



AFSCME Local 668 Bylaws

1. Sunshine Committee
2. Conflict of Interest
3. Mediation/Arbitration
4. Expenditure of Local Union Funds
5. Sergeant at Arms
6. Lanny Bakalyar Scholarship
7. Local 668 Web Site Postings
8. Appointment of a Co-Chief Steward
9. Parking Reimbursement
10. Contract Voting Eligibility
11. Contract Voting Procedure
12. Budget Committee

The AFSCME Local 668 General Membership and/or Executive Board have authorized the following policies and procedures.

New Bylaws shall require 50% + one approval of the General Membership or the Executive Board.

Approval of other changes, additions or deletions to policies or procedures found in these Bylaws shall require a 2/3 vote of the General Membership or the Executive Board.

No member or officer of the Local has the authority to independently add, delete or change the Bylaws, policies or procedures of AFSCME Local 668.

1	AFSCME Local 668 Bylaw	Action	Date
	Sunshine Committee - Good and Welfare of Members	Approved	
		Revised	06/03/1999
		Revised	11/13/2003
		Revised	09/13/2007
		Revised	10/20/2011

AFSCME Local 668 shall acknowledge the following life events for its members:

Retirement of a Member: \$75 check and a card

Death of a Member: \$75 memorial check and a card

Death of a Member's Spouse/Partner, Parent, Child, Stepchild: \$50 memorial check

Birth/Adoption: Up to \$75 for a gift card or flowers

Hospitalization of Member: Up to \$75.00 for a gift card or flowers

FMLA of a Member: After use of the member's 40 hour dock, if a member still remains out of the office due to FMLA (whether hospitalized or not) the local will send them a gift card or flowers up to \$75.

The Union will provide a card of sympathy, upon request, for extended family members (not mentioned above) who have passed.

PRO (Post Retirement Option) employees will not be eligible to receive another retirement check upon leaving from their term as a PRO.

Members are to notify the Committee Chair within 90 days of the event, or upon the member's return to work when cards, gift cards or flowers need to be sent. Members must include the name and address to which flowers, gift card, or cards are to be sent. Failure to do so within the 90 day timeframe will prevent the member from receiving this benefit. No fee payer member shall be eligible for this benefit. See AFSCME Local 668 list of Officers, Stewards and/or Committee Chair for Sunshine Committee Chair and contact information.

2	AFSCME Local 668 Bylaw	Action	Date
	Conflict of Interest	Approved	08/16/2001
		Revised	11/13/2003
		Revised	04/08/2004

The Local recognizes and accepts that there will be situations and opportunities where a member may receive gifts and/or prizes while attending various Union functions.

Any Union member authorized to act on behalf of the Union will report any actual or potential conflict of interest to the Union membership.

3	AFSCME Local 668 Bylaw	Action	Date
	Mediation / Arbitration	Approved	11/13/2003
		Revised	9/13/2007
		Revised	10/20/2011

Any Steward or Local Union Officer working on an unresolved grievance who wishes to proceed to Mediation and/or Arbitration must discuss doing so with the Chief Steward and the Business Agent. The Chief Steward and Business Agent shall be responsible for recommending whether to take a grievance to Mediation using the State Bureau of Mediation Services and/or to pursue Arbitration.

If the decision is made to pursue Arbitration, the Business Agent shall be responsible for presenting the matter to the AFSCME Council 5 Arbitration Team for approval.

If the request is approved, the Business Agent with the support of the Chief Steward and applicable Steward will be responsible for preparing and presenting the case to the Arbitrator.

If the request for Arbitration is denied by the AFSCME Council 5 Arbitration Team, the Grievant may request to appear at the AFSCME Local 668 Executive Board to request that it appeal to the AFSCME Council 5 Board in the manner stipulated in the AFSCME Council 5 Arbitration procedures in accordance with the following rules:

*Procedure established by President Art McGrane on July 05, 2007
in accordance with AFSCME Local 668 - Bylaw Number 3,
Mediation / Arbitration*

1. Welcome
2. Introductions
3. Explanation of Rules
4. The Steward and/or Chief Steward with the assistance of local's Business Representative will present the facts of the grievance to the Executive Board.
5. The Grievant will be allowed to add any relevant information that the Executive Board should take into consideration in making their decision concerning the appeal.
6. Executive Board Members will be allowed to ask questions of the Grievant, Steward, Chief Steward and Business Representative on the facts of the grievance.
7. The Grievant and Steward will be thanked for their assistance and asked to leave once the Executive Board has completed all the questions and believes they have all the relevant information the Grievant and Steward can provide. The Grievant will be informed that s/he will receive a letter concerning the decision made by the Executive Board.
8. The Executive Board will go into a closed-door session to determine whether the local should appeal the decision of the Council 5 Arbitration Team to the AFSCME Council 5 Executive Board.
9. The Local's Business Representative will review the reasons that the Council 5 Arbitration Team turned down the arbitration. The Business Representative will then be asked to give his/her recommendation on whether to appeal the grievance to the Council 5 Executive Board.
10. The floor will be opened for questions and discussion concerning the grievance.

11. The President will entertain a motion to appeal or not to appeal the grievance to the Council 5 Executive Board.
12. Further Discussion
13. Call of the Question
14. Vote
15. A letter will be sent to the grievant with the Executive Board's decision on proceeding with grievance hearing process.

If the Local 668 Executive Board decides "NO," the local will not support an appeal. The decision is final; the grievance will be closed with no further appeals available to the grievant. If the Local 668 Executive Board votes "YES" to appeal, the grievance will be sent to the AFSCME Council 5 Executive Board for a final decision on whether to take the grievance to Arbitration.

4	AFSCME Local 668 Bylaw	Action	Date
	Expenditure of Local Union Funds for the Treasury of AFSCME Local 668	Approved	11/13/2003
		Revised	09/13/2007
		Revised	10/20/2011

I. Approval of Distribution of Funds

A. In the fall of each year, an Ad Hoc Budget Committee shall be formed and charged with devising a budget for the following calendar year. This budget will lay out spending guidelines for the Local in accordance with income estimates based on annual dues/fees receipts and anticipated increases thereof as determined by the International. The Budget Committee shall consist of the Treasurer, President and at least two additional representatives from the Local's Executive Board or Membership. The Executive Board shall review and approve or amend the budget before it is submitted to the Membership for adoption.

B. Expenditures from the Local's Treasury that are included in an adopted annual budget require no further approval by either the Executive Board or the General Membership. Expenditures that are outside the budget require a vote of approval from the Local's Executive Board or General Membership.

II. Distribution of Funds

A. All checks shall require two authorized signatures from among those authorized to co-sign. Authorized signatures are on file at the Local's financial institution.

B. Whenever the Local Union credit card is used, it shall require the approval of two of the Chair Officers (President, Vice President, Treasurer, Chief Steward, or Secretary). The two Chair Officers who approve the use of the credit card will ensure all receipts are presented to the Treasurer. The Treasurer will report the financial transaction on his/her monthly financial report to the General Membership and the Executive Board noting the transaction as "CC" instead of by check number.

C. Only individuals or groups authorized by the Executive Board or the General Membership may request and receive a paid advance for officially sanctioned expenses. The Membership and the Executive Board must know the payee and the estimated dollar amount.

D. All requests for expenditures from the Local's Treasury, excluding advance payments, must be accompanied by original receipts, or other proofs of purchase, and completed Expense Authorization Forms supplied by the Local's Treasurer. Requests for Expense Authorization Forms must accompany advances and original receipts and other documentation and must be supplied to the Treasurer within 30 days, including refunds of any unused portion of the advance.

The Local will, upon prior approval of the Executive Board or General Membership, pay lost time for individuals attending union business during normal working hours. As the Local does not assume the role of employer in such cases, all requests must be submitted to Council 5 for payroll processing. A completed Lost Time Reimbursement Form, available on the Local 668 website, must be submitted to the Treasurer for final approval and submittal to Council 5. Lost time claimants will receive checks directly from Council 5.

Lost time for political lobbying will be paid to members when the Local has money budgeted for the specific purpose of lobbying. The Chair Officers shall be vested with the authority to authorize the expenditure of funds for this budgeted item. It will take two Chair Officers (President, Vice President, Treasurer, or Secretary) to pre-approve the expenditure of funds to reimburse a member's lost time for the purpose of lobbying. The Local Treasurer will report this activity in his/her monthly financial report to the General Membership and the Executive Board. The Local does not assume the role of employer in such cases; all requests must be submitted to Council 5 for payroll processing. A completed Lost Time Reimbursement Form, available on the Local #668 website, must be submitted to the Local Treasurer for final approval and submittal to Council 5. Lost time claimants will receive their checks directly from Council 5.

5	AFSCME Local 668 Bylaw	Action	Date
	Sergeant at Arms	Approved	11/13/2003

The President may appoint/remove a member to serve as Sergeant at Arms during his/her term. The President's selection is subject to the approval of the Executive Board. The Sergeant at Arms will have the following duties and responsibilities:

- Ensure there is a sign-in sheet at every meeting. Following the meeting, make certain the sign-in sheet is delivered to the Local's Secretary for the official record.
- Be of assistance with any informational handouts at or during the meeting.
- Help with any prize drawings during meetings.
- Assist the President during meetings.
- At the President's request, maintain order during meetings.

6	AFSCME Local 668 Bylaw	Action	Date
	Lanny Bakalyar Scholarship	Approved	
		Revised	02/20/2003
		Revised	9/13/2007
		Revised	10/20/2011

**Lanny Bakalyar
Memorial Scholarship Fund**

\$1,000.00

AFSCME Local 668

The members of AFSCME Local 668 in memory of brother Lanny Bakalyar are offering this scholarship, in order that our union brother's leadership, dedication and hard work, will not be forgotten.

Brother Lanny was one of the founders of AFSCME Local 668. He served as this Local's President, Vice President, Steward, Local Executive Board Member, and Council 14 (the predecessor to Council 5) Executive Board Representative. In addition, Brother Lanny was always willing to volunteer for Local committee work; he was a member of many negotiation committees in addition to others. Furthermore, he represented the Membership as a delegate to local, state and national AFSCME and AFL-CIO conventions.

Brother Lanny believed in the concept of a Union and what it stands for. In doing so, he worked and fought hard for the members of this Local Union. So in Brother Lanny Bakalyar's name, we, the member's of AFSCME Local 668, offer this scholarship.

The applicant must be in the current High School graduating class or attending a post-secondary school within five years of High School graduation.

Applicants can only submit (1) one application form even if they have (2) two parents who are members of AFSCME Local 668.

Applicant's parent or legal guardian must be a member of AFSCME Local 668 for at least 90 days prior to the drawing.

The scholarship recipient must attend an accredited Post-secondary School (College or Technical).

Applications are available upon request from the Local Union Secretary. The application must be returned to the Local Union Secretary, by the first Friday of the month of February.

A winner and an alternate will be drawn by lot at the March General Membership meeting. Applicant's parent or legal guardian must be present to win. The winner has until October 1 of the year in which the scholarship was awarded to provide tuition documentation and claim payment, after which the award will be offered to the alternate. The alternate then will have until the end of the year in which the scholarship was awarded to claim it. In the event that no claim is made by the end of the year, the amount will be awarded as a second scholarship the following year. Both the Application Form and rules are available on the Local 668 website.

7	AFSCME Local 668 Bylaw	Action	Date
	AFSCME Local 668 Web Site Postings	Approved	11/13/2003
		Revised	9/13/2007

The President, Vice President, Secretary, Treasurer, Chief Steward, or vote of 50% plus 1 of the General Membership or vote of the majority of the Executive Board may at any time independently authorize the Chair of the Web Site Committee to post/material and/or remove posted material on the Local's Union website. In case of dispute, the final decision on any postings/materials and/or removal of posting/materials will always remain with Local's General Membership.

8	AFSCME Local 668 Bylaw	Action	Date
	Appointment of a Co-Chief Steward	Approved	11/13/2003

The Local Union recognizes that the duties and responsibilities of the office of Chief Steward are challenging and time consuming. The Local Union further recognizes that there will be times when the Chief Steward will need assistance in fulfilling all the duties and responsibilities associated with the position of Chief Steward.

To meet the needs of the Union, the Chief Steward, may appoint a Co-Chief Steward for the duration of the current election cycle. This appointed Co-Chief Steward will serve at the pleasure of the Chief Steward. This appointed Co-Chief Steward is not a member of the Local Executive Board unless otherwise elected to the executive board, as specified in the local union constitution.

The appointed Co-Chief Steward will take direction from the duly elected Chief Steward and work in cooperation with the duly elected Chief Steward to achieve the goals and objectives of the Local Union. The duties and responsibilities of the appointed Co-Chief Steward will be at the discretion of the duly elected Chief Steward.

If and when the Co-Chief Steward is unable to agree during the decision-making process of how to proceed with a grievance, the problem will be presented to the Local Executive Board for final resolution.

9	AFSCME Local 668 Bylaw	Action	Date
	Parking Reimbursement	Approved	
		Revised	11/13/2003
		Revised	9/13/2007

Any Union Officer, Steward or Committee Member will be reimbursed for out-of-pocket parking expenses incurred while attending meeting(s) regarding union business. Note the following:

- Parking receipts from the vender must be obtained, if available. If there is no vender at the lot, the name of the lot, location, length of time parked, amount paid, and the name, title and signature of the person seeking reimbursement must be provided monthly to the Treasurer.
- If a parking meter is used, the location, length of time parked, amount paid, and the name, title and signature of the person seeking reimbursement must be provided monthly to the Treasurer.
- The Union shall not be liable for or reimburse parking meter violations, towing or related expenses from meters or lots unless approved by the Executive Board.
- An AFSCME Local 668 reimbursement form must be completed with the vendor receipt(s) attached.
- AFSCME Local 668 will disburse reimbursements checks to the members monthly.

10	AFSCME Local 668 Bylaw	Action	Date
	Contract Voting Eligibility	Approved	9/13/2007
		Revised	10/20/2011

To be eligible to vote for any Contract/Labor Agreement between AFSCME Local 668 and the Metropolitan Council, an individual must be a full dues-paying member in good standing (not a Fee Payer).

11	AFSCME Local 668 Bylaw	Action	Date
	Contract Voting Procedure	Approved	9/13/2007
		Revised	10/20/2011

Upon receipt of the “Last Best Contract Proposal” from the Employer, the following procedure is to be followed by Negotiations Committee and the AFSCME Local 668 Executive Board.

- The “Last Best Contract Proposal” will not be discussed or released by the AFSCME Local 668 Negotiation Committee in whole or in part to the General Membership or any third party including the media until the start of the Special Meeting of the General Membership on the day of the Contract vote. There are two exceptions to this rule. They are:
 1. There may be times when it is in the best interest of AFSCME Local 668 that the “Last Best Contract Proposal” be discussed with the Local Executive Board for strategic negotiation reasons.
 2. Discussions may be held with representatives from AFSCME Council 5 or representatives of AFSCME International.
- The AFSCME Local 668 Negotiation Committee may meet to discuss their recommendations to the Local Union membership prior to the Special Membership

Meeting and prepare the Employer’s “Last Best Contract Proposal” for presentation to the Local Union Special Membership Meeting.

- The President will notify the Local Membership when the “Last Best Contract Proposal” has been received from the Employer and will outline the steps in the voting process to the AFSCME Local 668 Membership.
- The President will call a Special Meeting of the Local Executive Board to request that the Executive Board call a Special Meeting of the General Membership of Local 668.
- The Executive Board will set the time and date of a Special General Membership Meeting to vote on the proposed contract, the time that the proposed contract will be available to the Local Union General Membership for reading on the date of the vote, and the time voting will start and end.
- The membership shall be notified by U.S. Mail and/or by e-mail as to the time and date of the Special Meeting and the Contract/Labor Agreement vote. A minimum of (7) seven calendar days notice will be given to the General Membership before voting can take place.
- Prior to the Special Meeting of the General Membership, the President will appoint a Committee to ensure only eligible full dues- paying members of AFSCME Local 668 receive a copy of the Proposed Contract and are allowed to vote.
- The Proposed Contract vote will be done by paper ballot. As per AFSCME International rules, there will be one vote per Eligible Member - no absentee ballots or proxy voting will be allowed.
- Prior to the Special Meeting of the Membership, the President will appoint a Committee to receive and count the votes during the Special Meeting of the General Membership.
- Whether the Proposal passes or fails, the results of the vote will be announced at the Meeting. The exact totals of the voting may be announced at a later date for strategic negotiation reasons.
- No Fee Payer of AFSCME Local 668 will be allowed to attend the Special Meeting of the Membership or receive a copy of the Contract Proposal on the date of the Special Membership Meeting.

12	AFSCME Local 668 Bylaw	Action	Date
	Budget Committee	Approved	4/15/2010

The Local President annually shall appoint a Budget Committee and the Local Treasurer shall chair the committee for the purposes of:

- Reviewing and recommending an annual budget for the General Membership’s approval.

- Make recommendations to the General Membership for any changes needed to the general membership progressive dues structure and/or the local constitution, to ensure the local budget is fully funded and reserve funds are available for the use of the Local.
- As approved by the Local's General Membership or Executive Board, the Chair of the Committee will notify the Metropolitan Council Payroll Department of any adjustments needed to the Local's dues structure for the upcoming calendar.
- Reviewing Article IX, Section 6 of the AFSCME International Constitution and recommending changes as needed to the General Membership to ensure compliance.
- Reviewing AFSCME Council 5 requirements for a progressive dues structure and recommending changes as needed to the General Membership to ensure compliance.