meeting. A nominations committee may be appointed or elected to make nominations, but whether or not such a committee is used, nominations shall be permitted from the floor at the nomination meeting. All regular elections shall be held in the month of October in even-numbered years. Officers are to assume their duties immediately upon acceptance of the final report of the chapter's election committee.

Section 4. To be eligible for office, a member must be in good standing for one year immediately preceding the election, except in the initial election held in this local; provided, however, that no retired member shall be a candidate for office.

Section 5. Officers shall be elected by secret ballot vote, and the balloting shall be conducted so as to afford to all members a reasonable opportunity to vote. At least 15 calendar days' advance notice shall be given the membership prior to the holding of the election. The election of officers shall be determined by a simple majority of votes cast.

Section 6. All matters concerning nominations and elections in the chapters shall be subject to the provisions of Appendix D, entitled Elections Code, of the International Union Constitution.

Section 7. Vacancies in office shall be filled for the remainder of the unexpired term by vote of the chapter executive board.

Section 8. Removal from office shall be according to disciplinary procedures prescribed in Article X of the International Union Constitution.

Section 9. Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in Appendix B of the International Union Constitution.

## **Article VI Duties of Chapter Officers**

Section 1. The chapter president shall preside at all meetings of chapter and cause a steward to be selected. The president shall be a member of all committees except election committees and shall countersign all checks or authorizations drawn against the funds of the chapter in the local's treasury. The president shall appoint or cause to be elected all standing committees and special committees of the chapter.

Section 2. The chapter vice-president shall assist the president in the work of his/her office. In the president's absence or inability to carry out his/her designated responsibilities, the vice-president shall preside at all meetings and perform all duties otherwise associated with the presidency.

Section 3. The chapter secretary shall keep a record of the proceedings of all chapter membership meetings and shall carry on the chapter's official correspondence, except when otherwise directed.

Section 4. The chapter treasurer shall receive and receipt all monies of the chapter in the local's treasury.

Section 5. The chapter trustee shall operate as stipulated in Article X, Section 5.

### **Article VII Chapter Meetings**

Section 1. Chapter meetings shall be held on a regular basis, at a time and place to be fixed by the chapter executive board. These regular meetings shall be called by the chapter president. Special meetings shall be called by the chapter president or by a petition filed with the president and signed by 20 percent of the chapter membership.

Section 2. Each chapter may enact standing rules. Such rules shall provide for standing committees as needed.

### **Article VIII Organization of the Local**

The five chapters of administrative faculty members as defined in Article V, Section 1, shall comprise the State University Organization of Administrative Faculty, AFSCME, Local 2836. The local union membership shall meet at least annually in June, July or August at a time and place to be fixed by the membership or the local executive board. The quorum for meetings of this local shall be 10 percent of the membership in good standing.

### **Article IX Officers, Nominations and Elections at the Local Level**

Section 1. The officers of this local shall be a president, vice-president, secretary, and treasurer elected at-large as set forth in Sections 2 through 5 below. These officers will hold seats on the executive board. Such executive board shall be comprised of at least two members per campus.

The elected chapter president shall be a member of the local executive board. The total number of chapter representatives with voting rights on the local executive board (selected according to each chapter's standing rules) shall be based on the following formula: for chapters with 50 or fewer unit members, 1 representative; for chapters with 51-100 unit members, 2 representatives; for chapters with 101-150 unit members, 3 representatives and so forth based on increments of 50. These membership numbers shall be based on the number of paying bargaining unit members per chapter as determined by the local treasurer each October.

- a. Trustees of the local shall be five in number, one from each chapter as specified in Article V, Section 2, and as duly elected within the chapter for terms of two years.
- b. Delegates to activities and conventions where local union representation is appropriate shall be selected in the following manner: If the local's membership is large enough to be entitled to send at least five delegates, then one member from each of the five chapters listed in Article V, Section 1, shall be eligible to attend. Each chapter shall hold an election for this delegate position. If the local's number of allotted delegates is larger than five, then additional delegates shall be elected according to procedures specified by the constitution of the organization holding the event. If the local's number of allotted delegates is less than five, then delegates shall be

elected according to procedures specified by the constitution of the organization holding the event.

- c. All local officers, exclusive of the trustees, shall be elected for a term of two years in the month of November in the even-numbered years.

Section 2. The nominating committee of the local shall be comprised of five members: One member from each chapter who shall be designated by the local executive board. This committee will prepare a slate of nominees for all chair offices and delegates to council conventions. The slate of candidates shall be presented to each campus chapter at a nominations meeting. Whether or not a nominating committee is used, nominations shall be permitted from the floor at the nominations meeting. At least 15 days advance notice will be given to the membership prior to the nominations meeting.

Section 3. All officers shall be elected by secret ballot vote and balloting shall be conducted so as to afford to all members a reasonable opportunity to vote. At least 15 days' advance notice shall be given to the membership prior to the holding of the election. The election of these officers shall be determined by a majority of votes cast.

Section 4. To be eligible for office, a member must have been in good standing for the year immediately preceding the election, except in the initial election held in the local. No retired member shall be a candidate for office.

Section 5. All matters concerning nominations and elections in this 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 local 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.

## **Article X Duties of Local 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 committees except election committees;
- c. countersign all checks drawn against the funds of the local;
- d. appoint all standing committees and all special committees of the local, subject to the approval of the executive board;
- e. report periodically to the membership regarding the progress and standing of the local and regarding the president's official acts.

Section 2. The 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. upon approval by the local executive board, be authorized to act as co-signer of checks drawn on the local funds in place of either the president or the treasurer.

Section 3. The recording secretary shall:

- a. keep a record of the 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 direct otherwise;
- c. perform such other duties as the executive board may require.

Section 4. The treasurer of the local shall receive and receipt for all monies of the local union and shall deposit all money so received in the name of the local union in a bank or banks selected by the local executive board. Money so deposited shall be withdrawn only by checks signed by the local president and the local treasurer. The local treasurer shall prepare and sign checks for such purposes as are required by the constitution, authorized by the executive board. In addition, he/she shall perform the following duties:

- a. prepare and submit a monthly membership report to the International Union office and see that a monthly check is drawn in payment of the local's per capita tax and forwarded to the International Secretary-Treasurer;
- b. keep an accurate record of receipts and disbursements, submitting monthly to the executive board and local trustees an operation statement of the local's financial transactions for the previously indicated period;
- c. act as custodian of all properties of the local union;
- d. give a surety bond for an amount to be fixed by the executive board of the local union, at the expense of the local union and through the International Union.
- e. see that any financial reports required by the International Union Constitution to be submitted to the aforesaid are forwarded in accordance with the International Union Constitution.

Section 5. The elected trustees shall make or cause to be made at least semi-annually an audit of the local's finances and those of each chapter, including the finances concerning any health and welfare, pension, insurance or other benefit programs covering local members. The trustees shall report the results of each audit to the membership.

Section 6. 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 by communication with the chapter secretaries. A majority of the members of the board shall be required for a quorum.

## **Article XI 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 or of its chapters shall have the power to act as agent for or otherwise bind the local union or its chapters 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 or its chapters except to the extent specifically authorized in writing by the president of a chapter or by the president or 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 XII  
Amendments**

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 or special meeting of each constituent chapter and read and voted upon at another chapter meeting subsequent thereto. Adequate and proper notice must be 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 to be taken. No amendment is effective until the International President has granted written approval.

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: August 15, 2016



Lee Saunders  
President

Laura Reyes  
Secretary-Treasurer

**Vice Presidents**

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Miami Springs, FL

Richard L. Caponi  
Pittsburgh, PA

Stacy Chamberlain  
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Danny Donohue  
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San Juan, PR

Anthony Wells  
New York, NY

August 15, 2016

Jody Barr, President  
AFSCME Local 2836  
17 Palmer Avenue, Apartment C  
Jewett City, CT 06351

Dear Sister Barr:

We have completed our review of the amendments to the Local 2836 Constitution, which were submitted by Area Field Services Director Tim Birch on your behalf. We appreciate your patience and assistance while we completed this process. The amendments have been approved with the following exceptions and/or revisions:

1. Article IV, Section 1. We have revised this section to reflect the local's official charter jurisdiction. However, we are investigating the proposed jurisdiction change and, should it be approved, we will forward you a notice and a revised constitution reflecting the local's new charter language.
2. Article VIII. After consultation with you and Tim Birch, we have modified submitted language regarding the annual meeting. In addition, we have retained language from the previously approved Local 2836 Constitution regarding who can establish the meeting schedule. The executive board does not have unlimited discretion to set membership meetings. The article now reads: "The five chapters of administrative faculty members as defined in Article V, Section 1, shall comprise the State University Organization of Administrative Faculty, AFSCME, Local 2836. The local union membership shall meet at least annually in June, July or August at a time and place to be fixed by the membership or the local executive board. The quorum for meetings of this local shall be 10 percent of the membership in good standing."
3. Article IX, Section 1b. We have modified submitted language regarding delegates and have retained some of the delegate language from the previously approved Local 2836 Constitution; for AFSCME conventions, the executive board is not allowed to select delegates. The section now reads: "Delegates to activities and conventions where local union representation is appropriate shall be selected in the following manner: If the local's membership is large enough to be entitled to send at least five delegates, then one member from each of the five chapters, listed in Article V,

Section 1, shall be eligible to attend. Each chapter shall hold an election for this delegate position. If the local's number of allotted delegates is larger than five, then additional delegates shall be elected according to procedures specified by the constitution of the organization holding the event. If the local's number of allotted delegates is less than five, then delegates shall be elected according to procedures specified by the constitution of the organization holding the event." As explained on Page 28 in the *AFSCME Local Union Election Manual* (copy enclosed), "Local unions shall elect council delegates (and) delegates to conventions of the International Union in the manner prescribed for the election of local officers..."

Enclosed are two complete copies of the local constitution, as amended, with my signature of approval on the final page. Should the local amend this constitution in the future, please submit the amendments for approval after they have been adopted by the membership.

In solidarity,



LEE SAUNDERS  
President

LS/NS:ljw

Enclosures

cc: Mike Sukal, Director, Organizing and Field Services  
James Howell, Eastern Regional Director, O&FS  
Tim Birch, Area Field Services Director, O&FS  
Salvatore Luciano, Executive Director, Council 4  
Jordan D. Jones, Secretary, Local 2836