

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 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 employees of the Prince George's County, Maryland, Public Schools, and also to the full-time staff employees of the Union.
- B. Regular membership shall be continuous until the member leaves the school system, resigns from the Union, or fails to pay the membership dues.
- 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, or 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 January 1 of each year to December 31.

#### Section 4. Annual Meeting

There shall be at least one annual meeting of union each year and the date of the meeting shall be set by the executive board. Notice of the annual meeting 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.

#### ARTICLE IV FINANCES

Section 1. The regular bi-weekly dues of this Union shall be not less than \$5.82 per pay period for employees who work twenty (20) hours per week or less, or \$5.52 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 dues as defined above.

Local union dues will be automatically increased the second pay period following the date new wage increases go into effect in a bi-weekly amount equivalent to the wage increase per two (2) hours as applied to the lowest paid employee's increase. Automatic dues increases will take effect July 1 annually. The bi-weekly dues increases will be rounded out to the nearest ten cents (10¢). The Executive Board is authorized to waive in whole or in part any such increase.

Section 2. Per capita tax or dues increases approved by the International Union shall automatically be passed on to each individual member.

Section 3. Above shall apply to all members or persons paying a Representation Fee who receive a bi-weekly paycheck during the summer months when employed as a full-time or part-time employee.

#### 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, a majority of the members present and voting 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. 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. 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.

The elected officers of this Union shall be a President, Vice President, Treasurer, and Secretary.

Section 2. President.

- A. The President shall preside at all meetings of the Union and the Board; shall have general supervision of the affairs of the Union; and shall perform the duties normally expected of the chief executive of such a union.
- B. The President shall have overall responsibility for the preparation of the programs for the meetings of the Union, and shall have power to modify or change the program if in his/her judgment the best interest of the Union are served thereby, provided such changes do not conflict with the provisions of this Constitution.
- C. The President shall appoint all standing and special committees with the consent of the Executive Board.
- D. 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.
- E. The President shall be a delegate to the International Convention.

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; shall be directly responsible for supervision and preparing the programs for the annual and Executive Board meetings; shall perform any duties prescribed by the President.

Section 4. Treasurer.

- A. The Treasurer shall keep a correct 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 with a certified statement showing the actual financial condition of the Union at the annual meeting and at the Executive Board meetings upon the President's request.
- B. The Treasurer shall pay all claims against the Union which have been approved by the President; shall keep 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 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, at the expense of the 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.
- D. The Treasurer shall see that any financial reports required by the International Union Constitution shall be submitted to the International Union in accordance with their constitution.
- E. 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.
- F. The Treasurer shall perform any other duties not herein specified which may be assigned by the President.

Section 5. Secretary.

- A. The 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.
- B. The 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 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 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 the President shall be two years. The term of office for the Vice President, Secretary, and Treasurer shall be one year.

Section 7. Elections.

- A. There shall be established a Nominations and Elections Committee which shall include one representative from each department. 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. In addition, the Committee shall establish procedures for ratification of the Union Contract. They shall review and certify all candidates for elections. 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 approved by the Executive Board.
- E. Procedures shall be established for removal of a non-functional member of the Nominations and Elections Committee by the Nominations and Elections Committee with the approval of the Executive Board.
- F. The election of the President and the Executive Board members shall take place in October. The presidential election shall take place in even-numbered years.

ARTICLE VII  
EXECUTIVE DIRECTOR

Section 1. This Union shall have an Executive Director who shall be appointed by the Board and shall serve at the direction of the Executive Board, and shall serve as administrator of the Union.

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 on behalf of the Union shall be subject to review by the Executive Board.

ARTICLE VIII  
EXECUTIVE BOARD

Section 1.

- A. This Union shall have its business conducted by an Executive Board duly elected by the total members of the departments they represent. The Board shall consist of two members each from the following departments:
  - 1. Administrative Office Employees
  - 2. Central Garage Employees
  - 3. Food Service Employees
  - 4. Health Employees
  - 5. Instructional Aides
  - 6. Maintenance Employees
  - 7. School Office Employees
  - 8. Transportation Employees
- B. Executive Board members shall be elected for a term of two years each, one from each department to be elected in one year and one more from each department to be elected the following year and elected alternately thereafter. Elections shall be held annually in October.
- C. Executive Board members shall take office at the first Executive Board meeting following the announcement of the results of the election.

Section 2. At the first Executive Board meeting following the annual election, the Board shall elect from its membership the officers as listed in Article VI with the exception of the President. The President shall be elected by the membership as determined by procedures established by the Nominations and Elections Committee and approved by the Executive Board. 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. In addition, nominees for President must have been a member of the Union for a period of two (2) years before being eligible for nomination.

Section 3.

- A. 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 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 seven (7) members of the Executive Board and shall have the power to fill vacancies on the Executive Board or its officers.

ARTICLE IX  
DEPARTMENTS

Section 1. There shall be established departments in the following areas of employees: Administrative Office Employees; Central Garage Employees; Food Service Employees; Health Employees; Instructional Aides; Maintenance Employees; School Office Employees; Transportation Employees.

Section 2. These departments shall meet periodically at the call of the President of this Union or his designee.

Section 3. These departments shall meet to discuss or take action on matters of concern in their respective departments or areas of employment.

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.

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.

APPROVED BY:



Gerald W. McEntee  
International President

7/15/83

Date