

CONSTITUTION

FOR

LOCAL 369

The name of this organization shall be Ann Arbor and Milan, Michigan, City Employees Local Number 369 of the American Federation of State, County and Municipal Employees, AFL-CIO.

ARTICLE II AFFILIATIONS

This local union shall be affiliated with Michigan Public Employees District Council Number 25 of the American Federation of State, County and Municipal Employees; the Michigan State 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 Cities of Ann Arbor and Milan, Michigan, excluding those employees within the jurisdiction of Local 693, Ann Arbor, Michigan Transportation Employees and excluding non-exempt supervisory personnel including professional and non-professional classifications 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. There shall be no initiation fee for membership into this local.

Section 3. The monthly membership dues for members of this local working full-time shall be \$31.65 per month; for those members working 20 or fewer hours per week, the monthly dues rate shall be \$22.74; and for those members working 12 or fewer hours per week, the dues rate shall be \$15.83; provided, however, the dues shall be adjusted annually in accordance with the provisions of the International Constitution. Any increases in dues other than those required by the provisions of the International Constitution shall be done by amendment to the local 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 paying his/her dues through a system of regular payroll deduction shall, for so long as he/she 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.

Section 6. A member in good standing shall, upon retirement from city employment, be granted at his/her request, either an honorary retirement card or an honorary withdrawal card. Retiring members must notify the recording secretary of Local 369 of their current address within three months of their effective retirement date.

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 10% of the members of the local. Special meetings may also be called by the International President or his/her authorized representatives.

Section 3. At a regular or special membership meeting five percent (5%) of the membership shall constitute a quorum.

Section 4. At least three days' notice shall be given prior to all regular and special membership meetings.

Section 5. All sovereign powers of the local shall vest in the regular and special membership meetings.

ARTICLE VI OFFICERS, NOMINATIONS, AND ELECTIONS

Section 1. The officers of this local shall be a president, a vice-president, a recording secretary, a secretary-treasurer, three executive board members and two chief stewards/chapter chairpersons, one from each chapter and these eight shall constitute the local union 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 three-year term beginning in 1990.

Section 2. Each chapter shall elect a chief steward/chapter chairperson and a co-chairperson. They shall be elected for a three-year term.

Section 3. Nominations shall be made at a regular or special meeting of the local. At least fifteen days' advance notice shall be given prior to the nomination meeting. A nominating committee may be appointed or elected to make nominations. Additional nominations shall be permitted from the floor at the nominations meeting. All regular elections shall be held in the month of January.

Section 4. The elections committee shall have no member who is an immediate relative of a candidate running for office. For the purposes of this section the term "immediate relative" shall include: spouse, child, brother, sister, parent, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, or any step-relative in any of the foregoing categories.

Section 5. To be eligible for office, a member must be in good standing for one year immediately preceding the election, provided, however, that no retired member shall be a candidate for office.

Section 6. 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. At least fifteen days' advance notice shall be given the membership prior to the holding of an election.

Section 7. 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. Any mailing for a candidate made through the union's mailing service must be delivered to the elections committee chairperson two weeks prior to the election date.

Section 8. Vacancies in any office shall be filled for the remainder of the unexpired term by vote of the executive board.

Section 9. 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; be a member of all committees except election committees; countersign all checks drawn against the funds of the local; report periodically to the membership regarding the progress and standing of the local and regarding the president's official acts; appoint all standing committees and all special committees of the local, subject to the approval of the executive board; by virtue of the presidency, be a delegate to all conventions and conferences at which the local is entitled to voting delegates. The president shall be a full voting member of the executive board but he/she shall only cast a vote in the event of a tie among the other members of the executive board.

Section 2. The vice-president shall assist the president in the work of the president's office. In the absence of the president or in the inability of the president to serve, the vice-president shall preside at meetings and perform all duties otherwise performed by the president. Upon approval by 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; shall track membership roll and submit forms of changes to Council 25 and the International Union. The vice-president shall be a full voting member of the executive board.

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

Section 4. The secretary-treasurer shall receive and receipt for all monies of the local union; 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 authorized officers; prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board; see that a check is drawn in payment of the local's per capita tax each month and sent to the International Secretary-Treasurer; 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 union for the previously unreported month; act as custodian of all properties of the local union, at the expense of the local union and through the International Union; see that any financial reports required by the International Union are submitted in accordance with the International Union Constitution. The secretary-treasurer shall be a full voting member of the executive board.

Section 5. The chief steward/chapter chairperson of each chapter shall conduct the monthly informational meeting of the stewards; conduct or appoint an executive board approved representative to conduct elections of divisional/departmental stewards; carry out the duties assigned to the position by the labor contracts and perform such other duties as the executive board may require. The chief steward/chapter chairperson shall be a full voting member of the executive board.

Section 6. 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 7. 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 board shall meet on any regular basis agreed upon by a majority of the members of the board or 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 voting members of the board shall be required for a quorum.

Section 8. It shall be the duty of the sergeant-at-arms to admit or allow to remain, only members in good standing or guests, and to attend to their needs as the president and executive board may direct. The sergeant-at-arms shall collect the attendance registers and turn them over to the secretary-treasurer. The sergeant-at-arms shall be present at the executive board meetings but shall have neither voice nor vote.

Section 9. Stewards shall be elected from their respective work areas, as specified in the working agreement or any amended version thereof that may be made. Nominations of stewards shall be held during the month of May and the elections shall be held in June with the reports reported to the recording secretary and secretary-treasurer prior to the July executive board meeting. Alternate stewards may be elected at the same time and will serve if the regular steward is absent or unable to serve.

Section 10. It shall be the duty of the stewards to serve the needs of their respective jurisdictions. All stewards shall be required to attend a stewards' training course sponsored by or carried on by the local.

Section 11. There shall be delegates elected by the local membership to represent Local 369 at all conventions and affiliated union organizations. Such delegates shall not exceed the authorized number.

Section 12. If a steward resigns or leaves the city employ, the chief steward/chapter chairperson or an executive board approved representative shall post a notice for a steward election as soon as possible. If there should be no candidates for the stewardship, the president shall appoint a steward subject to the approval of the executive board.

ARTICLE VIII CHAPTERS

Section 1. There shall be the following chapters in this local: Ann Arbor City Employees and Milan City Employees. There may be formed, on the recommendation of the executive board and with the approval of the membership, such new chapters as are deemed necessary and proper. Each member of this local shall be a member of a chapter.

Section 2. Officers of a chapter shall be a chief steward/chapter chairperson and co-chairperson elected in accordance with the provisions of this constitution. The chief stewards/chapter chairperson from each chapter shall serve as an executive board member of the local. The chief steward/chapter chairperson shall be a full voting member of the executive board. The co-chairperson shall assist the chief steward/chapter chairperson in the work of this office. In the absence or inability to serve of the chief steward/chapter chairperson, the co-chairperson shall attend the executive board meetings as a full voting member.

Section 3. The members of a chapter shall vote and pass on all matters and terms of union contracts and agreements affecting them or entered into or negotiated on their behalf.

Section 4. The chief steward/chapter chairperson shall be responsible for the organizational functions of the chapter and make reports of such functions and progress of the chapter to the executive board monthly.

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 officers and employees of this local shall be bonded at the expense of the local through the International Union office. The maximum bond shall be no less than 10% of the assets handled by the local annually. The local union secretary-treasurer must, by March 1 of each year, submit to the International Secretary-Treasurer a statement of assets handled during the previous calendar year for purpose of computing the amount of the bond. Such reports shall be on forms supplied by the International Secretary-Treasurer. The bonds shall be retained in the files of the International Union office.

Section 5. All financial records of the local union shall be retained, in their original form, for a maximum of six (6) years from the date of such records.

Section 6. Regular stewards, trustees and executive board members not receiving allowances shall receive a monthly dues rebate in June and December for each month they attend required meetings. In addition to this rebate, the chief steward shall be paid mileage at the current rate of all miles traveled in fulfilling the responsibilities of his/her office. The rebates received in June will cover the meetings of December through May and the rebates received in December will cover the meetings of June through November, minus any general chapter expense, e.g., Blue Cross riders paid by the local for all members of that chapter. For stewards, the required meetings are both the steward meeting and the membership meeting. For executive board members, the required meetings are both the executive board meeting and the membership meeting. Trustees shall be eligible to receive a rebate for attending the membership meeting, provided that they take part in the semi-annual audits. The only valid excused (rebated) absence for officers and stewards shall be if they are on city work during the hours of the meeting. This excused absence shall be limited to two meetings within the six-month rebate period. Monthly dues rebates shall be paid for excused absences provided that the attended meetings equal the excused absences during the six-month period. Alternate stewards shall fill in for the regular stewards and are eligible for rebates in the absence of the regular steward. There are no excused (rebated) absences for alternate stewards.

Section 7. Schedule of allowances for executive board members shall be as follows:

President	\$200 per month equaling \$2,400 per year
Secretary-Treasurer	\$125 per month equaling \$1,500 per year
Recording Secretary	\$125 per month equaling \$1,500 per year

The purpose of these allowances is for the payment of daily or special expenses incurred by these officers in the performance of their duties. Any additional expense money allocated to these officers must be approved by the membership at a regular or special membership meeting. Any additional expense money allocated to these officers must be approved by the membership at a regular or special membership meeting. The executive board may, with the approval of the local membership, authorize additional allowances or rescind allowances and expense monies. Any such expense monies authorized shall be itemized as spent, and reported back to the executive board.

ARTICLE X ARBITRATION COMMITTEE

Section 1. Each chapter shall have its own arbitration committee composed of five members. The chief steward/chapter chairperson of each chapter shall automatically be chairperson of this committee. The additional members of this committee will be four stewards elected by the membership. The election of these four members shall be done either by special election or at a regular membership meeting by secret ballot.

Section 2. It shall be the chapter arbitration committee's responsibility to review all grievances denied at the third step and make a recommendation as to whether or not the union should proceed to the fourth step.

Section 3. The chapter arbitration committee shall meet at the call of the chair. Any interested member shall have the right to attend this meeting and shall have a voice but no vote.

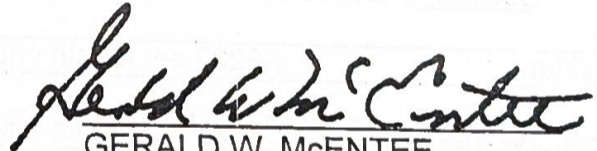
Section 4. In the event that the grievant is found to be in disagreement with the recommendation of the chapter arbitration committee, the grievant shall have the option of bringing this grievance before the local membership for a vote. If this option is chosen the grievant must inform, in writing, the chair of the chapter arbitration committee of this choice within five calendar days. The grievant must also request that notice appear in the local's bulletin or a special mailing be done prior to the general membership meeting at which the vote is scheduled to be cast.

Section 5. If, in the event a third step denial should occur one to four days after a membership meeting and the thirty-day limit to submit the grievance to arbitration shall have expired before the next membership meeting, the chief stewards/chapter chairperson shall request a time extension on the grievance. If the city should not agree to a time extension, the chief steward/chapter chairperson shall upon the approval of the arbitration committee, submit the grievance to arbitration to protect the grievant's interest.

ARTICLE XI
AMENDMENTS

This Constitution may be amended, revised, or otherwise changed by two-thirds 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. At least fifteen days' notice must be 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:



GERALD W. McENTEE
International President

9/28/01
Date