

# AFSCME Local 2887, SIUe

## By-Laws

### AFSCME Local 2887 SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE CLERICAL & KINDRED

#### BYLAWS Article I

##### Official Name of the Organization

###### Per our Local's Constitution:

The name of this organization is "Southern Illinois University Edwardsville Local Number 2887 of the American Federation of State, County, and Municipal Employees, AFL-CIO.

#### Article II

##### Scope & Objective of our By-Laws

We intend for these by-laws to supplement, but not supersede, the governing documents of AFSCME International, of AFSCME Council 31, and of AFSCME Local 2887. This includes Constitutions at all levels, the AFSCME election manual, and any approved operating papers. When a member offers proof that provisions of the by-laws conflict with AFSCME governing documents, the guidance of the AFSCME documents will supersede and replace the conflicting language. These By-Laws shall be, in all respects, subordinate to the Constitutions and all of the applications and interpretations thereof.

The purpose of these by-laws is to provide practical guidance on operational matters in the fluid environment of this rapidly changing world. We intend that these by-laws reflect the Local's Values, Vision, and Mission; while, at the same time, we want to afford flexibility in handling unexpected or changing demands. We are intentionally aligning with known and accepted past practices of this Local, with the practices of AFSCME and other labor organizations, and with Robert's Rules of Order.

The membership shall strive to work together for the advancement of all of us, to maintain relations with other labor organizations, to do all in our power to strengthen and promote the labor movement, and to help promote organizational activities.

#### Article III Membership

##### Membership

###### Section 1. The General Membership of the Local:

Membership of the Local is set and determined by the Constitution of the Local, Article IV, "Membership and dues".

Each member shall have one vote at General Meetings, and one vote at elections. The Local does not allow proxy votes. All members will vote in the same manner for any matter, or for any election.

Members/Officers will vote by show of hands, verbal affirmation, or secret ballot.

Additionally, members may vote by mail, as long as everyone votes by mail.

The Secretary will provide uniform blank ballots for secret ballot votes.

Any member may request a secret ballot or a roll call vote on any issue.

###### Section 2. The membership of the Executive Board:

The Executive Board comprises the leadership of the Local. The President, Vice-President, Recording Secretary, Secretary-Treasurer, and three elected at-large Executive Board Members are the voting panel of the Executive Board. The Local will attempt to recruit the three Executive Board members

from each of the three campuses of SIUE, when practical. Since each Board Member does represent the local as a whole, the candidate's worksite will not be a criterion for membership on the Board, but members certainly have the right as individuals to advance the nomination of members from their own worksite or program as long as there is no element of coercion to choose Board members by location or specialty.

Our three elected trustees, while not Officers, do hold a position of trust & respect. By virtue of their longer terms, their oversight role, and their presence at Board meetings, our trustees shall hold privileged positions. The trustees will not offer or second motions, will not vote, and will not offer objections or points of order.

The trustees WILL speak to matters before the Board; offering the benefit of their experience and good judgement, as long as the Trustee first seeks the floor, and then follows standard decorum of good order and discipline. The President may decline to recognize a trustee's request to speak.

All members and subsidiaries of the Executive Board will respect the President's decisions relative to good order and discipline and will refrain from "hi-jacking" meetings, or drifting off-course. When a motion is before the Board, or the General membership, all members will confine discussions to the motion on the floor. The President may decline to allow the floor to anyone, particularly if the member has previously spoken on the topic.

### **Section 3. Eligibility for Office**

- A. A member must be in good standing for six months immediately preceding the election in accordance with the Local's Constitution.
- B. A candidate "be employed within the jurisdiction of this local union." The effect of this language is to bar from local union office all full-time staff members of the International Union, a council, or the local.
- C. A member removed from office during the immediately preceding term of office is ineligible for nomination, candidacy, or election.

### **Section 4. The membership & function of the elected Stewardship Committee:**

The Stewardship Committee includes the Officers of the Local, the Chief Steward and the seven elected Stewards, all certified Stewards, Member Action Team leaders, and other interested parties.

Of these, ONLY the seven elected Stewards, the Chief Steward (normally the Vice-President), and the President of the Executive Board are "Stewards" of the Local for any public purpose or to request paid time off to represent members.

Any Vice-President not simultaneously serving as Chief Steward is not a "Steward" of the Local. When the Vice-President is not a Steward, the Vice-President will not substitute for the President on a matter of member representation, unless the Vice-President is a Council certified steward, and the President specifically delegates a "member representation" issue to the Vice-President.

### **Section 5. Membership Rights and Responsibilities:**

#### **A. Membership Rights**

1. Each member in good standing (green card submitted/dues paid) has the right to nominate officer and steward candidates in accordance with the AFSCME election manual.
2. Each member in good standing has one vote on any given candidate or issue.
3. Each member in good standing has the right to attend all membership meetings, including "members only" meetings and functions. We hold no secret meetings. In general, our meetings are open meetings, but the Executive Board reserves the right to limit attendance to members only, when restriction is warranted for the good of the Local.
4. Each member has the right to express views, arguments, and opinions; subject to reasonable good order and discipline. The President is, at all times, the arbiter as to who

may have the floor, and may cut off a filibuster by one member acting to the detriment of the body as a whole.

5. Each member has the right to meet and assemble freely with other members.
6. Each member has the right to participate in meetings, activities, and functions in a responsible manner, consistent with good conscience.
7. Each member may present and discuss factually and honestly the issues upon which the membership will base decisions.
8. These rights shall at all times be subject to the rules of procedure governing meetings, other uniform rules and regulations in the AFSCME Constitutions & election manual, and according to Robert's Rules of Order, Newly Revised.

## **B. Membership Responsibilities**

1. Each member, in exercising the foregoing rights and privileges, shall NOT take any irresponsible action, which would tend to jeopardize or destroy, or even be detrimental to the Local, National, or International AFSCME Union.
2. Each member will avoid ANY interference with legal or contractual obligations of this Local, and will not undermine its position as an affiliate of AFSCME Council 31, or AFSCME International.
3. Each member bears the responsibility to AVOID personal attacks against other members, and to model SOLIDARITY. We seek to advance the greatest good for the largest number.
4. Violation or abuse of these rights and privileges of membership, or engaging in conduct prohibited by this section, or willfully neglecting responsibilities of membership or position, or absenteeism, or incompetence; any of these, or any combination, may be grounds for commencement of a charge against a member, to be heard and decided by the majority of the Executive Board.
  - a. Should disciplinary measures be required as a result, they should at a minimum:
    - i. Respond appropriately to the violation.
    - ii. Correct the violation, and make the Local whole.
    - iii. Be progressive where the same member continues to require additional correction.
    - iv. Show a good faith effort to both correct the member, and protect the welfare of the Local.
    - v. Be fair and reasonable, but firm.
    - vi. Be imposed during a meeting of the Executive Board; by motion, second, and affirmative vote.
5. Any member who attends a meeting under the influence of intoxicants, and/or becomes unruly, and/or creates a disturbance, SHALL lose both voice and right to vote at said meeting.
6. Where necessary to maintain order, the President may evict the offending member.
7. Flagrant or consistent violation of this section by any member shall be "conduct unbecoming a Union member", and is a matter of discipline.

## **Section 6. Removal of a Member from a position of trust and responsibility:**

We treasure our members, officers, stewards, and committees. We always hope for a successful tenure in any position of trust and responsibility, but we recognize that the Executive Board may have to correct, reprimand, censure, recall, or remove members from positions of trust and responsibility.

Egregious conduct that may justify removal from a position of trust and responsibility include the following examples. The Executive Board may discipline members based on other criteria of omission or commission, where the effect of the behavior is to undermine or discredit the Local. We do not consider this an exhaustive list. Other untoward behaviors, although not specifically mentioned, may result in removal from a position within the Local.

**A. Unexcused absences.**

1. Two unexcused absences from a regularly scheduled meeting will precipitate a written warning from the President.
2. The third will result in dismissal.
3. Any failure to appear or perform which discredits the Local may result in immediate dismissal.

**B. Inadequate Performance**

1. The Board will counsel the member.
2. The Board will set an improvement plan with a deadline and benchmarks
3. The Board will evaluate the member's progress.
4. The Board may rescind the deadline, or may extend it. The Board will in all cases control the length of time allowed for a member to correct their performance, or to decide that the matter should move to resolution without any delay.

**C. Conduct unbecoming a member, officer, or steward**

1. In particular, a member shall not undermine the Local, other members, Officers, Stewards, Council Staff or International Staff.
2. Our members will be professional and responsible.

**D. Poor representation of the Local in person, in print, or in media**

**E. Malfeasance/Censure**

1. Any member may request inclusion on a Board Meeting agenda to present a rationale for censure to the Executive Board.
2. The Executive Board will notify the member about the recommendation and rationale.
3. The Executive Board will consider the recommendation and rationale, and may allow the member to submit a response.
4. When any response would be irrelevant or counter-productive, the Executive Board may act based on the preponderance of evidence alone.
5. The Executive Board may table the matter, may investigate the matter, and may gather any additional pertinent information, OR the Executive Board may forswear any delay and entertain a motion for discipline.
6. The President will advise the Executive Board and the Membership of any actions required and taken to discipline or correct members in a position of trust and responsibility.

**Section 7. Vacancy resulting from Removal**

The Executive Board will control all decisions pertaining to actions subsequent to a vacancy created by removal of the incumbent. Removal is a special circumstance. The Board will fill regular vacancies according to the rules in the Constitution and the election manual.

**Section 8. Succession:**

**A. The President**

1. The President will preside over all monthly meetings, enforce regulations and policies, and maintain good order and discipline.
2. The President may call special meetings.
3. The President will appoint Committees.
4. The President will notify the membership pursuant to Executive Board actions since the last general meeting.
5. The President is the official spokesperson for the Local.
6. The President is a member of all Committees.
7. The President will head contract negotiations.
8. The President will return all files, equipment, and property entrusted during the term of office.
9. The President will appoint the Elections Committee and ensure proper election protocol.

**B. The Vice-President**

1. The Vice President will normally be next in succession.
2. The Vice President will assume the prerogatives and responsibilities of the President when:
  - a. The President resigns during the term of office.
  - b. The President is incapacitated or unable to perform.
  - c. The President is missing or the Presidents whereabouts are unknown.

**C. The Recording Secretary**

1. The Recording Secretary is next in the line of succession.
2. The Recording Secretary will preside when there is no President or Vice President able and available.

**D. The Secretary Treasurer**

The Secretary Treasurer will preside when no other officer is able and available to serve.

**E. Executive Board Members**

Executive Board Members will succeed in the order of their election to the Board.

**F. The Process of Succession**

1. Regular elections are the normal process for filling of vacancies and staffing of positions.
2. Rules of succession only apply in exceptional circumstances.
3. The Board will fill the highest vacancy first.
4. When an incumbent President vacates a term, leaving a vacancy during the term of office, the Board will meet with the next available officer in succession presiding only long enough to fill the Presidency.
5. The new President will be immediately sworn, and will preside over the matter of any additional vacancies.

**Article IV  
Powers of Administration**

**Administering the Local**

**Section 1. The General Membership of the Local:**

The membership is the highest authority of this Local Union and is empowered to take or direct any legal action, not inconsistent with governing Constitutions and documents.

**Section 2. The purview of the Executive Board:**

- A.** Between membership meetings, the Executive Board is the highest authority of the Local.
- B.** The Executive Board is empowered to act on behalf of the membership to the extent that urgent and important business requires prompt and decisive action.
- C.** The Executive Board may NOT act to affect the vital interests of the Local Union without obtaining membership approval in advance of the action.
- D.** All Board actions are subject to membership approval, and may be reversed by a motion and vote of the membership.
- E.** The Secretary will take minutes of each Board meeting. These minutes will be available to the membership.
- F.** All actions and recommendations of the Executive Board will be on the agenda of the next general meeting.
- G.** The Executive Board will ensure appointments of at least one member to each standing committee.

### **Section 3. The authority of the President:**

Between meetings of the Executive Board, the President shall exercise general administrative authority.

The President is empowered to act on behalf of the Executive Board, subject to Board and membership approval.

## **Article V Meetings**

### **A. General Meetings**

We hold regular quarterly membership meetings for all members. We will announce the meetings by listserve. We may additionally post meeting notices online, or by other means.

The Executive Board may call additional meetings for good cause, such as negotiations, and contract ratifications.

The President or the Executive Board may call special meetings.

Ten (10) members may petition the President for a Special Meeting.

All general meetings require a quorum of 12 members.

### **B. Executive Board Meetings**

The Executive Board meets monthly.

The President, the Secretary, or any three Board members may call a formal Special meeting.

The Executive Board may also hold special meetings by email.

In any case, the majority must affirmatively vote to pass any motion. Motions lacking quorum will remain suspended or tabled, until a majority responds affirmatively.

Officers and Committee chairs will submit monthly reports, no later than three days prior to the monthly Executive Board meeting

The monthly Executive Board meeting scheduled for general meeting months will be a special meeting, dedicated to setting the agenda for the general meeting. It will not be a business meeting.

Officers and Committee Chairs will bring quarterly reports to the monthly meeting during general meeting months. These will shape the agenda of the general meeting.

### **C. Committee Meetings**

Committee meetings will comply with the operating papers of the Committee, except that a Committee Chairperson may call additional meetings, either by phone, or by email, or any convenient means.

We expect Committee members to attend and participate.

The Committee Chairperson is responsible for submitting committee reports, minutes, proposals, or other pertinent information to the Board and the membership. The Chairperson may delegate such submissions, but remains responsible for the adequacy and timeliness of the work product.

**Article VI  
Order of Business**

**The typical agenda and order of business:**

1. Call to Order
2. Approval of Minutes
3. Reports of Officers
  - a. President's Report
  - b. Vice-President's Report
  - c. Secretary's Report
  - d. Treasurer's Report
  - e. Trustees' Report
4. Reports of Committees
  - a. Standing Committees
    - i. Communications Committee Report
    - ii. PEOPLE Committee Report
    - iii. Solidarity Committee Report
    - iv. Steward Committee Report
  - b. Ad Hoc Committees
5. Old Business
6. New Business
7. Announcements & Discussion
  - a. Correspondence & "Good of the Local"
8. Adjourn – Motion & Second, no vote

**Article VII  
Finances**

**A. Executive Board stipend**

1. It has been our practice to pay Executive Board officers a reasonable stipend, subject to the solvency of the Local, and the continued approval of the Executive Board.
2. The Executive Board may act to change, enhance, suspend, or revoke the stipend in order to advance the interests of the Local.
  - a. The Executive Board may suspend or revoke any officer's stipend as a disciplinary or correctional measure.

**B. Travel in support of the Local**

1. The Local will encourage and sponsor participation in training, conventions, rallies, Council functions, and other necessary representation for the members.
2. The Executive Board will ordinarily support actual travel expense, lodging, meals, and lost wages to encourage participation.
3. The Executive Board may act to limit the number of participants, or the scope of the participation.

4. The Local will normally sponsor the President and PEOPLE Chair attendance at the PEOPLE convention.
5. The Local will normally sponsor our allotted number of delegates to the AFSCME conventions in Illinois.
6. The Local will normally sponsor at least one member to attend the International's Convention. The President will normally be the first delegate. The Executive Board may also select and support other delegates.

#### **Article VII Redress/Review of Decisions**

1. Aggrieved members must initiate complaints or appeals within 30 days of the action or proceeding, by presenting it to the Recording Secretary, for Executive Board review.
2. The Executive Board will refer the matter to the Bargaining Committee if the matter involves collective bargaining.
3. The Executive Board will refer the matter to the Steward Committee if it involves member representation.
4. For all other matters, the Executive Board shall consider the matter.
5. The Executive Board will hear the grievance, and reach a decision.
6. The Executive Board will deny frivolous grievances with prejudice.
7. Within 30 days of the Executive Board decision, the grievant may submit an appeal to the membership through the Recording Secretary, unless the Board acted to deny the matter with prejudice. Otherwise, the members will consider the appeal at the next general meeting.

#### **Article VIII Amendments**

1. Any member may request in writing that the membership consider an amendment or amendments.
2. The Secretary will refer the motion to a By-Laws Committee. If there is no current By-Laws Committee, the President will appoint one. The Committee will read and evaluate the proposal and report to the President.
3. The By-Laws Committee will notify the President if they recommend proceeding.
4. The President will add the vote on the proposed amendment(s) to the next meeting agenda as an item of "New Business".
5. The By-Laws Committee will read the proposal as a motion at the next meeting.
6. If seconded and affirmatively voted, the Local will adopt the amendment(s).
7. The Secretary will ensure that all adopted amendments will be incorporated into any existing copies of the By-Laws.
8. The Secretary will annotate the Certification of the By-Laws as follows:  
*Approved by AFSCME Local 2887 - DATE*
9. The Secretary will annotate revisions and amendments beneath the approval information, as follows:

*Revised - DATE*

*Amended - DATE*



**Article IX  
Certification**

**These By-Laws, dated \_\_\_\_\_, and most recently revised \_\_\_\_\_,  
and/or amended \_\_\_\_\_ are the governing By-Laws for AFSCME Local 2887. They  
supersede and replace all previous versions.**

**President** \_\_\_\_\_

**Secretary** \_\_\_\_\_