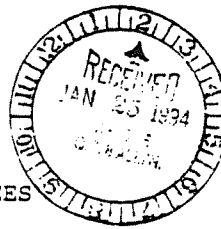


CONSTITUTION

FOR

SUMMIT COUNTY, OHIO, HUMAN SERVICES EMPLOYEES

LOCAL 2696



ARTICLE I  
NAME

The name of this organization shall be the County, Ohio, Department of Human Services, Local 2696 of the American Federation of State, County and Municipal Employees, AFL-CIO.

ARTICLE II  
AFFILIATIONS

This local union shall be affiliated with Ohio Council 8 of the American Federation of State, County and Municipal Employees; the Ohio AFL-CIO; and the Akron-Medina County Labor Council, 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.

Those objectives are:

A. To promote the organization of workers in general and public employees in particular.

B. To promote the welfare of the membership and to provide a voice in the determination of the terms and conditions of employment. We are committed to the process of collective bargaining as the most desirable, democratic and effective method to achieve this. Both as union members and as citizens, we shall also employ available legislative and political action.

C. To promote civil service legislation and career service in government.

D. To provide research and educational services and activities designed to assist members and affiliates.

E. To foster cooperation among affiliates.

F. To cooperate with other labor organizations in particular and other segments of our society in general towards the end that the material riches of American society be more justly distributed and the moral promise of American life be realized.

G. To work with our brothers and sisters in other lands towards the improvement of the conditions of life and work in all countries, towards the diminution of international tensions and a reduction in the use of armed force to resolve disputes, and towards genuine fraternity of all workers.

ARTICLE IV  
MEMBERSHIP AND DUES

Section 1. All employees of the Summit County, Ohio, Department of Human Services are eligible for membership in this local union, subject to the requirements of the Constitution of the International Union. Such persons are eligible for membership without regard to race, creed, color, national origin, sex, age, sexual orientation or political belief.

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. Said form is attached hereto as Appendix A.

Section 3. Each new member shall subscribe to the Membership Obligation contained in Appendix B of this Constitution.

Section 4. The monthly dues of this local per member shall be \$22.50 per month.

Section 5. Local dues shall be adjusted annually in accordance with the International Union.

Section 6. Per capita taxes shall be paid to the International Union, Ohio Council 8, the Akron-Medina County Labor Council and the Ohio AFL-CIO.

Section 7. Payroll deduction of dues shall be made in the first and second pay of each month. 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 8. Any member who pays dues direct to this local shall pay such dues monthly to the local treasurer. However, in no event shall dues be paid later than the second pay of the month in order to be considered in good standing for the current month. Any member who fails to pay dues by the second pay of the month in which they become due shall be considered delinquent, and upon failure to pay dues for two (2) consecutive months shall stand suspended.

Section 9. Any member suspended under Section 7 or 8 above may be reinstated to membership in this local on payment of all arrearages or upon payment of a \$25.00 reinstatement fee plus the current month's dues.

Section 10. Any member who is granted a leave of absence from the Department of Human Services to accept employment with the International Union or with a subordinate body, may remain a dues paying member of this local by submitting his/her monthly dues to the treasurer of this local in accordance with Section 8 above for the duration of such leave.

ARTICLE V  
MEETINGS

Section 1. Regular general membership meetings of this local shall be held once each month at a time and place to be fixed by the membership or by 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 percent (10%) of the members of this local. A petition so filed with the president shall constitute a

call to the membership, and the president shall name a date for the meeting which shall be no later than three (3) days subsequent to the date of filing such petition. Such petition shall state the specific purpose of the requested meeting and no other order of business shall be discussed. Special meetings may also be called by the International President or his/her authorized representative.

Section 3. Ten percent (10%) of the members of this local shall constitute a quorum for conducting business at general membership meetings.

ARTICLE VI  
LOCAL UNION OFFICERS,  
TRUSTEES AND THE LOCAL EXECUTIVE BOARD

Section 1. The local executive board shall consist of the following seven officers: the president, the vice-president, the treasurer, the secretary, and three (3) executive board members.

Section 2. There shall be elected three (3) members who shall serve as trustees.

ARTICLE VII  
NOMINATIONS AND ELECTIONS

Section 1. Local union officers shall be elected for a term of two years in the odd-numbered years. The trustees shall be elected to three-year terms of office, except 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. All regular elections shall be held in the month of October.

Section 2. Nominations shall be made at a regular or special meeting of this local. At least fifteen (15) days prior to the nomination meeting a notice shall be mailed to each members' last known address. A nominating committee may be appointed by the president, with the approval of the executive board, or elected by the general membership to make nominations, but whether or not such a nominating committee is used nominations shall be permitted from the floor at the nomination meeting.

Section 3. To be eligible for office, a member must be in good standing for one year immediately proceeding the election, except in the initial election of officers. 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 the election.

Section 4. 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 (15) days prior to the election meeting a notice shall be mailed to each members' last known address. However, if the original notice mailed out announcing the nominations included an announcement of the date, time and place of the election, no additional election notice is required.

Section 5. All matters concerning nominations and elections in this local union shall be subject to the provisions of Appendix D, of the International Constitution, entitled Elections Code.

Section 6. Vacancies in office shall filled for the remainder of the unexpired term by vote of the executive board. Should any officer or executive board member be absent from three (3) consecutive general membership meetings or executive board meetings with

out excuse acceptable to the executive board that office or board seat shall be declared vacant and filled in accordance with the terms of this section.

Section 7. The president shall appoint the election committee with the approval of the executive board. Such committee shall have the responsibility for conduct of the election in accordance with Appendix D of the International Constitution. The president shall not serve as a member of the election committee where the president is a candidate for office, nor shall any other candidate serve on the election committee.

Section 8. Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in this constitution as Appendix C and also in the International Constitution as Appendix B.

Section 9. No member shall hold two (2) elected offices concurrently.

#### ARTICLE VIII DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1. The president shall:

- A. Preside at all meetings of the local union and the executive board.
- B. Be a member of all committees except the election committee.
- C. Countersign all checks drawn against the funds of this local.
- D. Appoint all standing committees and all special committees of this local, subject to the approval of the executive board.
- E. Report periodically to the membership regarding the progress and standing of this local and regarding the president's official acts.

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 of 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 treasurer.

Section 3. The treasurer shall:

- A. Receive and receipt 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 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 International 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. Check, on a monthly basis, the membership roster to ensure the proper amount of dues were submitted by the county auditor to the comptroller of Ohio Council 8.
- J. Check, on a monthly basis, the membership dues against the amount of per capita taxes and affiliation fees that were paid by Ohio Council 8 to ensure that the proper amount of rebate has been received by this local.

Section 4. The 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 otherwise direct.
- C. Perform such other duties as the executive board may require.

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 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 membership of the executive board shall be required for a quorum.

ARTICLE IX  
MISCELLANEOUS PROVISIONS

Section 1. This local union shall, at all times, be subject to the provisions of the constitution on 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 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 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.

#### ARTICLE X FINANCES, TRAVEL, CONVENTIONS, CONFERENCES AND EXPENSES

Section 1. Delegates shall be nominated and elected by the general membership to attend Council and International Conventions in the same manner as are officers. However, a majority vote is not required for the election of delegates to conventions.

Section 2. The president shall automatically be a delegate to all union conventions and conferences to which delegates are being sent to represent the local union and shall receive all provisions of this article.

Section 3. Delegates elected to attend conventions or members attending conferences or seminars may opt to use their vacation time, compensatory time or leave without pay. Such members shall receive expense monies as follows unless waived by the member:

- Wages - actual wages which are not paid by the employer, subject to the approval of the executive board.
- Travel - automobile allowance to only the member driving of not more than the standard mileage as set by the State of Ohio for traveling beyond a 25 mile radius from Akron, Ohio.
- Lodging - actual hotel room bill for each night an overnight stay is required.
- Meals - \$10.00 per day per diem for each day an overnight stay is not required.
  - \$20.00 per day per diem for each day an overnight stay is required.
  - \$25.00 per day per diem for each day out of the state.
- Phone Calls - reasonable long distance calls which are related to union business.

Section 4. The president, the vice-president and treasurer may direct payment of ordinary bills and expenses which are related to local union business, not to exceed \$75.00 in any single disbursement. Such bills must be submitted to the executive board within thirty (30) days for approval.

ARTICLE XI  
AMENDMENTS

Section 1. This constitution may be amended, revised or otherwise changed by a majority vote of the members voting on such proposed change and such change will 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 amendments shall be furnished to every eligible voter at the meeting at which the vote is taken.

APPROVED BY:



GERALD W. MCENTEE  
International President

1/14/94

Date

## APPENDIX A

American Federation of State, County and Municipal Employees, AFL-CIO  
Local 2696, County of Summit, Department of Human Services

### Application for Membership/Authorization for Representation

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone No. \_\_\_\_\_ Social Security No. \_\_\_\_\_

Classification \_\_\_\_\_ Dept. \_\_\_\_\_

I, the undersigned, hereby designate the American Federation of State, County and Municipal Employees, AFL-CIO, as my duly chosen and authorized representative on matters relating to my employment in order to promote and protect my economic welfare.

Signature of Applicant \_\_\_\_\_

Received By and Date \_\_\_\_\_

American Federation of State, County and Municipal Employees, AFL-CIO

### Authorization for Payroll Deduction



By \_\_\_\_\_  
Please Print Last Name First Name Middle Name

To: The County of Summit, Department of Human Services

I hereby request and authorize you to deduct from my earnings each month an amount sufficient to provide for the regular payment of the current rate of monthly union dues established by AFSCME Ohio Council No. 8. The amount shall be certified by AFSCME Ohio Council No. 8, and any change in such amount shall be so certified. The amount deducted shall be paid to the treasurer of AFSCME Ohio Council No. 8. This authorization shall remain in effect unless terminated by me by timely notification to the Employer.

Employee Signature \_\_\_\_\_ Classification \_\_\_\_\_

Social Security Number \_\_\_\_\_ Street Address \_\_\_\_\_

Date \_\_\_\_\_ City and State \_\_\_\_\_ Zip \_\_\_\_\_



APPENDIX B

Membership Obligation

I, \_\_\_\_\_, promise to abide by the Constitution of the American Federation of State, County and Municipal Employees and Local Union 2696. I further promise to carry out all duties assigned to me and to do my best to uphold and promote the principles of trade union democracy.

## APPENDIX C

### 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.