

Constitution
for
State of Connecticut Municipal Employees Union
Local 1303

Article I
Name

The name of this organization shall be State of Connecticut Municipal Employees Union, Local Number 1303 of the American Federation of State, County and Municipal Employees, AFL-CIO.

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 Labor Council, AFL-CIO; and the appropriate central labor council 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 municipal employees of the State of Connecticut not otherwise within the jurisdiction of any chartered municipal employees union, excluding supervisory employees, 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 and check-off 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 monthly membership dues of the local shall be forty three dollars and fifteen cents (\$43.15) per member which includes the \$3.85 local share plus the amounts required for the payment of per capita tax to the International Secretary-Treasurer in accordance with the provisions of the International Constitution and to Council 4 in accordance with the provisions of the Council 4 Constitution.

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 fifteenth (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 (2) 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 goodstanding.

Section 5. A member suspended under the foregoing section may be reinstated to membership in the local on payment of all arrearages or upon payment of a reinstatement fee of \$25.00 plus the current month's dues.

Article V Meetings

Section 1. Regular meetings of the chapters shall be held once each month by each chapter at a time and place to be fixed by the membership of the chapter. Adequate and proper notice of such regular meetings shall be provided. The quorum for chapter meetings shall be 10% of the respective chapter membership in good standing.

Section 2. Special meetings of a chapter may be called by the local union president, the local union executive board, the chairperson of the chapter, or by petition filed with the chairperson of the chapter, and signed by twenty-five percent of the members of the chapter. Special meetings may also be called by the International President or his/her authorized representative. Adequate notice of special meetings shall be provided. All sovereign powers of the chapter shall vest in the regular and special meetings.

Section 3. A general membership meeting of the membership of this local shall be held annually in the month of October. All sovereign powers of the local shall vest in the regular and special meetings. The quorum for general membership or special meetings of this local shall be 50 members in goodstanding.

Section 4. A special general membership meeting of the membership of this local may be called by the president, a majority of the executive board, or by petition filed with the president and signed by twenty-five percent of the members. A special general membership meeting may also be called by the International President or his/her authorized representative.

Section 5. The local union executive board shall meet four (4) times in each year at a time and place to be fixed by the president or by a majority vote of the members of the executive board.

Section 6. Special meetings of the local executive board may be called by the president or a majority of the executive board. A special meeting of the executive board may also be called by the International President or his/her authorized representative.

Article VI Local Union Officers and Chapter Executive Committee

Section 1. The officers of this local shall be: a president, a vice-president, a recording secretary, a secretary-treasurer, and five (5) executive board members, and these nine officers shall constitute the executive board of this union. They shall be elected for a three (3) year term. This shall take effect at the annual meeting in October 2019.

Section 2. Each chapter shall elect a chapter chairperson, a chapter vice-chairperson, a chapter treasurer, and a chapter secretary, and they shall constitute the executive committee of the chapter. They shall be elected for a two (2) year terms. Odd numbered chapters shall be elected in odd years and even numbered chapters shall be elected in even years. In October 2019, odd numbered chapters shall be elected for a two (2) year term. In October 2019, even numbered chapters shall be elected to a one (1) year term. In October 2020 even numbered chapters shall be elected for two (2) year terms. Each chapter shall elect a chapter chairperson, a chapter vice-chairperson, a chapter treasurer, and a chapter secretary, and they shall constitute the executive committee of the chapter.

Article VII Nominations and Elections

Section 1. Nominations and election of officers of this local shall be held triennially and of the chapters shall be held biennially. Nominations and election of officers of this local shall be conducted at the annual general membership meeting in October, and the nominations and election of the executive committees of the chapters shall be conducted at the regular chapter meeting in October. At least fifteen (15) days' advance notice shall be given the membership that nominations and election shall be conducted.

Section 2. A nominating committee may be appointed by the president prior to the annual general membership meeting, or elected at the annual general membership meeting. A nominating committee may be appointed by the chairperson of a chapter prior to the meeting at which nominations and elections are conducted or elected by a chapter prior to such meeting. But whether or not such nominating committees are used, nominations shall be permitted from the floor.

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

Section 4. All matters concerning nominations and elections shall be subject to the provisions of Appendix D, entitled Elections Code, of the International Union Constitution which is part of this constitution by reference.

Section 5. Vacancies in the office of vice-president, recording secretary, secretary-treasurer, or executive board member shall be filled for the remainder of the unexpired term by a vote of the executive board. In the event the office of president becomes vacant, the vice-president shall become president for the remainder of the unexpired term, and the office of vice-president shall be filled for the remainder of the unexpired term by vote of the executive board.

Section 6. Vacancies in the office of chapter chairperson, chapter vice-chairperson, chapter treasurer or chapter secretary shall be filled for the remainder of the unexpired term by a majority vote of the membership of the chapter in which such vacancies occur.

Section 7. Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in Appendix B of the International Union Constitution, which is made a part of this constitution by reference.

Section 8. All officers, chapter executive committee members and employees shall be bonded in the amount of 10% of the assets handled annually by the local, as per Article IX, Section 30, of the International Constitution.

Article VII Duties of Officers and Executive Board

Section 1. The president shall:

- a. preside at all general membership meetings of this local and of the local executive board;
- b. be a member of all local union committees except election committees;
- c. be a countersigner on 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. be a delegate to all conventions, conferences, or 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 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 secretary-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;
- d. 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 secretary-treasurer.

Section 4. 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, credit union or banks insured by the Federal Deposit Insurance Corporation with a separate accounting for each chapter, and money so deposited shall be withdrawn only by check after submission by the chapter of a voucher along with supporting receipts;
- c. prepare and be a co-signer on 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 each month in payment of the local's per capita tax to the International Union and to Council 4, and sent to the appropriate financial officer;
- e. on or before March 1st of each year, submit to the International Secretary-Treasurer a statement of assets handled by the local during the previous year on forms to be supplied by the International Secretary-Treasurer;
- f. keep an accurate record of receipts and disbursements and shall, once each quarter, submit to the executive board a quarterly operating statement of the financial transactions of the local, including those of the chapters, for the previous quarter;
- g. issue a quarterly report to the chapter's treasurer of the chapter's account;
- h. act as custodian of all properties of the local union;
- i. 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.

Section 5. The executive board of this union shall be the governing body of the local union except when regular or special 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. 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 chapters. The local executive board may approve additional executive board members, to act as co-signers of checks drawn on the local funds in addition of the president or secretary-treasurer.

Article IX Chapters

Section 1. There may be formed, as organizing efforts require, such new chapters as are deemed necessary and proper. Each member of this local shall be a member of a chapter.

Section 2. Officers of a chapter shall be a chapter chairperson, a chapter vice- chairperson, a chapter treasurer and a chapter secretary, and such officers shall be elected in accordance with the provisions of this constitution.

Section 3. The chairperson of a chapter shall:

- a) preside at all meetings of such chapter and of the chapter executive committee.
- b) be a member of all committees of the chapter;
- c) appoint all standing committees and all special committees of the chapter, subject to the approval of the chapter executive committee;
- d) report periodically to the chapter membership regarding the progress and standing of the chapter and regarding the chapter chairperson's official acts.

Section 4. The vice-chairperson of a chapter shall:

- a) assist the chairperson of such chapter in the work of the chapter chairperson;
- b) in the absence of the chapter chairperson or in the chapter chairperson's inability to serve, the vice-chairperson shall preside at all meetings and perform all duties otherwise performed by the chapter chairperson.

Section 5. The secretary of a chapter shall:

- a) keep a record of the proceedings of all meetings of such chapter and of all executive committee meetings of the chapter;
- b) carry on the official correspondence of the chapter, except as the executive committee may direct otherwise;
- c) perform such other duties as the executive committee may require.

Section 6. The treasurer of a chapter shall:

- a) submit to the secretary-treasurer of the local a voucher signed by the chairperson and treasurer of the chapter with a supporting receipt for reimbursement for expenditures of the chapter;
- b) forward any monies received from sources other than the local secretary-treasurer to the local secretary-treasurer for deposit in a bank or banks insured by the Federal Deposit Insurance Corporation with a separate accounting for each chapter.

Section 7. The executive committee of a chapter shall be the governing body of the chapter except when regular or special meetings of the chapter are in session. All matters affecting the policies, aims, and means of accomplishing the purposes of the chapter not specifically provided for in this constitution or by action of the membership shall be decided by the executive committee except as provided for in Section 1 above. A majority of the members of the executive committee shall be required for a quorum. The executive committee shall cause an independent audit to be made at least once a year and the results reported to the chapter, the local executive board and the local secretary-treasurer.

Section 8. The members of a chapter shall vote and pass on all matters and terms of union contracts and agreements affecting them, or entered into or negotiated on their behalf.

**Article X
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.

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

Section 5. All members of this local shall receive a copy of the constitution governing this local and of any amendments which may be adopted at any later time.

**Article XI
Amendments**

Section 1. This constitution may be amended, revised, or otherwise changed only by a vote of two-thirds of the members voting on such proposed change at an annual or special general membership meeting or a majority vote of the members at each chapter meeting, and such amendment, revision or change shall take effect only upon written approval of the International President.

Section 2. Proposed amendments, revisions, or changes to this constitution must be made at a regular or special meeting of each chapter and read and voted on at a subsequent meeting, adequate and proper notice having been given to all members 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:



LEE SAUNDERS
President

Approval Date: December 13, 2019