

LOCAL 602 BYLAWS
MINNESOTA STATE UNIVERSITY MOORHEAD

The objectives of this Local shall be to carry out the objectives of the American Federation of State, County and Municipal Employees (AFSCME). These bylaws will be governed by the Constitution and will define the rules, regulations and policies in order to run the Local in an effective and orderly manner.

Membership and Dues

Membership:

All employees of Minnesota State University Moorhead in bargaining units 2, 3, 4, 6 and 7, are eligible for membership into Local 602, subject to the requirements of the Constitution of the International Union.

Application for membership will be authorized by signing the Membership Card. Only full share members shall be eligible to vote, to represent or hold a local office within Local 602 at any and all union gatherings.

Dues:

Membership dues will be automatically deducted bi-weekly from regular payroll deduction for fair share and full share members of the individual hourly wage for all bargaining unit employees. The local union dues will be adjusted to the implementation of raises of state employees stipulated by the negotiated contract every two years. In addition, when AFSCME International or Council 5 per capita is adjusted, the Local dues shall be adjusted by the same amount and the amount shall be divided equally between pay periods.

Meetings

Regular meetings shall be held once each month, at a time and place to be determined by the membership or the Local Executive Board.

All members may attend monthly meetings, provided they are in Good Standing according to the International Constitution.

Special meetings may be called by the Local President, the Executive Board, or by petition filed with the President and signed by ten percent (10%) of the members of the Local. Special meetings may also be called by the International President or his/her authorized representatives.

The quorum of the Local shall be ten percent (10%) of the membership in good standing.

Treasury

Revenue

The revenue of this Union shall be derived from membership dues deposited into the Local 602 checking account from AFSCME Council 5. Dues are to be collected through payroll deduction.

Expenditure

The funds of this Union shall be used to defray necessary expenses as defined by policies and procedures.

Member Maintenance Fund

The Member Maintenance Fund is a reserve set up with general funds, deposited into higher yielding interest accounts.

Trustees

The Trustees audit the books and account of the Local Union every three (3) months. A report of the audit must be made to the membership.

The fiscal year shall be a twelve month period ending December 31.

Welfare

1. A card shall be sent to any member who has outpatient surgery or treatment, or is hospitalized and misses at least 3 days of work when the union is notified.
2. A card and \$25 memorial shall be sent to the family of a member or retiree who dies, when the union is notified.
3. In the event of a death in a member's immediate family, a check in the amount of \$25 and a card signed by Executive Board members shall be sent to the member. The immediate family shall be defined by the current contract.
4. Donations: There shall be a cap of \$25 on all solicited donations and a budgeted amount shall be set and voted on each year and donations shall not exceed the budgeted amount set. Unsolicited donations will be reviewed by the membership and voted on at monthly meetings.
5. Monthly door prize of \$25.00 per month shall be given away at each monthly meeting. Member must be present to win.

Monthly meeting refreshments:

Refreshments for the monthly meeting are to be paid as per receipts submitted.

Supplies:

Any purchases over \$50 must be approved by membership. Purchases up to \$50 shall be approved by the Executive Board and membership shall be advised at the next meeting.

Retirement:

- 1) Retirement benefit shall be paid at the rate of \$10.00 per year of continuous union membership as determined by Council 5. This includes the event of a layoff and the person being rehired.
- 2) Human Resources will notify the Secretary that a member will be retiring; the Secretary will notify Executive Board members; Treasurer will contact Council 5 to determine continuous union membership; Treasurer will send check to retiree.
- 3) Local 602 shall provide a cake for the retiring member, at the member's option, at a monthly meeting. The retiring member will be responsible for informing any of the Executive Board members of such request.

Conventions, workshops, training & negotiations, per diem:

(Delegates as allowed by Council Office - carpooling is encouraged)

Mileage and meals are not to exceed the amount allowed for travel by AFSCME contract. Such mileage shall be paid for the total number of miles from the MSUM campus or point of departure to the meeting site and back to the MSUM campus or point of departure, whichever is less. Documentation of mileage must be attached to the expense reimbursement form.

1 Day - No Overnight - Up to \$300.00 for meals & mileage.

1 Day, Overnight - Up to \$350.00 for meals & mileage.

2 Days, Overnight - Up to \$400.00 for meals & mileage.

3 Days, Overnight - Up to \$450.00 for meals & mileage.

Registration

As per receipts submitted for board approved registration.

Lodging

Each member shall make their own motel/hotel reservation and be reimbursed from the Treasurer for travel as approved by membership. Member shall stay at AFSCME recommended hotels at AFSCME rates.

Single evening meetings

Members attending board approved meetings that take place within a single evening shall be paid \$20 compensation for attendance. A reimbursement form must be submitted to President for approval before submitting to Treasurer for reimbursement.

Reports

Members attending events at the expense of the Local 602 shall submit an oral or written report to the Local 602. Oral reports shall be given at the next general meeting after the event. Written reports shall be turned in to the Local 602 Treasurer within two weeks of the event. If the member fails to give a report as required, all costs incurred for that particular member (meals, mileage and lodging) shall not be reimbursed or member shall return all funds to the Local 602 Treasury if reimbursement was already received.

Surety bond

To be paid as required by the AFSCME International Constitution.

Officer Stipend

On a quarterly basis, the officers (President, Vice President, Secretary, Treasurer, Newsletter Editor, Chief Steward, and Members-at-Large) shall receive a stipend for the amount of their union dues beginning with January of the year in which they were elected. Stipend shall be pro-rated for any (officer serving part of a term) temporary replacement officer.

All duties of the union officers must be met to qualify for the stipend. Non-performance of duties shall result in non-payment. Excused absences from the Executive Board meetings and the monthly membership meetings must be approved by the Executive Board.

Duties of Officers and Executive Board

President

Chair of Local 602 union meetings; Chair of Executive Board meetings; member of all committees; countersign checks of Local 602 union; appoint committee members with approval of Executive Board; report his/her activities and union activities to the membership periodically; sign preapproved registration forms supplied by Council 5 for all out of town conventions and meetings; make and distribute monthly and Executive Board meeting agendas; co-administer membership and fair share email listserv lists, and perform all other duties as stipulated in the Local 602's Constitution.

Vice-President

The Vice-President shall assist the President in the work of the office. In the absence of the President in his/her inability to serve, the Vice-President shall preside at all meetings and perform all duties otherwise performed by the President. The Vice-President may, with the approval of the Executive Board, be authorized to act as co-signer of checks drawn on the Local 602 funds in place of either the President or the Treasurer. Two (2) out of the three are required to sign. The Vice-President shall also be the chair of the Social Committee: specific duties are; scheduling social functions, follow-up planning, ordering food and supplies for all social functions and general meetings, scheduling room reservations for Local 602 functions at MSUM, and all other duties as stipulated in the Local 602's Constitution.

Recording Secretary

Keep minutes of monthly membership meetings and Executive Board meetings; distribute meeting minutes to full share and fair share members; write and answer correspondence of the Local 602 union, except where the Executive Board says otherwise; type and distribute agenda for monthly meetings; keep list of those wanting to attend conventions; perform other duties as Executive Board requires; co-administer membership and fair share email listserv lists; and all other duties as stipulated in the Local 602's Constitution.

Treasurer

Receive money for Local 602 union; write receipts for money received; deposit money in financial institution selected by Executive Board; countersign checks with President; write checks as required by Constitution, Bylaws, Membership or

Executive Board; reports financial affairs to membership each month; custodian of Local 602 union property; surety bond to be paid at the expense of Local 602 union and through the International office; create and send all required financial reports by AFSCME Local 602 Constitution to AFSCME International, Local 602, & Council 5; and all other duties as stipulated in the Local 602's Constitution.

Chief Steward

Attend all monthly meetings and give general report; attend Executive Board meetings and give report of steward proceedings; preside over monthly steward meetings; maintain all necessary records of stewardship proceedings; serve as consultant for all grievance proceedings; serve as liaison between stewards and Council 5.

Newsletter Editor

Prepare publication of Local 602 Newsletter containing proceedings, reports, helpful information and good and welfare information; handle mailing and distribution procedures for the newsletter. If no one is named to this office it shall be the duties of the Recording Secretary in the interim.

Members-at-Large

Attend all monthly meetings and Executive Board meetings as able; perform other duties as Executive Board requires; provide input on matters pertaining to the Local; perform duties of officers who are on extended leave or have resigned.

Officers, Nominations, and Elections

The officers of this Local shall be a President, a Vice-President, a Recording Secretary, a Secretary-Treasurer, Chief Steward, Newsletter Editor, and three (3) Executive Board Members-at-Large, and these nine (9) shall constitute the Local Union Executive Board. In addition, there shall be elected three (3) members who shall serve as Trustees. The Trustees shall be elected to three-year (3) terms of office, except that in the initial election, one (1) shall be elected for a one-year term, one for a two-year terms, and one for a three-year term. All other officers shall be elected for a two-year term in the even numbered years. Stewards shall serve a two-year term, active during the current duration of the contract. Training sessions set up as soon as possible to facilitate any arising problems.

Eligibility

To be eligible for office, a member must be in Good Standing for one year (1) 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.

Nominations

Nominations shall be made at regular or special meetings or by email to Executive Board members, beginning September 15th. At least fifteen (15) business days advance notice shall be given to the membership prior to the nomination meeting. Nominations shall be permitted from the floor at the nomination meeting.

Election Committee

An Election Committee will be comprised of members currently not elected to the Executive Board nor comprised of current election candidates. Their duties will involve creation and printing of ballots, presence at voting locations, and counting ballots.

Election Process

Balloting shall be so conducted as to afford to all members a reasonable opportunity to vote. At least fifteen (15) business days advance notice shall be given the membership prior to the holding of the election. Officers shall be elected by secret ballot vote at designated times and places and at the regular monthly meeting in November.

Upon completion of the voting, the ballots shall be tabulated and the candidate for each office receiving a majority of the votes cast for that office shall be declared elected. Any remaining unfilled offices shall be filled through a run-off election in which there shall be a ballot bearing two names for each office to be filled, such names being those nominees who received the greatest number of votes in the first balloting and the candidates receiving the highest number of votes shall be declared elected.

In any case where there is only one nominee for office, such nominee shall be declared elected.

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 Constitution.

Vacancies in office shall be filled for the remainder of the unexpired term by vote of the Executive Board.

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

Term Limits of Officers:

There shall be a term limit of 4 years (elected twice) for all Executive Board members unless otherwise stipulated by the Constitution of the International Union.

Committees

Members in Good Standing are eligible to serve on the following committees: (no bold)

Welcome Committee: The Welcome Committee is to be comprised of 4-5 members, preferably in different units of Local 602, whom have the duty of welcoming new AFSCME employees on our campus. The Welcome Committee will have a set budget each year. Committee members will supply new AFSCME employees with a union information packet, a union membership card, and a small gift from the union.

Election Committee: The Election Committee is to be comprised of 4-5 members, preferably in different units of Local 602, whom have the duty of ballot creation, overseeing and presence at voting station(s) and election meeting, and ballot tabulation at election meeting.

University Committee: A committee charged with considering areas and activities that impact the University community as a whole. University committees have a defined membership established by the administration in consultation with relevant bargaining units and Student Senate as appropriate. University Committee recommendations are made to the President, or her/his designee. A listing of University Committees can be found at:

<https://www.mnstate.edu/employees/> by clicking "Committees (University)" under the Policies, Procedures, & Rules section.

Search Committee: The role of the search committee is to serve in an advisory capacity to the chair and the hiring manager. They will provide perspective and expertise throughout the process and identify strengths and weaknesses on candidates to the search chair. A committee member will:

- Be available for all aspects of the hiring process
- Provide input on the overall selection procedures; interview questions, screening process, etc.
- Screen applications to select candidates to interview
- Attend all interviews
- Provide input into the rating and recommendation for consideration by the hiring manager

Miscellaneous Provisions

This Union shall at all times be subject to the provisions of the Constitution of the American Federation of State, County and Municipal Employees.

Except to the extent specified in this Constitution, no officer of the 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(s) 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.

The rules contained in the current edition of Robert's Rule 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.

Amendments to the Bylaws

These Bylaws may be amended by a two-thirds vote of the members at the Local 602's general monthly meeting. The proposed amendment must have been read at the previous monthly meeting of the Local 602 and distributed by posting on all AFSCME bulletin boards, published in the newsletter, or sent on listserv to members. All proposed amendments must be distributed at least seven (7) calendar days prior to the voting meeting.

A special meeting of the membership may be called to amend the Bylaws if a written notice of the meeting and the proposed amendments distributed to members at least seven (7) calendar days prior to the meeting and such notice is posted on all AFSCME bulletin boards, published in the newsletter, or sent on listserv to members.

EFFECTIVE DATE: These Bylaws shall be effective November 2, 2017

Voted upon at Regular Meeting of Local 602 on November 2, 2017