

CONSTITUTION
FOR
METROPOLITAN COUNCIL EMPLOYEES
LOCAL 668

ARTICLE I
NAME

The name of this organization shall be Metropolitan Council Employees, Local Number 668 of the American Federation of State, County and Municipal Employees, AFL-CIO.

ARTICLE II
AFFILIATIONS

This local union shall be affiliated with Minneapolis-St. Paul Metropolitan Area District Council #14 of the American Federation of State, County and Municipal Employees; the Minnesota AFL-CIO; and the St. Paul Regional Labor Federation, 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 the Minnesota Metropolitan Council, St. Paul, Minnesota, excluding confidential and 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. Application for membership shall be made on a standard application form, which shall include a valid authorization for payroll deduction of dues.

Section 3. Monthly Dues. The membership dues of this local shall be based on a progressive dues structure in accordance with Article IX, Section 6, of the AFSCME International Constitution, as of January 1, 2011. The monthly membership dues of AFSCME Local 668 shall be 1.00% of a member's gross wages; the maximum amount of monthly dues for any member shall be \$50.00 per month.

Section 4. To the extent possible, membership dues shall be payable monthly in advance to Council 14 through payroll deduction. Membership dues shall also be payable monthly in advance to the local 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 or upon payment of a reinstatement fee of one month's dues plus the current month's dues.

ARTICLE V MEETINGS

Section 1. Regular meetings of this local shall be held once each month, at a time and place to be fixed by the membership or the local executive board. At least once per year a tentative schedule and agenda will be publicized to the membership.

The monthly general membership meeting may be cancelled by a majority vote of the local membership or a three quarter (3/4) majority vote of the executive board when it is in session. No two (2) consecutive regularly scheduled general membership meetings may be cancelled. When the executive board cancels the regular scheduled general membership meeting, it must provide written explanation to the general membership and notify them when the next membership meeting will be held.

Section 2. Special Meetings. Special meetings may be called by a majority of the local executive board, or by petition filed with the president and signed by fifty (50) members of the local. Special meetings may also be called by the International President or by an authorized representative of the International President. All members shall be notified in writing at least 48 hours in advance of all special membership meetings. The notice shall include the tentative agenda as well as the date and place of the special membership meeting.

Section 3. Quorum. The quorum for meetings of this local shall be fifteen (15) members in good standing.

The general membership meeting cannot be called to order unless a quorum is present.

ARTICLE VI OFFICERS, NOMINATIONS, AND ELECTIONS

Section 1. The officers of this local shall be a president, a vice-president, a secretary, a treasurer, a chief steward and four (4) member-at-large positions. These nine shall constitute the local union executive board. All executive board members shall be elected. In addition, there shall be elected three (3) 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 one year.

Section 2. The Chief-Steward shall appoint stewards with approval and/or revision by the Executive Board. The Chief Steward may appoint stewards to vacant steward positions, subject to the approval of the executive board. In addition to the stewards appointed in the manner above, the four executive board members shall be at-large stewards.

Section 3. Nominations/Elections. The officers shall be nominated at the meeting in February, and election of such nominated candidates for office shall take place at the meeting in March of each year. The officers shall hold office for a one-year term unless removed for cause.

Section 4. 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 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. Vacancies in office except for the president shall be filled for the remainder of the unexpired term by vote of the executive board. In case of vacancy in the

office of the president, the vice-president shall assume the duties and responsibilities of the president for the remainder of the unexpired term and the office of the vice-president shall be filled by vote of the executive board. If for some reason the vice-president cannot fill the president's vacancy, the executive board shall nominate and elect the new president.

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. Unexcused Absence. Unexcused absence of an officer from three (3) consecutive membership meetings or the executive board meetings shall automatically cause his/her removal from office.

ARTICLE VII DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1. The president shall have the following duties:

- a. preside at all meetings of the local union and of the executive board. Before calling a local union meeting or an executive board meeting to order, the president shall insure a quorum is present and uphold Article V, Section 3 and Article VII, Section 7e.
- b. be a member of all committees except election committees.
- c. have the authority to countersign all checks drawn against the funds of the local.
- d. appoint or disband all standing committees and special committees of the local union. Appoint committee chairs and members of all committees. All committees shall serve at the pleasure of the president with one exception: the contract negotiation committee will be recommended by the local executive board and will be subject to the approval or revision of the local membership.
- e. report periodically to the membership regarding the progress and standing of the local union and regarding official acts.
- f. have the authority to act as an at-large steward for contractual purposes.
- g. be an automatic delegate to the AFSCME International Convention, AFSCME Council 14 convention and the state AFL-CIO convention should the local wish to send a delegate or delegates.

Section 2. The vice-president shall have the following duties:

- a. assist the president in the work of that 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. have authority to countersign all checks drawn against the funds of the local union.
- d. have authority to act as an at-large steward for contractual purposes.

- e. in the absence of the secretary at meetings, the vice-president shall take minutes.

Section 3. The secretary shall have the following duties:

- 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. have the authority to countersign all checks drawn against the funds of the local union.
- d. perform such other duties as the executive board may require.

Section 4. The treasurer shall have the following duties:

- a. receive and receipt for all monies of the local.
- b. deposit all money so received in the name of the local in a bank or banks selected by the executive board, and money so deposited shall be withdrawn only by check signed by any two of the approved officers.
- 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 union's per capita tax each month and sent to the International Secretary-Treasurer.
- e. keep an accurate record of receipts and disbursements and 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 International Union based on the local's annual gross receipts, 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 and provided in a timely manner at least annually to the trustees all books, financial reports and all other materials related to the treasury of the local as may be requested by the trustees; and shall not submit an annual report to the International Union without its first having been reviewed and approved by the trustees.

Section 5. The chief steward shall:

- a. chair and set agendas for all steward meetings.
- b. call and hold steward meetings on a regular basis.
- c. report at regular meetings of the executive board and general membership

on the status of grievances and concerns of the local union members.

- d. coordinate training for stewards.
- e. advise and mentor stewards in how to carry out their duties ensuring fair representation.
- f. coordinate stewards and grievances to ensure fair representation and timely processing.

Section 6. Trustees. The trustees shall make or cause to be made at least an annual audit of the local union's finances, and shall report to the membership on the results of such audit.

Section 7. Executive Board. The executive board shall have the following duties and provisions:

- a. be the governing body of the local union except when meetings of the local union are in session.
- b. decide all matters affecting the policies, aims and means of accomplishing the purposes of the local union not specifically provided for in this constitution or by action of the membership at a regular or special meeting.
- c. meet at the call of the president or a majority of the members of the board.
- d. make a report on all actions taken by the executive board to the membership at the next following meeting.
- e. be actively involved in the education and recruitment of new members.
- f. a majority of the members of the executive board shall be required for a quorum.

Section 8. Stewards shall be appointed for a one-year term. The stewards shall have the following duties and provisions:

- a. each union member will be assigned to one steward.
- b. be responsible for acting as on-site union representative for the employees assigned to them, specifically as regards to contractual provisions involving stewards.
- c. report to the executive board on a regular basis as to the current activities and opinions within the group they represent.
- d. when requested, supply to the negotiating committee written reports on contract changes desired within their groups.

ARTICLE VIII MISCELLANEOUS PROVISIONS

Section 1. International Constitution. 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. Power to Act. Except to the extent specified in this constitution, no officer of

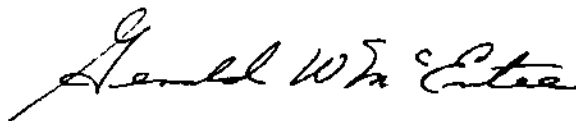
the local union shall have the power to act as agent for or otherwise bind the local union in any way whatsoever. No member or group of members or other person or persons shall have the power to act on behalf of or otherwise bind the local union except to the extent specifically authorized in writing 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.

ARTICLE IX AMENDMENTS

This constitution may be amended, revised, or otherwise changed 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
Approval Date: March 11, 2011