

## **Constitution**

for

### **New York City Amalgamated Professional Employees**

#### **Local 154**

#### **Article I Name**

The name of this organization shall be New York City Amalgamated Professional Employees Local Number 154 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 #37 of the American Federation of State, County and Municipal Employees; the New York State AFL-CIO; and the New York City Central Labor Council, AFL-CIO.

#### **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 including: promoting the organization of workers in general and public employees in particular; promoting the welfare of the membership; promoting active and democratic participation of members in the life of the union; promoting and protecting civil service; fostering cooperation and unity among union members; cooperating with other labor organizations in particular and other segments of our society in general towards a more just society; and to work with workers in other lands towards the improvement of life and working conditions in all countries.

#### **Article IV Membership Eligibility**

Section 1. All persons regularly employed by the city of New York, mayoral and/or non-mayoral agencies, departments and authorities in the following occupational groups: claim specialists, departmental librarians, human rights specialists, public records aides, research assistants, special consultants (mental health standards and services) and title examiners; automated finger imaging specialists (AFIS) employed by Empire Consulting Solutions; Sodexo employees at Health and Hospitals Corporation facilities; and all persons employed by the New York Law School in titles covered by the contractual agreement are eligible for membership in this local union, subject to the requirements of the constitution of the International Union.

Section 2. Application for membership shall be made on a standard application form. Unless such form includes a valid authorization for payroll deduction of dues, the application shall be accompanied by the current month's dues.

#### **Article V Dues**

Section 1. The membership dues for members working full-time shall be according to the following scale of base salaries.

\$21,000 and under	dues of \$22.15
From \$21,001 to \$26,000	dues of \$24.55
From \$26,001 to \$30,000	dues of \$26.55
From \$30,001 to \$50,000	dues of \$27.55
From \$50,001 to \$60,000	dues of \$28.10
From \$60,001 and above	dues of \$29.60

All dues shall be payable bi-weekly.

Section 1a. Dues for members with regular work schedules of twenty or fewer but more than twelve hours per week shall be \$19.90 bi-weekly. Dues for members with work schedules of twelve hours or less shall be \$13.40 bi-weekly.

Section 1b. The membership dues shall be payable through a system of regular payroll deductions (dues check-off); or under extraordinary circumstances, payment may be made by hand delivery to the local authorized receiver for such payment for so long as a member continues to pay dues without interruption through such method, the members shall be considered in good standing.

Section 2. Any member who fails to pay dues by the 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.

Section 3. A member suspended under the above section may be reinstated to membership in the local on payment of all arrearages.

Section 4. The membership dues of the local shall be subject to any automatic increase whenever there is a pass-along per capita increase mandated by District Council 37 delegates, AFSCME and/or other governing body affiliated with this local. The amount of said increase shall not exceed the amount mandated by the affiliate body. The amount of said increase shall be added to the existing dues being deducted/payable bi-weekly.

Section 4b. The membership dues of the local shall be subject to an automatic increase whenever there is a contractual increase to base wages. Such increase shall be in the same percentage as the actual contractual increase to base wages.

Section 5. Notwithstanding the requirements of Article XVII of this constitution, dues other than the automatic pass-along must be approved by majority vote of the membership at a general membership meeting; provided that, such proposal to increase the dues must be read at a previous regular or special meeting and provided further, that at least fifteen (15) days advance written notice shall be given the membership prior to the dues increase meeting. A written copy of the amendment containing such proposed dues increase must be furnished to each eligible voter at the meeting at which the vote is to be taken.

Section 6. The treasurer of the local shall prepare for mailing to each member, a fact sheet explaining all anticipated increases indicating the amount, the reasons, as well as the effective date (if known).

## **Article VI**

### **Meetings: General Membership and Executive Board**

Section 1. Regular general membership meetings of the local shall be held at least three (3) times a year, at a time and place to be fixed by the membership or the local

executive board. Adequate notice must be provided for all meetings.

Section 2. The executive board shall meet on the third Tuesday of each month except in the months of July and August. Special meetings of the board may be called by the president or a majority of the executive board members. A majority of the members of the executive board shall be required for a quorum.

Section 3. Special meetings may be called by the local president, the local executive board, or by petition filed with the president and signed by fifteen percent (15%) of the members of the local. Special meetings may also be called by the International President or by an authorized representative of the International President.

Section 4. The quorum for meetings of this local shall be 5% of the membership in good standing.

## **Article VII Officers and Executive Board**

Section 1. The officers of this local shall be a president, a vice-president, a secretary, and a treasurer. All officers and delegates shall be elected for a term of three (3) years beginning in 1990. In addition, there shall be elected three (3) members who shall serve as trustees. The trustees shall be elected to three-year terms of office with one trustee's terms expiring each year.

Section 2. The executive board shall consist of the following: president, vice-president, secretary, treasurer and ten (10) chapter chairpersons (one chapter chairperson elected from each chapter). A trustee may not hold an executive board position.

## **Article VIII Duties of Officers and Executive Board**

Section 1. The president shall preside at all meetings of the local union and of the executive board. She/he shall be a member of all committees except Nomination and Election Committees. She/he shall be an automatic delegate to the District Council 37, all conventions and special conferences. She/he shall chair the Research and Unit Bargaining Committee. She/he shall countersign all checks drawn against the funds of the local. She/he shall appoint all standing committees and all special committees of the local, subject to the approval of the executive board. She/he shall report periodically to the membership regarding the progress and standing of the local and regarding his or her official acts. She/he shall report all discretionary expenditures to the treasurer.

Section 2. The vice-president shall assist the president in the work of his/her office. In the absence of the president or in his/her inability to serve, the vice-president shall preside at all meetings and perform the duties otherwise performed by the president. She/he may, with the approval of the executive board, be authorized to act as co-signer of checks drawn on the local's funds in place of the president or treasurer. She/he shall serve as the chair of the Grievance Committee.

Section 3. The secretary shall keep a record of the proceedings of all membership meetings and all executive board meetings. She/he shall carry on the official correspondence of the local, except as the executive board may direct otherwise. She/he shall read or make available copies of all minutes of all general membership meetings to the local's membership. She/he shall perform such other duties as the executive board may require. The secretary shall serve as the chair of the Public Relations Committee.

Section 4. The treasurer shall receive and receipt all monies of the local union. The treasurer shall deposit all monies so received in the name of the local union in a bank

or banks selected by the executive board, and monies so deposited shall be withdrawn only by checks signed by two (2) authorized officers of the local. The treasurer shall prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board. The treasurer shall 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 unless done by District Council 37. The treasurer shall keep an accurate record of receipts and disbursements and shall, at each general membership meeting submit to the membership monthly operating statements of the financial transactions of the local for all months since the previous general meeting. A monthly financial report shall be submitted at regular executive board meetings. The treasurer shall act as custodian of all properties of the local union. 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 executive board of the local union. The treasurer shall 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. The treasurer will report to the membership for approval investments options recommended by the Budget Committee and approved by the executive board. She/he shall serve as chair of the Budget Committee.

Section 5. The executive board shall be the governing body of the local union except when meetings of the local union are in session. All matters affecting the policies, aims and means of accomplishing the purposes 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. A report on all actions taken by the executive board shall be made to the membership at the next following meeting.

Section 6. Members of the executive board shall be responsible for attending all executive board meetings and general membership meetings. Three (3) consecutive unexcused absences per year from executive board meetings will result in that board position being declared vacant. All excused absences must be requested in writing before each meeting when possible. Other than unexcused absences, the following shall apply: excused absences (e.g., medical, personal or other) during the term of office for a specified interval should be addressed to ensure continuity of service/function by the executive board. It is the responsibility of the officer or executive board member to inform the local executive board of any extended absences which will result in missing one or more meetings or in being absent from her/his work location for one or more weeks.

Section 7. Budget expenditure for the president and the executive board, beginning with the annual budget of September 1990, are limited as follows:

- A. The president has the authority to spend at his/her discretion the amount listed as a line item in the local union's annual budget.
- B. The executive board has the authority to spend at its discretion the amount listed as a line item in the local union's annual budget.

Section 8. The executive board shall be responsible for preparing and producing a year-end report by October 31st of each year. Said report shall include: 1) a summary statement from the president, which includes but is not limited to union activities for the past year; and, 2) a year-end expense summary. The report shall be made available to any member upon written request.

## **Article IX Nominations and Elections**

Section 1. Nominations shall be made at a regular or special meeting of the local during the month of March. At least fifteen (15) days advance written notice shall be given the membership prior to the nomination meeting. A nominating committee may be

appointed or elected to make nominations. 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 April.

Section 2. To be eligible for office, a member must be in good standing for one (1) year in the local immediately preceding the election, except in the initial elections held in this local, provided, however, that no retired member shall be a candidate for office.

Section 3. All elections shall be by secret ballot. The balloting shall be conducted so as to afford all members a reasonable opportunity to vote. At least fifteen (15) days advance written notice shall be given the membership prior to the holding of the election. A majority of the valid votes cast by the membership shall be necessary to be elected. All regular elections shall be held in the month of April. When no one has received a majority of the votes cast, a run-off election shall be held within thirty (30) days. Elected officers shall be installed immediately after the election.

Section 4. All matters concerning nominations and elections in this local shall be subject to the provisions of Appendix D entitled "Elections Code" of the International Constitution.

Section 5. Vacancies in office for a period of twelve (12) months or more shall be filled by a special election, using the standard election procedures, commencing one month after the executive board declared the position vacant. Vacancies in office for a remainder of less than twelve (12) months shall be filled for the remainder of the unexpired term by vote of the executive board. All vacancies must be addressed expeditiously to ensure continuity of service/function.

Section 6. No member of this local union may hold or run for more than one office and/or position on 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 X Delegates and Trustees**

Section 1. Positions as delegate to District Council 37, and the Central Labor Council, AFL-CIO shall be filled by an election from among the general membership for a three (3) year term of office.

Section 2. Officers and members of the executive board shall not be disqualified from being elected as delegates.

Section 3. Delegates to the International Convention shall be elected at a general membership meeting in the year of the convention. The election procedures shall be the same as for all other elections, except nominations and elections may take place at the same meeting and the delegates elected shall be those with the highest number of votes at that meeting.

Section 4. The president shall be an automatic delegate to all conventions, conferences and delegates bodies.

Section 5. There shall be three (3) members who shall serve as trustees. The trustees shall be elected to three (3) year terms of office with one trustee's term expiring each year.

## **Article XI Duties of Delegates and Trustees**

Section 1. Delegates to the New York City Central Labor Council, AFL-CIO and to District Council 37 shall be responsible for attending their respective meetings. They shall prepare a written summary report and give it to the local union's secretary for presentation at the executive board and general membership meetings. Three (3) consecutive unexcused absences from their respective meetings may result in a vacancy being declared by the executive board in that position. All requests for excused absences must be submitted in advance, in writing to the executive board when possible.

Section 2. Delegates to conventions shall attend all sessions of the convention and shall give a report at the next scheduled general membership meeting.

Section 3. Trustees shall make or cause to be made at least semi-annually, an audit of the local's finances and shall report to the membership the results of such audit in the months of March and September at the general membership and executive board meetings.

## **Article XII Standing Committees**

Section 1. The standing committees of the local union shall be the following: the Budget and Finance Committee, the Grievance Committee, the Special Events Committee, the Research and Unit Bargaining Committee and the Public Relations Committee. Members of these committees may be appointed by the president from the general membership.

Section 2. The Budget and Finance Committee shall be comprised of the treasurer, who serves as the chairperson, the president and at least three (3) members-at-large. The president shall appoint the three (3) members from the general membership with the approval of the executive board.

Section 3. The Budget and Finance Committee shall be responsible for the preparation of an annual budget to be presented to the general membership at its September meeting beginning in 1990 for its approval. The Budget Committee shall research investments options (i.e., certificates of deposits, money markets) for the local funds.

Section 4. The Budget and Finance Committee shall include the following fixed expense items in the annual budget:

1. Monies for stipends for the executive board members.
2. Conventions, conferences and caucuses.
3. Contributions to other local and outside organizations which support the interests of the union and the local.
4. Parties and special events.
5. Good and Welfare.
6. Discretionary expenditures for the president.
7. Discretionary expenditures for the executive board.
8. Grievances and Arbitrations.

9. Regular local expenses including but not limited to, refreshments for meetings, taxes, surety bonds, annual audits and office supplies, and scholarship program.

Section 5. The Public Relations Committee shall be responsible for the composition and distribution of a local newsletter, website update, announcing upcoming events, meeting notices and reporting items of interest to the local membership. The secretary shall serve as the chairperson of this committee with input from the chapter chairs.

Section 6. The Research and Unit Bargaining Committee shall be responsible for soliciting and receiving on an on-going basis all contract proposals from the general membership, arranging for discussions on proposals submitted and forwarding said proposals to the District Council 37 Negotiating Committee after approval of the general membership. This committee shall actively lobby and advocate for the approved proposal of the local and keep the membership apprised of the status of negotiations. The president shall be the chairperson of this committee. This committee shall be composed of members representing the various chapters of the local appointed by the president with the approval of the executive board.

Section 7. The Grievance Committee shall be composed of the vice-president who serves as chairperson and the shop stewards. The Grievance Committee shall review all grievances submitted for arbitration and make recommendations in conjunction with the Legal Department of District Council 37 to the executive board for action.

### **Article XIII Chapter Structure**

Section 1. The Chapters will be comprised as follows:

- Claim Specialists (Transit Authority Law Department)
- Claim Specialists (Comptroller's Office)
- Human Rights Specialists
- Special Consultants (Mental Health Standards and Services)
- Research Assistants and Title Examiners
- Public Record Aides, Departmental Librarians and School Construction Authority Titles
- New York Law School
- Claim Specialists (New York City Law Department – Office of the Corporation Counsel, Health and Hospitals Corporation and New York City Housing Authority)
- Automated Finger Imaging Systems Operators – AFIS (HRA)
- Sodexo (HHC)

Any new title series added to this local will be incorporated into the existing chapters above based on either location (e.g., new titles at the comptroller's office) or agencies. When the membership of any new title series is thirty-five (35) or more the members can request to become a separate chapter. If these titles are represented by separate bargaining units, as each unit membership reaches thirty-five (35) or more in number it will automatically become a separate chapter (e.g., claims examiners).

Section 2. Each chapter will elect a chairperson and a secretary to a three (3) year term. The nomination and election processes will be the same as for the officers of the local. Only members of the chapter will vote for the chapter chairperson and secretary. The first nomination and elections for chapters will take place in 1990.

Section 3. The duties of the chapter chairperson will be to serve as chief shop steward for the chapter and to report all grievances filed at the chapter level to the executive board. It will be the chapter chairperson's responsibility to consult with the shop stewards on employees/union related issues which arise in the chapter. Chapter chairperson will attend all executive board and general membership meetings. Each chapter chairperson is to present a chapter report to the executive board and general membership at their respective meetings.

Section 4. The chapter secretary shall keep a record of the proceedings of all chapter meetings. She/he shall read or make available copies of all minutes of the chapter. She/he shall give advance notice of chapter meetings. The chapter secretary shall be responsible for providing to the secretary of the local a copy of all chapter minutes. The chapter secretary shall assist the chapter chairperson as needed and shall perform the duties of the chapter chairperson in his/her absence. The chapter secretary SHALL NOT be an executive board position.

Section 5. Chapter meetings shall be held at least three (3) times a year at a place and time to be determined by the chapter members. The president of the local shall be informed of all meetings of the chapter. The president is a standing member of all chapters.

#### **Article XIV Shop Steward**

Section 1. Shop stewards shall be elected for a three (3) year term of office by the membership involved. Each chapter shall have at least one (1) shop steward in addition to the chapter chairperson. Each chapter, with approval of its members and the executive board, will determine the number of shop stewards and the definition of a shop.

Section 2. The duties of the shop steward are to enroll new members, attend all general membership and chapter meetings, provide information and current union material to the chapter members, handle individual grievances or complaints that can be resolved on the shop level and generally encourage active participation in the meetings and activities of the union. The shop steward is responsible for processing each formal grievance and complaint to the Grievance Committee.

Section 3. Chapter chairpersons will be responsible for the holding of shop steward elections in their respective chapters. Advance notice will be given to members of the chapters regarding nominations and elections.

#### **Article XV Due Process**

For any charge of malfeasance, the procedures outlined in Article X of the International Constitution shall apply for officers and members.

#### **Article XVI Miscellaneous Provisions**

Section 1. 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.



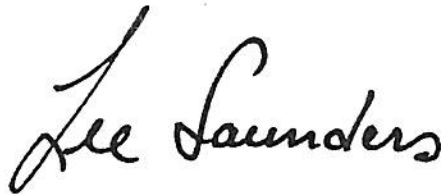
Section 2. Except to the extent specified in this constitution, no officer of the local union shall have the power to act as agent for or otherwise bind the local union in any way whatsoever. No member or group of members or other person or persons shall have the power to act on behalf of or otherwise 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. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this local union in all cases to which they are applicable and in which they are not inconsistent with this constitution and special rules of this local union or of the American Federation of State, County and Municipal Employees.

**Article XVII  
Amendments**

This constitution may be amended, revised, or otherwise changed by a two-thirds (2/3) 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 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.

Approved by:

A handwritten signature in black ink that reads "Lee Saunders". The signature is written in a cursive style with a large, stylized initial "L".

LEE SAUNDERS  
President

Approval date: May 16, 2016