



CONSTITUTION

As Amended in 2016

American Federation of
State, County & Municipal Employees
AFL-CIO

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**CONSTITUTION OF
AFSCME CONNECTICUT COUNCIL 4**

BILL OF RIGHTS

The Bill of Rights in the International Constitution for Local Union Members shall be the Bill of Rights for this Council.¹

**ARTICLE I
NAME AND HEADQUARTERS**

Section 1. This Council shall be known as AFSCME Connecticut Council 4 of the American Federation of State, County and Municipal Employees, AFL-CIO.

Section 2. The headquarters of this Council shall be located in an area directed by the Executive Board with the approval of the delegate body.

**ARTICLE II
AFFILIATIONS**

Section 1. This council shall be chartered by the American Federation of State, County and Municipal Employees, AFL-CIO, and shall affiliate with the Connecticut State Labor Council, AFL-CIO.

**ARTICLE III
OBJECTIVES**

Section 1. The objectives of this Council shall be the objectives of the American Federation of State, County and Municipal Employees, AFL-CIO.

**ARTICLE IV
MEMBERSHIP AND REVENUE**

Section 1. All AFSCME local unions in the State of Connecticut are eligible for membership to Council 4 in accordance with the provision of Article IX, Section 16, of the International Constitution.

Section 2. Effective January 1, 1991, per capita tax shall be paid to the Council on the number of individual monthly dues payments received by the local during the month at the rate of \$9.50 per

¹ See Page 12

member per month, and an amount equal to the per capita tax shall be paid by the local union in the same manner for each person making service or other similar provisions. Commencing January 1, 1992, this amount shall be adjusted annually in accordance with the provisions of the International Constitution. In addition to the annual adjustment, the monthly per capita tax paid by the local to the Council shall increase annually in an amount equal to 25% of the dues increase determined by the International rounded up to the nearest nickel.

Effective upon the approval of this amendment by the International President, the dues of each local union affiliated with Council 4 shall increase by an amount equal to the January 1991 increase in Council 4 per capita tax in excess of the minimum increase in Council 4 per capita tax required by Article IX of the International Constitution. Commencing January 1, 1992, and continuing thereafter, the dues of each local union affiliated with Council 4 shall increase by an amount equal to any increase in per capita tax paid by the local to the council in excess of the minimum increase in Council per capita tax required by Article IX of the International Constitution, effective the date of implementation of such increase in council per capita tax.

Section 3. Failure of a local union to remit its council per capita tax for any month by the 15th day of the following month shall result in the local's being automatically declared delinquent. Failure of a local union to remit its Council per capita tax for any month within sixty (60) days after such local is declared delinquent shall result in the automatic suspension of the local, and such locals shall be suspended from the privileges and benefits of this Council until all per capita dues have been paid up-to-date or the suspension is revoked by the Executive Board or the Council.

Section 4. The Council Treasurer shall notify the International Union President and Secretary-Treasurer of all delinquent or suspended locals and of all reinstatements.

ARTICLE V CONVENTION AND ELEGATE MEETINGS

Section 1. Conventions of this Council shall be held biennially in the odd-numbered years at a time and place to be fixed by the Executive Board of the Council. Following the 2009 biennial convention, conventions of this Council shall be held in the month of April in even-numbered years at a time and place to be fixed by the Executive Board beginning in the year 2010.

Section 2. The convention call and credentials to the biennial convention shall be mailed to each local union at least seventy-five (75) days prior to the convention. As soon as possible after receipt of such call each affiliated local union shall schedule nominations and

elections of its delegates to the Council 4 Convention and its subsequent delegate meetings. The delegates so elected shall serve for two (2) years or until their successors are duly elected and qualified, but in no event shall any such delegate attend two successive regular (biennial) Council 4 Conventions without being re-elected to such position.

Section 3. All sovereign powers and authority of the Council shall originate in the delegate meetings of the council and all matters of policy shall be determined at the delegate meetings of the Council. The convention shall be a special delegate meeting held biennially for the purpose of election of officers for the next term. Delegate meetings shall be held five (5) times annually. No local which is not in good standing with the International Union and this Council shall be seated at any delegate meetings.

Section 4. A quorum for the transaction of all Council conventions and delegates meetings shall consist of delegates of one-third of the affiliated local unions.

ARTICLE VI REPRESENTATION

Section 1. Locals shall be entitled to delegates on the basis of membership as follows:

- 0 to 100 - One (1) Delegate
- 101 to 200 - Two (2) Delegates
- 201 to 300 - Three (3) Delegates
- 301 to 400 - Four (4) Delegates
- More than 400 - One (1) additional Delegate
for each 1,000 additional members or fraction thereof.

Section 2. Regardless of the number of delegates registered at the biennial convention, locals shall be entitled to vote on the basis of one (1) vote for each member.

Section 3. At the biennial convention, locals entitled to more than one (1) delegate may send fewer than their quota of delegates, and the delegates present may cast the entire vote of the local on all recorded votes and elections coming before the Council. If the number of delegates from any local is less than the number of votes to which the local is entitled, the number of votes shall be divided equally among the delegates, with any remaining votes to be cast by the chairperson of the delegation, as designated by the local. No fractional votes shall be permitted.

Section 4. The basis of representation in biennial Council conventions and subsequent delegate meetings shall be determined from the average per capita tax paid to the Council by each affiliated

local union thereof, for the twelve (12) consecutive months ending with the fourth full month preceding the opening of the biennial convention. Local unions chartered and affiliated with the Council less than this period shall have their total membership on which per capita was paid to the Council divided over the twelve (12) months specified above in figuring the basis of representation. For the purpose of calculating representation for biennial council conventions and delegate meetings for any local union that was chartered and affiliated with a different AFSCME Council in Connecticut during the preceding twelve (12) months and is now affiliated with Council 4, said local union shall have its total membership determined by including any per capita tax paid to the previous AFSCME Council during the preceding twelve (12) consecutive months with any per capita tax paid to Council 4. In the case of delegate meetings held during the year immediately following the regular biennial convention, local unions shall be entitled to the same number of delegates they were allowed at the immediately previous biennial convention. Beginning with the 2010 Biennial Convention, the basis of representation of local unions shall be the average per capita tax paid to the Council for each affiliated local union for the twelve (12) months ending with December of the preceding year or as provided above in the event of a local affiliated for less than twelve (12) months. In the event a local union is entitled to additional delegates, such local may call a special election to select such delegates, who will serve for one (1) year or until their successors are qualified prior to the next biennial convention. If such adjustment results in a reduction in the number of delegates to which a local is entitled, those delegates who received the lowest number of votes in the local's last election of delegates to the Council shall be removed until the local's delegation has been reduced to the number to which it is entitled.

Section 5. Duly elected officers and members of the Council Executive Board who are not elected as delegates representing their local union shall nevertheless be entitled to all the rights and privileges of a delegate, except the right to vote as a delegate, for the remainder of the term for which they have been elected.

Section 6. No local union shall be entitled to representation in any meeting of the Council unless all of its per capita tax and other just obligations to the International Union and the Council have been paid in full by or on the day credentials are presented at the meeting.

Section 7. To be accredited, delegates must be on the floor when the vote is taken, and voting by proxy shall not be permitted. All issues except amendments to this constitution shall be decided by a majority vote of the accredited delegates voting, except as otherwise specifically provided in this constitution.

Section 8. All delegates to the convention of the Council shall be elected in accordance with Section 3A and C of Appendix D,

Elections Code of the International Constitution. They shall be in good standing in their local and the names of such delegates shall be certified by the proper officers of the locals to the Secretary of the Council at least ten days prior to the time of the convention.

Section 9. Expenses of delegates attending these conventions shall be the responsibility of their local union.

ARTICLE VII OFFICERS AND COMMITTEES

Section 1. The officers of this Council shall be a President, a Secretary, seventeen (17) Vice-Presidents, without priority, and an Executive Director who shall also fulfill the functions of Treasurer. They shall constitute the Executive Board of the Council. The Executive Director shall be elected at the 1973 biennial convention and at every second regular biennial convention thereafter and shall serve until a successor is elected and qualified. All of the other officers shall be elected and installed for a two-year term to run until their successor or successors have been installed. Of the seventeen (17) Vice-Presidents, there shall be eight (8) Vice-Presidents elected from locals that represent a majority of municipal non-profit/private sector employees and which do not represent sworn law enforcement officers, eight (8) Vice-Presidents elected from locals that represent a majority of state sector employees, and one (1) Vice-President elected from locals that represent sworn law enforcement officers. Of the eight (8) Vice-Presidents elected to represent the state sector employees, two (2) shall be elected from the NP-3 Clerical Bargaining Unit, two (2) shall be elected from the NP-4 Corrections Bargaining Unit, two (2) shall be elected from the P-2 Social and Human Services Bargaining Unit, one (1) shall be elected from the Judicial Employees Bargaining Unit and one (1) shall be elected from the College Administrators Bargaining Unit.

Effective within thirty (30) days of the approval of this amendment by the delegate body and the written approval of the International President, a call for a special convention shall be sent to all affiliated locals for the purpose of elections to fill the vacancies in any newly created Vice-Presidents' positions. Said special convention shall be held no later than one hundred fifty (150) days after the approval of this amendment. A delegates meeting shall be held no later than sixty (60) days before the special convention to provide for nominations to fill said vacancies. Upon their election, these Vice-Presidents shall serve out their term until the next regular Council convention.

In addition, effective with the April 2016 Biennial Convention, there shall be one (1) representative from the Connecticut Council 4 Retirees Chapter who shall serve as a non-voting representative to the Council 4 Executive Board, and who shall be elected by the members of the Council 4 Retirees Chapter and serve a two-year term to run

until a successor has been installed.

Section 2. No more than one officer shall be from any one local.

Section 3. All elections within this Council shall be conducted in accordance with Appendix D, Elections Code of the International Union Constitution.

Section 4. Nominations shall be made at the regular meeting of the Council held in October of the odd-numbered years and elections shall be held at the biennial convention of the Council in December of the odd-numbered years and every two (2) years thereafter, except in the election of the Executive Director which shall be every four (4) years effective with the election held in 1973. Effective only for the biennial convention of the Council to be held in December 2007, the term of office for all officers of the Council who are elected at the convention shall be for a term of two (2) years and four (4) months. Nominations only for the position of Executive Director shall be made at a regular meeting of the council to be held in October 2009, and an election for Executive Director for a special four month term of office shall be held in December 2009 and shall end upon the installation of officers at the biennial convention in April 2010. Beginning in 2010, nominations for all offices of the Council shall be made at the regular meeting of the Council held in February of the even-numbered years and every two (2) years thereafter, except in the election of the Executive Director which shall be every four (4) years.

Section 5. No member shall be eligible to hold office unless all accounts and per capita tax due the Council and the International Union are paid in full by the local union of which he/she is a member, and unless he/she has been a member in good standing in his/her local for the year preceding the election.

Section 6. Officers shall be elected by secret ballot vote and the balloting shall be so conducted as to afford to .all delegates a reasonable opportunity to vote.

Section 7. Vacancies in office shall be filled for the remainder of the term by a majority vote of the Executive Board.

Section 8. Unexcused absence of an officer from three consecutive meetings of the Executive Board and/or delegates shall automatically cause his/her removal from office.

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

Section 10. The following shall be the standing committees of the Council: Finance, Organization, Communications and Public

Relations, Community Affairs, Education and Research, Women's Rights, PEOPLE, Next Wave, and Public Safety Council.

Section 11. The President shall at his/her discretion appoint other special or standing committees as he/she deems necessary.

Section 12. All committee members and chairpersons shall be appointed by the President with Executive Board approval.

ARTICLE VIII DUTIES OF OFFICERS AND COMMITTEES

Section 1. The President shall preside at all meetings of the Council and of the Executive Board. He/she shall be an ex-officio member of all committees. He/she shall countersign all checks drawn against the funds of the Council. He/she shall report periodically to the membership regarding the progress and standing of the Council and regarding his/her official acts. He/she shall be the automatic delegate to all conventions.

Section 2. The Vice-Presidents shall assist the President in the work of his/her office. In the absence of the President or in his/her inability to serve, the Executive Board shall appoint a Vice-President who shall preside at all meetings and perform all duties otherwise performed by the President. He/she may, with the approval of the Executive Board, be authorized to act as co-signer of checks drawn on the council funds in place of either the President or the Treasurer.

Section 3. The Secretary shall keep a record of the proceedings of all delegate meetings and of all Executive Board meetings. He/she shall carry on the official correspondence of the Council except as the Executive Board may direct otherwise. He/she shall perform such other duties as the Executive Board may require.

Section 4. The Treasurer-Executive Director shall receive and receipt for all monies of the Council. He/she shall deposit all money so received in the name of the Council in a bank or banks insured by the FDIC selected by the Executive Board, and money so deposited shall be withdrawn only by check signed by the President, or appointed Vice-President and Treasurer-Executive Director. He/she shall prepare and sign checks for such purposes as are required by the constitution or are authorized by the delegates or the Executive Board. He/she shall keep an accurate record of receipts and disbursements and shall submit to the delegates an operating statement of the financial transactions of the Council. He/she shall act as custodian of all properties of the Council. The Executive Director shall have the power to appoint his/her assistant to act in his/her stead in the eventuality of his/her short-term incapacity or unavailability not to exceed six (6) months duration. However, in the event the Executive Director is unable to fulfill the obligations of his/her office

due to long-term or permanent incapacity or unavailability exceeding six (6) months duration, an interim Executive Director shall be elected by the Executive Board until the next regular or special convention, at which time a successor shall be elected to fill the remainder of the unexpired term.

The Executive Director is the Council's administrative and executive officer. He/she must give his/her full time to the Council. He/she shall, under policies established by the Executive Board, employ, terminate, fix the compensation and expenses and direct the activities of such staff as are required to carry out effectively the functions of his/her office. In advance of each fiscal year, the Council Executive Director shall submit to the Executive Board, a proposed budget for the coming year, setting forth the anticipated income and source thereof and the anticipated expenditures and their purposes. The proposed budget shall be subject to revision and approval by the Executive Board and the delegate body. Insofar as possible, the Executive Director shall adhere to the budget adopted, but in no event shall he/she exceed the total amount of the budget without authorization of the delegates or the Council Executive Board. The fiscal year for this Council shall begin on January 1, and end on the last day of December. The Executive Director may take such other investments in certificates of deposit or in interest-bearing securities, and money so deposited shall be withdrawn only by check in the name of the Council. He/she shall be the Council's official spokesperson, and shall be responsible for the contents of the Council's publications.

Section 5. The Executive Board shall be the governing body of the Council except when meetings of the Council are in session. All matters affecting the policies, aims and means of accomplishing the purposes of the council not specifically provided for in this constitution or by action of the delegates at a regular or special meeting shall be decided by the Executive Board. The Board shall meet four (4) times annually or at the call of the President or a majority of the members of the Board. A report on all actions taken by the Executive Board shall be made to the delegates at the following meeting. A majority of the members of the Executive Board shall be required for a quorum. The Executive Board shall cause an independent audit to be made at least once a year and the results reported to the Council.

Section 6. All committees shall meet at the call of the President, chairperson or a majority of the members of the committee. A report on all actions taken shall be made to the Executive Board and then to the delegates at the next following meeting. A majority of the members of the committee shall be required for a quorum.

Section 7. The Finance Committee shall meet four (4) times annually to evaluate the financial condition of the Council and

present its evaluation and recommendations to the Council in accordance with Section Six (6) of this article.

Section 8. Organization Committee shall from time to time, review the policies and practices of the Council and shall recommend to the Executive Board such change in policies and practices as the committee deems advisable.

Section 9. The Communications and Public Relations Committee shall have the responsibility of keeping the affiliated locals and the public informed of the Council's activities.

Section 10. The Education and Research Committee shall provide such research and educational services and activities that shall assist the Council and affiliated locals.

Section 11. The Community Affairs Committee shall act as the liaison between the Council and the International Union by recommending, investigating and promoting national, state, and local legislation in harmony with the political and community issues as they relate to the program and policies of the Council.

Section 12. The Women's Rights Committee shall have the responsibility of educating members and directing attention to critical problems and concerns confronting union women, promoting women's issues, and eradicating discrimination in the workplace, the union and society at large.

Section 13. Council 4 shall create from its membership a PEOPLE (Public Employees Organized to Promote Legislative Equality) Committee. The PEOPLE Steering Committee shall consist of five (5) officers from each of the congressional districts, the President, the Executive Director, and a representative of the Council 4 Retirees Chapter. The PEOPLE Committee shall promote collective bargaining legislation and other legislative objectives of the Council and support pro-labor candidates in local and state elections.

Section 14. The Next Wave Committee shall develop programs and materials to engage new members of AFSCME and help them to become involved in the Council's activities.

Section 15. The Public Safety Council shall be comprised of sworn law enforcement officers who are members of Council 4 AFSCME and shall assist the council regarding issues related to their profession.

ARTICLE IX MICELLANEOUS PROVISIONS

Section 1. This constitution shall constitute a contract between AFSCME Connecticut Council 4 and each of its affiliated locals individually. All subordinate bodies shall at all times be subject to the

provisions of this constitution and the Constitution of the American Federation of State, County and Municipal Employees, AFL-CIO.

Section 2. Except to the extent specified in this constitution, no officer of the council shall have the power to act as an agent for or otherwise bind the Council 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 Council except to the extent specifically authorized in writing by the President of the Council or the Executive Board of the Council.

Section 3. Robert's Rules of Order, Newly 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 Council or the American Federation of State, County and Municipal Employees, AFL-CIO.

Section 4. All judicial procedures shall be conducted in accordance with Article X of the International Constitution.

Section 5. All officers and employees of this Council shall be bonded at the expense of the Council through the International Union office. The minimum bond shall be no less than 10% of the assets handled by the Council annually.

Section 6. Meetings of affiliated locals shall be open to accredited representatives of Council 4.

ARTICLE X AMENDMENTS

Section 1. This constitution may be amended, revised or otherwise changed only by a vote of two-thirds of the delegates voting on such proposed change and such change shall take effect only upon written approval of the International President

Section 2. Proposed amendments to this constitution shall be submitted in writing to the Council Executive Board at least ten (10) days prior to the regular or special convention or delegate meeting of the Council at which a vote is to be taken. The Council Executive Board shall review the proposed amendments and make recommendations to the next delegate meeting of the Council, providing proper and adequate notice has been given to all locals of the proposal to amend.

Approved by:



Lee Saunders
International President
Approval date: February 18, 2016

AFSCME MEMBERS' BILL OF RIGHTS

- 1. Membership.** No person otherwise eligible for membership in this union shall be denied membership, on a basis of unqualified equality, because of race, creed, color, national origin, sex, age, sexual orientation, disability, or political belief.
- 2. Freedom of speech.** Members shall suffer no impairment of freedom of speech concerning the operations of this union. Active discussion of union affairs shall be encouraged and protected within this organization.
- 3. Freedom from bosses.** Members shall have the right to conduct the internal affairs of the union free from employer domination.
- 4. Fair elections.** Members shall have the right to fair and democratic elections at all levels of the union. This includes due notice of nominations and elections, equal opportunity for competing candidates and proper election procedures constitutionally specified.
- 5. Hold office.** Members shall have an equal right to run for and hold office, subject only to constitutionally specified qualifications, uniformly applied.
- 6. Review financial records.** Members shall have the right to a full and clear accounting of all union funds at all levels. Such accounting shall include, but not be limited to, periodic reports to the membership by the appropriate fiscal officers and periodic audits by officers elected for that purpose or by independent auditors not otherwise connected with the union.
- 7. Vote.** Members shall have the right to full participation, through discussion and vote, in the decision-making processes of the union, and to pertinent information needed for the exercise of this right. This right shall specifically include decisions concerning the acceptance or rejection of collective bargaining contracts, memoranda of understanding, or any other agreements affecting their wages, hours, or other terms and conditions of employment. All members shall have an equal right to vote and each vote cast shall be of equal weight.
- 8. Due process.** Charges against a member or officer shall be specific and shall be only on grounds provided in the *International Constitution*. Accused members or officers shall have the right to a fair trial with strict adherence to due process. The accused shall be considered innocent until proven guilty.



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