

CONSTITUTION

FOR

NEW YORK CITY SEWAGE TREATMENT AND SENIOR SEWAGE TREATMENT WORKERS LOCAL 1320

ARTICLE I NAME

The name of this organization shall be New York City Sewage Treatment and Senior Sewage Treatment Workers Local Number 1320, of the American Federation of State, County and Municipal Employees, AFL-CIO.

ARTICLE II AFFILIATIONS

This local union shall be affiliated with New York City District Council of AFSCME Municipal Local Unions, Council Number 37 of the American Federation of State, County and Municipal Employees; the New York City Central Labor Council, the New York State AFL-CIO, and the Municipal Labor Committee.

ARTICLE III OBJECTIVES

The objectives of this local shall be to carry out on a local basis the objectives of the American Federation of State, County and Municipal Employees, and other policies which are in the interest of the local.

ARTICLE IV MEMBERSHIP AND DUES

Section 1. Eligibility. All Sewage Treatment Workers and Senior Sewage Treatment Workers employed by the City of New York, are eligible for membership in this local union, subject to the requirements set forth in the Constitution of the International Union.

Section 2. Application and Checkoff. Application for membership shall be made on a standard application form which includes an authorization for deduction of dues through the checkoff system of the City of New York.

Section 3. Dues Rates.

- (a) The dues of this local union shall be \$6.15 per weekly pay period.
- (b) From these weekly dues deductions, all per capita taxes and other local expenses shall be paid as required by the local, District Council and International Constitutions.
- (c) When increases in per capita taxes are imposed by exercise of Article III, of the District Council Constitution, the dues rate for this local shall be automatically adjusted to compensate for the increase in per capita and an amount equal to such payment which shall be deposited in the local treasury.
- (d) Increases in per capita taxes and dues, which are derived from procedures other than those set forth in sections 3(b) and 3(c) above, be passed on to the membership, provided the ratio set forth in sections 3(b) and 3(c) are not exceeded.

ARTICLE V OFFICERS AND DUTIES

Section 1. Officers. The officers of this local union shall be a president, a vice-president, a treasurer, a secretary and five (5) executive board members, four (4) of which shall be elected at large and, one (1) such board member shall be the duly elected chairperson of

the Senior Sewage Treatment Workers Chapter of this local. These nine (9) persons shall constitute the executive board of the local.

Section 2. Terms of Office. All officers and members of the board shall serve in office for a term of three (3) years, commencing with the 1988 election.

Section 3. Senior Sewage Treatment Workers Chapter. There shall be established in this local a chapter for Seniors. The chairperson of this chapter shall be elected in the same manner as all other officers, except that, only Senior Sewage Treatment Workers shall be eligible to vote in the election of the chapter chairperson.

Section 4. Oath of Office. Every officer shall, upon assuming office, subscribe to the oath of the obligation of an officer contained in Appendix B of the International Constitution.

Section 5. Stipends.

- (a) Monthly stipends shall be paid to the president based on the following schedule:
One and a half (1½) X the annual dues rate.
- (b) Annual stipends shall be paid to members of the executive board based on the following schedule:

Vice-President.....	Two and one-half (2½) X the annual dues rate.
Treasurer	Two and one-half (2½) X the annual dues rate.
Secretary	Two and one-half (2½) X the annual dues rate.
Executive Board Members	One and three quarters (1¾) X the annual dues rate.

ARTICLE VI
MEETINGS

Section 1. Regular Meetings. There shall be regular meetings of the general membership held five (5) months each year. The time and place of such meetings shall be fixed by the executive board.

Section 2. Special Meetings. Special meetings of the local may be called by the president, by a majority of the executive board or by a written petition filed with any member of the board, and signed by 10% of the membership. The purpose of the special meeting shall be clearly set forth on the petition and no other business other than that which has been set forth may be conducted at such a special meeting.

Section 3. Other Meetings. The president, or the executive board may authorize meetings for the Senior Sewage Treatment Workers Chapter or shop stewards as the needs arise.

Section 4. Shop Stewards Meetings. There shall be regular meetings of the shop stewards held five (5) months each year. The time and place of such meetings shall be fixed by the executive board.

Section 5. Quorum.

- (a) A quorum of thirty (30) members shall be required to conduct business at a regular or special meeting of the membership.
- (b) A majority of the members of the executive board shall be required for a quorum to conduct business at all meetings of the board.

ARTICLE VII
DUTIES OF OFFICERS AND EXECUTIVE BOARD MEMBERS

Section 1. The President. Shall preside at all meetings of the local union and of the executive board. He shall be a member of all committees and he shall be a delegate to all conferences and conventions. He shall countersign all checks drawn against the funds of the local. He shall appoint committees of the local board subject to the approval of the local executive board. He shall report periodically to the membership regarding the progress and standing of

the local and regarding his official acts. He shall appoint all committee chairpersons and the chief shop steward with the approval of the executive board.

Section 2. The Vice-President. Shall assist the president in the work of his office. In the absence of the president or in his inability to carry out his duties, the vice-president shall preside at all meetings and perform all duties otherwise performed by the president. He may, with the approval of the executive board, be authorized to act as the co-signer of checks drawn on local funds in place of either the president or the treasurer. He may also serve as chief shop steward of the local.

Section 3. The Treasurer. Shall receive and receipt all monies of the local union. He shall deposit all money so received in the name of the local union, in a bank or banks selected by the executive board. Money so deposited shall be withdrawn or disbursed by checks signed by the president and treasurer or other authorized officers. He shall prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board of the local. He shall keep an accurate record of receipts and disbursements and shall, once each month, submit to the local or the executive board, a monthly operating statement of the financial transactions of the local for the previous month. He shall act as custodian of all properties and funds of the local union. He shall at the expense of the local union and through the International Union give a surety bond for an amount to be fixed by the executive board of the local. He sees that any financial reports required by the International Union are submitted in accordance with the International Union Constitution. He shall see that, once each year, the books and records of the local are audited by an independent auditor.

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

Section 5. The Executive Board Members who number five (5), shall assist generally in carrying out the official business of the local. In addition, executive board members may be assigned specific areas of responsibility and authority by the president with the approval of the executive board. Such areas of responsibility include but are not limited to publications, political action and legislation, safety and occupational health, communications (both internal and external) and responsibilities in the processing of grievances and items pertaining to the good and welfare of the members of this local union.

Section 6. Duties of the Executive Board.

- (a) The executive board shall be the governing body of the local union except when the local general membership is in session. All matters affecting the policies, aims and means of accomplishing the objectives 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.
- (b) Meetings of the Board. The executive board shall meet at the call of the president or a majority of the members of the board. Questions of major policy must be voted on by the membership, except that when time does not permit referral to a regular or special meeting, the executive board may take action in the name of the local.
- (c) Authority. The executive board must authorize all financial expenditures. Such authorization shall be recorded in the minutes, and monthly financial reports prepared by the treasurer.
- (d) Section 7. Attendance.
 - (a) Failure of an officer or executive board member to attend three (3) consecutive board meetings and three (3) consecutive general membership meetings per year without being excused, shall cause his/her office to be immediately and automatically vacated. Board members whose positions are vacated in this manner forfeit entitlement to any stipend which is due payment.
 - (b) Vacancies created by the action of Section 6, shall be filled in accordance with the procedure set forth in Article VIII, Section 9 of this constitution.

ARTICLE VIII
NOMINATIONS AND ELECTIONS

Section 1. Notice of Nominations. Nominations for office shall be made at a regular or special meeting of the local. At least fifteen (15) days advance notice having been given the membership, of the meeting at which nominations are to take place. Nominations and elections may be held at the same meeting provided that the notice sent fifteen (15) days in advance, clearly states the intention to hold both nominations and elections on the same date.

Section 2. Nomination from the Floor. A nominating committee may be appointed to make nominations but, whether or not such nominating committees function, nominations shall be permitted from the floor at the nominations meeting.

Section 3. Timeliness of Nominations. Nominations for regular elections shall take place in the month of November of the last year of the current term of office.

Section 4. Installation of Officers. Elections and installation of officers must be completed by the end of the month of January immediately following the nominating meeting.

Section 5. Eligibility for Office. To be eligible for office in this local union, a candidate must be serving in a title represented by this local and must have been a member in good standing for the two (2) year period immediately preceding the month in which the election takes place.

Section 6. Election Committee.

- (a) Prior to nominations, the president shall appoint an election committee and one member of the committee to serve as its chairperson.
- (b) A member of the election committee who accepts a nomination for office, must relinquish his/her committee post. The committee will be responsible for ascertaining the eligibility of all candidates for office in this local.
- (c) The election committee shall be responsible for the conduct of the election as well as any run-offs that may ensue.
- (d) The election committee shall prepare a final report for the membership upon completion of the electoral process. Upon acceptance of the committee's report by the membership, the committee may be discharged by the president.

Section 7. Integrity of the Electoral Process. All elections in this local union, shall be conducted by secret ballot vote and afford all eligible members a reasonable opportunity to participate (vote).

Section 8. Adherence to Elections Code. All matters concerning local union elections shall at all times be subject to the provisions of Appendix D (entitled Elections Code) of the International Union Constitution and the Elections Manual published by the International.

Section 9. Vacancies in Office. Vacancies in office shall be filled for the remainder of the unexpired term, by majority vote of the local union executive board.

ARTICLE IX SHOP STEWARDS

Section 1. Election of Shop Stewards.

- (a) Shop stewards in this local shall be elected in conformity with the following procedure:
- (b) Authorized units shall be defined for these purposes as all major treatment plants (12 plants) and North and South Pumping Station units (2 units), and each of these units may elect a shop steward.
- (c) Additional authorized units may be established by the executive board as new plants are constructed or new services are introduced.

Section 2. Timeliness of Shop Stewards' Elections.

- (a) Shop stewards' elections shall take place in the month of February of the year in which new officers are installed.
- (b) Stewards Term of Office. Shop stewards shall serve a stewardship of three (3) years, commencing with the 1989 election.
- (c) Eligibility. To be eligible for a candidacy for shop steward a candidate must be appointed to a title represented by the local, and must be in good standing for one year at the time he becomes a candidate.

Section 3. Stipends. Shop stewards shall receive an annual stipend equal to one and three-quarters ($1\frac{3}{4}$) X the annual dues rate.

Section 4. Removal of Shop Stewards.

- (a) The failure of a shop steward to attend three (3) consecutive regular meetings, and one-half ($\frac{1}{2}$) the number of shop stewards' meetings, without being excused, shall cause his/her position to be immediately and automatically vacated. Shop stewards whose positions are vacated in this manner, forfeit entitlement to any stipend which is due payment.
- (b) New Election Ordered. The executive board may, upon investigation of complaints from members in any unit that a steward is not functioning or otherwise failing to properly represent the workers in his unit, order a new shop steward election in that unit or plant.
- (c) Temporary Shop Stewards. In cases of an emergency nature, where no steward is representing a plant or unit, the executive board may appoint a temporary steward. Such temporary stewards may serve until a new election is held pursuant to this article but, in no case may such a temporary steward serve more than sixty (60) consecutive days.

ARTICLE X MISCELLANEOUS PROVISIONS

Section 1. International Constitution. This local constitution shall at all times be subject to the provisions of the Constitution of the American Federation of State, County and Municipal Employees.

Section 2. Authority to Act for Local. 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 or the local executive board.

Section 3. Parliamentary Procedure. 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 the special rules of this local union or the American Federation of State, County and Municipal Employees.

ARTICLE XI
AMENDMENTS

This constitution may be amended, revised, or otherwise changed by a majority vote of the members voting on such proposed changes and such change will take effect only upon the 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.