

CONSTITUTION
for
MINNESOTA STATE UNIVERSITY MOORHEAD EMPLOYEES
LOCAL 602

ARTICLE I - NAME

The name of this organization shall be Minnesota State University Moorhead Employees of the American Federation of State, County and Municipal Employees, AFL-CIO.

ARTICLE II – AFFILIATIONS

This Local Union shall be affiliated with Minnesota State Employees Union Council Number 5, of the American Federation of State, County and Municipal Employees; the Minnesota State AFL-CIO; and the Fargo, ND/Moorhead, MN 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 employees of Minnesota state colleges and universities in state of Minnesota bargaining units 2, 3, 4, 6 and 7 at Minnesota State University, Moorhead, including full-time and regular part-time food service employees of Sodexo Campus Services, 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 applications shall be accompanied by the current month's dues.

Section 3

The bi-weekly dues of the local union shall be one-hundred and forty-eight point three percent (148.3%) of the individual hourly wage per pay period for all bargaining unit employees. This dues rate shall be adjusted annually as close as practicable to the implementation of raises of state employees in July. In addition, whenever AFSCME International or Council 5 per capita is adjusted, the local union dues shall be adjusted by the same amount. However, the amounts shall be divided equally between pay periods.

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 fifteenth (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 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, shall 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 shall be held once each month, at a time and place to be fixed by the membership or the Local Executive Board.

Section 2

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.

Section 3

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

ARTICLE VI – OFFICERS, NOMINATIONS, AND ELECTIONS

Section 1

The officers of this Local shall be a President, a Vice-President, a Recording Secretary, a Secretary-Treasurer, and three (3) Executive Board Members-at-Large, and these seven (7) 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.

Section 2

Nominations shall be made at regular or special meetings of the Local (November). At least fifteen (15) days advance notice shall be given to 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 December.

Section 3

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.

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 (15) 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 Constitution.

Section 6

Vacancies in office 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.

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.

Section 2

The Vice-President shall:

- a. Assist the President in the work of the office.
- b. In the absence of the President or 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 the Secretary-Treasurer. Two (2) out of the three (3) are required to sign; Treasurer and President.

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.

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 or banks(s) selected by the Executive Board, and money so deposited shall be withdrawn only by checks 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 disbursement and shall, once each month, 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 to be submitted to the International Union are submitted in accordance with the International Union Constitution.

Section 5

The Trustees shall make or cause to be made at least annually an audit of the Local's finances, and shall report to the membership on the results of such audit (semi-annually if deemed necessary).

Section 6

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 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 meetings. A majority of the members of the Executive Board shall be required for a quorum.

ARTICLE VIII – MISCELLANEOUS PROVISIONS

Section 1

This 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 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.

Section 3

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.

ARTICLE IX – AMENDMENTS

This Constitution may be amended, revised, or otherwise changed by a two-thirds (2/3) 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:

Lee Saunders
International President

Approved date November 12, 2014