

**CONSTITUTION FOR
NORTHWESTERN ILLINOIS STATE EMPLOYEES
AFSCME LOCAL 448**

**ARTICLE I
NAME**

THE NAME OF THIS ORGANIZATION SHALL BE **NORTHWESTERN ILLINOIS STATE EMPLOYEES LOCAL NUMBER 448 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO.**

**ARTICLE II
AFFILIATIONS**

THIS LOCAL UNION SHALL BE AFFILIATED WITH ILLINOIS PUBLIC EMPLOYEE COUNCIL NUMBER 31 OF THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES; THE ILLINOIS STATE FEDERATION OF LABOR AND CONGRESS OF INDUSTRIAL ORGANIZATIONS; AND THE ROCKFORD UNITED LABOR, 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 STATE OF ILLINOIS IN THE COUNTIES OF WINNEBAGO, BOONE, STEPHENSON, JO DAVIESS, CARROLL, DEKALB, LEE, OGLE: AND INCLUDING DEPARTMENT OF NATURAL RESOURCES EMPLOYEES IN BUREAU COUNTY AND DEPARTMENTS OF NATURAL RESOURCES, CHILDREN AND FAMILY SERVICES, HUMAN SERVICES AND REHABILITATION SERVICES EMPLOYEES IN WHITESIDE COUNTY; EXCLUDING THOSE EMPLOYEES WITHIN THE JURISDICTION OF LOCALS 172, 817, 963, 2359, 2813, AND 3362 ARE ELIGIBLE FOR MEMBERSHIP IN THIS LOCAL UNION, SUBJECT TO REQUIREMENTS OF THE CONSTITUTION OF THE INTERNATIONAL UNION.

SECTION 2. APPLICATION FOR MEMBERSHIP SHALL BE MADE ON A STANDARD APPLICATION DESIGNED AS DUES DEDUCTION AUTHORIZATION CARD. UNLESS SUCH FORM INCLUDES A VALID AUTHORIZATION FOR PAYROLL DEDUCTION OF DUES, THE APPLICATION SHALL BE ACCOMPANIED BY THE CURRENT MONTH'S DUES.

SECTION 3. THE MINIMUM DUES OF THIS LOCAL SHALL BE \$35.60 PER MONTH FOR FULL-TIME MEMBERS, PROVIDED, HOWEVER, THEREAFTER DUES SHALL BE AUTOMATICALLY INCREASED BY \$0.02 PER MEMBER PER MONTH FOR

EACH DOLLAR PER MONTH WAGE INCREASE RECEIVED BY A MAJORITY OF THE MEMBERS OF THE LOCAL AS A RESULT OF A NEGOTIATED GENERAL WAGE INCREASE. HOWEVER, IF THIS INCREASE IS LESS THAN THE MINIMUM DUES INCREASE REQUIRED ANNUALLY BY THE INTERNATIONAL UNION CONSTITUTION, THEN THE DUES WILL AUTOMATICALLY INCREASE IN ACCORDANCE WITH THE INTERNATIONAL CONSTITUTION.

SECTION 4. MEMBERSHIP DUES SHALL BE PAYABLE, AT LEAST MONTHLY IN ADVANCE TO THE LOCAL SECRETARY-TREASURER AND IN ANY EVENT SHALL BE PAID NOT LATER THAN 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 UPON PAYMENT OF ALL ARREARAGES OR UPON PAYMENT OF A REINSTATEMENT FEE OF \$10.00 PLUS THE CURRENT MONTH'S DUES, WHICHEVER SHALL BE DETERMINED TO BE LESSER.

ARTICLE V **CHAPTERS**

SECTION 1. THERE SHALL BE THE FOLLOWING CHAPTERS IN THIS LOCAL:

CAPITAL DEVELOPMENT
CENTRAL MANAGEMENT SERVICES
COMMISSIONER OF BANKS & TRUSTS
DEPARTMENT OF AGRICULTURE
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
DEPARTMENT OF CORRECTIONS-DELETED
DEPARTMENT OF EMPLOYMENT SECURITY
DEPARTMENT OF HISTORICAL PRESERVATION
DEPARTMENT OF HUMAN SERVICES
DEPARTMENT OF LABOR-ADDED
DEPARTMENT OF NATURAL RESOURCES
DEPARTMENT OF NUCLEAR SAFETY
DEPARTMENT OF PUBLIC AID
DEPARTMENT OF PUBLIC HEALTH
DEPARTMENT OF REVENUE
DEPARTMENT OF TRANSPORTATION
DEPARTMENT OF VETERANS AFFAIRS
ENVIRONMENTAL PROTECTION AGENCY
GUARDIANSHIP
ILLINOIS EMERGENCY MANAGEMENT AGENCY
ILLINOIS MILITARY/NAVAL ARMORY
ILLINOIS STATE POLICE

INDUSTRIAL COMMISSION

LOTTERY OFFICE OF STATE FIRE MARSHALL

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. EACH CHAPTER SHALL HAVE A CHAPTER CHAIR AND ANY OTHER OFFICERS AS DESIRED. THESE OFFICERS SHALL BE ELECTED IN ACCORDANCE WITH THE PROVISIONS OF THIS CONSTITUTION.

SECTION 3. EACH CHAPTER CHAIR SHALL BE DESIGNATED AS A MEMBER OF THE EXECUTIVE BOARD WITH FULL PRIVILEGES TO REPRESENT THEIR CHAPTER AT ALL BOARD MEETINGS.

ARTICLE VI MEETINGS

SECTION 1. A GENERAL MEMBERSHIP MEETING OF THIS LOCAL SHALL BE HELD **FOUR TIMES A YEAR.** ALL MEMBERS SHALL BE GIVEN AT LEAST FIFTEEN DAYS ADVANCE NOTICE OF GENERAL MEMBERSHIP MEETINGS. THE LOCAL EXECUTIVE BOARD SHALL DESIGNATE THE TIME AND PLACE OF SUCH MEETINGS.

SECTION 2. A SPECIAL GENERAL MEMBERSHIP MEETING OF THE MEMBERSHIP OF THIS LOCAL MAY BE CALLED BY THE PRESIDENT, A MAJORITY OF THE EXECUTIVE BOARD, OR BY PETITION FILED WITH THE PRESIDENT, AND SIGNED BY NO LESS THAN 50 MEMBERS IN GOOD STANDING. A SPECIAL MEETING MAY ALSO BE CALLED BY THE INTERNATIONAL PRESIDENT OR HIS AUTHORIZED REPRESENTATIVE OR BY THE COUNCIL 31 DIRECTOR WITH ADEQUATE NOTICE.

SECTION 3. CHAPTER MEETINGS SHALL BE HELD AT A PLACE TO BE FIXED BY THE MEMBERSHIP OF THE CHAPTER AND AT TIMES DEEMED APPROPRIATE TO THAT CHAPTER. ADEQUATE NOTICE SHALL BE PROVIDED.

SECTION 4. SPECIAL MEETINGS OF A CHAPTER MAY BE CALLED BY THE UNION LOCAL PRESIDENT, THE LOCAL EXECUTIVE BOARD, THE CHAPTER CHAIR, OR BY PETITION FILED WITH THE CHAPTER CHAIR AND SIGNED BY ONE-FOURTH OF THE MEMBERS OF THE CHAPTER. SPECIAL MEETINGS OF A CHAPTER MAY BE CALLED BY THE INTERNATIONAL PRESIDENT OR HIS AUTHORIZED REPRESENTATIVE OR BY THE COUNCIL 31 DIRECTOR. ADEQUATE NOTICE OF SPECIAL MEETINGS SHALL BE PROVIDED. ALL SOVEREIGN POWERS OF THE CHAPTER SHALL BE VESTED IN THE REGULAR AND SPECIAL MEETINGS.

SECTION 5. THE LOCAL EXECUTIVE BOARD SHALL MEET AT LEAST MONTHLY AT A TIME AND PLACE DESIGNATED BY THE EXECUTIVE BOARD.

SECTION 6. SPECIAL MEETINGS OF THE LOCAL EXECUTIVE BOARD MAY BE CALLED BY THE PRESIDENT, OR A MAJORITY OF THE EXECUTIVE BOARD. A SPECIAL MEETING OF THE EXECUTIVE BOARD MAY ALSO BE CALLED BY THE INTERNATIONAL PRESIDENT OR AUTHORIZED REPRESENTATIVE OR BY THE COUNCIL 31 DIRECTOR.

SECTION 7. A QUORUM FOR A GENERAL MEMBERSHIP MEETING SHALL BE FIVE MEMBERS IN GOOD STANDING, INCLUDING THE CHAIR OFFICERS AND EXECUTIVE BOARD.

ARTICLE VII **OFFICERS**

SECTION 1. THE OFFICERS OF THIS LOCAL SHALL BE A PRESIDENT, A VICE-PRESIDENT, A RECORDING SECRETARY, A TREASURER, ONE CHAPTER CHAIR FROM EACH CHAPTER AND THREE EXECUTIVE BOARD MEMBERS ELECTED AT-LARGE. THESE OFFICERS SHALL CONSTITUTE THE EXECUTIVE BOARD OF THIS UNION. OFFICERS SHALL BE ELECTED FOR A TWO-YEAR TERM, IN THE EVEN-NUMBERED YEARS.

SECTION 2. 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. TRUSTEES SHALL HAVE NEITHER VOICE OR VOTE ON THE EXECUTIVE BOARD.

ARTICLE VIII **NOMINATIONS AND ELECTIONS**

SECTION 1. THE NOMINATIONS OF LOCAL OFFICERS SHALL BE MADE AT A REGULAR AND/OR SPECIAL MEETING OF THE LOCAL. AT LEAST FIFTEEN DAYS ADVANCE NOTICE SHALL BE GIVEN THE MEMBERSHIP 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. THE NOMINATION MEETING SHALL BE HELD IN NOVEMBER. ALL REGULAR ELECTIONS SHALL BE HELD IN THE MONTH OF DECEMBER.

SECTION 2. THE NOMINATION OF CHAPTER OFFICERS SHALL BE HELD AT THE REGULAR MEETING IN NOVEMBER. AT LEAST FIFTEEN DAYS ADVANCE NOTICE SHALL BE GIVEN THE MEMBERSHIP THAT NOMINATIONS SHALL BE CONDUCTED. A NOMINATING COMMITTEE MAY BE ELECTED OR APPOINTED. BUT WHETHER OR NOT SUCH NOMINATING COMMITTEE IS USED, NOMINATIONS SHALL BE PERMITTED FROM THE FLOOR. ALL REGULAR ELECTIONS SHALL BE HELD IN THE MONTH OF DECEMBER.

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 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 SHALL BE ELECTED BY SECRET BALLOT VOTE, AND THE BALLOTING SHALL BE SO CONDUCTED AS TO AFFORD 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. IF A SLATE OF OFFICERS IS PRESENTED BY THE NOMINATING COMMITTEE AND IS UNOPPOSED BY FLOOR NOMINATIONS OR WRITTEN PETITION, THE ELECTION SHALL BE DEEMED UNANIMOUS AND NO SECRET BALLOT ELECTION IS NECESSARY.

SECTION 6. THE CHAPTER CHAIR OF EACH CHAPTER SHALL, BY VIRTUE OF ELECTION TO SUCH OFFICE, BE THE ELECTED EXECUTIVE BOARD MEMBER OF THIS UNION FROM THEIR RESPECTIVE CHAPTER.

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.

SECTION 8. ALL ELECTIONS OF OFFICERS AND DELEGATED IN SUBORDINATE BODIES SHALL BE SUBJECT TO THE PROVISIONS OF APPENDIX D OF THE INTERNATIONAL UNION CONSTITUTION.

SECTION 9. EACH ELECTED OFFICER OF EACH SUBORDINATE BODY SHALL, UPON ASSUMING OFFICE, SUBSCRIBE TO THE OBLIGATION OF AN OFFICER CONTAINED IN APPENDIX B OF THE INTERNATIONAL UNION CONSTITUTION.

SECTION 10. VACANCIES IN THE OFFICE OF VICE-PRESIDENT, RECORDING SECRETARY, TREASURER, EXECUTIVE BOARD, AND TRUSTEES SHALL BE FILLED FOR THE REMAINDER OF THE UNEXPIRED TERM BY VOTE OF THE EXECUTIVE BOARD. IN THE EVENT OF THE OFFICE OF PRESIDENT FALLS VACANT, THE VICE-PRESIDENT SHALL BECOME PRESIDENT FOR THE REMAINDER OF THE UNEXPIRED TERM, AND THE OFFICE OF VICE-PRESIDENT SHALL BE FILLED FOR THE REMAINDER OF THE UNEXPIRED TERM BY RATIFICATION OF THE EXECUTIVE BOARD.

SECTION 11. EXCEPT FOR THOSE ELECTED TO THE EXECUTIVE BOARD OF THIS LOCAL UNION BY VIRTUE OF THEIR ELECTION AS CHAPTER CHAIR OF THEIR CHAPTER, NO MEMBER MAY HOLD TWO OFFICES CONCURRENTLY.

ARTICLE IX **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 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 APPROVAL BY THE EXECUTIVE BOARD.
- E. REPORT PERIODICALLY TO THE MEMBERSHIP REGARDING THE PROGRESS AND STANDING OF THE LOCAL AND REGARDING THE PRESIDENT'S OFFICIAL ACTS.
- F. SHALL BE ONE OF THE REPRESENTATIVES OF THE LOCAL TO ATTEND ALL CONVENTIONS AND BE A CONFERENCE BOARD DELEGATE.
- G. BE ISSUED A SURETY BOND IN THE AMOUNT DESIGNATED BY THE EXECUTIVE BOARD.
- H. AUTHORIZE PARTICIPATION IN OR REIMBURSEMENT FOR UNION FUNCTIONS IN WRITING WHEN EXECUTIVE BOARD OR GENERAL MEMBERSHIP MEETING IS NOT IN SESSION.

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. 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 SECRETARY-TREASURER.
- D. BE ONE OF THE REPRESENTATIVES OF THE LOCAL TO ATTEND ALL CONVENTIONS AND BE A CONFERENCE BOARD DELEGATE.

SECTION 3. 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 OTHER DUTIES AS THE EXECUTIVE BOARD MAY REQUIRE **INCLUDING SIGN CHECKS WITH THE PRESIDENT OR OTHER AUTHORIZED CO-SIGNER**
- D. SHALL PRESENT A COPY OF ANY MINUTES TO MEMBERS UPON REQUEST IN WRITING.

SECTION 4. THE SECRETARY-TREASURER SHALL: (delete secretary)

- 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.
- C. WRITE CHECKS AS REQUIRED BY THE CONSTITUTION OR AUTHORIZED BY THE MEMBERSHIP OR EXECUTIVE BOARD.
- D. SIGN CHECKS WITH PRESIDENT OR OTHER AUTHORIZED CO-SIGNER.
- 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 FINANCIAL RECORDS.
- G. REPORT MONTHLY FINANCIAL AFFAIRS TO MEMBERSHIP ON A REGULAR BASIS.
- H. ACT AS CUSTODIAN OF LOCAL UNION PROPERTY.
- I. OBTAIN SURETY BOND AT EXPENSE OF LOCAL UNION AND THROUGH THE INTERNATIONAL OFFICE. SUBMIT BY MARCH 1 OF EACH YEAR "A STATEMENT OF ASSETS HANDLED DURING THE PREVIOUS CALENDAR YEAR FOR THE PURPOSE OF COMPUTING THE AMOUNT OF THE BOND" INTERNATIONAL CONSTITUTION, ARTICLE IX, SECTION 25.
- J. FILE THE "LOCAL UNION ANNUAL FINANCIAL REPORT" WITH THE INTERNATIONAL AS REQUIRED BY THE INTERNATIONAL CONSTITUTION (ARTICLE IX, SECTION 12).
- K. SEE THAT THE REQUIRED GOVERNMENTAL REPORTS ARE FILED ON A TIMELY BASIS.
- L. ASSIST TRUSTEES/AUDITORS IN COMPLETING THE REQUIRED AUDITS.
- M. SHALL BE RESPONSIBLE FOR TRANSFERRING TO THEIR SUCCESSOR IN OFFICE ALL BOOKS, MONIES, PROPERTY AND OTHER BELONGINGS OF THE LOCAL IN HIS/HER KEEPING UPON COMPLETION OF THE REQUIRED AUDIT BY THE TRUSTEES.

SECTION 5. 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.

THE AUDIT SHALL BE CONDUCTED WITH DIRECT SUPPORT OF THE LOCAL SECRETARY-TREASURER AND MAY USE THE SERVICES OF A CERTIFIED PUBLIC ACCOUNTANT. THE TRUSTEES SHALL BE REMIBURSED \$25.00 PER AUDIT PER TRUSTEE AS COMPENSATION FOR THEIR TIME.

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. THE BOARD SHALL MEET 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 MEMBERS OF THE EXECUTIVE BOARD SHALL BE REQUIRED FOR A QUORUM.

THE EXECUTIVE BOARD MEMBERS SHALL CHAIR AND BE RESPONSIBLE FOR ONE OF THE FOLLOWING COMMITTEES.

- A. MEMBERSHIP AND ORGANIZING
- B. HEALTH AND SAFETY
- C. INSURANCE
- D. MISCELLANEOUS AS REQUIRED BY THE PRESIDENT OR THE EXECUTIVE BOARD

SECTION 7. PEOPLE CHAIR SHALL: CHAIR THE COMMITTEE AND BE RESPONSIBLE FOR ITS OPERATION. DUE TO THE INCREASED RESPONSIBILITIES OF THE VICE PRESIDENT, WE ELECTED TO SPLIT OUT THE DUTIES AND HAVE A PEOPLE CHAIR THAT IS RESPONSIBLE FOR ONLY THE PEOPLE PROGRAM.

ARTICLE X **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 THE 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.

ARTICLE XI

AMENDMENTS

SECTION 1. THIS CONSTITUTION MAY BE AMENDED, REVISED, OR OTHERWISE CHANGED BY A MAJORITY VOTE OF THE MEMBERS VOTING ON SUCH PROPOSED CHANGE AND SUCH CHANGE SHALL TAKE EFFECT ONLY UPON WRITTEN APPROVAL OF THE INTERNATIONAL PRESIDENT.

SECTION 2. 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.

ARTICLE XII FINANCIAL OBLIGATIONS/RESPONSIBILITIES

SECTION 1. **DUES REIMBURSEMENT:** DUES SHALL BE REIMBURSED TO THE EXECUTIVE BOARD MEMBERS AND TRUSTEES WHO ACTIVELY PARTICIPATE IN BOARD FUNCTIONS. THIS SHALL BE DEFINED AS BEING REIMBURSED PRO-RATED ON ATTENDANCE AT ALL REGULARLY SCHEDULED EXECUTIVE BOARD MEETINGS. SPECIAL MEETINGS AND AUXILIARY FUNCTIONAL MEETINGS MAY BE USED AS SUBSTITUTION FOR A REGULARLY SCHEDULED MEETING. AUXILIARY FUNCTIONAL MEETING SHALL BE DEFINED AS ALL STATEWIDE CONGRESSES, INTER-LOCAL COUNCILS, ETC., AS DESIGNATED BY THE EXECUTIVE BOARD.

ELIGIBILITY FOR REIMBURSEMENT: ANY MEMBER IN GOOD STANDING OF THE LOCAL SHALL BE ELIGIBLE FOR REIMBURSEMENT WHEN PARTICIPATING IN UNION FUNCTIONS WITH PRIOR PRESIDENTIAL OR EXECUTIVE BOARD AUTHORIZATION. WITHOUT PRIOR AUTHORIZATION, A LOCAL MEMBER MAY APPLY TO THE EXECUTIVE BOARD FOR RELIEF OF EXPENSE. THE APPLICATION FOR RELIEF OF AN INDIVIDUAL BASIS PER FUNCTION. WITHOUT WRITTEN AUTHORIZATION FOR THE FUNCTION, NO REIMBURSEMENT MAY BE ISSUED UNTIL PASSED BY THE EXECUTIVE BOARD. A WRITTEN REPORT SHALL BE SUBMITTED WITH REQUEST FOR PAYMENT.

SECTION 2. **PER DIEM:** PER DIEM SHALL BE REBATED AT A RATE ESTABLISHED BY THE EXECUTIVE BOARD BY A MAJORITY VOTE WITH RATIFICATION OF A MAJORITY OF THE MEMBERS VOTING ON SUCH PROPOSED CHANGE AT THE MEMBERSHIP MEETING. PER DIEM MUST BE AUTHORIZED IN ADVANCE BY THE EXECUTIVE BOARD OR PRESIDENT OR LOCAL.

SECTION 3. **TRANSPORTATION EXPENSES:** TRANSPORTATION EXPENSES SHALL BE REIMBURSED AT THE CURRENT PREVAILING STATE OF ILLINOIS RATE FOR MILEAGE IF TRAVELING BY MOTORIZED VEHICLE. IF AIR TRANSPORTATION IS REQUIRED, THE TRAVELER SHALL BE REIMBURSED FOR ALL AIRLINE TICKETS AND MILEAGE BY VEHICLE TO AND FROM THE AIR TERMINAL.

SECTION 4. **MEALS:** PERSONAL MEALS SHALL NOT BE REIMBURSED AND SHALL BE CONSIDERED PART OF THE PER DIEM. BUSINESS MEALS SHALL BE REIMBURSED AT COST WITH THE PRESENTATION OF A RECEIPT. BUSINESS MEALS SHALL NOT INCLUDE ALCOHOLIC BEVERAGES AS REIMBURSABLE. BUSINESS MEALS SHALL BE DEFINED AS MEALS USED TO PROMOTE,

CONTINUE, EXPAND OR DEVELOP THE LOCAL'S WELFARE AS ACCEPTED BY THE EXECUTIVE BOARD.

SECTION 5. **HOUSING:** HOUSING EXPENSES ARE REIMBURSED ON THE PRESENTATION OF A RECEIPT FOR LOCAL RELATED FUNCTIONS. HOUSING EXPENSES REIMBURSEMENT OF EXECUTIVE BOARD OR PRESIDENT OR DESIGNEES, WITHOUT PRIOR CONSENT, SHALL BE REBATED AT **STATE RATE** NOT TO EXCEED **\$200.00** PER OCCURRENCE **UNLESS OTHERWISE AUTHORIZED.**

SECTION 6. **EDUCATIONAL EXPENSES:** THESE EXPENSES SHALL BE AUTHORIZED BY THE EXECUTIVE BOARD OR LOCAL PRESIDENT IN ADVANCE AND SHALL BE REIMBURSED ONLY UPON PROOF OF SUCCESSFUL COMPLETION OF COURSE, SEMINAR OR PROGRAM, FOR THE AMOUNT OF THE ENROLLMENT AND COST OF COURSE MATERIAL.

SECTION 7. **HARDSHIP EXPENSES:** ALL EXPENSES HERE MUST MEET ALL ACCEPTED CRITERIA AS ABOVE. EXPENSES UNDER THIS SECTION SHALL BE REIMBURSED BASED ON ACTUAL EXPENSES. THESE EXPENSES SHALL BE AUTHORIZED ON AN INDIVIDUAL BASIS BY THE EXECUTIVE BOARD ONLY. THEY SHALL BE ANY EXPENSES TO PROMOTE THE SAFETY OR WELFARE OF THE LOCAL MEMBERS IF THE WORK SITE FAILS OR REFUSES TO PROVIDE SUCH NECESSITIES AND IS DEEMED AT THE PRESENT A PERSONAL FINANCIAL HARDSHIP TO THE LOCAL MEMBERS.

SECTION 8. **ORGANIZATIONAL DUES:** THE LOCAL SHALL BE RESPONSIBLE FOR ALL ORGANIZATIONAL FEES INVOLVING INTER-UNION PARTICIPATION (I.E., RUL).

SECTION 9. **FUNCTIONAL EXPENSES:** EXPENSES INCURRED BY INDIVIDUALS, WHO ARE MEMBERS IN GOOD STANDING, WHO ARE PERFORMING ADMINISTRATIVE FUNCTIONS OF THE LOCAL OR INTERNATIONAL SHALL BE REIMBURSED BY THE LOCAL WHEN PRESENTED A BILL FOR SAID EXPENSES AND AUTHORIZED (COUNTER-SIGNED) BY THE PRESIDENT OR EXECUTIVE BOARD. THESE EXPENSES SHALL INCLUDE BUT NOT BE LIMITED TO MAILINGS, PRINTING, TELEPHONE CALLS, SECRETARIAL SUPPLIES, CERTAIN AUTHORIZED ENTERTAINMENT EXPENSES AND OTHER EXPENSES AS DESIGNATED BY THE EXECUTIVE BOARD.

APPROVED BY:

GERALD W. MCENTEE
INTERNATIONAL PRESIDENT

DATE