

# OCSEA Constitutional Requirements for Subordinate Bodies

## Dues:

Each active chapter shall receive a quarterly refund equal to 9% of member and fair share fee from people covered by the chapter or a minimum of \$900 for chapters with less than 50 members and \$1100 for chapters with 50 or more members.

Each assembly and district receives 1% of member dues from people covered by each respective assembly or district, but not less than \$500, also on a quarterly basis.

## Rebates:

Quarterly rebates are paid to subordinate bodies who are in active status and who submit properly signed quarterly financial reports including copies of all bank statements and copies of all meeting minutes to the Comptroller. Further, the chapter must hold at least one regular membership meeting and one executive board meeting per quarter. District councils and assemblies must hold at least one meeting per quarter.

Rebates are to be kept in financial institutions that are federally insured. The Comptroller's signature is to be on all accounts. The board policy provides that she is the last person to sign the proper paperwork and thereafter she mails the materials to the financial institution.

Subordinate bodies shall adhere to the financial standards code of AFSCME.

The financial records of the subordinate bodies are subject to review by the Comptroller who reports the results to the OCSEA Finance Committee and the Board of Directors. (Article VI of the By-laws provides for an audit at least every two years).

*NOTE: No loan shall be made to officers, agents or members of the Union; and no business or financial transaction involving an officer, agent, or employee of the Union or their spouse, children, parents or other family*



*member shall conflict with the fiduciary responsibility of such persons of the Union. The collective bargaining law mandates a penalty for loans.*

## Officers:

*(This is outlined in Article IV of the Subordinate Body Constitution)*

Officers are to be elected from the membership. The Executive Board shall consist of a president, vice president, secretary and/or treasurer and a minimum of three elected executive board members.

Officers and Executive Board members shall be nominated from the floor at a regular or special meeting called for that purpose and only after having given at least 15 days notice to membership prior to that nomination meeting. A member may nominate themselves.

Requirements for office for subordinate bodies are the same as for Board members as set forth in Article IV, Section 3 of the OCSEA Constitution except, lifetime and retired members, as well as active members, may serve as officers except president or vice president. Also, as in the case with OCSEA board members and state officers, the candidates must be active members of the union for a period of at least two (2) continuous years immediately prior to election or appointment.

Voting on the office shall take place by secret ballot. All active members shall be notified of the nomination and election by mail at least 15 days prior to date of the election meeting. The process for the election is covered by Article 5, Sections 2 and 3 of the Subordinate Body Constitution and the AFSCME Election Manual.

(Continued)

The term of office is 3 years. Officers can succeed themselves in office.

## How Business is Run:

No business of the subordinate body shall be conducted without a quorum present.

A quorum for a chapter shall be a majority of chapter officers and executive board members. A quorum for a district council shall be a majority of council officers plus representation of 35% of the active chapters within the council. A quorum for an assembly shall be a majority of the officers and three other delegates representing at

least 2 separate chapters which make up the assembly.

No funds shall be spent without prior approval of the Body or its Executive Board and the vote shall be recorded in the minutes.

All checks and financial reports shall be signed by the President and the Treasurer. An alternate may be designated by the Body in the event either (or both) is incapacitated.

Note: Subordinate body funds may not be spent on political activities. Further, union funds cannot be spent on campaign materials or activities associated with subordinate body elections.

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