

## CONSTITUTION

FOR

LOCAL 3336

### ARTICLE I NAME

The name of this organization shall be Oregon State Department of Environmental Quality Employees Local Number 3336 of the American Federation of State, County and Municipal Employees, AFL-CIO.

### ARTICLE II AFFILIATIONS

This local union shall be affiliated with Oregon AFSCME Council #75 of the American Federation of State, County and Municipal Employees; the Oregon AFL-CIO; and the appropriate central body of the AFL-CIO.

### ARTICLE III OBJECTIVES

The objectives of this local shall be:

1. to promote the welfare of the membership and provide an active role in the determination of the terms and conditions of employment;
2. to assist the Department in meeting its obligation to its diverse employee community;
3. to assist employees of the Department in developing to their full professional potential;
4. to support the Department in its mission to be an active leader to restore, enhance, and maintain the quality of Oregon's air, water, and land;
5. 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 Oregon State Department of Environmental Quality 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 monthly membership dues of the local shall be 1.27 percent of the members monthly employee personal pay rate with a minimum of \$15.00 and no maximum.

Section 4. Membership dues shall be payable 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 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 20% of the members of the local. Special meetings may also be called by the International President or his authorized representatives.

Section 3. The quorum for this local shall be 10% percent of the members in good standing.

## ARTICLE VI OFFICERS, NOMINATIONS, AND ELECTIONS

Section 1. The officers of this local shall be a president, a first vice-president, a second vice-president, a recording secretary, a secretary-treasurer, a chief steward and five at-large board executive board members, and these eleven shall constitute the local 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 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.

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. The general membership nomination meeting shall be held in the month of September of each year. All regular elections shall be held in the month of October.

Section 3. To be eligible for offices of president, first and second vice presidents and trustee, 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. For a member who is transferred or promoted into this local from another AFSCME local, this requirement shall be satisfied if such member's combined membership in good standing in both locals is one year or six months, as may apply, at the time of election.

Section 4. Election of officers shall occur at a general membership meeting to be held in the month of October of each year, at least 15 days after the general membership nominations meeting. 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 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 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.

## ARTICLE VII DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1. The president shall:

- a. preside as chair, or appoint a pro tem chair, of all general membership meetings and executive board meetings.
- b. be a member of all committees except the election committee. Subject to the approval of the executive board, the president may delegate committee membership to other executive board members.
- c. countersign all checks drawn against the funds of the local.
- d. establish, and appoint all members of, all standing committees and all special committees of the local, subject to the approval of the executive board.
- e. report periodically to the general membership and executive board regarding the progress and standing of the local and regarding the president's official acts.
- f. represent, or appoint another union member as representative, in all communications between the local and agency management, state Department of Administrative Services, or any other state or union organizations with the exception of representation to conventions of the International Union and Council 75.
- g. Chair the contract review and negotiations committee and be a member of the negotiating team, or appoint another union member to fulfill these responsibilities.

Section 2. The first and second vice-presidents shall:

- a. assist the president in the work of the president's office.
- b. in the absence of the president or in his inability to serve, the first vice-president shall 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.

- d. preside as chair of the appointed committees, and report to the executive board and general membership on the progress and actions of these committees.

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. preside as chair of the newspaper committee.
- d. 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 selected by the executive board, and money so deposited shall be withdrawn only by check 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 disbursements 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 chief steward shall:

- a. preside as chair of the stewards committee and report to the executive board and general membership upon the progress and activities of this committee.
- b. serve as a member of the contract review and negotiations committee.

- c. preside as chair of the membership committee and report to the executive board and general membership upon the progress and activities of this committee.
- d. Perform such other duties as the executive board may require.
- e. Appoint a union member as Assistant Chief Steward to assist in the steward work and in the absence of the Chief Steward to perform all duties otherwise performed by the Chief Steward.

Section 6. The trustees shall:

- a. 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.
- b. report to the membership, executive board and to the permanent record of the local the results of such audits.

Section 7. The executive board shall:

- a. be the governing body of the local union except when meetings of the local union are in session.
- b. consider and act upon 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 general membership meeting.
- c. meet at the call of the president or of a majority of the membership of the executive board or at least once each month. A report on all actions taken by the executive board shall be made to the membership at the next following general membership meeting by the president or the vice-presidents.
- d. have a simple majority vote to the quorum present to act upon any motion before the executive board for consideration.
- e. administer the meeting of the board in accord with Robert's Rules of Order (recent edition).
- f. a majority of the members of the executive board shall be required for a quorum.

Section 8. The standing committee of the local shall:

- a. contract review and negotiations – monitor the implementation of the contract, recommend changes, and direct negotiations of the new contract.
- b. constitution – periodically review and recommend amendments necessary to the local's constitution and interpret the constitution as questions arise.
- c. elections – assure that elections of officers are held as required by the local's constitution.

- d. newspaper – assure publication and quarterly distribution of the local's newspaper.
- e. communications – assure adequate communications with, and representation of, members stationed outside the headquarters building, i.e. VIP, LAB, and Regional offices.
- f. program – plan the agenda and notify the membership of general membership meetings.
- g. membership – provide programs and procedures to inform the bargaining unit about membership in the local.

Section 9. In any Officer is absent for three consecutive meetings of the executive board without an excuse acceptable to the board, the office shall be automatically declared vacant and the board shall call for nominations and act to fill the vacancy from the pool of nominees.

#### ARTICLE VIII 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 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 union or by the executive board of the 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 the 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: 10/21/2008