

Local 2887

Minutes – General Meeting 9/19/2015

LeClaire Lake Park, 900 Hale Avenue, Edwardsville, IL, 62025

This was the third quarter General Membership meeting of AFSCME Local 2887. The meeting was called to order on Tuesday, September 19, 2015 at 5:15 p.m. by Anne Hunter, President with 10 attendees:

Pam Cunningham – Member / Vicki Daggett – Executive Board / Sherie Gottlob – Treasurer / Marlee Graser – Trustee / Rhonda Harper – Member / Anne Hunter – President / Lori Huntley – Secretary / Linda Jaworski-Moiles – Member / Janice Kolkovich – Executive Board (Proxy) / Tracy Hancock – Steward (Proxy) / Diane Schilling – Executive Board (Proxy) / Vickie Sumner – Executive Board / Tori Walters – Member

Review of Agenda:

Anne Hunter distributed agendas for the meeting.

Approval of Minutes:

Minutes were reviewed and a motion was made to approve by Marlee Graser and seconded by Vickie Sumner.

Reports of Officers

President Report – Anne Hunter

Council 31 is working to resolve issues with the State of Illinois contracts. State contracts will affect university health coverage. The Governor is pushing to lower coverage and increase employee costs significantly. AFSCME is collecting information for a lawsuit over denials of service.

The importance of PEOPLE was covered and it was stressed that no portions of union dues go towards lobbying efforts.

The East St. Louis campus currently has 24 community worker positions that have been reviewed and a change in the titles and job descriptions was discussed. Jesse Dixon, the Director of the East St. Louis Campus, has been good to work with during this proposed transition to Family Engagement Associates and Specialists. Civil Service tests and experience will be considered when the community service workers transition to the new positions.

Vice President – position currently vacant

Secretary – Lori Huntley

Assistance is requested to produce the online newsletter and marketing needed to promote the union.

Treasurer – Sherie Gottlob

A review of the financials was distributed and the process for audits was discussed.

Reports of Committees

PEOPLE – Vicki Daggett

Civil Service tests and experience will be considered when the community service workers transition to the new positions.

The GOP debate was briefly discussed and the fact the Scott Walker has already left the race was mentioned.

Solidarity – Vicki Sumner

Nothing to report.

Steward Report – position currently vacant

No significant issues. Those that have come up have been resolved without too much difficulty.

Old Business:

The first reading of the updated Local 2887 Constitution took place. Changes were discussed.

New Business:

Nominations were requested for the position of Trustee. Tori Walters was nominated and agreed. Marlee Graser is the outgoing Trustee.

Anne Hunter and Vicki Daggett were nominated to be the local representatives at the Annual Convention in October that takes place in Springfield. Both accepted the nominations.

Lori Huntley recommended that the local provide up to \$75.00 towards the Staff Senate Banquet to go towards items for a silent auction on October 23rd. Vicki Daggett volunteered to put together a "Glam Basket" for the auction. Motion was passed.

A motion was made to adjourn the meeting at 6:30 p.m.

Respectfully submitted –

Lori Huntley

AFSCME Local 2887
General Meeting
29 September 2015

AGENDA

1. Call to Order
2. Approval of Minutes
3. Introduction of Officers
4. Staff Representative Report
5. Reports of Officers
 - a. President's Report
 - b. Secretary's Report
 - c. Treasurer's Report
 - d. Trustee's Report
6. Reports of Committees
 - a. PEOPLE Committee Report
 - b. Solidarity Committee Report
 - c. Steward Committee Report
7. Old Business
 - a. Constitutional Update
8. New Business
 - a. Nominations for Delegates and Trustee
 - b. SIUE Employee Banquet Donation
9. Announcements & Discussion
 - a. AFSCME Council 31 Convention – October 15-17
 - b. SIUE Employee Banquet – October 23
10. Adjourn

Join us "On the Red Carpet" at the
2015 SIUE EMPLOYEE BANQUET

on Friday the 23rd of October

American Legion Post 199, "On the Hill", 58 South State Route 157, Edwardsville, IL

Social Hour (cash bar) begins at 5pm

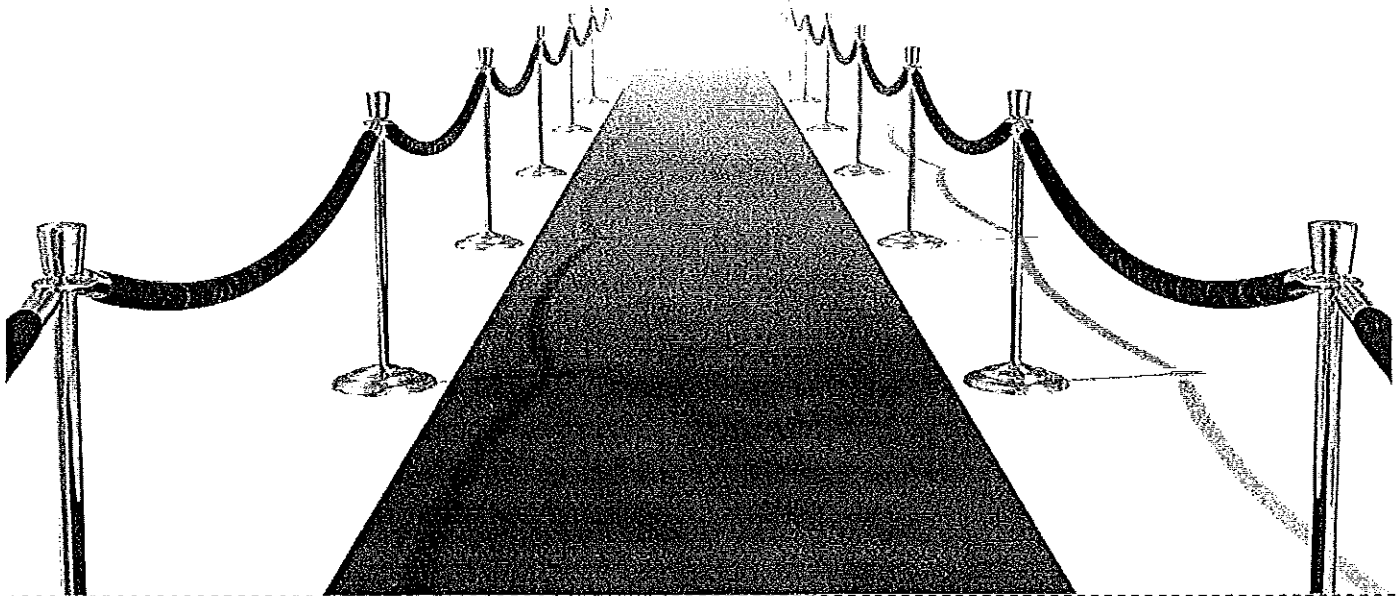
Dinner at 6pm by FEMA Catering

Entertainment provided by YOU! Karaoke from 7-8pm.

Silent auction, 50/50 raffle, "After Party" alcohol package raffle,
and attendance prizes throughout the night. Must be present to win.

All proceeds benefit the Staff Senate Scholarship.

Prizes will be awarded for the Best Dressed, Most Original, and Best Couple.



Cost is \$20 per person. VIP package is \$25 per person. No ticket sales at the door. All tickets are will call. Checks payable to SIUE with Staff Senate in the check memo. Registration deadline is October 14th. All paid registrations made by October 2nd will receive a free ticket for the "After Party" drawing. Return this portion with payment to the Staff-Senate Employee Banquet-Committee, Campus Box 1252.

Name: _____

Dept.: _____

Guest: _____

Phone: _____

Campus Box: _____

Questions? Call the Staff Senate office at 650-2770.

Second Quarter Trustee Audit of AFSCME Local 2887
State of Finances and Compliance with Financial Standards: April - June 2015

To the Executive Board of AFSCME Local 2887:

I have completed a second quarterly audit of the financial position of AFSCME Local 2887 for AY2015 as determined by its reconciled financial statements, accounting practices, and records maintenance.

Statement of Responsibility:

Executive Board designees, such as recording secretary and secretary-treasurer, are responsible for the preparation and fair presentation of the Local's financial statements, practices, and the maintenance of all records in accordance with its own constitution as well as the AFSCME International Constitution and Financial Standards Code.

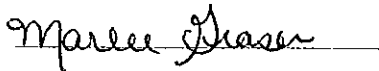
The trustees' responsibility is to complete, at least semi-annually, an audit of the financial position of the Local, including its financial statements, accounting practices, and records maintenance. The trustee is responsible for submitting recommendations based on the audit's findings to the Executive Board to address non-compliance, help establish best practices, and increase transparency.

Audit Findings:

Attached is the completed Trustee Audit Checklist for April through June 2015. The checklist indicated only no cases of non-compliance with AFSCME Financial Standards Code.

It is recommended that an expense report be filled out and filed for each reimbursement made. Trustees also made note of several voided checks during this financial quarter, which is out of the norm. However, these voided checks were explained to the satisfaction of the trustees and were due to corrections, the closing of Bank of Edwardsville bank accounts and transferring of funds, and for direct deposit for our monthly rebate.

Respectfully submitted on 8/18/2015.



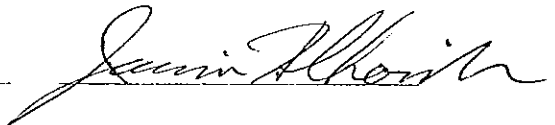
Marlee Graser

AFSCME Local 2887,
Trustee



Tracy Hancock

AFSCME Local 2887,
Trustee



Janice Kolkovich

AFSCME Local 2887,
Trustee

TRUSTEE AUDIT CHECK LIST

April - June 2015

The answer to each of the following questions should be "YES". A "NO" response is a violation of the Financial Standards Code that should be investigated and reported to the affiliate's Executive Board.

	<i>Trustee Audit Questions</i>	<i>Answers</i>
1.0	Are bank statements <u>and</u> canceled checks (or front and back copies) maintained for <u>each</u> bank account?	Yes
1.1	Does each bank statement show the name and address of the local union?	Yes
1.2	Is a bank reconciliation prepared monthly for each bank account?	Yes
1.3	Is a completed bank reconciliation attached to each bank statement?	Yes
1.4	Are canceled checks (or front and back copies) returned by the bank along with the bank statements?	Yes
2.0	Is a canceled check (or front and back copy) on file to support each disbursement reflected on the bank statement?	Yes
2.1	Is each canceled check signed by two officers?	Yes
2.2	Is a cash disbursements journal or automated accounting system maintained?	Yes
2.3	Is <u>each</u> check (including void checks) listed in the check register and cash disbursement journal?	Yes
3.0	Are bank receipts maintained for all deposits?	Yes
3.1	Are bank receipts matched to bank statements to confirm the deposit is recorded by the bank?	Yes
3.2	Is a cash receipts journal or automated accounting system maintained?	Yes

	<i>Trustee Audit Questions</i>	<i>Answers</i>
3.3	Is each cash receipt identified and explained in the checkbook and cash receipts journal?	Yes
4.0	If the local has a petty cash fund, is the balance (and checks to replenish it) \$100 or less?	N/A
4.1	If the local has a petty cash fund, are receipts on file to support each check used to replenish the petty cash fund?	N/A
5.0	Are minutes maintained for all Executive Board and general membership meetings?	Yes
5.1	Are all expenditures properly authorized by Executive Board or Membership vote on specific expenditures, recurring obligations, contracts, or annual budgets?	Yes
5.2	Do minutes of Executive Board or Membership meetings reflect specific approval of each unusual or large expenditure?	Yes
6.0	Do all expenditures serve a legitimate union purpose?	Yes
7.0	Are paid bills filed in an orderly and organized manner?	Yes
7.1	Are the check number, date and amount paid written on filed bills?	Yes
7.2	Is an expense report on file to document each reimbursement to officers, members and employees?	Yes
7.3	Are employee expense reports approved by appropriate supervisors?	Yes
7.4	Are officer expense reports approved by the Executive Board or a committee of officers selected for that purpose?	N/A
7.5	Do expense reports have adequate original receipts attached and is the union business purpose properly documented?	Yes

	<i>Trustee Audit Questions</i>	<i>Answers</i>
8.0	If the affiliate has a credit card, are itemized expense reports on file that account for <u>each</u> and <u>every</u> credit card charge?	N/A
8.1	If the affiliate has a credit card, are itemized credit card charges reported on expense reports and reconciled to the credit card statement?	N/A
8.2	If the affiliate has a credit card, were itemized expense reports submitted by all authorized users prior to payment to the credit card company?	N/A
9.0	Are monthly financial statements prepared and given to the Executive Board and membership?	
9.1	Do monthly financial reports reflect the following? - Income by source and total income Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> - Expenses by type and total expenses Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> - Total cash at month's start and end Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> - A list of unpaid bills at month end Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes
10.0	Are lost time payments, officer allowances, and stipends supported by proper documentation, including approval in the minutes of membership or Executive Board meetings?	Yes
10.1	Are payroll taxes withheld from lost time payments, officer allowances, and stipends with W-2's issued for all these payments?	Yes
10.2	If the affiliate is required to file IRS Form 990 or 990-EZ (annual receipts total over \$50,000), has the form been filed on time (by May 15 or 4 ½ months after fiscal year end)?	Yes
10.3	If the affiliate's annual receipts are \$50,000 or less, was the electronic postcard IRS 990-N filed by May 15 th or 4 ½ months after the fiscal year end?	Yes
10.4	Did the affiliate file a Surety Bond Report for the past year? Due March 1st each year).	Yes
10.5	Did the affiliate file the Local Union Annual Financial Report for the past year? (Due May 15th or 4 ½ months after fiscal year end).	Yes

The answer to each of the following questions should be "NO." A "YES" response is a violation of the Financial Standards Code that should be investigated and reported to the affiliate's Executive Board.

	<u>Trustee Audit Questions</u>	<u>Answers</u>
11.0	Are any checks pre-signed?	No
12.0	Are any checks made payable to "Cash"?	No
13.0	Does the affiliate have a Bank Debit Card or ATM Card?	No

CONSTITUTION

FOR

LOCAL 2887

ARTICLE I

NAME

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

ARTICLE II

AFFILIATIONS

This local union shall be affiliated with Illinois Public Employees Council Number 31 of the American Federation of State, County and Municipal Employees.

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 employees of the Southern Illinois University at Edwardsville, except building service workers, 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 shall be \$40.61 per member. The dues shall be increased automatically in accordance with the International Constitution, Article IX, Section 6. Any increase of odd cents shall be rounded to the nearest even cent.

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 or upon payment of a reinstatement fee of \$10.00 plus the current month's dues.

ARTICLE V MEETINGS

Section 1. Regular business meetings of this local shall be held quarterly at a time and place to be fixed by the membership of the local executive board.

Section 2. Special meetings may be called by the local president, the local executive board, or by petition filed with the president and signed by ten (10) members of the local. The petition shall call for a special meeting, shall name a date and the items to be discussed which shall be no sooner than fifteen (15) days subsequent to the filing and the president shall issue a call to the members. 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 of this local shall be twelve (12) members in good standing.

ARTICLE VI OFFICERS, NOMINATIONS, AND ELECTIONS

Section 1. Regular elections shall be held during the month of September in even-numbered years. All officers shall be elected for two-year terms. All elected officers will assume office on November 1 of the year in which they were elected.

Section 2. The officers of this local shall be a president, a vice-president, a recording secretary, a secretary-treasurer, and three executive board members, and these seven 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, except that in the initial election, one shall be elected for a one-year term, one for a two-year term, and one for a three-year term.

Section 3. In addition, there shall be elected seven (7) members who shall serve as stewards. The stewards shall be elected for two-year terms of office. Steward elections shall follow regular election procedures, every September in even-numbered years. Stewards shall be obligated to attend all steward meetings and all regular and special general membership meetings. Any steward absent for more than three meetings within a one-year period without an excuse acceptable to the executive board may be subject to removal at the discretion of the executive board. Upon petition from a member, the executive board will review stewards' performance. The executive board has the option to remove any steward from

his/her duties if just cause is found. Stewards shall not serve an executive function within the local and are therefore not to be considered officers. As such, officers of the executive board are eligible for nomination and election as stewards.

Section 4. 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.

Section 5. To be eligible for office, a member must be in good standing for six months 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 6. Officers shall be elected by secret ballot vote, and the balloting shall be conducted 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 7. 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 8. Vacancies in office shall be filled for the remainder of the unexpired term by vote of the executive board.

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. Should any officer be absent from three consecutive board meetings without an excuse acceptable to the board, that office shall be declared vacant and filled in accordance with this constitution.

ARTICLE VII DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1. The President shall:

- a. Preside at all meetings of the local union and of the 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 local and regarding the president's official acts.
- f. Serve as a delegate to conferences of the International Union and Council 31. In the event that the president is unable to attend, the vice-president shall be appointed as delegate.

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 local executive board, be authorized to act as co-signer of checks drawn on the local funds in place of either the President or the Secretary-Treasurer.
- d. Act as chief steward.
- e. In the event that the president is unable to attend, serve as delegate to International Union and Council 31 conferences.

Section 3. The Recording Secretary shall:

- a. Keep a record of the proceedings of all membership meetings and of all Executive Board meetings. In the absence of the recording secretary, the president shall designate a temporary replacement.
- b. Ensure that the minutes of the above meetings are sent to the appropriate bodies in a timely manner.
- c. Carry on the official correspondence of the local, except as the Executive Board may direct otherwise.
- d. Perform such other duties as the Executive Board may require.
- e. Prepare and distribute, at least semi-annually, a newsletter reporting on the activities and issues concerning the local to the general membership.
- f. Distribute meeting materials, calendar all meetings, and manage e-mail distribution list.

Section 4. The Secretary-Treasurer shall:

- a. Receive and receipt for all monies of the local 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 any two of the following: President, Vice-President, or Secretary-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 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.

Section 5. The trustees shall make or cause to be made at least semi-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 to the membership on the results of such audit.

Section 6. 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. The board shall meet monthly unless there is no business or action to be taken, or 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 to the membership at the next following meeting. A majority of the members of the executive board shall be required for a quorum.

ARTICLE VIII POLICIES AND PROCEDURES

Section 1. Any member that signs up a new member will be paid a bounty of \$5.00.

ARTICLE IX 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 an 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. 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 the constitution and special rules of this local union or of the American Federation of State, County and Municipal Employees.

ARTICLE X 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 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.