

CONSTITUTION
FOR
RETIREE CHAPTER 6
(MINNESOTA)

ARTICLE I
NAME

Section 1. Name.

The name of this organization shall be Minnesota Retired State Employees Association, Retiree Chapter 6 of the American Federation of State, County and Municipal Employees, AFL-CIO.

Section 2. Headquarters.

The headquarters of this chapter shall be located in St. Paul, Minnesota.

Section 3. Fiscal Year.

The fiscal year shall be the calendar year. The administrative year shall be the approximate one year interval between annual meetings held in May.

ARTICLE II
AFFILIATIONS

This chapter shall be chartered by the American Federation of State, County and Municipal Employees.

ARTICLE III
OBJECTIVES

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

ARTICLE IV
MEMBERSHIP AND DUES

Section 1. Jurisdiction.

All retired persons who worked for the state of Minnesota and their spouses; except that any members of Chapter 6 residing outside the State of Minnesota shall, as a condition of remaining a member of Chapter 6, also become a member of any chapter chartered by the International Union having geographical jurisdiction over such member's place of residence.

Section 2. Composition.

All sub-chapters coming under the jurisdiction of this chapter shall affiliate with and maintain affiliation with this chapter.

Section 3. Per capita tax.

Per capita tax shall be paid to this chapter by each affiliated sub-chapter at the rate of \$2.40 per year. Payments shall be made on the same number of members as are reported in the sub-chapter's per capita tax report to the International Union.

Section 4. Pension Check-off.

In any case where the dues deduction of an individual member's dues is transmitted to the chapter through pension check-off, the chapter shall deduct its per capita tax prior to transmitting the appropriate amounts to the sub-chapter and to the International Union.

Section 5. Each member whose dues have been paid by the date of the annual meeting of members shall be entitled to one vote at the meeting. Accumulative voting and proxies shall not be permitted.

ARTICLE V
MEETINGS

Section 1. Meetings of Members.

(A) An annual meeting of members shall be held in May, at a time and place selected by the board of directors, for the election of directors and for the transaction of any other business. Special meetings of members may be called for any purpose, at any time or place as determined by the board of directors.

(B) Notice of any meeting shall be mailed to each member at least 15 days in advance of the meeting date and shall include a statement of the purpose or purposes of the meeting.

(C) A quorum of twenty members in good standing shall be necessary for the transaction of any business at a meeting of the members of the chapter.

(D) Voting may be by voice, show of hands or by ballot as selected by member at any meeting. However, for election of officers, voting shall be by secret ballot.

(F) Procedures at all meetings of the chapter shall be according to Roberts Rules of Order which shall be the guide in all cases to which they are applicable and in which they are not inconsistent with the constitution and special rules of this chapter or of the American Federation of State, County and Municipal Employees:

1. Call to order
2. Reading of the minutes of previous meeting
3. Report of the treasurer.
4. Report of special and other committees
5. Unfinished business
6. New business
7. Communications

8. Discussions concerning the welfare of the chapter
9. Announcements
10. Adjournment

ARTICLE VI
THE CONVENTION

Section 1. Authority.

All sovereign power of this chapter shall be vested in the chapter convention when the same is in session.

Section 2. Date, Time and Place.

Regular convention shall be held once each year. The time and place for the holding of the convention shall be set by the chapter executive board; provided, however, that the convention shall begin between the first day of May and the last day of May.

Section 3. Special Conventions.

Special conventions may be called at any time and upon thirty days' notice by the chapter executive board. One-third of the affiliated sub-chapters can, by resolution properly adopted and forwarded to the chapter president, compel the calling of the special convention, for the purpose or purposes set forth in the resolution. A special convention can also be called by the International President or by an authorized representative of the International President.

Section 4. Basis of Representation.

The basis of representation at any convention shall be the average number of members on which per capita tax was actually paid to the chapter by each affiliated sub-chapter for the twelve-month period ending with the fourth full month prior to the opening of the convention. In the case of any sub-chapter organized or affiliated after the beginning of the twelve-month period, the basis of representation shall be the average number of members on which per capita tax was actually paid to the chapter for the full number of months for which per capita tax has been paid.

Section 5. Number of Delegates.

Sub-chapters shall be entitled to delegates on the basis of membership as follows: 25 or fewer, one delegate; more than 25 but not exceeding 50 two delegates; more than 50 but not exceeding 75, three delegates; more than 75 but not exceeding 100, four delegates; more than 100, two additional delegates for each 100 additional members or fraction thereof.

Section 6. Sub-Chapter Votes.

Regardless of the number of delegates, sub-chapters shall be entitled to vote on the basis of one vote for each member or fraction thereof. Sub-chapters entitled to more than one delegate may send fewer than their quota of delegates and the delegates present may cast the entire vote of the sub-chapter on all recorded votes and elections coming before the convention. The number of votes shall be divided equally among the delegates, with

any remaining votes to be cast by the chairperson of the delegation, as designated by the sub-chapter. No fractional votes shall be permitted.

Section 7. Qualification of Delegates.

Each delegate must be a member in good standing of the sub-chapter he or she represents. Any member of the chapter executive board who is not elected as a delegate representing his or her own sub-chapter shall nevertheless be entitled to all the rights and privileges of a delegate except the right to vote.

Section 8. Joint Representation of Sub-Chapters.

Two or more sub-chapters within a chapter may unite in sending to the convention a delegate who meets the above qualifications in one of such sub-chapters. Before a sub-chapter may be represented by a delegate who is not a member of the sub-chapter, the membership of the sub-chapter shall first vote on the following question: "Shall this sub-chapter elect as a convention delegate a person who is not a member of this sub-chapter?" If the majority of those voting on the question vote in the affirmative, the sub-chapter may then proceed to elect a delegate in accordance with the above requirements. Any delegate so elected may cast the vote to which the sub-chapter are individually entitled. No delegate may represent more than one sub-chapter. (Not more than five)

Section 9. Convention Call.

At least 50 days prior to each convention, the chapter recording secretary shall send to each sub-chapter a copy of the convention call, accompanied by the appropriate number of credential forms. In the case of a convention at which election of officers is to take place, this shall be indicated in the convention call.

Section 10. Certification of Delegates.

Sub-chapters shall return the credential forms, properly executed and signed, to the chapter office not later than ten days prior to the opening of the convention.

ARTICLE VII
BOARD OF DIRECTORS

Section 1. Board of Directors.

The fifteen directors provided for in the Articles of Incorporation shall constitute the board of directors and each shall be a member of the chapter. The board shall manage all the business affairs of the chapter.

Section 2. The board shall hold at least four meetings during the administrative year at such times and places as it designates. Additional meetings may be held at the call of the president or as directed by the board.

Section 3. Notice of any meeting shall be given.

Section 4. A majority of the board shall constitute a quorum.

Section 5. Any act of the majority of directors present at any meeting at which a quorum is present is an act of the board.

Section 6. The board shall elect officers of the chapter promptly after each annual meeting and appoint officers and directors to fill vacancies.

Section 7. The members, at any meeting, may give authority to the board of directors or change such authority to establish rates and procedures for the payment of officers and directors and for members of the legislative committee appointed pursuant to the provisions of Bylaw 7 for their services and reimbursement of their board authorized and approved expenses, provided that no such payments shall be made until all bills and other obligations have been paid or there are adequate funds in the treasury to pay them.

Section 8. The board may arrange for and pay for services for printing, mailing and other routine operations and may authorize the purchase of supplies.

Section 9. The board of directors shall elect annually from its number, persons to perform the duties of the offices of president, first and second vice-presidents and secretary-treasurer, and may appoint, if there is a need therefore, an assistant secretary-treasurer from its number or from other members of the chapter. It may also appoint any agents or contract with any consultants, including an administrator which the board deems necessary.

Section 10. The board may require and pay the premiums for the bonding of positions authorized to receive and hold or to disburse association funds. It shall designate which officers are authorized to sign association checks.

ARTICLE VII OFFICERS AND ELECTIONS

Section 1. Titles of Officers.

The officers of this chapter shall be a president, a first vice-president, a second vice-president, a recording secretary, a secretary-treasurer and three executive board members and these eight shall constitute the executive board of the chapter. In addition, there shall be elected three trustees. No more than two executive board members may be members of the same sub-chapter. The three trustees must be members of three different sub-chapters.

Section 2. Terms of Office.

The trustees shall be elected to three-year terms except that in the first 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 to terms of one year.

Section 3. Nominations and Elections.

Nominations and elections shall take place at the convention, and the pre-convention incumbents shall remain in office until the election is completed and the results reported to the convention. At that time, the newly elected officers shall be installed.

Section 4. Retiree Election Code.

All matters concerning nominations and elections in this chapter shall be subject to the provision so the AFSCME Retiree Elections Code as adopted by the International Executive Board.

Section 5. Obligation of an Officer.

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

Section 6. Vacancies.

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

Section 7. Removal from Office.

Should any officer absent from three consecutive executive board meetings without excuse acceptable to the board, that office shall be declared vacant and filled in accordance with this constitution.

ARTICLE IX
DUTIES OF OFFICERS

Section 1. President.

The president shall:

- a. preside at all conventions and at all meetings of the executive board.
- b. subject to approval by the executive board, appoint all standing and special committees of the chapter.
- c. be a member ex-officio of all committees except election committees.
- d. countersign all checks drawn on the funds of the chapter. The president may, with the approval of the chapter executive board, designate a deputy to sign in the absence of the president.
- e. report regularly to the executive board and to the convention regarding the president's official activities and on the progress of the chapter.
- f. appoint legislative, nominating and auditing committees to perform the usual and customary functions of such committees.

Section 2. The first and second vice-presidents.

The first and second vice-presidents:

- a. the first vice-president shall 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, the first vice-president shall preside at all meetings and perform all other duties normally performed by the president.
- c. In the absence of the president and the first vice-president or in their inability to serve, the second vice-president shall perform all other duties normally performed by the president.

Section 3. The recording secretary.

The recording secretary shall:

- a. keep or cause to be kept a record of the proceedings of the convention and of meetings of the executive board, recording faithfully each motion that is made and the disposition of such motion.
- b. perform such other duties as are required by this constitution or by the convention or the executive board.

Section 4. The secretary-treasurer.

The secretary-treasurer shall:

- a. receive and take charge of all money and property of the chapter.
- b. deposit all money in a bank which is insured by the Federal Deposit Insurance Corporation in the name of the chapter, and money so deposited shall be withdrawn only by check signed in accordance with this constitution.
- c. draw and sign checks for such purposes as are required by this constitution or are authorized by the convention or the executive board. The secretary-treasurer may, with the approval of the executive board, authorize a deputy to sign checks in the absence of the secretary-treasurer.
- d. keep or cause to be kept an accurate record of receipts and disbursement and render a report thereon at each meeting of the chapter executive board.

- e. report fully on the financial standing of the chapter to each affiliated sub-chapter not less often than quarterly.

Section 5. The executive board of the chapter shall be the governing chapter between conventions. All matters affecting the policies, aims and means of accomplishing the purposes of the chapter not specifically provided for in this constitution or by the convention shall be decided by the executive board. The executive board shall meet at least four times during the year, at the call of the president or of a majority of the members of the board. A report on all actions taken by the board shall be made at each convention. A majority of the members of the executive board shall be required for a quorum.

Section 6. Trustees.

The trustees shall make or cause to be made at least annually an audit of the finances of the chapter, and shall report to each convention and to each affiliated sub-chapter the results of such audit.

ARTICLE X
MISCELLANEOUS PROVISIONS

Section 1. International Constitution.

This chapter shall at all times be subject to the provisions of the constitution of the American Federation of State, County and Municipal Employees.

Section 2. Authorization necessary to represent chapter.

Except to the extent specified in this constitution, no officer of this chapter shall have the power to act as agent for or otherwise bind the chapter 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 chapter except to the extent specifically authorized in writing by the president of the chapter or by the executive board of the chapter.

ARTICLE XI
AMENDMENTS

Section 1. Proposed constitutional amendments.

This constitution may be amended by proposals properly introduced at the convention and approved by a majority vote of the convention. Such proposals shall be submitted, in writing, to the recording secretary of the chapter at the chapter office, not later than ten days prior to the opening of the convention. No proposal to amend the constitution can thereafter be introduced except by permission of two-thirds of the convention.

Section 2. Approval of constitutional amendments.

Any proposed amendment which is submitted to the chapter recording secretary at least ninety days prior to the opening of the convention shall be reproduced in full and mailed to each

affiliated sub-chapter no later than sixty days prior to the opening of the convention, and any proposed amendment which is so introduced and distributed may be approved by a majority vote of the convention.

Section 3. Executive Board recommendations.

The chapter executive board shall review and make a recommendation to the convention on any proposal to amend the constitution.

Section 4. Effective Date.

Any amendment approved by the convention shall be immediately submitted to the International President and such amendment shall take effect only upon written approval of the International President.

APPROVED BY:



GERALD W. MCENTEE
International President

Date

11/30/99