

Constitution

for

Administrative, Professional and Technical Association, Local 2186

Article I Name

The name of this organization shall be Administrative, Professional and Technical Association, Local 2186, of the American Federation of State, County and Municipal Employees.

Article II Affiliations

This union shall be affiliated with Administrative, Professional and Technical Association, City of Philadelphia, District Council 47 of the American Federation of State, County and Municipal Employees; the Pennsylvania AFL-CIO; and the Philadelphia Council of the AFL-CIO.

Article III Objectives

The objectives of this local union shall be to carry out on a local basis the objectives of the AFSCME.

Article IV Membership and Dues

Section 1. All administrative, professional and technical supervisory employees of the city of Philadelphia, Pennsylvania, except those classifications assigned to Council 33 in accordance with the agreement of October 27, 1970, are 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.

Section 3. The bi-weekly membership dues of AFSCME District Council 47, Local 2186 shall be \$33.75 per member. Membership dues may be increased only by amendment through this constitution. However, any increase required by the minimum dues provision of the International Constitution shall automatically go into effect in January of each year as provided by the International Constitution. Any increase shall be rounded to the nearest quarter, but in no event shall such increase be less than required by the International Constitution.

Section 4. 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 V Meetings

Section 1. General membership meetings shall be held in the months of March, May and September, of each year at a time and place to be fixed by the membership or the executive board.

Section 2. Special meetings may be called by the local president, the executive board, or by petition filed with the president and signed by 5% 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 3. The quorum for meetings shall be three (3) percent of the membership in good standing.

Article VI Delegates

Section 1. Local 2186 shall elect, for a two-year term, delegates to the Delegate Assembly of District Council 47. The number of delegates shall be determined by a formula contained in the District Council 47 Constitution. That specific number of delegates to be elected will be minus one, as the president of this local shall, by virtue of office, be a delegate to the above assembly.

Section 2. Election of delegates shall be by secret mail ballot and in accordance with Appendix D of the AFSCME International Constitution and this governing document for Local 2186. One-half of the delegates will be elected annually. In order to accomplish this, one half of the delegates elected in October 1979 (i.e., that half of the delegates which receives the fewest votes) will serve for one year.

Section 3. Every delegate shall, upon assuming office, subscribe to the Obligation of an Officer contained in Appendix B of the International Constitution.

Obligation of an Officer

I, _____, promise and pledge that I will perform faithfully and with honor the duties of the office which I now assume in the American Federation of State, County and Municipal Employees, and I will deliver to my successor in office all books, papers and other property of this union which are in my possession at the close of my official term.

Article VII Officers, Nominations, and Elections

Section 1. The officers of this local shall be a president, a vice-president, a recording-secretary, a secretary-treasurer and nine executive board members, and these thirteen shall constitute the local union 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, one to stand for election each year. All other officers shall be elected for a term of three years, beginning in 1998.

Section 2. Nominations shall be made at a regular or special meeting of the local. At least fifteen 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. 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 local; 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 conducted so 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. Within twenty (20) working days after the election count, a general membership meeting shall be called for the presentation of the election committee report to the general membership.

Section 8. New officers-elect shall assume office immediately upon acceptance of the Election Committee report at the general membership meeting.

Section 9. Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in Appendix B of the International Union Constitution.

Section 10. Nominations and election of delegates to the AFSCME International Convention shall take place at a general membership meeting of the local. The election of delegates shall be by a secret ballot. At least fifteen days' advance notice shall be given the membership prior to holding of the nominations and election. The number of delegates to be called and the time of the election shall be governed by the International Union Constitution.

Article VIII Duties of Officers and Executive Board

Section 1. The president shall serve full-time as the chief executive officer and administrator of this local and shall receive compensation, benefits, and expenses as established by the executive board. Further, the president shall:

- a. preside at all meetings of the union and executive board.
- b. be a member of all committees except election committees.
- c. countersign all checks drawn against the funds of the local.
- d. appoint all standing committees and all special committees of the local, subject to the approval of the executive board.
- e. report periodically to the membership regarding the progress and standing of the union and regarding the president's official acts.
- f. automatically be a delegate to all conventions to which the local is entitled to send representation.
- g. direct all activities of all staff as required.
- h. perform such other duties as may be required or directed by the executive board.

Section 2. 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 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 3. The recording secretary shall:

- a. keep a record of the proceedings of all membership meetings and of all executive board meetings.
- b. carry on the official correspondence of the union, except as the executive board may direct otherwise.
- c. perform such other duties as the executive board may require.

Section 4. The secretary-treasurer shall:

- a. receive and receipt for all monies of the 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 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. 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.
- i. submit an annual budget of income and expenses to the executive board.
- j. perform such other duties as may be required or directed by the executive board.

Section 5. The trustees shall make or cause to be made at least annually an audit 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 present a written report to the membership on the results of such audit. Copies of the audit shall be made available to any member upon request.

Section 6. The executive board shall:

- a. be the governing body of the local union except when a general membership meeting of the local union is in session.

- b. have the responsibility to employ, terminate and fix compensation, benefits and expenses of such staff as may be required to effectively carry out the function of the local.
- c. decide all matters affecting the policies, aims and means of accomplishing the purposes of the local not specifically provided for in the constitution, or by action of the membership at a regular or special meeting.
- d. meet at the call of the president or of a majority of the members of the board.
- e. report on all actions taken by the executive board to the membership at the next general membership meeting.

A majority of the members of the executive board shall be required for a quorum.

Article IX Business Agent

The business agent shall be employed full-time by the executive board and shall receive compensation, benefits and expenses as established by the executive board. The business agent shall:

- a. carry out all the functions and duties of the local as may be directed by the president and/or the executive board.
- b. be authorized to deal with such matters as may be necessary to fulfill the functions of the local.
- c. the term of office and conditions of employment shall also be established by the executive board.

Article X Committees

Section 1. Financial/Compensation Committee. The committee shall consist of the secretary-treasurer, who shall be the chairperson and at least four other members. The purpose of this committee shall be to recommend to the executive board:

- a. the financial procedures of the local.
- b. the salary of all full-time officers and staff.
- c. the benefits of officers and staff, to include but not to be limited to health and welfare, vacation, sick leave and pension plan.

This shall be a standing committee.

Section 2. Special committees. Special committees may be established from time to time.

Article XI Stewards

Section 1. Stewards shall be elected, where appropriate, for two (2) year terms. A special election for stewards may be ordered by the local executive board when appropriate.

Section 2. Duties of the steward shall include:

- a. enforcement of the contract and union rules.
- b. inform the members about the actions, plans and decisions of the leadership.
- c. other duties as directed by the local executive board.

**Article XII
Miscellaneous Provisions**

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.

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 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 union or by the executive board of the union.

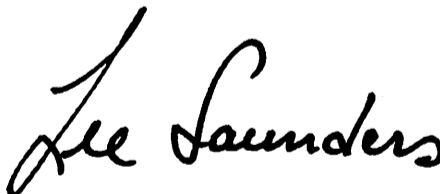
Section 3. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this local union in all cases to which they are applicable and in which they are not inconsistent with this constitution and special rules of this local union or of the American Federation of State, County and Municipal Employees.

Section 4. Any delegate or executive board member who fails to attend three (3) consecutively scheduled meetings, without excuse, shall automatically be removed from office by the Local 2186 Executive Board.

**Article XIII
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.

Approved by:



LEE SAUNDERS
President

Approval date: June 17, 2016