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October 9, 2021

Dawn Flores, President
AFSCME Local 151
144 Sidney Street W.
Saint Paul, MN 55107

Dear Sister Flores:

We have completed our review of the dues-rate amendment to the Local 151 Constitution, which was submitted by AFSCME Council 5 Field Representative Dane Ryan on your behalf. The amendment has been approved.

In addition, we made the following revisions:

1. Article IV, Section 4. We have updated this section to comply with Article III, Section 5, of the *International Constitution*.
2. Article VI, Section 3. For clarity, we have added eligibility language for members transferring from another AFSCME Local.
3. Article VII, Section 1, Second Sentence. For clarity, we have added a phrase regarding the president's duties: "The president shall be a member of all committees except election committees."
4. Article VII, Section 5. We have added trustees' duty language requiring auditing of the finances concerning any health and welfare, pension, insurance or other benefit programs covering members of such local.
5. Article VIII, Section 3. We have updated your reference to *Robert's Rules of Order* because the old language is obsolete.

American Federation of State, County and Municipal Employees, AFL-CIO

TEL (202) 429-1000 FAX (202) 429-1293 TDD (202) 659-0446 WEB www.afscme.org 1625 L Street, NW, Washington, DC 20036-5687

Enclosed are two complete copies of the local constitution, as amended, with my signature of approval on the final page. Should the local amend this constitution in the future, please submit the amendments for approval after they have been adopted by the membership.

In solidarity,

A handwritten signature in cursive script that reads "Lee Saunders".

LEE SAUNDERS
President

LS/NS:nd

Enclosures

cc: Mike Sukal, Director, Organizing and Field Services
Erin Young, Central Regional Director
Lisa Martin, Area Field Services Director
Julie Bleyhl, Executive Director, AFSCME Council 5
Dane Ryan, Field Representative, AFSCME Council 5
Lisa Altendorfer, IT/Building Services Manager, AFSCME Council 5
Gail Grant, Support Specialist, AFSCME Council 5
Denise Ann Testa, Recording Secretary, AFSCME Local 151

Constitution
for
Ramsey County, Community Human Services Employees
Local 151

Article I
Name

The name of this organization shall be Ramsey County, Community Human Services Employees Local Number 151 of the American Federation of State, County and Municipal Employees, AFL-CIO.

Article II
Affiliations

This local union shall be affiliated with Minnesota Council Number 5 of the American Federation of State, County and Municipal Employees; the Minnesota AFL-CIO; and the St. Paul AFL-CIO Trades and Labor Assembly.

Article III
Objectives

The objectives of this local union shall be:

- 1) To promote the welfare of the employees of Community Human Services, and to carry out on a local basis.
- 2) To promote the Union of RCCHSD employees and to provide a voice in determining the terms and conditions of employment through the process of collective bargaining.
- 3) To carry out on a local basis the objectives of the AFSCME.

Article IV
Membership and Dues

Section 1. All employees of Ramsey County, Minnesota, Community Human Services Department, excluding employees within the jurisdiction of Local 1076, Ramsey County Nursing Home Employees; Local 707, Lake Owasso Residence Employees and excluding supervisory employees and Minnesota Care eligibility representatives, 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 \$54.88. Each January thereafter, the monthly membership dues shall be increased by a percentage equal to the average percentage wage increase received by employees within the jurisdiction of the local during the preceding calendar year. Additionally, the dues shall be adjusted by an amount equal to any additional increases in the per capita increases of AFSCME Council 5.

The membership dues for members who have regular work schedules of twenty (20) or fewer hours per week shall be three-quarters of the regular dues.

Section 3.1. Supplementary dues increase. If Council 5 and AFSCME International dues increase by a total amount greater than dues increase received by Local 151 under Section 3 supplementary dues increase (up to the amount equal to the difference between the dues increase under Section 3 and the amount of the Council 5 and International dues increase) may be implemented in the following manner:

- A. Recommendation to the membership by a majority of the executive board.
- B. Vote of the membership: There must be a proper motion to the membership at a regular scheduled membership meeting. A vote will be taken at the regular scheduled membership meeting following the motion with a fifteen (15) day written notice of the motion and vote to the general membership.

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 consecutive months shall lose their good standing status and stand suspended. Provided, however, that any person who is paying fees through a system of regular payroll deduction, bank draft, or similar system, 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 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.

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 25 members of the local. Special meetings may also be called by the International President or his authorized representatives.

Section 3. A quorum for all regular and special meetings shall be 5% of the membership.

Article VI Officers, Nominations, and Elections

Section 1. The officers of this local shall be a president, vice-president, recording secretary, secretary-treasurer, 3 chief stewards, social worker representative, clerical representative, financial worker representative, health and safety representative, and member-at-large. These twelve 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 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. 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 April.

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. 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 at the time of election.

Section 4. Officers shall be elected by secret ballot vote, and the balloting shall be conducted so 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. If the vacancy is that of president, the appointment by executive board shall be for a maximum of two months. Before the end of that time, a special election for president shall be held.

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 preside at all meetings of the local union and of the executive board. He/she shall be a member of all committees except election committees. He/she shall countersign all checks drawn against the funds of the local. He/she shall appoint all standing committees and all special committees of the local, subject to the approval of the executive board. He/she shall report periodically to the membership regarding the progress and standing of the local and regarding his official acts.

Section 2. The vice-president shall assist the president in the work of his/her office. In the absence of the president or his/her inability to serve, the vice-president shall preside at all meetings and perform all duties otherwise performed by the president. He/she may, with the approval of the 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.

Section 3. The recording secretary shall keep a record of the proceedings of all membership meetings and of all executive board meetings. He/she shall carry on the official correspondence of the local, except as the executive board may direct otherwise. He/she shall perform such other duties as the executive board may require.

Section 4. The secretary-treasurer shall receive and receipt for all monies of the local union. He/she shall 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. He/she shall prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board. He/she shall 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. He/she shall 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. He/she shall act as custodian of all properties of the local union. He/she shall, at the expense of the local union and through the International Union, give a surety bond for an amount to be fixed by the executive board of the local union. He/she shall 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.

Section 6. The chief stewards shall distribute material such as meeting notices to the general membership. They shall also direct and coordinate the stewards' activities. They shall perform such other duties as the executive board directs.

Section 7. The representatives of service workers, financial workers, and clerical workers shall represent the special interests and needs of their respective constituents. They shall seek to resolve differences that may arise between the different groups. They shall perform such other duties as the executive board may require.

Section 8. The member-at-large shall serve as the union's representative to the Ramsey County Board and shall be available to perform special tasks as determined by the president or executive board.

Section 9. The health and safety representative shall chair monthly meetings of the local's health and safety committee. The health and safety representative shall act as the local's representative to the monthly health and safety meeting with the administration and civil service. The health and safety representative shall maintain the system for filing of health and safety complaints and see that each complaint is followed through. The health and safety representative shall perform such other duties as the executive board directs.

Section 10. All local officers shall serve as stewards in the local and perform all duties related to the steward position.

Section 11. 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 executive board shall have the authority to spend up to \$500.00 per month for miscellaneous, non-recurring purposes. All such authorizations must be entered in the minutes of the executive board and must include the specific purpose and exact amount of the expenditure. Expenses incurred by contractual obligations must be authorized by the general membership. The executive board may also authorize payment of grievance arbitration expenses.

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 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. 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 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 made 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:

A handwritten signature in black ink that reads "Lee Saunders". The signature is written in a cursive style with a large, stylized initial "L".

LEE SAUNDERS
President

Approval date: November 9, 2021