

**CONSTITUTION**  
**FOR**  
**STATE OF CONNECTICUT ADMINISTRATIVE CLERICAL EMPLOYEES**  
**LOCAL 704**

**ARTICLE I**  
**NAME**

The name of this organization shall be State of Connecticut Administrative Clerical Employees, Local Number 704 of the American Federation of State, County and Municipal Employees.

**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 AFL-CIO; and the 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 State of Connecticut Administrative Clerical Bargaining Unit and the American Federation of State, County and Municipal Employees.

**ARTICLE IV**  
**MEMBERSHIP AND DUES**

Section 1. All employees of the Administrative Clerical Unit of the State of Connecticut employed in the cities and Towns of Enfield, Hartford, Warehouse Point, Windsor Locks, and those employed by the Health Services Department, 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. Pay period dues shall be at the rate of \$7.36 per member. In the event of any increase in the International per capita tax above \$4.90 per month, or in the Council 4 per capita tax above \$8.10, the dues rate of this local shall automatically be increased in an amount equal to the increase in per capita tax plus 20% of said increase.

Section 4. Membership dues shall be payable monthly in advance to the local 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 dues through a system of regular payroll deduction shall for so long as such person 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 not less than four times per year at a time and place to be fixed by 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 3% of the 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 all meetings of the local union shall be 3% of the members in good standing.

## ARTICLE VI OFFICERS, NOMINATIONS, AND ELECTIONS

Section 1. The officers of this local shall be a president, a vice-president, a treasurer, a recording secretary, a corresponding secretary and these five shall constitute the local union executive board. In addition, there shall be elected three members who shall serve as trustees. One trustee shall be elected for a one-year term, one for a two-year term, and one for a three-year term. Beginning in 1983, all other officers shall be elected for a term of three years.

Section 2. Nominations and elections shall be made and held at a regular or special 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 local nominations and elections shall be held in the month of October.

Section 3. 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 4. 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 days' 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 the four local offices shall be filled for the remainder of the unexpired term by vote of the 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.

Section 8. Election of delegates to Connecticut Council 4 shall take place in accordance with Section 2.

Section 9. If any member of the executive board, trustee or steward misses three consecutive absences without an acceptable excuse given, such officer shall be removed from office and the vacancy filled in accordance with the provisions of this constitution.

## ARTICLE VII DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1. The president shall:

- a. Conduct the affairs of the local in accordance with this constitution. The president shall preside at all meetings of the local union and of the executive board.
- b. Appoint all committees and all special committees of the local, subject to the approval of the local executive board. In the event an emergency requires the appointment of a committee, the requirements of this subsection will be considered met by polling the executive board by telephone.
- c. Countersign all checks drawn against the funds of the local.
- d. Report periodically to the membership regarding the progress and standing of the local and regarding the president's official acts.
- e. Be an ex-officio member of all committees except election committees and an automatic member of the collective bargaining committee.
- f. Be an automatic delegate to Connecticut Council 4; and to all conventions, conferences and other functions where the local is entitled to be represented and shall receive from the local the necessary expenses to attend such functions.

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 of the local executive board, the vice-president may 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 local membership meetings and of all executive board meetings.

Section 4. The corresponding secretary shall:

- a. Carry on the official correspondence of the local, except as the executive board may direct otherwise.
- b. Upon approval of the local executive board, the corresponding secretary may be authorized to act as co-signer of checks drawn on the local funds in place of either the president or the treasurer.
- c. Keep the mailing lists up-to-date.

Section 5. The 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 treasurer, or either of such officers with either the vice-president or secretary as approved by the executive board.
- c. Prepare and sign checks for such purposes as are required by the constitution or are authorized by the local membership or the local 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 affiliations as required by Article 2.

- e. Keep an accurate record of receipts and disbursements and shall, submit at the local membership meeting and local executive board meeting a monthly operating statement of the financial transactions of the local.
- 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 to be submitted to the International Union are submitted in accordance with the International Union Constitution.

Section 6. 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. An independent audit shall be required annually and the results reported to the local.

Section 7. 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.

## ARTICLE VIII COMMITTEES

Section 1. There is hereby established a State of Connecticut Administrative Clerical Bargaining Unit Policy Coordinating Committee, which shall meet at least once a month.

Section 2. The State of Connecticut Administrative Clerical Bargaining Unit Policy Coordinating Committee shall consist of the president of each of the clerical locals.

Section 3. The State of Connecticut Administrative Clerical Bargaining Unit Policy Coordinating Committee shall be chaired by a president on a rotating basis.

Section 4. The State of Connecticut Administrative Clerical Bargaining Unit Policy Coordinating Committee shall consider labor-management matters affecting the locals which make up the clerical bargaining unit. These shall include but not be limited to: the establishment and recommendation of standard contract provisions; the exchange of information regarding the settlement of grievances; mutual assistance in organizing, servicing, and bargaining; mutual assistance in education and training programs; the establishment and recommendation of political action and mutual assistance in preparing and publishing clerical publications.

## ARTICLE IX 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. Robert's Rules of Order, Revised, shall be the guide 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**

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, appearing to read "Gerald W. McEntee". The signature is written in a cursive style with a large initial "G".

GERALD W. McENTEE  
International President  
Approval Date: 1/17/1989

*(Name & Jurisdiction Changed Effective: 3/31/2017)*