

## **CONSTITUTION**

### **FOR**

### **LOCAL 2505**

#### **ARTICLE I NAME**

The name of this organization shall be Oregon Liquor Control Commission Employees (OLCC) Local 2505 of the American Federation of State, County and Municipal Employees (AFSCME), American Federation of Labor-Congress of Industrial Organization (AFL-CIO).

#### **ARTICLE II AFFILIATIONS**

This local union (Local) shall be affiliated with Oregon AFSCME Council 75 of the AFSCME; the Oregon AFL-CIO; and the Northwest Oregon Labor Council (NOLC).

#### **ARTICLE III OBJECTIVES**

Section 1. The objectives of Local 2505 shall be to carry out on a local basis the objectives of the AFSCME which are as follows:

- A. To promote the organization of workers in general and public employees in particular.
- B. To promote the welfare of the membership and to provide a voice in the determination of the terms and conditions of employment.
- C. To promote civil service legislation and career services in government.
- D. To provide research and educational services and activities designed to assist members and affiliates.
- E. To foster cooperation among affiliates.

Section 2. Additionally, Local 2505 shall affirm the following objectives:

- A. To promote an atmosphere of fairness and respect for all OLCC employees regardless of race, gender, religion, political belief, educational level, national origin, sexual orientation, age or handicap.
- B. To provide effective local, state and national AFSCME representation for all members in their grievances and disputes with management.

#### **ARTICLE IV MEMBERSHIP AND DUES**

Section 1. All classified employees of the State of Oregon Liquor Control Commission are eligible for membership in Local 2505, subject to the requirements of the Constitution of the International Union.

Section 2. Application for membership shall be made on a standard application form. The application shall be accompanied by the current month's dues, unless it includes a valid authorization for payroll deduction of dues payable to Local 2505.

Section 3. The monthly membership dues of the local shall be one point three percent (1.3%) of the member's gross salary, with no minimum or maximum.

Section 4. Membership dues shall be payable monthly in advance to the local secretary-treasurer. Dues shall not, in any event, be paid later than the fifteenth (15<sup>th</sup>) day of the month in which they become due. Any member who fails to pay dues by the 15<sup>th</sup> 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. However, a person shall be considered a member in good standing so long as such person's payments are made through the regular payroll deduction method.

Section 5. Any member may leave Local 2505 by submitting a written letter of resignation to the executive board and notifying the OLCC payroll clerk.

Section 6. Any member suspended under Article IV, Section 5 may be reinstated to membership in AFSCME Local 2505 upon payment of all arrearages or upon payment of a reinstatement fee of twenty-five (\$25.00) plus the current month's dues.

Section 7. Retired AFSCME Local 2505 members shall be invited to attend and speak at Local 2505 meetings, but shall not be accorded voting privileges.

Section 8. AFSCME Council 75 staff assigned to work with Local 2505 may become members of AFSCME Local 2505 in accordance with the AFSCME International Constitution.

#### **ARTICLE V MEETINGS**

Section 1. General membership meetings of Local 2505 shall be held at least once a month. The executive board shall select a day of the month for general membership meetings upon taking office. The meeting shall normally be held on the same day in the week of each month as selected by the executive board (e.g., the third Tuesday of each month, or the second Thursday of each month, etc.). The meetings shall be held at a time and place to be fixed by the membership or the executive board. The date, time and location of the regular general membership meeting cannot be changed less than five (5) days before it is scheduled.

Section 2. Special meetings may be called by the president of Local 2505, by the executive board, or by petition filed with the president and signed by 5 percent (5%) of the dues paying members of Local 2505. The petition shall name specific agenda items to be discussed. The president shall issue a call for a special meeting of his/her initiative or within three (3) days of a vote of the executive board or receipt of a proper petition. The special meeting shall be scheduled for no less than seven (7) nor more than ten (10) days after the call. The president and the executive board shall ensure that reasonable notice of the special meeting shall be provided to the membership. Special meetings may also be called by the International President or by his/her authorized representative.

Section 3. A quorum for meetings of Local 2505 shall be ten percent (10%) of the membership in good standing.

## **ARTICLE VI OFFICERS, NOMINATIONS, AND ELECTIONS**

Section 1. The officers of Local 2505 shall be a president, a vice-president, a recording secretary, a secretary-treasurer, and three executive board members at-large. These seven officers shall constitute the executive board of Local 2505.

Section 2. All officers and executive board members shall be elected by majority vote of the general membership for a term of two years in the odd-numbered years. There shall be no limitation on the number of consecutive terms of office to which a member may be elected to the executive board in varying positions.

Section 3. Three (3) members shall be elected by majority vote of the general membership to serve as trustees. The trustees shall be elected to three-year terms of office, except in the initial election when one trustee shall be elected for a one (1) year term, one for a two (2) year term and one for a three (3) year term. One trustee position shall become vacant each year thereafter.

Section 4. Vacancies in office shall be filled for the remainder of the unexpired term by vote of the executive board. If the unexpired term is more than one (1) year, the vacancy shall be filled by vote of the executive board for the period until regular officer elections can be held. Thereafter, the vacancy shall be filled by vote of the membership at the next regularly scheduled election.

Section 5. Except in the initial election, any person who has been a member in good standing for one (1) year immediately preceding the election shall be eligible for office in

Local 2505. No retired member shall be a candidate for office. For a member who is transferred or promoted into Local 2505 from another AFSCME local, this requirement shall be satisfied if his/her combined membership in good standing in both locals equals one year at the time of the election.

Section 6. Nominations shall be made at a regular or special meeting of the local. At least fifteen (15) days' advance notice shall be given to the membership prior to the nomination meeting. Nominations shall also be permitted from the floor at the nominations meeting. All regular elections shall be held in the month of October.

Section 7. Officers and trustees shall be elected by secret ballot vote and all members of Local 2505 shall be given a reasonable opportunity to vote. At least fifteen days' advance notice shall be given the membership prior to the holding of an election and at least fifteen (15) days must pass between the close of nominations and the elections. An election committee shall be appointed by the president with the approval of the executive board. The election committee shall confirm the candidates' eligibility and willingness to serve prior to election.

Section 8. All matters concerning nominations and elections in Local 2505 shall be subject to the provisions of Appendix D, entitled Elections Code, of the International Union Constitution (see Attachment A).

Section 9. Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in Appendix B of the International Union Constitution (see Attachment B).

## **ARTICLE VII DUTIES OF OFFICERS AND EXECUTIVE BOARD**

Section 1. The president shall:

- a. preside at all meetings of Local 2505 and of the executive board;
- b. be a member of all committees except the election committee;
- c. countersign checks drawn against the funds of Local 2505;
- d. appoint all standing and ad hoc Local 2505 committees, subject to the approval of the executive board;
- e. report periodically to the membership regarding the progress and standing of Local 2505 and regarding the president's official acts; and
- f. be an automatic delegate to all conventions and conferences requiring Local 2505 representation, except in instances when he/she is unable to attend.

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; and
- c. co-sign checks drawn on the Local 2505 funds in place of either the president or the secretary-treasurer.

Section 3. The recording secretary shall:

- a. keep a written record of the proceedings of all general membership and executive board meetings;
- b. carry on the official correspondence of Local 2505, except as the executive board may otherwise direct; and
- c. perform such other duties as the executive board may require.

Section 4. The secretary-treasurer shall:

- a. receive, record and account for all monies of AFSCME Local 2505.
- b. deposit all money so received in the name of AFSCME Local 2505 in a bank or banks selected by the executive board. Money so deposited shall be withdrawn only by check co-signed by any two of the authorized officers (president, secretary-treasurer or vice-president). In the event a check is made out to any officer, said check shall be co-signed by two officers other than the payee, provided that three (3) or more officers are authorized co-signers.
- c. prepare and co-sign checks for such purposes as are required by the constitution or as are authorized by the membership or the executive board.
- d. prepare and submit the monthly membership report to the International Union office and pay Local 2505's per capita tax each month by check to the International Secretary-Treasurer.
- e. keep an accurate record of receipts and disbursements and submit the previous month's operating statement of Local 2505's financial transactions to the membership once a month.
- f. act as custodian of all properties of Local 2505.
- g. at the expense of Local 2505 and through the International Union, issue a surety bond under conditions and in an amount to be set by the executive board; and
- h. assure that any financial reports required by and submitted to the International Union are prepared and submitted in accordance with the International Union Constitution.

Section 5. The trustees shall:

- a. make or cause to be made at least semi-annually an audit of the finances of Local 2505, including the finances concerning any health and welfare, pension, insurance or other benefit programs covering members of the local; and
- b. report on the results of such audits to the membership within forty-five (45) days of its occurrence or at the next general membership meeting, whichever shall occur first.

Section 6. The executive board shall:

- a. be the governing body of Local 2505, except when the general membership meetings of the local union are in session.
- b. decide all matters affecting the policies, aims and means of accomplishing the purposes of Local 2505 not specifically provided for in this constitution or decided by action of the membership at a regular or special meetings;
- c. meet at the call of the president or a majority of the executive board members; and
- d. report on all actions taken by the executive board shall be made to the general membership at the next regular general membership meeting.

Section 7. A majority (four) of the executive board members shall be required for a quorum at executive board meetings.

Section 8. The chief steward shall:

- a. be a member of the executive board with neither voice nor vote.
- b. be responsible for seeing that stewards are properly and adequately trained, using the resources of AFSCME Local 2505, AFSCME Council 75 and the AFSCME International; and
- c. report periodically to the executive board on the status of the steward structure and on issues involving stewards.

**ARTICLE VIII  
SHOP STEWARDS**

Section 1. Stewards shall be nominated and elected by the members they represent and shall serve a two (2) year term.

Section 2. To be eligible for the position, a steward must be a member in good standing of Local 2505.

Section 3. Stewards shall be expected to attend general membership and steward meetings appropriate to their work shift, unless there is reasonable cause for absence.

Section 4. Based upon recommendation of the chief steward, the executive board shall select a member, with his/her approval, to fill stewardship vacancies. The appointed steward shall serve out the unexpired portion of the stewardship's term only until the affected shop has elected a new steward to fill the position.

Section 5. Stewards may resign their position by submitting a letter of resignation to the chief steward, president, or vice-president of Local 2505.

Section 6. Stewards may be suspended from their office by the executive board upon recommendation of the chief steward. Suspension shall be based upon violation of established policies and procedures. Prior to suspension the steward shall be afforded an opportunity to present his/her case before the executive board.

Section 7. The chief steward shall be elected from/by the stewards every two years at a special meeting called for that purpose and announced at least fifteen (15) days in advance of the meeting. That election meeting shall be open to general membership as well as stewards, but only stewards shall have voting privileges. The new chief steward shall be announced at the next regularly scheduled general membership meeting.

## **ARTICLE IX MISCELLANEOUS PROVISIONS**

Section 1. Local 2505 shall, at all times, be subject to the provisions of the constitution of the AFSCME.

Section 2. Except to the extent specified in this constitution, no officer 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 Local 2505 or of the American Federation of State, County and Municipal Employees.

Section 4. Members of the negotiating committee shall be elected from members of the contract negotiating review committee, with the exception of the Local 2505 president's automatic membership. There shall be at least fifteen (15) days shall pass between the

close of nominations and the election of the committee. The number and structure of the negotiating committee shall be proposed by the executive board, but must be approved by majority vote of the general membership at a regular or special meeting. Contracts negotiated by the committee must be ratified by a majority vote of all members of the bargaining unit.

Section 5. All policies and procedures governing Local 2505 membership, including grievance procedures are contained in a separate document known as AFSCME Local 2505 statement of policies and procedures. Ratification by majority vote of a ten percent (10%) quorum of membership is required to create, delete or modify any policy or procedure contained in the above named document. The proposal must be read at two consecutive general membership meetings to be held no less than fifteen (15) days nor more than forty-five days apart. The vote shall take place after the second reading and must have majority approval of a ten percent (10%) quorum of the membership.

Section 6. Disbandment of standing committees must be ratified by the general membership.

## **ARTICLE X AMENDMENTS**

This constitution may be amended, revised, or otherwise changed by a majority vote of the members voting on the proposal. Constitutional amendment or revision shall take effect, however, only upon written approval of the AFSCME International President. Proposed amendments or revisions must be made at a regular or special meeting of the general membership of Local 2505. The proposal must be read and voted on at a second meeting to be held not less than fifteen (15) nor more than forty-five (45) days from the first reading. All reasonable effort must be made to give adequate and proper notice to the general membership prior to each of these two meetings. A written copy of the proposed amendment or revisions shall be furnished to every eligible voter attending meeting or requesting a copy. For the purpose of voting on constitutional amendments or revisions, ten percent of the membership shall be considered a quorum.



Date Approved: 6/13/06