

## **CONSTITUTION**

### **FOR**

### **LOCAL 1200**

#### **ARTICLE I NAME**

The name of this organization shall be Washington, D.C., Department of Financial Management and Share Computer Employees Local Number 1200 of the American Federation of State, County and Municipal Employees, AFL-CIO.

#### **ARTICLE II AFFILIATIONS**

This local union shall be affiliated with District of Columbia District Council 20 of the American Federation of State, County and Municipal Employees; the Maryland State and D.C. AFL-CIO; and the appropriate central body of the 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 District of Columbia Department of Financial Management and Share Computer, Washington, D.C. 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. If for any reason union dues are not deducted through payroll, the member must maintain good standing by hand or mail paying dues to AFSCME District Council 20, Local 1200.

Section 3. The membership dues of the local shall be \$13.69 biweekly or \$26.45 monthly. The dues rates shall be adjusted annually in accordance with the provisions of Article IX, of the International Constitution.

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 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 of this local shall be held bimonthly, 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 twenty-five percent of the local members in good standing. Special meetings may also be called by the International President or by an authorized representative of the International President.

Section 3. A quorum for meetings of this local shall be eight members in good standing.

Section 4. The local union executive board shall meet monthly at a time and place to be fixed by the local president with input from the executive board.

Section 5. Special meetings of the local executive board may be called by the president or a majority of the executive board. The International President or any authorized representative of the International President may also call a special meeting of the local executive board.

## **ARTICLE VI LOCAL UNION OFFICERS**

Section 1. The officers of this local shall be a president, a vice-president, a recording secretary, a secretary-treasurer, and three executive board members.

Section 2. The four officers and three executive board members shall constitute the local executive board. The term of each officer shall be three years beginning in 2006.

Section 3. There shall be three members elected to serve as local trustees. Each trustee shall be elected to three-year terms beginning in 2006.

## **ARTICLE VII NOMINATIONS AND ELECTIONS**

Section 1. Nominations and elections of local officers shall be held at the April general membership meeting. At least fifteen days' advance notice shall be given the membership prior to the nomination meeting. All notices of nominations and elections shall be mailed through District Council 20.

Section 2. A nominating committee shall be established prior to any nominations. Nominations will be permitted from the floor or by written notice to the nominations committee.

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 and executive board members 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. The office of president shall be filled by the vice-president if vacated for any reason. Any vacant office shall be filled only for the remainder of the unexpired term.

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. In accordance with Article IX of the International Constitution, all officers and employees of the local shall be bonded in the amount of 10% of the assets handled annually by the local.

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

Section 1. The president shall:

- a. preside at all meetings of the local union and of the executive board.
- b. be a member of all local committees except nominations and election committees.
- c. appoint all committee chairs and members of committees subject to review by the executive board.
- d. be the primary countersignature of all checks drawn against the local funds. The vice-president or secretary-treasurer of the local shall countersign.
- e. report at every membership meeting on the progress of the local and regarding the president's official acts.
- f. under the president's authority, all shop stewards shall be appointed or removed.
- g. the president shall be the automatic delegate to all conventions.

Section 2. The vice-president shall:

- a. assist the president in all local matters.
- b. be an authorized co-signer of local checks in the absence of either the president or the secretary-treasurer.
- c. in the absence of the president or in the president's inability to serve, the vice-president shall assume all duties and responsibilities of the local president.

Section 3. The secretary-treasurer shall:

- a. deposit all money so received in the name of the local union in an FDIC insured bank under the local's name and account. The address for this local shall be the same as District Council 20.
- b. Insure that these three signatures are on file for the local account with the bank: president, vice-president and secretary-treasurer.
- c. Insure that all monies withdrawn from the local account shall be by check signed by two authorized signatories of the three on file with the bank. Only expenditures authorized by the local membership, local executive board or constitution shall be issued.
- d. maintain accurate monthly statements of all financial actions taken by the local.
- e. 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.
- f. keep an accurate record of receipts and disbursements and shall, at the bimonthly membership meetings, submit to the membership a monthly operating statement of the financial transactions of the local for the previous two months. Monthly statements shall also be submitted to the executive board at every meeting.

- g. act as custodian of all properties of the local union.
- h. 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.
- i. 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 4. 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. perform such other duties as the executive board may require.

Section 5. The executive board members of this local shall:

- a. be members of the executive board with the president, vice-president, secretary-treasurer and recording secretary. The executive board shall be the governing body of the local union except when membership is in a general or special membership meeting.
- b. all matters of this local shall be addressed and decided by a majority of the executive board at any meeting. All executive board actions shall be reported in the minutes of each regular and special executive board meeting.

Section 6. The trustees of this local 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. shall report to the membership on the results of such audit.

**ARTICLE IX  
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. 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 this local union or of the American Federation of State, County and Municipal Employees.

Section 4. All judicial procedures shall be conducted in accordance with Article X of the International Constitution.

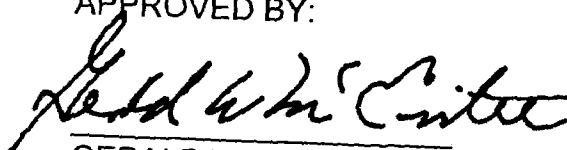
Section 5. All members of this local shall be entitled to a copy of this constitution and any of its amendments.

**ARTICLE X  
AMENDMENTS**

Section 1. This constitution may be amended, revised, or otherwise changed by a majority vote of the members voting on such proposed changes. Only upon written approval of the International President shall amendments take effect.

Section 2 Proposed constitutional amendments or changes to this constitution shall be read at two consecutive general or special membership meetings with written notice of both meetings being given fifteen (15) days before the first reading. After the second reading a vote on the amendment shall be 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

4/25/06  
DATE