



## Constitution

For

Manchester, Connecticut Town  
and Board of Education Employees

## **Constitution**

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**Manchester, Connecticut, Town and Board of Education Employees**

**Local 991**

### **Article I**

#### **Name and Headquarters**

Section 1. The name of this organization shall be Manchester, Connecticut, Town and Board of Education Employees Local Number 991 of the American Federation of State, County and Municipal Employees, AFL-CIO.

Section 2. The headquarters of this local shall be located at 8 Birch Street, Manchester, Connecticut, or in a location directed by the executive board.

### **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 State AFL-CIO; and the Greater Hartford Labor Council, 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. Employees of the Library and MEU bargaining units of the Town of Manchester; and Custodial and Maintenance, Cafeteria, Hall Monitors, Secretaries and IT bargaining units of the Manchester Board of Education are eligible for membership in this local union, subject to the requirements of the constitution of the International Union.

Section 2. Any officer or steward shall contact new employees for the purpose of membership into the union.

Section 3. Application for membership shall be made on a standard application form.

Section 4. New members shall be sworn in at the first scheduled monthly membership meeting after successfully completing the probationary period.

Section 5. The monthly membership dues of the local shall be \$42.65 per member. The dues shall be adjusted annually to coincide with any increase in the per capita tax paid by the local to Council 4 and to AFSCME International, in accordance with the International Constitution. Any additional amount shall be determined by the amendment procedure of Article IX of this constitution.

Section 6. 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 lose their good standing status and stand

suspended. Provided, however, that any person who is paying dues through a system of regular payroll deduction, bank draft, or similar system, shall for so long as such person continues to pay through such deduction method, be considered in good standing.

Section 7. A member suspended under the above section may be reinstated to membership in the local on payment of all arrearages plus the current month's dues.

Section 8. Retired past officers may be elected honorary members by majority vote. Honorary members shall have neither voice nor vote in the local. Such membership may be revoked for cause.

#### **Article V Meetings**

Section 1. Union headquarters is where all files shall be kept, and union business shall be conducted.

Section 2. Regular meetings of this local shall be held the second Monday of each month, September through June, except October which shall be the second Tuesday at 5:00 p.m. or other time fixed by the membership or local executive board. The yearly schedule shall be posted.

Section 3. Notice of regular monthly meetings shall be posted at least five working days prior to the meeting. Notice of special meetings shall be posted as far in advance as possible, stating location, time and brief agenda.

Section 4. Members making and seconding motions shall be required to state their name to be recorded into the minutes. Parliamentary rules shall be used from gavel to gavel.

Section 5. Fifteen (15) active members in good standing shall constitute a quorum at any regular or special meeting. A quorum must be present to vote on any motion on the floor.

Section 6. Special meetings may be called by the local president, or by a majority of the local executive board, or by petition filed with the president and signed by ten (10) members of the local. Special meetings may also be called by the International President or by an authorized representative of the International President.

#### **Article VI Officers, Nominations, and Elections**

Section 1. The officers of this local shall be a president, two executive vice-presidents, a secretary-treasurer, and a recording secretary. The president, secretary-treasurer and recording secretary shall be elected from the entire membership. One executive vice-president shall be elected from Town bargaining units' membership and one executive vice-president shall be elected from Board of Education bargaining units' membership. In addition, a vice-president shall be elected from each bargaining unit of the local. These twelve (12) shall constitute the local executive board. In addition, there shall be elected three members who shall serve as trustees. Trustees shall be elected by the entire membership. One shall be for a one-year term, one for a two-year term, and one for a three-year term. All other officers shall be elected for a term of one year.

Section 2. Nominations for all officers, trustees and stewards, shall be made at the regular October monthly 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 November. Results shall be presented at the December membership meeting as part of the election committee report.

Section 3. To be eligible for office, a member must be in good standing for one (1) 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. 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 one year at the time of election.

Section 4. Officers shall assume duties immediately upon acceptance of the Election Committee Report.

Section 5. Officers, trustees and stewards 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 fifteen days' advance notice shall be given the membership prior to the holding of the election.

Section 6. 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 7. Vacancies in office shall be filled for the remainder of the unexpired term by vote of the executive board.

Section 8. Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in Appendix B of the International Union Constitution.

## **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 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.
- f. prepare an annual budget by January 1st of each year and present to the membership during the January meeting for vote.

Section 2. The executive vice-president from the Town of Manchester shall:

- a. assist the president in the work of the president's office.
- b. in the absence of the president, elected from the Town of Manchester, or in the his/her 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 secretary-treasurer.

Section 3. The executive vice-president from the Board of Education shall:

- a. assist the president in the work of the president's office.
- b. in the absence of the president, elected from the Board of Education, or in the his/her 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 secretary-treasurer.

Section 4. The vice-presidents shall:

- a. The vice presidents of each unit serve as chief stewards of that unit and chair the unit's meetings.

Section 5. 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 6. The secretary-treasurer shall:

- a. receive and receipt for all monies of the local union.
- b. 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.
- 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. 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.
- e. keep an accurate record of receipts and disbursements and shall, quarterly, submit to the membership a monthly operating statement of the financial transactions of the local for the previous month.
- f. act as custodian of all properties of the local union.
- g. 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.

- h. see that any financial reports required by the International Union Constitution are submitted to the International Union in accordance with the International Union Constitution.
- i. see that an audit is done by an approved auditor or trustees at least semi-annually and a report given to the membership.

Section 7. 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. Trustees shall also make or cause to be made an audit upon change of the secretary-treasurer.

Section 8. 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. The executive board shall have full authority over all committees.

Section 9. The unexcused absence of an officer from three (3) consecutive meetings of the local or executive board shall automatically cause his/her removal from office.

Section 10. The executive board, by a majority vote, may spend up to three hundred fifty dollars (\$350.00) without prior membership approval on items deemed necessary in the best interest of the union. This expenditure shall not be an addendum to previously approved expenditures.

Section 11. The stewards shall enforce the contract and all union rules. They shall welcome all new employees into the union.

### **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.

### **Article IX Amendments**

Section 1. 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 made 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.

Section 2. All members shall be provided with a copy of the constitution.

#### **Article X Officer's Dinner**

The president will select a day for an annual dinner for the executive board members, Council 4 representative and stewards in appreciation of their service through the year. The total amount not to exceed forty (\$40.00) per person.

#### **Article XI Officers of the Union**

In the event both the president and executive vice-president are absent at a regular meeting, the secretary-treasurer shall be the presiding officer.

#### **Article XII Conduct at Meetings**

The presiding officer shall choose the sergeant-at-arms and shall have the right to eject any member who is disrupting the meeting after two (2) warnings.

#### **Article XIII Grievances**

The grievant shall have recourse by petitioning a special meeting of the executive board or the membership, if progress in his/her grievance has not been met according to the Contract Grievance Procedure Schedule.

#### **Article XIV Negotiations**

Section 1. A Negotiation Committee must be represented by an elected member from each division/section involved. These members shall be elected in January and shall remain on the committee throughout the negotiations until the official signing date of the proposed contract.

Section 2. It shall be the responsibility of the president to designate a time and place for this committee to meet before March 1st of the contract year for the purpose of gathering contract proposals.

#### **Article XV Misconduct, Trials, Penalties and Appeals**

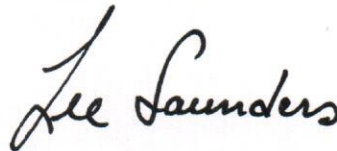
Any member charged with misconduct as defined in Article X of the International Constitution shall be served with written specific charges as required and be given a

reasonable time to prepare his/her defense and afforded a hearing as provided in Article X of the International Constitution.

**Article XVI**  
**Election of Delegates**

The president, two executive vice-presidents, secretary-treasurer and the recording secretary shall be considered automatic delegates to conventions by virtue of election to office and in the order in which the positions appear in Article VII. The recording secretary shall be the fifth delegate to conventions, provided the local is entitled to five delegates. If the local is entitled to four delegates, the recording secretary shall be the first alternate delegate at all International and Council conventions. If any of the above delegates cannot attend, then that delegate position and any additional delegates to which the local is entitled shall be nominated and elected by the membership at-large in accordance with the provisions of the International Constitution and Connecticut Council 4 Constitution.

Approved by:

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

LEE SAUNDERS  
President

Approval Date: May 5, 2020