

Constitution
for
Minnesota State Colleges and Universities Employees
Local 4001

Article I
Name

The name of this organization shall be Minnesota State Colleges and Universities Employees Local Number 4001 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 bodies 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.

Article IV
Membership and Dues

Section 1. All Minnesota state colleges and universities employees in State of Minnesota bargaining units 2, 3, 4, 6 and 7 at all community college campuses, at all technical college campuses, except those within the jurisdiction of locals 638, 945 and 1949, and at all merged community and technical colleges 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 biweekly membership dues of the local shall be 140% of a member's hourly wage.

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 his/her dues through a system of regular payroll deduction shall for so long as he/she 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 semiannually. The time and place of the meetings shall 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 thirty members of the local. Special meetings may also be called by the International President or by an authorized representative of the International President.

Section 3. The quorum for general membership meetings of this local shall be twenty-five members in good standing.

Article VI Officers, Nominations, and Elections

Section 1. The officers of this local shall be a president, a first vice-president, a second vice-president, a recording secretary, a secretary-treasurer, and eight executive board members, and these thirteen shall constitute the local union executive board. In addition, there shall be elected three members who shall serve as trustees. The trustees shall be elected to overlapping three-year terms of office with one elected each year. All other officers shall be elected for a term of two years. The president, the second vice-president, the secretary-treasurer and four executive board members shall be elected for a two-year term in the even-numbered years. The first vice-president, the recording secretary and four executive board members shall be elected for two-year terms in the odd-numbered years.

Section 2. Nominations shall be made at a general membership meeting. At least a fifteen-day 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 April or May at the semi-annual meeting.

Section 3. To be eligible for office, a candidate must be in good standing for six months immediately preceding the election, provided, however, that no retired member shall be a candidate for office. For a member who is transferred or promoted into this local from another AFSCME local, this requirement shall be satisfied if such member's combined membership in good standing in both locals is six months at the time of the election.

Section 4. Officers shall be elected by secret ballot vote at a general membership meeting, and the balloting shall be conducted so as to afford to all members a reasonable opportunity to vote. Nominations and elections shall be conducted in order of highest office to lowest. An eligible member running for a chair officer position, who is not elected to that office, may run for a lower office. At least a fifteen-day advance notice shall be given the membership prior to the holding of the election.

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 until the next scheduled elections by vote of the executive board. At the next scheduled election the vacancy will be filled by vote of the members for the remainder of the vacant term.

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. Stewards shall be elected at each campus of the Minnesota state colleges and universities represented by this local union. To be eligible to run for a campus steward position, a candidate must be in good standing for six months immediately preceding the election. For a member who is transferred or promoted into this local from another AFSCME local, this requirement shall be satisfied if such member's combined membership in good standing in both locals is six months at the time of the election.

The executive board shall, at least twenty-one days prior to the election, set the number of stewards at each campus using two stewards for the first 50 members of portion thereof and one steward for each additional 25 members or major portion thereof as a guideline. Steward elections shall be held every spring term of each odd-numbered year. If a campus does not elect a steward(s) by the end of the spring term, the executive board will appoint from the names submitted from that campus. Upon petition from a member, the executive board will review a campus steward's performance. The executive board has the option to remove any steward from his/her duties if just cause is found.

Vacancies in a campus steward position may be filled until the next scheduled elections by appointment of the executive board. Members may request the executive board to take action by contacting a board member. The following process must be followed: 1) A communication shall be sent out to all members at the college requesting names of members interested in serving as steward. 2) All names of those interested shall be presented to the executive board. 3) If multiple names are presented, the executive board may decide to conduct an election. 4) The executive board has the authority to appoint a steward, if it is deemed appropriate.

Section 9. Chief stewards shall be elected by vote of the local executive board, or appointed by the president of the local. The number of chief stewards shall be determined by the executive board of the local union.

Section 10. The following director positions shall be elected by vote of the local executive board in the fall of the even-numbered years:

- a. Communications Director
- b. Organizing Director
- c. Political Action Director
- d. Safety Director

Assistant director positions may be appointed when the executive board deems it appropriate. The executive board shall maintain a position description for each of these positions and shall review performance at least semi-annually. The directors shall serve at the pleasure of the board.

Section 11. Convention delegates and alternates shall be elected to attend annual Council 5 conventions in accordance with Article VI, Section 1, of the Council 5 Constitution. All efforts should be made by the local executive board to have delegates from each of the campuses to ensure regional representation at all conventions. At each campus, one delegate for every 25 members, or fraction thereof is encouraged.

Article VII

Duties of Officers and Executive Board

Section 1. The president shall:

- a. Preside at all meetings of the local union and of the executive board.

- b. Be an ex-officio member of all committees, except election and nomination committees.
- c. Have the authority to co-sign all checks drawn against the funds of the local union.
- 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 his/her official acts.
- f. Be an automatic delegate to the International Convention. In the event the president is unable to attend, either the first or second vice-president shall be appointed as delegate.

Section 2. The first vice-president shall:

- a. Assist the president in the work of the president's office.
- b. Act as leader of the chief stewards.
- c. Act as facilitator of the local's stewardship efforts including ensuring that local steward elections be held according to the local and International constitutions, organizing stewardship training, and acting as members of the chief steward group.
- d. In the absence of the president or in the president's inability to serve, assume the duties of the president.
- e. Have authority to co-sign all checks drawn against the funds of the local union.
- f. In the event the president is unable to attend, be an automatic delegate to the International Convention.

Section 3. The second vice-president shall:

- a. Perform duties as the executive board directs.
- b. Assist the president in the work of the president's office.
- c. Act as events coordinator for the local's activities.
- d. Have the authority to co-sign all checks drawn against the funds of the local union.
- e. In the event the president or first vice-president is unable to attend, be an automatic delegate to the International Convention.

Section 4. 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. Have the authority to co-sign all checks drawn against the funds of the local union.

- d. Perform such other duties as the executive board may direct.

In the absence of the recording secretary, the executive board shall designate a temporary replacement.

Section 5. The secretary-treasurer shall:

- a. Receive and receipt all monies of the local union.
- b. Deposit all money so received in the name of the local union in a financial institution approved by the executive board, and money so deposited shall be withdrawn only by check signed by the secretary-treasurer and the president.
- c. Prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board.
- d. Assure the preparation and submission of 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.
- e. Keep an accurate record of all receipts and disbursements and shall, prepare an operating statement of the financial transaction of the local union each month, and submit them to the membership at the semi-annual meeting.
- f. 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.
- g. See that any financial reports required by the International Union Constitution submitted to the International Union are submitted in accordance with the International Union Constitution.

Section 6. The trustees shall:

- a. Make or cause to be made at least annually an audit of the finances of the local.
- b. Report to the membership and the executive board on the results of such audit.

In the event the trustees are unable to perform their duties, the audit shall be conducted by independent auditors not otherwise connected with the union.

Section 7. The executive board shall:

- a. Be the governing body of the local union except when meetings of the local union are in session.
- b. Decide 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.
- c. Meet at the call of the president or of a majority of the members of the board.
- d. Report to the membership on all actions taken by the executive board at the next general membership 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.

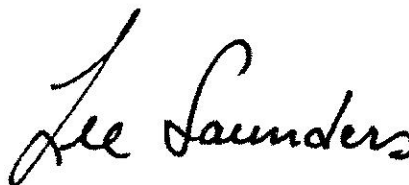
Section 2. Except to the extent specified in this constitution, no officer of the local union shall have the power to act as agent for or otherwise bind the local union in any way whatsoever. No member or group of members or other person or persons shall have the power to act on behalf of or otherwise 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 the constitution and special rules of this local union or of the American Federation of State, County and Municipal Employees.

**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:

A handwritten signature in black ink that reads "Lee Saunders". The signature is written in a cursive, flowing style.

LEE SAUNDERS
President

Approval date: April 11, 2018