

**CONSTITUTION OF THE STATE UNIVERSITY ORGANIZATION OF
ADMINISTRATIVE FACULTY**

AFSCME LOCAL 2836

Ratified by Local Membership on June 8, 1984

ARTICLE I

Name

The name *of* this organization shall be the 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 Connecticut Public Employees District Council Number 4 of the American Federation of State, County and Municipal Employees; the Connecticut State Labor Council, AFL-CIO; and the appropriate central body of the AFL-CIO.

ARTICLE III

Objectives

The objectives of this local union shall be to coordinate the interests of the State University Administrative Faculties. 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 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, it shall be accompanied by the current month's dues.
- Section 3. The monthly membership dues of the local shall be \$15.17 (\$7.00 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. Membership dues shall be payable bi-weekly in advance to the local treasurer. These dues shall be paid through I 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 upon 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 Connecticut State Universities - Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, and Western Connecticut State University.
- Section 2. Each chapter shall elect a president, vice president, secretary, treasurer, and trustee. The term of office for each will be two years. Officers will not be limited to one term.
- Section 3. Nominations shall be made at a regular or special meeting of the chapter. At least fifteen 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. Officers are to assume their duties immediately upon acceptance by the chapter of the election committee's final report.
- Section 4. To be eligible for office, a member must have been in good standing for the calendar year immediately preceding the election, except in the initial election held in a chapter. No retired member shall be a candidate for office.

- Section 5. 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 calendar days' advance notice shall be given to 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 the chapter and cause a steward to be selected. The president shall be a member of all committees except elections committees and shall countersign all checks or authorizations drawn against the funds of the chapter. The president shall appoint or cause to be elected all standing 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.
- 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 membership of the chapter officers. Such meetings shall be called by the chapter president. Special meetings shall be called by petition filed with the president and signed by twenty 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 four chapters of administrative faculty members at each of the Connecticut State Universities shall comprise the State University Organization of Administrative Faculty AFSCME, Local 2836. The local union membership shall meet at least annually in the month of June at a time and place to be fixed by the membership or the local Executive Board.

ARTICLE IX

Officers, Nominations, and Elections at the Local Level

- Section 1. The officer of this local shall be a president, a vice president, a secretary, and a 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 first of these shall be the elected Chapter President and other individual(s) appointed according to each Chapter's Standing Rules. Voting within the Executive Board shall be conducted as follows: for campuses with 50 or less unit members, 1 vote; for campuses with 51-100 unit members, 2 votes; for campuses with 101-150 unit members, 3 votes and so forth based on increments of 50 unit members. These membership numbers shall be based on the number of paying bargaining unit members per campus as determined by the Local Treasurer each October.

- a. Trustees of the local shall be four 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 represent is appropriate shall be selected 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 four members: One member for each of the State Universities to 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 nomination meeting. Whether or not a nominations 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 nomination 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 of 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 or 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 receipt 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 shall cause to be made, at least semi-annually, an audit of the local's finances and those of each chapter, including those 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 to bind the local union or its chapters in any way whatsoever. No member or group of members or other person(s) shall have the power to act on behalf of or otherwise to 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 and/or Executive board of the local union.

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 read 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 must be furnished to each 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.