

CONSTITUTION  
ACE/AFSCME Local 2250 Retiree Association  
Sub-chapter 2250

ARTICLE 1  
NAME

The name of the organization shall be ACE/AFSCME Local 2250 Retiree Association, Sub-Chapter Number 2250 of the American Federation of State, County and Municipal Employees, AFL-CIO.

ARTICLE 2  
OBJECTIVES

The objectives of the Retiree's Sub-Chapter shall be to carry out on a local basis the objectives of ACE/AFSCME Local 2250 and the American Federation of State, County Municipal Employee's Retiree's Organization.

ARTICLE 3  
MEMBERSHIP AND DUES

Section 1. Eligibility

All retired persons who were members of ACE/AFSCME or were formerly employed by the Prince George's County, Maryland, school system and the spouses and surviving spouses of such persons.

Section 2. Application

Application for membership shall be made on a standard application form. Unless such form includes a valid authorization for pension check deduction of dues, the application shall be accompanied by the current month's dues.

Section 3. Amount of Dues

The monthly membership dues of the Sub-Chapter shall be \$1.25 per month per member.

Section 4. Payment of Dues

Membership dues shall be payable monthly in advance to the Sub-Chapter Secretary- Treasurer and in any event shall be paid not later than the 15<sup>th</sup> day of the month in which they become due. Any member who fails to pay dues by the 15<sup>th</sup> day of the month in which they are 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 pension payroll deduction shall, for so long as such person continues to pay through such deduction method, be considered in good standing.

## ARTICLE 4 MEETINGS

### Section 1. Time and Place

Regular meetings of this Sub-Chapter shall be held no less than annually at a time and place to be fixed by the membership or the Sub-Chapter Executive Board. The Executive Board shall meet at least quarterly.

### Section 2. Special Meetings

Special meetings may be called by the Sub-Chapter President, the Sub-Chapter Executive Board, or by petition filed with the President and signed by 33% members of the Sub-Chapter. Special meetings may also be called by the International President or by an authorized representative of the International President.

### Section 3. Quorum

A quorum for general membership meetings of this Sub-Chapter shall be six (6) members.

## ARTICLE 5 OFFICERS, NOMINATIONS, AND ELECTIONS

### Section 1. Titles and Terms of Office

The Officers of this Sub-Chapter shall be a President, Vice-President, Recording Secretary, Secretary-Treasurer, and three Executive Board members, and these seven shall constitute the Sub-Chapter 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 to a term of two (2) year(s), beginning 2008. In the initial election, all officers will be elected to a term of one (1) year.

### Section 2. Nominations

Nominations shall be made at a regular or special meeting of the Sub-Chapter. At least 15 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. All regular elections shall be held in the month of October.

Section 3. Eligibility

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 Sub-Chapter.

Section 4. Conduct of Election

Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford to all a reasonable opportunity to vote. At least 15 days' advance notice shall be given the membership prior to the holding of the election.

Section 5. Election Code

All matters concerning nominations and elections in this Retiree Sub-Chapter shall be subject to the rules and regulations of the Retiree Election Code as adopted by the International Executive Board.

Section 6. Vacancies

Vacancies in office shall be filled for the remainder of the unexpired term by vote of the Executive Board.

Section 7. Obligation of Officers

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

ARTICLE 6  
DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1. President

The President shall:

- A. Preside at all meetings of the Retiree Sub-Chapter 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 Sub-Chapter.
- D. Appoint all standing committees and all special committees of the Sub-Chapter, subject to the approval of the Executive Board.
- E. Report periodically to the membership regarding the progress and standing of the Sub-Chapter and regarding the President's official acts.

## Section 2. Vice-President

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 Sub-Chapter Executive Board, be authorized to act as co-signer of checks drawn on the Sub-Chapter funds in place of either the President or the Secretary-Treasurer.

## Section 3. Recording Secretary

The Recording Secretary shall:

- A. Keep a record of the proceedings of all Sub-Chapter meetings and of all Executive Board meetings.
- B. Carry on the official correspondence of the Sub-Chapter, except as the Executive Board may direct otherwise.
- C. Perform such other duties as the Executive Board may require.

## Section 4. Secretary-Treasurer

The Secretary-Treasurer shall:

- A. Receive and maintain receipts for all monies of the Retiree Sub-Chapter.
- B. Deposit all money so received in the name of the Retiree Sub-Chapter 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 Executive Board.
- D. Prepared and submit the monthly membership report to the International Union office and see that a check is drawn in payment of the Sub-Chapter's per capita tax each month and sent to the International Secretary-Treasurer.
- E. Keep an accurate record of receipts and disbursements and shall, quarterly, submit to the membership a monthly operating statement of the financial transactions of the Sub-Chapter for the previous quarter.
- F. Act as custodian of all properties of the Retiree Sub-Chapter.
- G. Give a surely bond for an amount to be fixed by the Executive Board of the Sub-Chapter at the expense of the Sub-Chapter and through the International Union.

H. See that any financial reports required by the International Union Constitution are submitted in accordance with the International Union Constitution.

Section 5. Trustees

The Trustees shall make or cause to be made at least semi-annually an audit of the finances of the Sub-Chapter, including the finances concerning any health and welfare, pension, insurance or other benefit programs covering members of such Sub-Chapter, and shall report to the membership on the results of such audit.

Section 6. Executive Board

The Executive Board shall be the governing body of the Retiree Sub-Chapter except when meetings of the Retiree Sub-Chapter are in session. All matters affecting the policies, aims and means of accomplishing the purposes of the Sub-Chapter 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.

ARTICLE 7  
MISCELLANEOUS PROVISIONS

Section 1. International Constitution

This Retiree Sub-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 Retiree Sub-Chapter

Except to the extent specified in this Constitution, no officer of the Retiree Sub-Chapter shall have the power to act as agent for or otherwise bind the Retiree Sub-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 Retiree Sub-Chapter except to the extent specifically authorized in writing by the President of the Retiree Sub-Chapter or by the Executive Board of the Retiree Sub-Chapter.

Section 3. Rules of Order

The current edition of 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 this retiree Sub-Chapter or of the American Federation of State, County and Municipal Employees.

ARTICLE 8  
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 read at a regular or special meeting of the Retiree Sub-Chapter and read and voted on at a subsequent meeting of the Sub-Chapter, 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 vote at the meeting at which the vote is taken.