

Constitution
for
Lake Oswego Municipal Employees' Association

Local 1546

Article I
Name

The name of this organization shall be Lake Oswego Municipal Employees' Association (LOMEA) Local Number 1546 of the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO (American Federation of Labor – Congress of Industrial Organizations).

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 union shall be to carry out on a local basis the objectives of the American Federation of State, County and Municipal Employees.

These objectives include:

1. To promote the organization of workers in general and public employees in particular.
2. To promote the welfare of the membership and to provide a voice in the determination of the terms and conditions of employment. We are committed to the process of collective bargaining as the most desirable, democratic and effective method to achieve this. Both as union and as citizens, we shall also employ available legislative and political action.
3. To promote civil service legislation and career service in government.
4. To provide research and educational services and activities designed to assist members and affiliates.

5. To foster cooperation among affiliates.

Article IV Membership and Dues

Section 1. All city employees of Lake Oswego, Oregon, 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. Such form includes a valid authorization for payroll deduction of dues.

Section 3. The dues rate for this local union is subject to the provisions of Article III, Sections 2 and 3, of the Oregon AFSCME Council 75 Constitution.

The monthly membership dues of the local shall be 1.27% of base wages, with a minimum of \$15.00 and a maximum as set forth in Article III, Sections 2 and 3, of the Council 75 Constitution.

Section 4. To the extent possible, members shall pay dues through a system of regular payroll deduction. For so long as such person continues to pay through such deduction method, they shall be considered in good standing. Members shall not be declared in bad standing merely because the employer fails to remit dues to the union on or before the last day of the month.

Article V Meetings

Section 1. Regular meetings of this local shall be held at least twice a year, 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 20% 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.

Section 3. The quorum of a general or special membership meeting shall be those members present.

Article VI Officers, Nominations, and Elections

Section 1. The officers of this local shall be a president, a vice-president, a secretary, a treasurer, and seven area representatives, and these eleven officers shall constitute the local union executive board.

Area representatives shall be employees of the city, elected by and from employees in the indicated divisions:

- 1 – At-Large
- 1 – City Hall
- 1 – Library
- 1 – Maintenance Services
- 1 – Parks and Recreation Department
- 1 – Part-Time members
- 1 – Water Treatment Plant

In addition, there shall be elected two members who shall serve as trustees.

All officers shall be elected for a term of two years.

Section 2. To be eligible for office, a member must be in good standing for two years immediately preceding the election; 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 two years at the time of election.

Any member who has been in good standing twenty-four (24) consecutive months or more, and who leaves the employ of the city, but subsequently returns to employment with the city within twelve (12) consecutive months of leaving, shall be eligible to hold office if he/she is otherwise qualified.

In the event that there is only one nominee for an office, and that nominee would be ineligible only because of the length-of-membership requirements of this section, that nominee shall be declared elected and shall serve the full term of that office. If there is more than one nominee, and all of them are ineligible only because of the length-of-membership requirements of this section, they shall all be considered eligible and their names placed on the ballot.

Section 3. 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.

No member shall be a candidate for more than one local union office at the same time.

Section 4. All regular elections shall be held in the month of October of each even-numbered year.

At least fifteen days' advance notice shall be given the membership prior to the holding of the election.

An Elections Committee appointed by the president shall determine the list of members eligible to vote in the election of an area representative when there is more than one nominee to that office.

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.

A ballot shall be declared void if it contains marks other than voting marks.

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 for area representatives shall be filled for the remainder of the unexpired term by vote of the executive board. The executive board shall conduct an election to fill vacancies in the office of president, vice-president, secretary or treasurer.

Offices which become vacant with fewer than four months remaining in the term shall be filled for the remainder of the term by vote of the executive board.

An area representative no longer employed at the location from which they were elected shall continue to be in office to the conclusion of their term, and shall continue to be responsible for representing and reporting to their original constituency.

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 at all meetings of the local union and of the executive board.
- b. be entitled to serve on all committees except election committees.
- c. countersign all checks drawn against the funds of the local.

- d. appoint all standing committees and all special committees of the local, subject to the approval of the executive board.
- e. report periodically to the membership regarding the progress and standing of the local and regarding the president's official acts.

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.
- c. serve as the grievance committee chairperson.
- d. 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 treasurer.

Section 3. The 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. keep important documents, papers, correspondence, as well as files on contracts and agreements with employers.
- d. perform such other duties as the executive board may require.

Section 4. The 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 two of the officers authorized by the executive board to do so.
- 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 executive board a monthly operating statement of the financial transactions of the local for the previous month, and shall make such statements available to any member upon request.
- f. act as custodian of all properties of the local union that do not fall under the purview of the secretary as described in Section 3c.
- 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 trustees shall make or cause to be made at least annually an audit of the finances of the local, and shall report to the membership on the results of such audit.

Section 6. 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.

It shall be the duty of the executive board to enforce the local constitution and to see that all officers perform their respective duties.

The board shall meet at the call of the president or of a majority of the members of the board, upon notice to all board members. 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.

As to all matters requiring action by the executive board when the executive board is not in formal session, the executive board shall act by letter, telephone, or other electronic means.

The Contract Negotiating Committee shall be selected by the executive board. The president, or his/her designee shall serve as committee chairperson.

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 this constitution and special rules of this local union or of the American Federation of State, County and Municipal Employees.

Section 4. The fiscal year of this local union shall commence on the first day of January.

Section 5. Expenditure of funds:

- a. For sums of less than five hundred dollars (\$500) in a month, the executive board may approve union expenditures.
- b. For sums of five hundred dollars (\$500) or more in a month, the executive board shall review and make recommendations regarding expenditures, but approval of the membership at a regular meeting shall be required.
- c. However, the executive board shall have the authority to approve any expenditure which is, in the executive board's judgment, desirable for the efficient and proper functioning of the local union, such as the hiring of an attorney or an accountant.

Section 6. Charges and Trials

- a. The judicial procedures for this local union shall follow Article X of the constitution of the International Union.
- b. Any member of this local union may bring charges against any other members for reasons listed in Article X, Section 2, of the International Constitution.

- c. The executive board shall serve as the trial body for charges brought in this local, subject to Article X, Section 7, of the International Constitution.
- d. The executive board shall have the authority to order the immediate suspension, pending investigation, of local union officers who in its opinion are engaging in conduct imminently dangerous to the welfare of the union, subject to Article IX, Section 48, of the International Constitution.

Article IX Amendments

This constitution may be amended, revised, or otherwise changed by a two-thirds (2/3) 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:

A handwritten signature in black ink that reads "Lee Saunders". The signature is written in a cursive, flowing style.

LEE SAUNDERS
President

Approval date: February 12, 2015