

CONSTITUTION  
FOR  
UNIVERSITY OF MINNESOTA  
CLERICAL AND OFFICE EMPLOYEES  
LOCAL 3800

PREAMBLE

We as University of Minnesota Employees will work together to build strong ties across a large and diverse work setting. We, as a union, will work with management to make the university community a better place for everyone.

We believe in our selves. We have chosen to unionize because we believe in ourselves and our co-workers. Our union can and will make us stronger, but the responsibility for running it lies in each of our hands. We take pride in our work and this University. We value our role in the education and research that is done here. We appreciate our relationships with university faculty, students and administrators. Our knowledge and expertise are needed and should be treated as a valuable resource in the day-to-day running of the University.

We believe in self-representation and are committed to a constructive relationship with the university. We are intelligent, responsible adults and are ready to participate in decisions affecting ourselves and the university. Our union will give us a voice to express our cooperation and to communicate with the university to resolve disputes and eliminate long-standing problems. Together, we can achieve things that neither could do alone. We believe that dedication and loyalty must be honored. Our union gives us a "unified voice" to address and correct long-standing inequities in the university system.

We value the diversity and flexibility of our work places. In building our union, we will accommodate the diverse concerns of each campus, department and person. It is our experience that flexible work arrangements, cultural diversity, and respect for employees' independent judgment foster productivity and satisfaction. We recognize the particular needs of women and working parents. Everyone must work together to make equal opportunity a reality. Work places must be free of subtle and overt forms of harassment or discrimination against both men and women.

We care about our co-workers. We must step beyond our own particular interests to understand and care about the many different concerns of our co-workers. There is a great strength in our commitment to stand up for each other, and a potential for enormous progress.

Organizing is the heart and soul of our union. It represents the health, vitality and energy of our local. Through organizing every member is connected to the union' through organizing it is possible to build relationships person-to-person which create a sense of community built on shared values. The idea behind organizing is that each person deserves our attention, respect,

and as much information as is necessary to feel a part of the union.

As part of our responsibility to our workplace and society at-large, we will form a coalition with other workers and give our support to other unions that need our solidarity. We can make people a higher priority. Working together, we can bring out the best in the University of Minnesota. Speaking together, we will be a strong voice for equity and justice in the university community.

#### ARTICLE I NAME

The name of this organization shall be University of Minnesota Clerical and Office Employees Local Number 3800 of the American Federation of State, County and Municipal Employees, AFL-CIO.

#### ARTICLE II MEMBERSHIP AND DUES

Section 1. All employees in University of Minnesota Bargaining Unit 6, excluding those employed at the University of Minnesota-Duluth are eligible for membership in this local union, subject to the requirements of the Constitution of the International Union.

Section 2. All rights and privileges of membership in this local shall be granted on the basis of equality and shall not be denied on the basis of race, color, creed, religion, national origin, ancestry, political belief, sex, sexual orientation or affectional preference, disability, age, marital status, or status with regard to public assistance.

Section 3. Application for membership shall be made on a standard application form.

Section 4. Effective January 1, 2005, the dues will be based on the percentage of the full gross check on each paycheck (prior to tax free child care, health and dental premium, health and dental expense, transportation or retirement savings deductions and prior to addition of overtime income) calculated as follows: the average hourly wage of employees represented by the local union plus one-half the increase in the AFSCME International and Council per capita tax divided by the average hourly wage) multiplied by 1.25%, rounded to nearest hundredth of a percent. Whenever there is a per capita increase by AFSCME International or the Council, the percent shall be increased by the amount generated by one-half of the increase in the AFSCME International and Council per capita taxes divided by the dues for a full-time employee at the average hourly rate. Provided, however, the monthly membership dues shall not exceed 133% of 2 hours of the average hourly pay based on salaries in effect annually on July 1.

Section 5. 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 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 on payment of all arrearages.

### ARTICLE III MEETINGS

Section 1. Regular meetings of this local shall be held at least quarterly, at a time and place to be fixed by the membership or the local executive board. Fifteen (15) days' notice of regular meetings shall be given. The meetings shall include reports from the president, executive board, and other committees.

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 ten members of the local. Special meetings may also be called by the International President or his authorized representative.

Section 3. The quorum for meetings of this local shall be forty (40) members in good standing.

### ARTICLE IV OFFICERS, NOMINATIONS, AND ELECTIONS

Section 1. The officers of this local shall be a president, a vice-president, a secretary, a treasurer, a chief steward, and ten executive board representatives (one from each of the ten regional areas), and these fifteen shall constitute the local 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 two-year term. In 1992 and 1993, the five at-large executive board officers and the executive board representatives shall be elected for a one-year term. Thereafter, all elections shall be for two-year terms in the even-numbered years. The initial election shall be upon ratification of this constitution. The initial term of office of executive board representatives shall expire June 1993. The primary obligation of all officers shall be to maintain the vision of leadership. The primary obligation of all officers shall be to support the principles stated in the Preamble.

Section 2. A call for nominations shall be mailed to all members at their last known address at least fifteen days' prior to the nomination meeting and shall be returned to the chair of the election committee prior to the close of nominations. 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 in May. Elections shall be held in the month of June.

Section 3. To be eligible for office, a member must be in good standing for six months immediately preceding the election, except in the initial election, provided, however, that no retired member shall be a candidate for office.

Section 4. 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 the election.

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 shall be filled for the remainder of the unexpired term by vote of the executive board.

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 V OFFICERS

Section 1. The officers of this local shall be a president, a vice-president, a secretary, a treasurer, a chief steward and ten area executive board members, one elected from each of the ten regional areas.

Section 2. The president shall:

- a. preside at all meetings of the local union, and of the executive board, or shall designate another executive board member to preside.
- b. be a ex-officio member of all committees except election committees.
- c. countersign all checks drawn against the funds of the local.
- d. recommend membership of all standing committees and all special committees of the local, subject to the approval of the membership.
- e. report periodically to the membership regarding the progress and standing of the local and regarding the president's official acts.
- f. be a member of the university-wide management committee.
- g. be a member of the negotiations committee.

Section 3. 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 treasurer.

Section 4. The secretary shall:

- a. keep a record of the proceedings of all membership meetings and all executive board meetings.
- b. carry on the official correspondence of the local.
- c. assemble a record of all committee membership and minutes.

Section 5. 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 the president and the secretary-treasurer.
- c. prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the representative committee.
- 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 membership a monthly operating statement of the financial transactions of the local for the previous month.
- f. act as custodian of all properties of the local union.
- 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 6. The trustees shall make or cause to be made semi-annually audits 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 chief steward shall:

- a. act to enforce the collective bargaining agreement between the union and the university.
- b. act to educate members about our contract.
- c. establish and maintain a grievance file.
- d. become a trained steward if not so trained prior to election.
- e. be a member of the negotiations committee.

#### ARTICLE VI EXECUTIVE BOARD

The executive board shall be composed of the five officers elected at-large, and area representatives. The area representatives shall be elected from geographical areas according to the ration of one representative for up to 400 bargaining unit members and one representative for each additional 300 bargaining unit members or fraction thereof. The geographical areas are:

- 1) UM Morris, 2) UM Crookston, 3) West Bank 4) St. Paul,
- 5) East Bank, 6) Medical Area, 7) Off Campus and Out State

The executive board shall plan the agenda for general membership meetings and shall make decisions for the local union general membership meetings.

Make a report of all actions taken to the membership at the next meeting. The majority of the executive board shall constitute a quorum.

#### ARTICLE VII STEWARDS

All members of the bargaining unit shall have access to steward representation.

#### ARTICLE VIII ORGANIZING

All members elected to an office shall demonstrate a commitment to one-on-one organizing. There shall be a university-wide standing committee dedicated to organizing the members of our union with special regard to starting and building effective organizing committees in all areas of the University of Minnesota.

ARTICLE IX  
AMENDMENTS

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. Proposed amendments to this constitution must be made 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.

ARTICLE X  
MISCELLANEOUS PROVISIONS

Section 1. Every member, officer, and executive board member shall have the right to free speech in union matters, including the right to disagree with decisions of the majority. To the extent that individual consciences permit, members shall abide by majority decisions of the membership governing bodies.

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. 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 5. At such time that any elected official has three consecutive, unexcused absences from meetings of the body that they were elected to, their seat will be declared vacant and filled as provided for in this constitution.

ARTICLE XI  
AFFILIATIONS

This local union shall be affiliated with the Minnesota Council Number 5 of the American Federation of State, County and Municipal Employees, the Minnesota AFL-CIO; and the appropriate central bodies of the AFL-CIO.

APPROVED BY:

  
GERALD W. McENTEE  
International President

11/29/04  
Date