

**Constitution**  
**for**  
**Dakota County Community Corrections**  
**Local 450**

**Article I**  
**Name**

The name of this organization shall be Dakota County Community Corrections Local Number 450 of the American Federation of State, County and Municipal Employees, AFL-CIO.

**Article II**  
**Affiliations**

This local union shall be affiliated with Minnesota Council Number 5 of the American Federation of State, County and Municipal Employees; the Minnesota AFL-CIO; and the St. Paul Regional Labor Federation, AFL-CIO.

**Article III**  
**Objectives**

The objectives of this organization shall be:

- To carry out on a local basis the objectives of the American Federation of State, County and Municipal Employees; and
- To represent the non-managerial workforce employed by Dakota County Community Corrections; and
- To assist in the resolution of disputes between the employees and the employer.
- To secure and present the views of the employees to their employer, the County of Dakota.
- To collect and disseminate statistics and other information relative to terms and conditions of employment from other county corrections and probation organizations throughout the state and from other governmental agencies whose operations and conditions of employment may be similar to that of this local union.
- To conduct investigations into issues dealing with the terms and conditions of employment, and the handling of grievances that arise.
- To engage in any lawful activities that will enhance the efficiency, economic progress and well-being of the membership.

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

Section 1. All employees of the Dakota County, Minnesota, Community Corrections Department are eligible for membership in this local union, subject to the requirements of the constitution of the International Union. Each member of Local 450 shall be entitled to one vote in its affairs.

Membership in this local union shall terminate by retirement; resignation from employment with Dakota County Community Corrections, except that a member may complete his/her term of elected office, provided they remain in good standing; or termination or discharge from

employment with Dakota County Community Corrections. All rights, privileges and interests of a member in or to the local union shall cease on termination of membership. Membership shall be non-transferrable.

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 \$52.61. All dues shall be adjusted by an amount equal to any additional adjustments in the per capita adjustments in the AFSCME Council 5 and International constitutions. The membership dues for members who have regular work schedules of 20 or fewer hours per week shall be three-quarters of the regular dues.

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.

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. Regular meetings of this local shall be held once each month, at a time and place to be fixed by the membership or 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 10% 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 membership meetings of this local shall be 8% of the membership. Quorum for the executive board shall be a simple majority.

Section 4. Meetings shall be open to all members and notice of meetings shall be sent electronically to all members that have supplied contact information and posted in all department offices on designated local union bulletin boards. The notice shall be issued at least fifteen days before the time appointed for the meeting. Costs associated with any membership meeting shall be determined and approved by the Executive Committee. Parliamentary procedure shall be based on Robert's Rules of Order Newly Revised.

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

Section 1. Elective Officers. The officers of this local shall be a president, a vice-president, a recording secretary, a secretary-treasurer, and an at-large position, and these five (5) shall constitute the local union executive board. Terms of office shall be two (2) years with officers being elected on an alternate-years' rotation. In order to establish alternate-year terms, in September 2021 the following executive board positions shall be elected for a one-year term: vice-president and secretary-treasurer. Thereafter, these positions shall be elected for two-year terms in even-numbered years. The president, recording secretary and at-large position shall be elected for two-year terms in odd-numbered years. 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, except that in the initial election, one (1) shall be elected for a one (1) year term, one (1) for a two (2) year term, and one (1) for a three (3) year term to stagger the elected positions.

Terms of Office. The president, vice-president, recording secretary, secretary-treasurer and officer at-large shall take office immediately upon their election and shall serve for a term of two years or until successors are duly elected. Officers are eligible for re-election. An elected officer may be removed from their position only through the procedures provided by the International Union Constitution.

Section 2. Nominations 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 nominations meeting. All regular elections shall be held in the month of September.

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. 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 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 (15) 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 balance of the term by majority vote of 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 VII Duties of Officers and Executive Board**

Section 1. The president shall be the chief officer of this local and shall:

- a. preside at all meetings of the local union and of the executive board.
- b. be a member on all committees, except the election committee.
- c. co-sign on all checks drawn against the funds of the local union.
- d. appoint all standing committees and all special committees of the local, subject to the approval of the executive board.
- e. communicate to the local union membership such matters regarding the progress and standing of the local and regarding the president's official acts.
- f. perform such other duties that are necessarily incident to the office; and generally devote his/her best interests to the local union.

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.

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 local, except as the executive board may direct otherwise.
- c. give notice of and attend all meetings of the local union and all committees.
- d. keep a list of the members of the local and fee-payers in the bargaining unit.
- e. perform such other duties as the executive board may require, and generally devote his/her best interests to the local union.

Section 4. The secretary-treasurer shall:

- a. receive and receipt for all monies of the local union.
- b. deposit all sums 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 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 all moneys received and expended 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. make disbursements authorized by the executive board or the local union members.
- 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. with the exception of confidential personal documents submitted by members, the funds, books and vouchers in the secretary-treasurer's hands shall be subject to verification and inspection by the members of this local union.
- j. at the expiration of the secretary-treasurer's term of office, the secretary-treasurer shall deliver over to his/her successor all books, money and other property; and generally devote his/her best interests to the local union.

Section 5. The trustees shall make or cause to be made at least semi-annually an audit of the finances of the local and shall report to the membership on the results of such audit.

Section 6. The officer at-large shall assist in providing member services and administering grievances. They shall be in charge of new member recruitment and retention, and responding to requests for assistance in matters of employee discipline; and generally devote his/her best interests to the local union.

Section 7. 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 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. The Executive Committee, serving as the Grievance Committee, shall have the authority to recommend to arbitrate grievances arising under the collective bargaining agreement, or to appeal a grievance consistent with the AFSCME Council 5 Executive Board Arbitration Policy. A majority of the members of the executive board shall constitute a quorum.

### **Article VIII 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 Union 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.

### **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 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.

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, 2020