

CONSTITUTION
FOR
STATE OF CONNECTICUT ADMINISTRATIVE CLERICAL
LOCAL 196

ARTICLE I
NAME

The name of this organization shall be State of Connecticut Administrative Clerical Employees Local Number 196 of the American Federation of State, County and Municipal Employees, AFL-CIO.

ARTICLE II
AFFILIATIONS

This local union shall be affiliated with Connecticut Council 4 of the American Federation of State, County and Municipal Employees; the Connecticut State Labor Council, AFL-CIO; and the appropriate central body 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 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 Bristol, Canaan, Farmington, Litchfield, New Britain, Newington, Pleasant Valley, Torrington, West Hartford, and Winsted 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. The bi-weekly membership dues of the local shall be \$14.45 per member.

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 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 membership or 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 ten percent (10%) 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 this local shall be 3% 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 area executive board members, and these seven shall constitute the local union executive board. In addition, there shall be elected three members who shall serve as trustees. The trustees shall be elected to three-year terms of office, except that in the initial election, one shall be elected for a one-year term, one for a two-year term, and one for a three-year term. All other officers shall be elected for a term of two years in the odd-numbered years. One executive board member shall be elected by area membership to represent each of the following areas: Area 1: Connecticut Health Center and Medical Examiner's Office; Area 2: Newington, New Britain, West Hartford; and Area 3: Bloomfield, Bristol, Canaan, Farmington, Goshen, Litchfield, Norfolk, Pleasant Valley, Torrington and Winsted.

Section 2. Nominations shall be made 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 regular 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 mailed to each member at the member's last known address.

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 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.

Section 8. If any member of the executive board, trustee or steward misses three consecutive meetings without an acceptable excuse, such officer shall be removed from office and the vacancy filled in accordance with the provisions of this constitution.

Section 9. Election of delegates to Connecticut Council 4 shall take place in accordance with Article VI, Section 1 of the Council 4 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;
- (b) Preside at all meetings of the local union and of the executive board;

- (c) 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;
- (d) Be an ex-officio member of all committees (except election committees) and an automatic member of the collective bargaining committee;
- (e) Countersign all checks drawn against the funds of the local;
- (f) Report periodically to the membership regarding the progress and standing of the local and regarding the president's official acts;
- (g) Be an automatic delegate to Connecticut Council 4, 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) In the absence of the president is authorized to act as the co-signer of checks drawn on the local funds in place of either the president or the secretary-treasurer;
- (d) Serve as chairperson of the Steward Committee and preside at all meetings of said committee.

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) Keep the membership list of the local union up-to-date.

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 selected by the executive board, and money so deposited shall be withdrawn only by check signed by the president and the secretary-treasurer or vice-president, as provided in Section 2 above;
- (c) Prepare or 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 outlined in Article II;
- (e) Keep an accurate record of receipts and disbursements and shall submit quarterly to the local membership and monthly to the executive board 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 5. 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 shall be made available to the local membership.

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 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. The following shall be the standing committees of this local union:

- (a) State of Connecticut Administrative Clerical Bargaining Unit Policy Coordinating Committee;
- (b) Education & Training Committee;
- (c) Labor/Management Committee;
- (d) Steward Committee;
- (e) Women's Rights Committee;
- (f) Negotiating Committee;
- (g) Political Action Committee.

Section 2. There shall be an Election Committee, which shall consist of all negotiating team members and shall conduct itself in accordance with Appendix D, Section 2 of the International Constitution.

Section 3. 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 membership at the next following meeting. A majority of the members of the committee shall be required for a quorum.

ARTICLE IX DUTIES OF COMMITTEES

Section 1. The State of Connecticut Administrative Clerical Bargaining Unit Policy Coordinating Committee shall consist of all local presidents and meet at least once a month. It 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.

Section 2. The Education and Training Committee shall consist of at least four (4) members and shall meet once a month. This committee shall provide all information regarding in-state education activities and opportunities to the executive board. This committee shall report to the executive board on a quarterly basis.

Section 3. The Labor/Management Committee shall consist of a minimum of one (1) and no more than four (4) members from each state agency within the local. These members will elect one member to represent the local at the State Labor Management Committee. This committee shall meet not less than quarterly and shall be concerned with such matters as training, parking, flex-time, career ladders and day care. This committee shall make itself aware of every issue of concern to this local's clerical problems and needs which must be brought to the attention of the State Labor Management Committee.

Section 4. (a) The Steward Committee shall consist of all stewards within this local. This committee shall meet at least once a month. Ten (10) stewards are needed for a quorum. This committee shall submit a written report to the executive board at its monthly meeting. The duties of the Steward Committee shall include, but are not limited to: enforcement of the contract; maintaining a flow of communication between the stewards and the membership; recommendation to the Coordinating Committee on the submission of grievances for arbitration; (b) The Steward Committee shall serve as the Negotiating Committee in addition to the Steward Committee.

Section 5. The Women's Rights Committee shall consist of a minimum of four (4) members and shall meet at least quarterly. This committee shall submit a written report to the executive board at least quarterly. The duties of this committee shall include, but are not limited to: working to eliminate sex discrimination by examining every area of employment including recruitment, advertising for recruitment, testing, hiring, promotion, layoff, termination, seniority, wages and fringe benefits. This committee will seek to ensure that women enjoy equal opportunities in each of these areas. The committee will also serve as a forum for discussing women's special problems on the job and a means for improving women's working conditions.

Section 6. The Negotiating Committee shall consist of those members serving on the Steward Committee. This committee shall meet at least once a month and report on a monthly basis to the executive board. The duties of this committee shall include, but are not limited to: compiling a list of membership demands, preparing research to support these demands, working with Council 4 and the International Union's Research & Collective Bargaining Services Department; insuring the membership's understanding and desire or the demands to be made.

Section 7. The Political Action Committee shall consist of at least (4) members and shall meet quarterly. This committee shall submit a written report to the executive board at its monthly meeting. This committee shall serve as the local's legislative and political arm. It shall be involved with campaign activity, membership education, contact with elected officials on public employee issues and voluntary contributions for campaign work. This committee shall make itself aware of proposed legislation which may affect the membership throughout the legislative session. It shall work to promote fair treatment of public employees under local law, preservation and expansion of local public services, and other programs beneficial to working people and the general community. This committee shall work with other union, public employee groups and consumer and community organizations.

ARTICLE X BYLAWS FOR STEWARDS

Section 1. All stewards shall be appointed by the president, with the approval of the executive board.

- a. Reasons for becoming a steward must be given in writing to the president.
- b. An appointed steward may be removed with just cause by the president, with the approval of the executive board.

Section 2. Responsibilities of stewards are:

1. Stewards must attend at least 6 of 10 steward meetings and the two (2) All Day Training Sessions. Steward meetings are held every 2nd Monday of the month, except for August and December. If unable to attend a meeting the steward must call the vice-president, president or a member of the executive board to be excused.
2. Stewards must duly represent all administrative clerical bargaining unit employees, whom are members of Local 196 in their designated areas.
3. Stewards are to take notes at a Step 3 hearing.
4. Stewards are to give a status update on ongoing grievance to the area vice-president.
5. Stewards must post union notices and update union bulletin boards.
6. Stewards are required to give copies of grievance and the back-up material to the staff representative and to the area vice-president of Local 196.

Section 3. Stewards who attend steward meetings will be reimbursed travel allowance not to exceed monthly dues. They must be in attendance within 15 minutes of start of the business meeting and stay until adjournment of the meeting, unless excused by an executive officer. Business meetings normally start at 6:00 pm, adjournment of meeting no later than 8:00 pm.

ARTICLE XI 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.

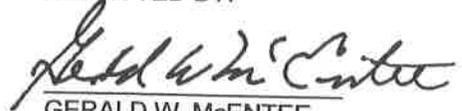
Section 3. Robert's Rules of Order, Revised, shall be the guide in all cases to which they are applicable and in which they are not inconsistent with this Constitution and special rules of this local union or of the American Federation of State, County and Municipal Employees.

Section 4. All officers of this local shall be bonded at the expense of the local through the International Union. The minimum bond shall be no less than ten (10) percent of the assets handled by the local annually.

**ARTICLE XII
AMENDMENTS**

This constitution may be amended, revised, or otherwise changed only 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:



GERALD W. McENTEE
International President

8/6/04

DATE