

CONSTITUTION
OF THE
ASSOCIATION OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO
LOCAL 2250

ARTICLE I
NAME

The name of this organization shall be the Association of Classified Employees, American Federation of State, County and Municipal Employees, AFL-CIO, Local 2250, Inc. It shall be hereinafter referred to as the Union.

ARTICLE II
PURPOSES

The purposes of this Union are:

- A. To organize all classified Education Support Professional (ESP) employees of the Prince George's County, Maryland, Public Schools to further their common objectives;
- B. To promote the welfare of the membership, to increase wages, improve working conditions through the collective bargaining process, and to make use of all available legislative and political action.

ARTICLE III
MEMBERSHIP

Section 1. Regular Membership.

- A. Regular membership shall be open to all classified Education Support Professional (ESP) employees of the Prince George's County, Maryland, Public Schools.
- B. Regular membership shall be continuous until the member leaves the school system, resigns from the Union, or fails to pay membership dues for 60 days or more.
- C. The right to vote and hold office shall be limited to regular members in good standing for the current year. All members in good standing shall be entitled to a voice in discussions at the annual meeting, the Executive Board meetings, and committee meetings.

Section 2. Revocation of Membership.

The Executive Board, by affirmative vote of two-thirds of all members on the Executive Board, may expel a member for cause after an appropriate hearing. Any expelled member of the Union shall have the right to appeal the decision of the Executive Board to the Judicial Panel of the International Union.

Section 3. Membership Year.

The membership year shall be July 1 of each year to June 30.

Section 4. Annual Meeting

There shall be at least four (4) membership meetings of the union each year; one in February, May, September and November. The specific date of the meetings shall be set by the executive board. Notice of the meetings shall be by announcement mailed to each work location through the interschool mail facility or the U.S. Postal Service at least ten (10) days prior to the meeting and by email.

ARTICLE IV FINANCES

Section 1.

There will be regularly established bi-weekly dues of this Union. Different tiers will be established for members who work less than twenty (20) hours per week and for those members working more than twenty (20) hours per week, and those working 10, 11, and 12 months. The regular bi-weekly dues of this Union for 12 and 11-month employees shall not be less than \$17.57 per pay period for employees who work twenty (20) hours per week or less, or \$18.91 per pay period for employees who work over twenty (20) hours per week. The regular bi-weekly dues for 10-month employees shall not be less than \$17.70 per pay period for employees who work twenty (20) hours per week or less, or \$19.03 per pay period for employees who work over twenty (20) hours per week. Any member, or person paying a Representation Fee, who receives a bi-weekly paycheck shall be required to pay amount as defined above.

Local union dues shall be automatically adjusted annually per AFSCME's International constitution to ensure minimum rate. The Executive Board is authorized to waive in whole or in part any such increase if the minimum rate is satisfied and the local's budget is balanced.

Section 2.

If MSEA dues change, they will be adjusted annually. MSEA dues will be paid by individual member who join MSEA for supplemental benefits and not from the Local 2250 general fund. Only Local 2250 members in bargaining unit may join MSEA.

ARTICLE V MEETINGS AND RULES

Section 1. Quorum.

- A. A majority of the members of the Executive Board must be present at any regular or special meeting of the Executive Board in order to constitute a quorum for the transaction of business.
- B. At a regular or special meeting of the membership, the attendance of at least 1.5% of membership shall constitute a quorum for the transaction of business.

Section 2. Papers, Addresses, and Other Matters.

No paper, address, or other matter shall be read or given before the Union without the approval of the President nor shall any of these be published in any proceedings of the Union without the approval of the President. The Secretary shall be supplied with a copy of each paper, address, or other matter given before

the Union. Any denial by the President of a request by a Union member to present a paper, an address or any other matter before the Union may be appealed to the Executive Board.

Section 3. Special Meetings.

Special meetings may be called by the President, Executive Board, or by petition filed with the President and signed by twenty five percent (25%) of the members of the Union when there is an urgent matter that must be addressed prior to the next regularly scheduled membership meeting. Notice of special meetings shall be by announcement mailed to each work location through the interschool mail facility or the U.S. Postal Service as far ahead of the date and time of the special meeting as is reasonable and practical. The notice must specify the purpose for which the meeting is called and only matters related to that purpose may be discussed and voted upon. If, in the opinion of the executive board, an emergency exists which warrants a special membership meeting immediately, notice shall be given by all means reasonable and practical under the circumstances.

ARTICLE VI OFFICERS AND ELECTIONS

Section 1. Officers.

- A. The elected officers of this Union shall be a President, Vice President, Treasurer, and Recording-Secretary and will be elected by all members of Local 2250. Each of the nine chapters listed in Article VIII Section 1 shall have two voting representatives on the Executive Board that will be comprised of the four officers and the chapter representatives. The President will only vote on the Executive Board in the event of a tie vote. The chapter representatives will be elected by the members of their respective chapters.
- B. No Chapter shall have members from their Chapter holding more than one of the four offices elected by all members. Ballots for offices will be counted and filled in the order they appear in the constitution – President, Vice President, Treasurer and Recording-Secretary. Once a member is elected in one office, candidates from that chapter will be ineligible for the other offices elected at large.
- C. No person shall be elected to the same office for more than two consecutive terms. After an interval of one term, a person may be re-elected to such office for another two consecutive terms.
- D. Members may simultaneously run for one of the four at large offices and Executive Board seats for chapters. If they win an officer position they will be ineligible for other positions so no member will hold more than one position.

Section 2. President.

- A. The President shall preside at all meetings of the Union and the Executive Board, and shall be the chief spokesperson of the union.

- B. The President shall have overall responsibility for the preparation of the agendas for the meetings of the Union with approval of the Executive Board, and shall have power to modify or change the agenda if in his/her judgment the best interest of the Union is served thereby, provided such changes do not conflict with the provisions of this Constitution.
- C. The President shall appoint all standing and special committees, including a committee to oversee the ratification of all PGCPs/Local 2250 contracts, with the consent of the Executive Board, and will publicize the members of committees to membership.
- D. The President shall be a member of all committees except the election committee.
- E. The President shall approve all expenses incurred by the Union or by any officials of the Union before such claims for such obligations are paid and may sign all contracts approved by the Executive Board and other official documents of the union and may also countersign all checks drawn against the funds of the local.
- F. The President shall be an automatic delegate to the AFSCME Convention, and NEA and MSEA Conventions.
- G. The President shall report to the Executive Board and membership at meetings regarding the progress and standing of the local union and the president's official acts.
- H. Should there be a vacancy in the presidency, the position will be filled by the Vice President for the remainder of the term of office.

Section 3. Vice President.

- A. The Vice President shall perform the functions usually attributed to the office.
- B. The Vice President shall exercise all of the functions of the President in the latter's absence and shall perform any duties prescribed by the President.

Section 4. Treasurer.

- A. The Treasurer shall keep or cause to be kept an accurate account between the Union and its members and receive or collect all monies due the Union giving a receipt for the same; shall hold in safe-keeping in a bank approved by the Executive Board all Union funds in his/her possession; and shall furnish the President, Executive Board and membership with a statement showing the actual financial condition of the Union at all Executive Board and regular membership meetings.
- B. The Treasurer shall oversee paying all claims against the Union which have been approved by the President; shall oversee a correct accounting of all receipts and disbursements supported by a voucher system approved by the Executive Board and shall close and balance the books as of the thirty-first of December of each year; shall furnish the incoming President with a complete financial statement immediately upon inauguration. The Treasurer shall make or cause to be made annually an audit of the Union finances and shall report to the Executive Board and to the membership at the following membership meeting the results of the audit.

- C. The Treasurer shall present a proposed annual budget for the coming year to the Executive Board for its approval no later than November of each year and shall report to the Executive Board and the membership any major deviation of 10% or more from any line item.
- D. The Treasurer 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 bonding agency based on the financial report they require.
- E. The Treasurer shall oversee that any financial reports required by the International Union Constitution shall be submitted to the International Union in accordance with their constitution, 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. The Treasurer shall have the ability to counter sign all checks drawn against the funds of the Local. Any money deposited shall be withdrawn only by check signed by two authorized signatories.
- G. The Treasurer shall at the expiration of the term of office, transfer to successor all monies, books, papers, and property in his/her possession belonging to the Union.
- H. The Treasurer shall perform any other duties not herein specified which may be assigned by the President.

Section 5. Recording-Secretary.

- A. The Recording-Secretary shall keep a full and accurate account of the proceedings and transactions of all meetings of the Union and of the Executive Board, and shall officially sign them-and certify one copy for the President. A copy of the minutes of the previous Executive Board meeting shall be provided to the members of the board prior to the next regularly scheduled Executive Board meeting. A copy of the minutes of the general membership meetings shall be provided to the members of the board at the regularly scheduled board meeting following the meeting of the general membership.
- B. The Recording-Secretary shall keep a record of all official correspondence of the Union; serve all necessary notices after they have been approved by the President; and make a full report in writing of the transactions of the Union at its regular meeting.
- C. The Recording-Secretary shall have the pertinent records present at all meetings of the Union and at the meetings of the Executive Board; shall keep a complete and accurate list of dues-paying members; shall be the custodian of all books, papers, records, and property belonging to the Union.
- D. At the expiration of the term of office, the Recording-Secretary shall transfer to the successor all books, papers, records, and property in his/her possession belonging to the Union and shall perform any other duties not herein specified which may be assigned by the President.

Section 6. Term of Office.

The term of office for all officers, including the President, Vice President, Treasurer, Recording-Secretary, and Executive Board shall be two (2) years.

Section 7. Elections.

- A. A Nominations and Elections Committee shall be appointed and will include at least one representative from each Chapter. This committee shall be appointed by the President and confirmed by the Executive Board.
- B. The Nominations and Elections Committee shall have the responsibility of establishing procedures for conducting elections of the Executive Board, Union Officers, and International Union Convention Delegates.
- C. The Nominations and Elections Committee shall review and certify the eligibility of all nominees running for office. The Committee shall exercise general supervision over all elections and voting procedures conducted by the Union.
- D. The procedures established by the Nominations and Elections Committee shall be in accordance with the AFSCME International Constitution and the AFSCME Local Union Election Manual and approved by the Executive Board prior to the nominations meeting.
- E. The election of all officers and the Executive Board members shall take place in May starting in 2018.

ARTICLE VII
EXECUTIVE DIRECTOR

Section 1.

This Union shall have an Executive Director who shall administer the day to day affairs of the union, and be an advisor to the Executive Board. The Executive Director shall be appointed by the Executive Board and shall serve at the direction of the Executive Board.

Section 2.

Compensation and other conditions of employment of the Executive Director and other personnel shall be determined by the Executive Board in accordance with regular budgetary procedures.

Section 3.

All actions taken by the Executive Director or designee on behalf of the Union shall be subject to review by the Executive Board. The Executive Director shall assign and supervise staff employees of the local union in accordance with the staff contract and will lead any contract negotiations with staff union. The Executive Director is authorized to act as a co-signer of checks drawn on the local funds when officer is unavailable.

Section 4.

Section 5. The Executive Director will report on status of labor relations at executive board and membership meetings.

ARTICLE VIII
EXECUTIVE BOARD

Section 1.

- A. Between general membership meetings, this Union shall have its business conducted by an Executive Board comprised of four officers elected at large and chapter representatives elected by the total members of the chapter they represent. The Board shall consist of two (2) member from the following Chapters:
1. Central Office Employees
 2. Central Garage Employees
 3. Food Service Employees
 4. Health Service Employees
 5. Paraprofessional Educator Employees
 6. Maintenance Employees
 7. School Clerical Employees
 8. Transportation Employees
 9. Security Service Employees
- B. Executive Board members shall be elected for a term of two (2) years to coincide with the four officers. Elections shall be held in May.
- C. Executive Board members shall take office at the first regularly scheduled Executive Board meeting following the announcement of the results of the election.
- D. Vacancies of chapter representatives on the Board will be filled by a vote at a chapter meeting with 15-day notice. Vacancies of at large officers will be filled by the Executive Board in accordance with other provisions of this constitution.
- E. Training regarding duties and responsibilities will be provided and mandatory for Executive Board and Officers to be completed as soon as possible in the first year of office.

Section 2.

The officers as listed shall be eligible for office only after having been a member of the Union for a period of at least two (2) years.

Section 3.

- A. Regular Executive Board meetings shall be held at least once per month, except July, and preferably during the last two weeks of the month, at the call of the President of the Union. Special meetings may be called throughout the year, as needed. Executive Board members shall be required to attend each regularly scheduled Executive Board meeting.
- B. Any Executive Board member who fails to attend three (3) consecutive regular meetings without an appropriate excuse shall be removed from office by the Executive Board.

Section 4.

The Executive Board shall be vested with the power to act upon the call of the President or by petition of nine (9) members of the Executive Board and shall have the power to fill vacancies on the Executive Board or its officers. Notice of a special meeting of the Executive Board shall be given by means reasonable and practical under the circumstances. The notice shall specify the purpose for which the meeting is called and only matters related to that purpose may be discussed and/or voted upon.

Section 5.

The Executive Board shall work with chapters to maintain and recruit membership, in part by recruiting building representatives at as many work locations as possible to help communicate with members. Executive Board members will give a report of the Boards activity at Chapter meetings.

ARTICLE IX
CHAPTERS

Section 1.

There shall be established chapters in the following areas of employees: Central Office Employees; Central Garage Employees; Food Service Employees; Health Services Employees; Paraprofessional Educator Employees; Maintenance Employees; School Clerical Employees; Transportation Employees; and Security Service Employees.

Section 2.

These Chapters shall meet monthly or at the call of the Chapter Chair, Chief Shop Steward or by request of the President.

Section 3.

These departments shall meet to discuss and take action on matters of concern in their respective departments or areas of employment.

Section 4.

Chapters will determine their steward structure in consultation with the President. Stewards shall be trained regarding their duties and responsibilities. Stewards that have three unexcused absences from chapter meetings may be removed.

ARTICLE X
AFFILIATION

The Union shall maintain affiliation with the American Federation of State, County and Municipal Employees, AFL-CIO, and any other organizations approved by the Executive Board.

ARTICLE XI
MISCELLANEOUS

Section 1.

This Union shall at all times be subject to the provisions of the Constitution of the American Federation of State, County and Municipal Employees except to the extent that a provision of the Affiliation Agreement between Association of Classified Employees, AFSCME Local 2250 and the International Union dated September 22, 1971, provides exception.

Section 2.

Except to the extent specified in this constitution, no officer of the Union shall have the power to act as agent for or otherwise bind the 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 Union except to the extent specifically authorized in writing by the President of the Union or by the Executive Board of the 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 the Union or of the American Federation of State, County and Municipal Employees.

Section 4.

All officers and executive board members of the Union shall deliver to their successor in office all books, papers, and other property of the Union which are in their possession at the close of their official term or tenure.

ARTICLE XII
AMENDMENTS

Section 1.

The constitution of the Union may be amended by the approval of the majority of those members voting either by a mail ballot or at a general membership meeting. Procedures for voting shall be established by the Constitution Committee and approved by the Executive Board.

Section 2.

Proposed amendments shall be sent to the membership at least fifteen (15) days prior to voting. Amendments must be read at one membership meeting and then read and voted at a subsequent regularly scheduled or special membership meeting.

APPROVED after second reading at
ACE-AFSCME Local 2250 Membership Meeting
Date: April 11, 2018