

CONSTITUTION
FOR
LOCAL 120

ARTICLE I
NAME

The name of this organization shall be Tacoma, Washington, City and Pierce County Employees Local Number 120 of the American Federation of State, County and Municipal Employees, AFL-CIO.

ARTICLE II
AFFILIATIONS

This local union shall be affiliated with Washington State Council of County and Municipal Local Unions Number 2 of the American Federation of State, County and Municipal Employees; the Washington State Labor Council, AFL-CIO; and the Pierce County Central Labor Council, 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 and to protect and advance the social and economic status of the employees of local government in the County of Pierce through methods of collective bargaining and legislation.

ARTICLE IV
MEMBERSHIP AND DUES

Section 1. All county and municipal employees of Pierce County, Washington, excluding those employees within the jurisdiction of Locals 1516, 3752 and 3787 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 as set by Council 2 and AFSCME International.

Section 3. Members of locals affiliated with the State Council shall pay monthly dues of 1.4% of their base salary with a minimum of \$10.48 and a maximum of \$39.15 effective January 1, 2003; and each January thereafter, the minimum shall be increased plus by 50% of the International constitutional formula and the maximum shall be increased by 100% of the International constitutional formula on January 1st of each year. This total amount of dues shall be deposited in the Council 2 Trust Fund. Each local and chapter shall receive the constitutionally specified rate for each employee affiliated with the local or chapter. The Council shall pay from the Council 2 Trust Fund all constitutionally required affiliation fees for each member.

Section 4. Any member whose dues are current shall be considered a member in good standing. To the extent possible, membership dues shall be payable through payroll deduction. Membership dues also 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 a such person continues to pay through such deduction method, be considered in good standing.

Section 5. A member suspended under Section 4 of this constitution 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 at a time and place to be fixed by the local executive board, not less than four (4) times per year.

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 10% of the members of the local. Special meetings may also be called by the International President or by an authorized representative of the International President or by the Council President.

Section 3. The quorum for regular or special meetings of this local shall be twenty members in good standing including executive board members.

Section 4. Robert's Rules of Order, Newly Revised shall be the guide in all cases where they are applicable and in which they are not inconsistent with this constitution and special rules of this local union, Council 2 or the International Union of the American Federation of State, County and Municipal Employees.

ARTICLE VI OFFICERS AND DUTIES

Section 1. The officers of this local shall be a president, a vice-president, a recording secretary, a secretary-treasurer, a sergeant-at-arms. There shall also be elected three trustees.

Section 2. The president shall preside at all meetings of the local union and of the executive board. The president may be a member of all committees except election committees. The president shall countersign all checks drawn against the funds of the local. The president shall appoint all standing committees and all special committees of the local subject to the approval of the executive board. The president shall report periodically to the membership regarding the progress and standing of the local and regarding his /her official acts. The president shall be an automatic delegate to all conventions of affiliate bodies of the local and shall preside as chairperson of the local's delegation.

Section 3. The vice-president shall assist the president in the duties of that office. In the absence or inability of the president to serve, the vice-president shall preside at all meetings and perform all duties otherwise performed by the president. With the approval of the executive board, the vice-president may be authorized to act as co-signer of checks drawn on the local's funds.

Section 4. The recording secretary shall keep a record of the proceedings of all the membership meetings and executive board meetings. The recording secretary shall carry on the official correspondence of the local, except as the executive board may otherwise direct. The recording secretary shall perform such other duties as the executive board may require.

Section 5. The secretary-treasurer shall receive and receipt for all monies of the local union and shall deposit all monies so received in the name of the local union in a bank or banks selected by the executive board and monies so deposited shall be withdrawn only by check signed by two authorized signatories. The secretary-treasurer shall prepare checks for signature for such purposes as are required by the constitution or are authorized by the membership or the executive board. The secretary-treasurer shall keep an accurate record of receipts and disbursements and shall submit to the executive board on a monthly basis and to the membership at general meetings, a monthly operating statement of the financial transactions of the local for the previous month. The secretary-treasurer shall act as custodian of all properties of the local union. The secretary-treasurer 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 Union Secretary-Treasurer. The secretary-treasurer shall see that any financial reports required by the International Union Constitution to be submitted to the International Union office are submitted in accordance with the International Union Constitution.

Section 6. The sergeant-at-arms shall, at the instruction of the president, keep order at all meetings, be in charge of the goodwill drawing, distribute informational materials, encourage attendance and perform all other duties as directed by the president and/or executive board.

Section 7. The trustees shall make or cause to be made, annually, an audit of the finances of the local and shall report to the membership results of such audits.

Section 8. 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 of 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 9. Officers of the local who miss three (3) consecutive meetings of the board without being excused by the board shall be automatically removed from office.

ARTICLE VII
NOMINATIONS AND ELECTIONS

Section 1. The officers of this local shall be elected for a period of two (2) years in the even-numbered years.

Section 2. Trustees shall be elected for overlapping three (3) year terms with only one standing for election each year.

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 the election.

Section 4. Nominations shall be made at a regular or special meeting of the local. At least fifteen days' advance notice shall be given the membership by mail 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 December.

Section 5. An election committee composed of three (3) members who are not running for office. They shall be appointed to oversee the election.

A. The election committee shall be responsible to see that the election is by secret ballot and that all local union members shall be afforded a reasonable opportunity to vote.

B. The names of the candidates shall be listed alphabetically.

C. One ballot at a time shall be handed out, as each voter's eligibility is verified.

D. Ballots shall be kept in a secure ballot box or bag during the election.

E. After the polls are closed, the election committee shall tally all ballots and record them on a tally sheet.

F. Winners for each office shall be decided by a simple majority of all votes cast for that office.

G. All ties shall be decided by an immediate run-off election.

H. All three members of the election committee shall sign the tally sheets and report the results to the membership by mail no later than two (2) weeks after the election.

I. Ballots and tally sheets shall be retained for two (2) years and may upon request be inspected by any member.

Section 6 Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in Appendix B of the International Union Constitution.

Section 7 Vacancies in office shall be filled for the remainder of the unexpired term by a vote of the executive board.

Section 8 The first five delegates to any convention held by the State Council or AFSCME International shall be the elected officers of the executive board. The delegates' positions shall be filled in the following order - president, vice-president, secretary-treasurer, recording secretary and sergeant-at-arms. All other delegates shall be elected by the membership.

Section 9 All matters concerning nominations and elections of this union shall be subject to the provisions of Appendix D of the International Union Constitution entitled Elections Code.

ARTICLE VIII
EXECUTIVE BOARD

Section 1. The executive board shall be the governing body of the local union except when general membership meetings are in session at which time the members resent shall govern.

Section 2 The executive board shall consist of the president, vice-president, recording secretary, secretary-treasurer, sergeant-at-arms and the chairpersons of the policy committees.

Section 3. 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.

Section 4. The executive board shall meet on a monthly basis or at the call of the resident or a majority of the members of the executive board.

Section 5. A report on all actions taken by the executive board shall be made to the membership at the next general meeting.

Section 6. A majority of the officers of the executive board shall constitute a quorum.

ARTICLE IX POLICY COMMITTEES

Section 1. The local shall have the following policy committees: City of Tacoma, City of Bonney Lake, City of Orting, Tacoma Public Library, Pierce County, Tacoma-Pierce County Health Department and other policy committees as are created.

Section 2. Members employed in a particular bargaining unit must be a member of the affiliated policy committee.

Section 3. The officers of the individual policy committees shall be a chairperson and a secretary.

Section 4. The officers of the individual policy committee shall be elected for a term of two years in the even-numbered years.

Section 5. The officers of the individual policy committees shall be elected by majority vote of the membership of the policy committee. These elections shall be conducted in accordance with Article VII of this constitution.

Section 6. Each policy committee shall meet at the call of the chairperson or a majority of the committee members or the president of the local.

Section 7. All policy committees shall meet not less than three (3) times each year.

ARTICLE X AMENDMENTS TO THE CONSTITUTION

Section 1. This Constitution may be amended, revised or otherwise changed by a majority vote of the membership at the meeting during which the voting takes place.

Section 2. Proposed amendments, once adopted, shall take effect immediately upon ratification by the International President.

Section 3. Proposed amendments must be made at a regular or special meeting and read and voted upon within 90 days.

Section 4. Proposed amendments must be mailed to all members at least fifteen (15) days prior to the meeting at which they shall be voted upon.

Section 5. A written copy of the proposed amendments shall be provided to every eligible voter at the meeting at which the vote is taken.

ARTICLE XI EXPENSES OF REPRESENTATIVES

Section 1. Expenses for authorized representatives of Local 120 shall be reimbursed according to a schedule reviewed and revised annually by the budget committee and approved by the executive board.

Section 2. Representatives of Local 120 shall be required to show receipts for lodging and/or miscellaneous expenses for which they seek reimbursement. Alcoholic beverages and/or gratuities are not reimbursable.

Section 3. All claims must be presented and itemized on the form, entitled "Expense Reimbursement Form" which may be obtained from the president and/or secretary-treasurer.

Section 4. The executive board may, upon request, advance expenses to an authorized representative of Local 120. Subsequent approval of the expense must be received from the membership for the expense.

ARTICLE XII
MISCELLANEOUS PROVISIONS

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.

APPROVED BY:
Gerald W McEntee
International President

1/24/03
Date