

**Constitution**  
**for**  
**Central Texas Public Employees**  
**Local 1624**

**Article I**  
**Name**

The name of this organization shall be Central Texas Public Employees, Local Number 1624 of the American Federation of State, County and Municipal Employees, AFL-CIO.

**Article II**  
**Affiliations**

This union shall be affiliated with Texas State AFL-CIO and the appropriate central body 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 American Federation of State, County and Municipal Employees.

**Article IV**  
**Membership and Dues**

Section 1. All public employees and non-profit organization employees in Travis County, Texas, with the exception of state employees 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.

Section 3. The monthly membership dues of the local union shall be a progressive dues structure whereby members' dues shall be assessed at 1.30% of their gross annual salary. The minimum dues shall be \$39.75 and the maximum dues shall be \$52.00. These amounts may be adjusted to comply with the annual adjustments of minimum dues provided for in Article IX of the AFSCME 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 lose their good standing status and stand suspended. Provided, however, that any person who is paying dues through a system of regular payroll deduction, bank draft, or similar system, shall for so long as such person continues to pay through such deduction method, be considered in good standing. When a member is unemployed, on leave for military service, or on unpaid leave for more than twenty days in any calendar month, and does not receive unemployment compensation or sick leave pay or other remuneration, such unemployed member shall, upon request, be entitled to credit for membership dues for the period of unemployment, military service, or unpaid leave but not to exceed six months in any calendar year.

Section 5. A member suspended under the above section may be reinstated to membership in the local on payment of the current month's dues.

## **Article V Meetings**

Section 1a. Regular meetings shall be held monthly, at a time and place to be fixed by the membership or the local executive board. For years when internal elections are held, a regular meeting shall be held in September to provide a forum for officers' nominations and a regular meeting shall be held in October (election day).

Section 1b. Special meetings of the local may be called by the local president or by a petition filed with the president and signed by 100 members of the local. Special meetings may also be called by the International President or their authorized representative.

Section 2. The quorum for meetings of this local shall be 1% of the membership in good standing.

## **Article VI Local Officers, Nominations, and Elections**

Section 1a. The officers of this local shall be a president, a vice-president, a recording secretary, a secretary-treasurer, and executive board members from City of Austin, Travis County, and any public or private non-profit organization. All officers shall be elected for a two-year term in each odd-numbered year.

Section 1b. Local executive board members shall be established from City of Austin, Travis County, or any public or private non-profit organization as follows:

1 – 100 members:	1 board member
101 - 500 members:	2 board members
501 – 1,000 members:	3 board members
1,001 – 1,500 members:	4 board members
1,501 or more members:	5 board members

Section 1c. If City of Austin, Travis County, or any public or private non-profit organization increases in membership for two consecutive months so that the chapter would be entitled to a new member, a special election will be held within the chapter.

Section 1d. Nominations for the executive board member shall be made at a regular or special meeting of the local. At least fifteen (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 2. To be eligible for office, a member must be in good standing for one year immediately preceding the election. For a member who is transferred or promoted into this local from another AFSCME local, this requirement shall be satisfied if such member's combined membership in good standing in both locals is one year at the time of election.

Section 3. 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 4. 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 5a. Vacancies in office shall be filled for the remainder of the unexpired term by vote of the executive board.

Section 5b. Any executive board member or officer who misses three executive board meetings or three general membership meetings without being excused within a twelve-month period will automatically create a vacancy in their respective office immediately after the third unexcused absence.

Section 6. Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in Appendix B of the International Union Constitution.

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

Section 1. The president shall preside at all meetings of the local union and of the executive board. They shall be a member of all committees except election committees. They shall countersign all checks drawn against the funds of the local. They shall appoint all standing committees and all special committees of the local, subject to the approval of the executive board. They shall report periodically to the membership regarding the progress and standing of the local and regarding their official acts.

Section 2. The vice-president shall assist the president in the work of their office. In the absence of the president or in their inability to serve, the vice-president shall preside at all meetings and perform all duties otherwise performed by the president. They may, with the approval of the executive board, be authorized to act as a co-signer of checks drawn on the local funds in place of either the president or the secretary-treasurer.

Section 3. The recording secretary shall keep a record of the proceedings of all membership meetings and of all executive board meetings. They shall carry on the official correspondence of the local, unless, the executive board may direct otherwise. They shall perform such other duties as the executive board may require.

Section 4. The secretary-treasurer shall receive and give receipt for all monies 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 any two of the following officers: president, vice-president or secretary-treasurer. The secretary-treasurer shall ensure that such checks are prepared and signed for such purposes as are required by the constitution or are authorized by the membership or the executive board. They 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. They shall 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. They shall see that any financial reports required by the International Union Constitution are submitted in accordance with the International Union Constitution and shall be available for review by the general membership.

Section 5. A Certified Public Accountant selected by the Executive Board shall make 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 report in writing, in detail to the membership on the results of such audit.

Section 6. The local 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. 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 available to the general membership. A majority of the members of the executive board shall be required for a quorum.

Section 7. The president, the vice-president, the secretary-treasurer and the recording secretary 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.

### **Article VIII Business Manager and Staff**

Section 1. The executive board shall employ a full-time business manager for the local union, and shall set the business manager's salary and determine other conditions of employment. The executive board shall actively pursue an equal opportunity/affirmative action plan in discharging these responsibilities.

Section 2. The business manager shall be the local's chief administrative and executive officer. They shall serve on a full-time basis. They shall serve as a non-voting member of the executive board and shall be an ex-officio member of all committees of the local. Subject to this constitution and to local union policies as adopted by the membership, or the executive board, the business manager shall:

- a. carry out the policies of the local union and be responsible for their being carried out by the local's staff;
- b. be the local's official spokesperson except where the executive board may otherwise direct;
- c. direct relations with employers;
- d. direct organizing activities within the local's jurisdiction;
- e. be the chief administrator of representation elections;
- f. be responsible for contents of the local's publications;
- g. perform other duties assigned by the executive board.

Section 3. In advance of each calendar year, the business manager shall submit to the executive board a proposed budget for the coming year, setting forth the anticipated income and the sources thereof and the anticipated expenditures and their purposes. They shall transmit copies of the proposed budget to the president and the treasurer at least 15 days prior to their submission to the executive board. The proposed budget shall be subject to revision and adoption by the board and the business manager shall adhere to the provisions of the budget as adopted by the executive board. Where there is necessity for substantial modification in the budget, the business manager shall make recommendations to the board for such modification. The board may, in its discretion, make such modifications in the budget from time-to-time as it deems necessary.

Section 4. The business manager, subject to the approval of executive board, shall employ, assign, and supervise staff employees for purposes of organization, service, education, research, publications, and similar activities. The business manager shall have the right to terminate the employment or otherwise discipline any such staff member. Subject to the approval of the executive board the business manager may,

designate one staff employee as an assistant director, and such assistant director shall perform the function of the business manager during the absence of the business manager.

Section 5. The business manager shall employ, assign, and supervise clerical, technical and housekeeping employees, and shall have the right to terminate the employment of any such employee. They may, with the approval of the executive board, retain professional consultant services.

Section 6. The business manager shall actively pursue an equal opportunity/affirmative action plan in hiring and appointing all employees. The business manager shall report annually to the executive board the progress of these efforts.

Section 7. The business manager shall sign all contracts and other official documents of this local. They shall be covered by a surety bond in the amount to be determined by the executive board at the expense of the local and in accordance with the International Union Constitution.

Section 8. No staff member or employee of their local may remain an officer or member of the executive board of this local. A staff member or an employee of the local may become a delegate to the International Convention, or conventions of central and state bodies. Staff members shall not take sides nor campaign on behalf of candidates in local union elections.

Section 9. The executive board nor any executive board member shall neither exercise any direction over any local staff member nor other employee except through the business manager.

Section 10. Staff members shall not interfere with the functions of local union officers or the executive board or assume their functions. Any complaint of a local union's executive board against a local staff member must be taken up with the business manager. In case of dissatisfaction with the business manager's disposition, the matter may then be brought before the local's executive board whose decision shall not be subject to review by the membership.

Section 11. Provided the employee is not covered by the grievance procedure of a union contract approved by the executive board, a staff member who is dismissed may appeal their dismissal to the executive board in writing. The board shall grant them a hearing or delegate this function to a committee. The board's decision in this matter shall not be subject to review.

Section 12. The employment of a staff member into any position above the entrance grade or salary shall require the approval of the executive board.

## **Article IX 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 local union or by the executive board of the local union.

Section 3. The filing of charges against a member or officer of Local #1624 shall be subject to the provisions of Article X of the International Constitution.

Section 4. 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 5. Local #1624 will represent employees' interests concerning wages, hours of work and conditions of work. Local #1624 does not maintain the right to strike.

Section 6. All staff employed by AFSCME Local #1624 must become members of the local union no later than 45 days after their employment commences.

### **Article X Amendments**

This constitution may be amended, revised, or otherwise changed by a two-thirds 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, flowing style.

LEE SAUNDERS  
President

Approval date: December 8, 2022