

Constitution and By-Laws of the Ohio Civil Service Employees Association AFSCME Local 11 • AFL-CIO as amended at OCSEA's Biennial Convention 2007

**INCLUDES THE OCSEA SUBORDINATE BODY CONSTITUTION
AND THE AFSCME AFFILIATION AGREEMENT**



OCSEA

OHIO CIVIL SERVICE
EMPLOYEES
ASSOCIATION

AFSCME
LOCAL 11
AFL-CIO



CONTENTS

STATE CONSTITUTION	1
Preamble	1
Billof Rights for Union Members	1
Article I Name, Affiliation and Jurisdiction	1
Article II Membership	1
Article III State Officers.....	2
Article IV Board of Directors.....	3
Article V Duties of Board of Directors.....	5
Article VI State Board Committees	5
Article VII Chapters, District Councils, and Assemblies	6
Article VIII OCSEA Conventions	7
Article IX Delegates.....	8
Article X Staff	9
Article XI Rules of Order	9
Article XII Dues.....	10
Article XIII Chargeable Offenses	11
Article XIV Contract Ratification	12
Article XV Trusteeships	12
Article XVI Amendment of OCSEA State By-Laws and Subordinate Body Constitution.....	13
ArticleXVII Amendment of OCSEA State Constitution	14
OCSEA STATE BY-LAWS	15
Article I Membership	15
Article II Board of Directors.....	15
Article III Conduct of Board of Directors' Elections.....	16
Article IV Chapters, District Councils, and Assemblies	17
Article V (Reserved for Future Use).....	19
Article VI Financial Matters.....	19
Article VII OCSEA Publication	19
Article VIII Strike By-Law	19
Article IX Charges	20
Article X Recall of Board Members.....	20
Article XI Non-Discrimination	20
SUBORDINATE BODY CONSTITUTION	21
Article I Name	21
Article II Purpose.....	21
Article III Membership	21
Article IV Officers and Executive Board.....	21
Article V Stewards	22
Article VI Elections	22
Article VII Internal Controversy	23
Article VIII Vacancies.....	23
Article IX Duties of Subordinate Body Officers.....	23
Article X Business.....	24
Article XI Meetings	25
Article XII Removal from Subordinate Body Office	25
Article XIII By-Laws	25
AFFILIATION AGREEMENT BETWEEN AFSCME AND OCSEA	26
INDEX	31

Ohio Civil Service Employees Association

STATE CONSTITUTION

Preamble

We, the members of OCSEA/AFSCME believe that all people, regardless of race, color, sex, sexual orientation, national origin, physical or mental handicap, or creed are entitled to equal opportunity and treatment. We further believe that all members of society should challenge the pernicious evils of racism and sexism.

Further, we believe that the purpose of this Union is also to provide a framework to advance the interests of its members and to protect the integrity of members' rights under any contract signed by this Union.

We also believe that it is important for the members to always realize that "in unity there is strength" and that "an injury to one is an injury to all."

Bill of Rights for Union Members

1. No person otherwise eligible for membership in this union shall be denied membership, on a basis of unqualified equality, because of race, creed, color, national origin, sex, age, sexual orientation, disability, or political belief.

2. Members shall suffer no impairment of freedom of speech concerning the operations of this union. Active discussion of union affairs shall be encouraged and protected within this organization.

3. Members shall have the right to conduct the internal affairs of the union, free from employer domination.

4. Members shall have the right to fair and democratic elections, at all levels of the union. This includes due notice of nominations and elections, equal opportunity for competing candidates, and proper election procedures which shall be constitutionally specified.

5. Members shall have an equal right to run for and hold office, subject only to constitutionally specified qualification, uniformly applied.

6. Members shall have the right to a full and clear accounting of all union funds at all levels. Such accounting shall include, but not be limited to, periodic reports to the membership by the appropriate fiscal officers and periodic audits by officers elected for that purpose or by independent auditors not otherwise connected with the union.

7. Members shall have the right to full participation, through discussion and vote, in the decision-making processes of the union, and to pertinent information needed for the exercise of this right. This right shall specifically include decisions concerning the acceptance or rejection of collective bargaining contracts, memoranda of understanding, or any other agreements affecting their wages, hours or other terms and conditions of employment. All members shall have an equal right to vote and each vote cast shall be of equal weight.

8. Charges against a member or officer shall be specific and shall be only on grounds provided in this constitution. Accused members or officers shall have the right to a fair trial with strict adherence to due process. The accused shall be considered innocent until proven guilty.

Article I – Name, Affiliation and Jurisdiction

Section 1. Name

This organization shall be known as the Ohio Civil Service Employees Association, AFSCME Local 11, AFL-CIO, hereinafter referred to as the Union or OCSEA.

Section 2. Affiliation

OCSEA shall be affiliated with the American Federation of State, County and Municipal Employees, AFL-CIO as AFSCME Local 11. (See Affiliation Agreement, page 26.) The Union shall maintain affiliation with the State of Ohio AFL-CIO and encourage all Chapters to actively participate in their respective AFL-CIO central bodies.

Section 3. Jurisdiction

The jurisdiction of OCSEA shall be: All employees of the State of Ohio, excluding University and College employees, and all other Non-State employees for whom OCSEA is the sole and exclusive bargaining representative as certified by the State Employment Relations Board (SERB) as of July 1, 1986.

Article II – Membership

Section 1. Active Member

A. Union membership shall be restricted to those employees within the jurisdiction of OCSEA and within OCSEA bargaining units. The Union shall have the following classes of membership which are defined below.

B. Active members shall be all members not otherwise classified and shall include any members who go on authorized leave subject to dues payment. Dues shall be paid by active members through payroll deduction or cash payment, except as provided herein.

C. Dues for active members shall be fixed in the Constitution and dues for all other membership classes shall be set forth in the State By-Laws, Article I.

Section 2. Life Member

Life members are those members who, for a period of at least five consecutive years immediately prior to retirement were active members of the Union for whom a Chapter president files an application for life membership for the member and agrees to have dues deducted annually from the Chapter's per capita refund. Life membership shall not be available to those persons affiliated with a competing labor organization.

Section 3. Retired Member

Membership is open to any retired employee who was an active member at the time of retirement. Retired members shall have all rights and privileges of an active member, except the right to seek office as a president or vice president and to vote on ratification of a collective bargaining agreement. Retiree membership shall not be available to those persons affiliated with a competing labor organization.

Section 4. Honorary Member

An Honorary Member has no voting privileges and cannot hold any appointed or elected office within OCSEA. An honorary member is appointed by the president with the approval of the Board of Directors.

Section 5. Member-At-Large

Any OCSEA member who accepts employment with the AFL-CIO or any associated organization, such as but not limited to labor representative at United Way, will be able to maintain membership in OCSEA by payment on a quarterly basis of the dues amount last paid by the individual while an active member. Member-at-large status is not available to a fair share fee payer.

Article III – State Officers

Section 1. Composition

The president, vice president and secretary-treasurer of OCSEA, AFSCME, Local 11 may be placed on full time administrative leave with pay to conduct union business. The union shall reimburse the employer for all costs associated with placing the employees on administrative leave with pay.

Section 2. Qualifications

A. The state officers of this Union shall be active employees within any bargaining unit represented by OCSEA and active members of the union for a period of at least two (2) continuous years immediately preceding their election or appointment and shall be nominated and elected or appointed as hereinafter provided.

B. No candidate for an office in the Union shall be nominated, elected or appointed if convicted of a felony within five years after completion of sentence and/or probation, preceding nomination for a given office.

C. Affiliation with a competing labor organization by a state officer after election shall be deemed an automatic resignation and shall disqualify a member from nomination, election, appointment to or maintenance of the office.

D. Candidates running for state office shall have the opportunity to announce their intentions in the OCSEA Publication three (3) months before the regular biennial convention. Each candidate may submit up to 200 words, as long as the language is not defamatory towards other candidates.

Section 3. Election of Officers

A. The state officers shall be elected at every second regular biennial convention and shall serve a four (4) year term.

B. Membership dues money from Chapters, District Councils, Assemblies, or the Union, including the AFL-CIO and AFSCME, shall not be used in election campaigns for union offices.

Section 4. Office Vacancy Succession

Should a vacancy occur during the term of the office of the president, the vice president shall move up automatically, and the resultant vacancy of vice president shall be filled by action of the Board of Directors. Should a vacancy occur during the term of office of the vice president or secretary-treasurer, the resultant vacancy in either position shall be filled by action of the Board of Directors.

Section 5. Vacancy Definition

A vacancy in office shall exist whenever an elected or appointed state officer is not in active pay status for one hundred and eighty (180) days, unless a longer period is recommended by the Judicial and Internal Affairs Committee and approved by the Board of Directors.

Resignation or retirement from public service will result in an automatic vacancy.

Section 6. Restrictions of State Officers

The state officers shall not retain, be elected to or be appointed to any Chapter, District Council or Assembly elective office, except for stewards.

Section 7. Removal from Office

Any state officer may only be removed for the reasons set forth in Article XIII, Section 1 – Charges, or by a two-thirds ($\frac{2}{3}$) vote by secret ballot of the certified delegates present and voting at any regular biennial convention of this Union, or any special convention called for that purpose. These sanctions may only be imposed with due process pursuant to OCSEA State By-Laws Article IX, Section 2.

Section 8. Executive Committee

The president, vice president and secretary-treasurer shall comprise the Executive Committee.

Section 9. Duties of the State Officers

A. Duties of the President

The president shall be the Chief Executive Officer of the Union and shall oversee the affairs of the Union in accordance with the State Constitution, with the policy decisions of the Convention, and the Board of Directors. The duties of the president shall include but are not limited to the following:

1. Presides at all meeting(s) of the Union, including but not limited to, Conventions, Board of Directors meetings and Executive Committee meetings.
2. Appoints Standing Committee Chairperson(s), with the approval of the Board of Directors, and assigns members to Standing Committees.
3. Appoints special committees as necessary.
4. Assigns Chapters to Board members.
5. Appoints a retired member to the Board of Directors to represent retirees. The term of the retired member shall run concurrently with that of the president.
6. All checks issued by the Union shall be signed by the president and the secretary-treasurer or their designees.
7. Perform generally such other duties as usually pertain to this office, and those duties and functions specified in the State Constitution and State By-Laws.

B. Duties of the Vice President

The vice president shall assist the president when called upon to do so in the performance of his/her duties. In the absence or disability of the president, the vice president shall perform the duties of the president.

C. Duties of the Secretary-Treasurer

The secretary-treasurer shall be the chief financial and recording state officer of the Union. The secretary-treasurer shall be responsible for supervising and directing the activities of the Comptroller's office in accordance with the provisions of the State Constitution and policy decisions of the Convention and the State Board of Directors. The duties of the secretary-treasurer include:

1. Chair of the Finance Committee.
2. Oversight of the taking of minutes at all Board of Directors' meetings.
3. Oversight of all Chapter, District Council, and Assembly audits.
4. Responsibility to see that a timely audit is performed by an outside accounting firm.
5. Oversight of all financial correspondence relating to the organization.
6. Provide a copy of the minutes to the Chapter, District Council, and Assembly Secretaries, pursuant to Article II, Section 3 of the OCSEA State By-Laws.
7. In the case of absence or disability of both the president and the vice president, the secretary-treasurer shall perform the duties of the president.
8. All checks issued by the Union shall be signed by the president and the secretary-treasurer or their designees.
9. Performance of other such duties as may be requested by the Board of Directors or the State Constitution and State By-Laws.

Upon the secretary-treasurer's request, staff shall be made available to the Comptroller.

Article IV – Board of Directors

Section 1. Composition of Board

A. The Board of Directors shall consist of the state officers of the Union, one representative from each district for each one-twenty-fifth ($\frac{1}{25}$), or major fraction thereof, of the total active Union members in the state but no less than two (2) representatives from each district and one retiree representative.

B. The number of members eligible for election to the Board of Directors shall be limited to one person from either a governmental entity or Chapter in the district in which the Chapter is located.

C. No vacancy shall exist by virtue of a failure of a district to elect the number of Board of Directors members to which it is entitled.

D. If a state bargaining unit, or aggregation of local government bargaining units, consisting of at least one/twenty-fifth ($\frac{1}{25}$) of the total active membership is not represented by an officer or member of the Board, a special Board seat shall be added to the Board and shall be filled by election by the Board from among nominees who are active members in such bargaining unit. Procedures for such election shall be the same as those used to fill a vacancy on the Board.

Section 2. Powers of Board/Source

The Board of Directors shall be the governing body of the Union between conventions.

Section 3. Qualifications for Board Membership

A. Only such employees who are active members of the Union for a period of at least two (2) continuous years immediately prior to election or appointment shall be eligible for election or appointment to the Board of Directors.

B. Board of Directors members must be employees within jurisdictions represented by OCSEA in order to run for the Board, be appointed or elected to any state office or seat on the Board of Directors, or to maintain their seat on the Board, or to maintain their office. The only exception would be a retiree sitting on the Board specifically representing retirees.

C. No candidate for a seat on the Board of Directors in the Union shall be nominated, elected or appointed if convicted of a felony within five (5) years after completion of sentence and/or probation, preceding the nomination for such seat.

D. Affiliation with a competing labor organization shall disqualify a member from nomination, election, appointment to or maintenance of a seat on the Board of Directors.

Section 4. Board Districts

The districts of the Union, for the purpose of electing Board of Directors members, shall be as defined in the State By-Laws Article II, Section 4. In so doing, consideration shall be given to the relative number of members residing in such districts.

Section 5. Election to the Board

A. The authority for the conduct of Board of Directors' elections is defined in the Constitution. All active members shall vote in the district which contains the Chapter to which the member is assigned, regardless of their place of residence.

B. An outside accounting firm shall be hired to handle all district elections to the Board of Directors. It shall be the responsibility of said firm to prepare the ballot, mail it to a member's address, collect, tabulate, and certify the results of the election to the officers and all Board of Directors members, as well as all candidates. The firm shall be selected by the Board of Directors. Ballots shall be mailed to a member's address and shall be returned to the selected firm within 15 days. The ballots shall include the last acceptable postmark date by which the ballot must be returned.

Section 6. Declaration of Vacancy

A. Any officer, or Board of Directors member, or presidential appointee, who fails to attend two consecutive regular Board meetings without excuse and/or submitting, prior to a board meeting, a written reason acceptable to the Board, shall be deemed to have vacated the office.

B. Positions on the Board of Directors shall be elected in the following manner:

1. One-half (as nearly as possible, the exact number to be determined by the Board of Directors) shall be elected for a three (3) year term or until successors are elected, qualified and installed, said term to commence with the next regular Board of Directors meeting.
2. One half (the remaining half) shall be elected for a three (3) year term or until successors are elected, qualified and installed, said term to commence with the next regular Board of Directors meeting.
3. In accordance with Section 6(B)(1) and (2) above the terms shall be as follows:

YEAR ELECTED	TERM EXPIRATION
2005	2008
2006	No Elections Held
2007	2010
2008	2011

Section 7. Term of Office

All persons elected to positions on the Board of Directors shall serve a three (3) year term.

Section 8. Vacancy in Office

A vacancy in office shall exist whenever a Board of Directors member is removed for just cause or is involuntarily off the public payroll in excess of ninety (90) days, for other than a medical leave of absence. No vacancy shall exist by virtue of illness, job abolishment, transfer, layoff or any austerity program, or while any appeal of an employer action is in progress. However, this section in no other way alters the qualifications for Board membership as provided in Article IV, Section 3(B) of the State Constitution upon expiration of such member's term. In the event of a leave of absence, an appropriate period may be recommended by the Judicial and Internal Affairs Committee and then may be approved by the Board of Directors.

Section 9. Board Meetings/Quorum

A majority of the Board of Directors shall constitute a quorum for the purpose of conducting and transacting business. Meetings of the Board of Directors shall be held bi-monthly at such times and places as it may determine. Special meetings may also be called as provided for in the State By-Laws Article II, Section 2.

Section 10. Corporate Action

Members of the Board of Directors shall constitute the Board of Trustees as provided in the statutes for the purpose of corporate action.

Section 11. Notice of Board Members to Subordinate Bodies

After the Board of Directors' election, the Executive Director shall publish in the OCSEA Publication and send a list of the names, addresses, districts served, and department by which employed, of all members of the Board of Directors and the state officers to the president of each Chapter, Assembly and District Council.

Section 12. Board Expenses

Expenses for Board of Directors members shall be paid by the Union. Expenses incurred by officers, Board of Directors members, Board Committees and Committee members, and those serving on such Union bodies, as well as those officers and agents of all Subordinate Union bodies, shall be reimbursed in the manner set forth in the State By-Laws Article II, Section 1(E).

No expenses for Board of Directors or officers shall be paid without a receipt or adequate explanation in writing. Records of expenses for Board of Directors and officers shall be retained on file at OCSEA's Central Office for members' viewing during normal business hours.

Section 13. Recall of Board Members

Any Board of Directors member except the president, vice president, secretary-treasurer may be recalled by an affirmative vote of two-thirds (⅔) of the members of that district voting. The recall shall be conducted pursuant to OCSEA State By-Laws Article X.

Article V – Duties of Board of Directors

Section 1. Fiscal Responsibility

The Board of Directors shall be responsible for an annual operating budget and such budget shall be limited to the anticipated income for a given budget period. The Board of Directors shall carry out the mandate and policies laid down by conventions, within 180 days following adjournment, and shall have full power to take such actions as are necessary and expedient to attain maximum operating efficiency and to give substance to the purposes of the Union. At least twelve (12) months in advance, the Board of Directors shall fix the date and location of the regular biennial convention.

Section 2. Bonding of Officers and Agents

A surety bond, in such amount as the Board of Directors shall determine, shall be given by the secretary-treasurer of the Union, and such officers and employees as may be required by the Board of Directors, and the premium for such bond, or bonds, shall be paid by the Union.

Section 3. Documents, Property, Funds Held in Trust

All officers and members of the Board of Directors, upon their removal from office or their resignation or at the expiration of their terms, shall surrender to the secretary-treasurer of the Union all records, documents of a confidential nature, property and funds of the Union within their possession or control.

Section 4. Board Policies

A. All policies of the Board of Directors shall be provided to all Chapter, District Council, and Assembly presidents within sixty (60) days of their passage.

B. Board policies shall expire on the eve of each biennial convention.

Section 5. Board of Directors Powers

A. The Board of Directors shall have the power to make an official ruling and/or Board policy. Such ruling or policy shall be binding on the Chapter, District Council or Assembly involved.

B. No member of the Board of Directors shall sit in judgment and render decisions involving any irregularity in the Chapter, District Council or Assembly of which he or she is a member.

Section 6. Call for Presidents' Conference

The Board of Directors shall call a conference of presidents biennially, in years in which there is no regular convention.

Article VI – State Board Committees

Section 1. Standing and Special Committees

A. The State president shall appoint the following standing committees: Governmental Affairs Committee, Membership and Public Relations Committee, Finance Committee, Alternative Contractual Obligations Committee, Judicial and Internal Affairs

Committee, Women's Action Committee, the Committee for Minority and Community Affairs, the Education Committee, and the Veterans Advisory Committee. The State president shall appoint special committees as needed in the conduct of the Union's business. These committees shall meet on a regular basis in conjunction with the State Board meeting(s).

B. The State president shall, with the advice and consent of the Board of Directors, appoint committee chairpersons with the exception of the Finance Committee. Said chairperson may be removed by a simple majority of a roll call vote of Board of Directors members present at a meeting.

C. The State president may request a staff member to be assigned to each committee named in Article VI, Section 1(A) to aid, assist and advise the committee in an ex-officio capacity with the permission of the committee chairperson concerned.

Section 2. General Members on Board Committees

Any active member of the Union may be appointed by the State president to serve on any committee; provided, however, that a majority of each committee be Board of Directors members.

Section 3. Committee Duties

Each committee shall perform such duties and assume such responsibilities as may be assigned to it by the Board of Directors or as may be delegated to it through the State Constitution or State By-Laws of this Union.

A. The Governmental Affairs Committee shall have oversight of the Union's Legislative program and, as such, shall have oversight and general supervision of the endorsement of any candidates for public office by this Union. The Governmental Affairs Committee of the Board of Directors shall constitute the OCSEA Political Action Committee (OCSEA-PAC). All expenditures of OCSEA-PAC funds shall be made only by the OCSEA-PAC or with the approval of the OCSEA-PAC in the manner adopted by OCSEA-PAC. The OCSEA-PAC shall report its actions to the Board of Directors at its regular bi-monthly meetings. Chapter, District Council, and Assembly PAC's are prohibited.

B. The Membership and Public Relations Committee shall review and recommend those programs, current or proposed, which deal with the recruitment and retention of the Union's membership, to the Board of Directors. This committee shall also offer input regarding the Union's relations with the various media and the internal communications of the Union.

C. The Finance Committee shall review and make recommendations regarding all finances, general resources of the Union, income and disbursements to the Board of Directors. The Finance Committee shall also review the annual budget for recommendation to the Board of Directors.

D. The Alternative Contractual Obligations Committee, formerly known as the Local Government Committee, shall (1) develop and review issues pertaining to all negotiated collective bargaining agreements other than the main state employee collective bargaining agreement and (2) have input into developing educational and informational formats dedicated to the affected membership.

E. The Judicial And Internal Affairs Committee shall oversee the resolution of matters, except those related to staff, pertaining to disputes or irregularities at any level of the union, including but not limited to, Chapter, District Councils, and Assemblies. Internal controversies conducted pursuant to Article VII of the Subordinate Body Constitution, which remain unresolved, shall then be appealable to JIAC within fifteen (15) days of the body meeting. Hearings will be held for election protests, alleged constitutional violations and other issues, in a timely manner, and conducted pursuant to Article IX, Section 2 of the OCSEA State By-Laws. JIAC recommendations shall be presented to the State Board for approval and inclusion in the minutes.

No State officer shall be an ex-officio member of this committee.

F. The Committee for Minority and Community Affairs shall develop the Union's minority affairs program. The Committee for Minority and Community Affairs shall address minority concerns within OCSEA and the community.

G. The Women's Action Committee shall promote and encourage the participation and development of women in leadership roles in the Union and the workplace through on-going education and training. The committee shall also seek to inform and educate all members on the issues affecting women and the family and actively work in support of legislation impacting women and families.

H. The Education Committee shall promote and have the oversight of labor education programs developed for and delivered to the Union membership.

I. The Veterans Advisory Committee shall strive to protect, enhance, and promote the rights of veterans, active military personnel, and their families. It will accomplish these goals by establishing positive links with veterans' organizations, state and local agencies, and other community resources.

Section 4. Committee Appointments

Except as otherwise provided, committee appointments may be changed by the State president at any time with the advice and consent of the Board of Directors.

Article VII – Chapters, District Councils, and Assemblies

Section 1. Chapters

Chapters of this Union may be formed in counties, state institutions, or local offices of any governmental departments whenever there exists a community of interest of active members of the Union who are employed by such state institutions, local offices or governmental departments or who reside in such counties.

Section 2. District Councils

District Councils may be formed in each Board district of the Union, as defined in Article II, Section 4 of the OCSEA State By-Laws, whenever a majority of the Chapters within the geographic area of a Board district of the Union petition the Board of Directors for such privilege.

Section 3. Assemblies

Assemblies of like entities (agencies of government) may be formed by a majority of Chapters having members in such agency by petitioning the Board of Directors for the establishment of such Assembly. The name of such Assembly shall reflect the agency represented, i.e. ODOT, ODJFS, Local Government, etc.

Section 4. Deactivation of Chapter, District Council, or Assembly

Any Chapter, District Council or Assembly which fails, for a period of one (1) or more fiscal years, to comply with the definition of active Chapters, District Councils, and Assemblies shall be declared deactivated. In the case of Chapters, all members shall be assigned to an active Chapter meeting most closely the departmental or working condition of each employee. Any properties in the possession of a deactivated Chapter, District Council or Assembly shall become the property of the Union. Any funds currently outstanding or in the possession of a deactivated Chapter, District Council or Assembly shall be transferred on a prorated basis to the OCSEA Chapter, District Council or Assembly to which the members have now been assigned.

Section 5. Funds and Assets

In those instances where OCSEA affiliation no longer exists, all funds and assets remain the property of OCSEA, unless otherwise ordered by the Board of Directors.

Section 6. President's Conference

A. Each active Chapter shall be entitled to send a minimum of two representatives, which includes the automatic representative in Part B. Each active Chapter is also entitled to an additional representative for each one hundred (100) members. Members of the State Board of Directors shall be automatic representatives at the conference.

B. The president of a Chapter, District Council or Assembly shall be an automatic representative to the Presidents' Conference. In the event the president is unable to attend the conference as the automatic representative of the Chapter, District Council, or Assembly, then the vice president shall be the automatic representative. In the event the vice president is unable to attend the conference as the automatic representative of the Chapter, District Council, or Assembly, then the secretary or secretary-treasurer shall be the automatic representative. In the event the secretary is unable to attend the conference as the automatic representative of the Chapter, District Council, or Assembly, then the treasurer shall be the automatic representative.

C. At a conference of presidents, a simple majority of representatives present shall constitute a quorum.

D. The conference may consider any matters for the good of the Union and make recommendations to the Board of Directors or to any future convention of the union to be given due consideration.

Section 7. Definitions and Qualifications for Active Status

Chapters, District Councils, and Assemblies of the Union shall be deemed to be active Chapters, District Councils, or Assemblies within the meaning of this section as follows:

A. The Chapter, District Council, and Assembly shall hold at least one meeting and one executive board meeting per quarter.

B. Elections of officers and executive board members are held at least every three (3) years; and

C. The Chapter, District Council or Assembly has submitted approved financial reports to the comptroller as required.

Article VIII – OCSEA Conventions

Section 1. Convention Provisions

A. All biennial and special conventions shall be held under the management of the Executive Director and staff, at the direction of the Board of Directors.

B. Notice of the time and place of any regular biennial convention shall be mailed to the president and secretary of each Chapter, District Council, and Assembly at least one hundred eighty (180) days prior to the date thereof.

C. Special conventions shall be called by the president when there is filed with him/her a written petition of a majority of the active Chapters requesting a special convention, provided that all the written petitions were adopted at a Chapter meeting. Special conventions may also be called by the Board of Directors, for a specified reason, with a recorded two-thirds ($\frac{2}{3}$) vote.

The president shall call such special conventions within sixty (60) days after the filing of such petitions. Notice of the special convention shall state, in addition, the purpose of the special convention and no business shall be transacted at such special convention other than that so stated in the notice.

D. All biennial and special conventions shall be held at union facilities where feasible.

E. No material shall be distributed or sold at any OCSEA biennial or special convention unless the material is union made, as evidenced by the union label. If the material is not union manufactured, then the material shall at least be American made. No printed material shall be distributed without being union printed, as evidenced by the union bug, with the exception of in-house printed material.

Section 2. Quorum

Thirty-five percent (35%) of the certified delegates shall constitute a quorum for the purpose of conducting business at any convention.

Article IX – Delegates

Section 1. OCSEA Convention Delegates

A. Delegates-At-Large

1. Automatic

All state officers, members of the Board of Directors and Chapter, District Council or Assembly presidents of this Union shall be delegates-at-large to all conventions. In the event that the Chapter, District Council, or Assembly president is unable to attend the convention as the Chapter, District Council, or Assembly's authorized delegate, the vice president shall be the delegate-at-large. In the event that the Chapter, District Council, or Assembly vice president is unable to attend the convention as the Chapter, District Council, or Assembly's authorized delegate, the secretary or secretary-treasurer shall be the delegate-at-large. In the event that the Chapter, District Council, or Assembly secretary or secretary-treasurer is unable to attend the convention as the Chapter, District Council, or Assembly's authorized delegate, the treasurer shall be the delegate-at-large.

2. Succession

If a Chapter, District Council, or Assembly president is a delegate-at-large by virtue of another elected position, the Chapter, District Council, or Assembly vice president shall be the delegate-at-large representing the Chapter, District Council or Assembly. If a Chapter, District Council, or Assembly vice president is unable to attend the convention as the Chapter, District Council or Assembly's authorized delegate, the secretary or secretary-treasurer shall be the delegate-at-large. In the event that the Chapter, District Council, or Assembly secretary or secretary-treasurer is unable to attend the convention as the Chapter, District Council or Assembly's authorized delegate, the treasurer shall be the delegate-at-large.

B. Other Convention Delegates

Each Chapter shall be entitled to at least one delegate and one alternate to the OCSEA biennial convention or any OCSEA special convention, in addition to the delegate-at-large provided in Section 1(A). An elected delegate who is unable to attend shall be replaced by an alternate. If the Chapter has elected more than one alternate, the alternate shall be selected in order of the highest to the lowest number of votes received. In the event of a tie, the executive board of the affected Chapter, District Council, or Assembly shall select one of the tied alternates.

C. Additional Delegates

A Chapter shall be entitled to one (1) additional delegate and alternate for each one hundred (100) members. Membership for this purpose shall mean the number of active members listed as of 60 days preceding the opening date of any convention.

D. Delegate Qualifications

All delegates and alternates must be active members of the Union.

E. Election of Delegates

Fifteen (15) days notice must be given prior to the election of delegates and alternates. The election shall be conducted in accordance with OCSEA's election procedure pursuant to the OCSEA Subordinate Body Constitution Article VI at least ten (10) days before, but not more than 180 days prior to the start of a convention, and the credentials shall be forwarded immediately by the body's secretary to the secretary-treasurer of the Union.

Section 2. Assembly Delegates

A. Voting delegates to an Assembly shall consist of each Chapter president (if the Chapter president is employed by the agency that forms the Assembly), or his/her designee from the appropriate agency and one other delegate from the appropriate agency elected by the members of the Chapter who are employed by the agency that forms the Assembly.

B. State Board of Directors members who work in the agency represented by the Assembly shall be voting members of the Assembly.

C. The term of office for an Assembly delegate shall be three (3) years. Delegates shall be elected in conjunction with the Chapter's election of officers and executive board members pursuant to Article VI of the Subordinate Body Constitution. A Chapter shall be entitled to elect delegates to every Assembly which represents agencies covered by its jurisdiction.

D. Delegates to the Assembly may be removed by the Chapter from which they were elected for failure to attend two (2) consecutive meetings of the Assembly without being excused. When an emergency precludes advance notification, the body may retroactively grant an excused absence.

Section 3. District Council Delegates

A. Delegates to a council shall consist of each Chapter president or his/her designee and one other delegate elected by the Chapter.

B. State Board of Directors members shall be voting delegates in the District Council from which they were elected.

C. The term of office for a District Council delegate shall be three (3) years. Delegates shall be elected in conjunction with the Chapter's election of officers and executive board pursuant to Article VI of the Subordinate Body Constitution.

D. Delegates to the District Council may be removed by the Chapter from which they were elected for failure to attend two (2) consecutive meetings of the District Council without being excused. When an emergency precludes advance notification, the body may retroactively grant an excused absence.

Section 4. International Convention Delegates

A. The State Board of Directors shall determine the number of delegates to represent the Union at the biennial convention or any

special convention of the International Union. By virtue of election to their respective positions, the State president, State vice president, State secretary-treasurer and State Board of Directors members shall be eligible to be delegates to the International Convention.

B. In the event that the State Board of Directors determines that the number of delegates to attend the International Convention is less than the number delineated above, the State Board of Directors shall determine which individuals from those delineated above shall attend using the following order of priority: State president, State vice president, State secretary-treasurer, one (1) Board Member from each of the State Board of Directors Districts and Board members selected proportionately, according to the Union membership of their respective districts.

C. Should the number of delegates authorized by the State Board of Directors to attend such International Convention exceed the number of State Officers and Board of Directors members attending such International Convention, additional delegates shall be selected from amongst the Districts on a pro-rat a membership basis.

Article X – Staff

Section 1. Executive Director/Comptroller

A. The Board of Directors shall employ and fix the compensation and tenure of an Executive Director and a Comptroller at the next regular Board of Directors' meeting following the biennial convention for a duration not to exceed three (3) years, to take effect at the expiration of present contracts. Both shall be directly and exclusively accountable to the Board of Directors for their performance of their respective duties.

B. The Executive Director and/or Comptroller shall only be removed by a $\frac{2}{3}$ vote of the total State Board of Directors.

Section 2. Responsibilities of the Executive Director

The Executive Director, at the direction of the Board of Directors, shall be responsible for the general management of the Union except for those duties directly assigned to the Comptroller or found elsewhere in this Constitution. The Executive Director shall employ, determine the duties, and fix the compensations of an administrative staff. However, any changes pertinent to the structure or organization shall be submitted to the Board of Directors for approval prior to implementation. The compensation of such employees shall be limited to the funds available in the personnel services item of the budget.

Section 3. Contracting for Services

No officer, Board of Directors' member or employee may contract for the Union for any service or item of tangible personal property exceeding \$5,000, other than routine salary arrangements or routine operating expenses, nor endorse any issue or program, excluding legislative bills, for the Union without the approval of a majority of the Board of Directors. Any such contracted work required by the Union above \$5,000 is to be put out for bid. Special efforts shall be made to contract with Union firms or minority firms.

Section 4. Staff Appeal Rights

Each Union non-contract staff member shall have a right to an appeal before a mutually agreed upon uneven number of members from the Board of Directors, in case of layoff, demotion, termination, reduction in pay, status, or suspension. This shall also be the final step of the grievance procedure. Any decision reached shall be final.

Article XI – Rules of Order

Section 1. Parliamentary Procedure

Robert's Rules of Order, Newly Revised shall govern the conduct of conventions of the Union and meetings of the Board of Directors unless in conflict with this State Constitution or rules adopted at such convention.

Section 2. Executive Session

Except as otherwise provided, the Board of Directors may deliberate in Executive Session but take no official action during Executive Session. In the absence of an emergency, the Board of Directors may not meet in Executive Session unless an invitation is extended by the Board of Directors to one District Council president, Assembly president or Chapter president in attendance, who is not a Board member and who is selected by the Chapter, District Council, and Assembly presidents in attendance at that Board of Directors' meeting to attend said Executive Session. The Chapter, District Council, or Assembly president selected shall have the right to participate in the deliberations. An Executive Session may be called to consider matters arising under Article X, Section 4 of the State Constitution if the staff member is in agreement. The staff member concerned will be notified and given the opportunity to attend.

Article XII – Dues

Section 1. Amount

A. Dues shall be 1.25% of the member's base rate of pay per bi-weekly pay period, effective September 17, 1995. Those not paying on a bi-weekly basis shall be prorated accordingly.

B. Membership dues shall be payable through payroll deduction or by cash payment to the OCSEA Central Office. Any member will be considered in good standing who is paying dues through regular payroll deduction for so long as such person continues to pay through such deduction method, or who pays cash dues by the 14th day following the end of the payroll period for which the payment is due. A member who fails to pay dues in accordance with the terms described herein shall be an inactive member upon failure to pay dues for two consecutive payroll periods.

C. However, a member who has been terminated, laid off or suspended and has a grievance pertaining to the adverse job action which remains unresolved, or who is on a sanctioned strike or is locked out shall not be required to make dues payments in order to remain in active status while not on the payroll.

D. Members who have dues payments interrupted as a result of workers' compensation or disability leave shall not be suspended as a result of non-payment of dues for the first 13 pay periods of such interruption. Dues payments are not interrupted as long as members receive sick leave, disability benefits or other employer provided remuneration. Thereafter, the dues shall be set at the current amount established by the AFSCME International Constitution for members-at-large for the remainder of the period of the interruption of dues deduction.

E. A member who becomes inactive under the provisions of this section may be reinstated to active membership upon payment of all arrearages or upon payment of a reinstatement fee equal to two months' dues, not to exceed \$25.00.

F. Members on military leave shall remain active members for the duration of any period in excess of paid military leave.

G. In the event that an OCSEA officer, Board Member, Chapter, District Council, or Assembly officer becomes delinquent in payment of dues, that person shall be notified in writing by certified and regular mail by the OCSEA secretary-treasurer of his/her delinquency status. If such person does not become a member in good standing by payment of all arrearages within 14 calendar days of such notice, he/she shall stand removed from the office(s) which he/she holds and such office(s) will be filled pursuant to the appropriate provision of this Constitution.

Section 2. Refunds, Credits, and Assessments

A. Each active Chapter as defined in Article VII, Section 7 of the State Constitution shall receive a quarterly refund in an amount equivalent to 9% (nine percent) with a minimum of \$900 for Chapters with less than fifty (50) members and a minimum of \$1,100 for Chapters with fifty (50) or more members, of the bi-weekly dues received for each active member and fair share fee payer who has paid monies in advance for one or more months in said quarters and for those who, under the payroll deduction method, have caused to be remitted dues for one or more of the months of said quarter. Chapters shall receive rebates in the same manner for fair share fee payers.

B. Each chartered District Council and chartered Assembly shall receive a quarterly refund in an amount equivalent to 1% (one percent) of the dues received bi-weekly for each active member in the district or Assembly under the terms described above for Chapters. However, the quarterly refund made to an Assembly shall not be less than \$500.

C. The Union shall credit .85% of the dues received bi-weekly to the convention fund for use in defraying the expenses of the biennial and special conventions and the Presidents' Conference. Such amounts shall be taken from the dues of each active member who has paid his/her dues directly or caused dues to be remitted to the Union before the end of the month of said action.

D. When dues are remitted to the Union by cash members and annual members, the Union shall remit the above amounts to the Chapters, District Councils, and Assemblies and shall credit the convention fund in the amount specified above, which will cover the period of such advancements.

E. Any Chapter, with the approval of the Board of Directors, may levy voluntary assessments on its members. Where allowable by Ohio law, membership dues may be remitted to the Chapter by the state or political subdivision thereof with the approval of the State Board of Directors, and individual Chapters will be responsible to send dues to central office.

Section 3. Qualifications for Refunds

To qualify for such Chapter, District Council or Assembly refund, each active Chapter, District Council or Assembly shall file quarterly financial statements with state headquarters on a form prescribed by the Board of Directors. Upon failure of a Chapter, District Council or Assembly to meet any of the conditions required by the State Constitution and State By-Laws to qualify for a refund, the Board of Directors shall withhold payment of such refund until such requirements are met. A request for Chapter, District Council or Assembly refunds more than four quarters in arrears shall not be honored. Disputes concerning timeliness shall be referred to the Judicial and Internal Affairs Committee for recommendation to the Board of Directors, whose decisions in the matter are final.

Section 4. Initial Refund

Whenever a new Chapter, District Council, or Assembly is organized and some of the members have previously been members of another Chapter, District Council, or Assembly, the funds and assets of the Chapter, District Council, or Assembly to which the members had previously been members shall be divided between the affected bodies in such manner or proportions as the Board of Directors may deem fair and reasonable.

Section 5. Dues Distribution

Effective with the pay period including January 1, 2008, all dues and fair share fee monies received shall be credited to the following accounts:

1. General Fund	88.15% (eighty-eight and fifteen	one-hundredths percent)
2. Chapter Refund	9% (nine percent but no less	than \$900 for Chapters
	with less than fifty (50)	members and \$1,100 for
Chapters with fifty (50)	members or more.)	
3. District Refund	1% (one percent)	
4. Assembly Refund	1% (one percent or \$500	whichever is greater)
5. Convention Fund	.85% (eighty-five one-hundredths	percent)

Article XIII – Chargeable Offenses

Section 1. Charges

Any member who has been charged by another member or members or Chapters, District Councils, or Assemblies of this Union shall be so charged in writing only to the Judicial and Internal Affairs Committee of violating the following:

A. Violation of any provision of this OCSEA State Constitution and OCSEA State By-Laws, the Uniform Subordinate Body Constitution, or of any officially adopted and approved By-Laws of a Chapter, District Council, or Assembly to which the member being accused is subject.

B. Misappropriation, embezzlement, or improper or illegal use of union funds.

C. Any action by any officer or member, which results in the expenditure of money, which is the property of the Union or any Chapter, District Council, or Assembly, without proper authorization.

D. Acting in collusion with Management to the detriment of the welfare of the Union or its membership.

E. Any activity which assists or is intended to assist a competing organization within the jurisdiction of the Union.

F. Refusal or deliberate failure to carry out legally authorized decisions of the convention, the State president, the State Board of Directors or Executive Board of a Chapter, District Council, or Assembly of which the accused is a part.

G. Willful violation of a legally negotiated and approved Collective Bargaining Agreement.

H. Using the name of the Union or of a Chapter, District Council, or Assembly in an unauthorized manner or for an unauthorized purpose.

I. Obtaining membership through fraud or misrepresentation.

J. Deliberately interfering with any official of the Union or of a Chapter, District Council, or Assembly in the discharge of such official's lawful duties.

K. The solicitation or acceptance of a bribe or the acceptance of any gift of more than nominal value from any employer, member, group of members or employee of the Union, or from any person or firm which has or is seeking to establish a business relationship with the Union or any Chapter, District Council, or Assembly.

L. Conviction of a crime, the nature of which is such as to bring the union as an organization into disrepute.

M. Knowingly submitting a false financial or audit report to the Union or any Chapter, District Council, or Assembly or knowingly and intentionally making any false financial report or statement to any lawfully constituted body at any level of the union.

Section 2. Sanctions

A member shall be warned, fined, or have the rights and duties of membership suspended for any period of time, or expelled based on an affirmative finding of such offense. Such sanctions may not be imposed without due process as provided for in Article IX, Section 2 of the OCSEA State By-Laws.

Section 3. Removal from Office

Any state officer (president, vice president, secretary-treasurer) may only be removed for the reasons set forth in Section 1 - Charges, or by a two-thirds ($\frac{2}{3}$) vote by secret ballot of the certified delegates present and voting at any regular biennial convention of this Union, or any special convention called for that purpose. These sanctions may only be imposed with due process as provided for in Article IX, Section 2 of the OCSEA State By-Laws.

Article XIV – Contract Ratification

Section 1. Opportunity to Vote

All members shall be afforded an opportunity to vote concerning the acceptance or rejection of their Collective Bargaining Agreement. No union representative may affix his/her signature to such agreement until ratification has taken place.

Section 2. Review of Tentative Agreement

Prior to ratification, all new contract language negotiated by this Union will be presented in draft form to all affected members.

Section 3. Meetings

A minimum of one hour should be allocated for questions and answers prior to the ratification of the contract.

Section 4. Ratification

The new contract language shall be ratified at the Chapter level.

Article XV – Trusteeships

Section 1. Grounds for Trusteeship

A. If the president finds (1) that a Chapter, District Council, or Assembly has seceded or purported to secede, (2) that dissolution or secession of a Chapter, District Council, or Assembly is threatened, or (3) that dissipation or loss of the funds or assets of a Chapter, District Council, or Assembly is threatened, or (4) that the Chapter, District Council, or Assembly has deliberately filed false rebate forms or other financial or audit reports with OCSEA or (5) that a Chapter, District Council, or Assembly is acting in violation of OCSEA's State Constitution or State By-Laws, so that in the opinion of the OCSEA president an emergency situation exists or (6) that the Chapter, District Council, or Assembly or its officers or its members are conducting affairs so as to seriously undermine OCSEA and the president determines that the circumstances constitute an emergency, the OCSEA president is empowered to place such Chapter, District Council, or Assembly under trusteeship pending notice and hearing. Upon placing a Chapter, District Council, or Assembly in trusteeship, the OCSEA president shall refer the matter for hearing in accordance with the procedures set forth in Section 2 of this Article, shall notify the Chapter, District Council, or Assembly, and shall promptly submit a written report to the Executive Director and all members of the Board of Directors notifying them of the imposition of the trusteeship and the reasons for taking such action.

B. If the president of OCSEA has reasonable cause to believe that a Chapter, District Council, or Assembly or its officers or members are (1) engaged in financial malpractice, or (2) violating the obligations of a collective bargaining agreement between any employer and OCSEA, or (3) acting in violation of OCSEA's State Constitution or State By-Laws, or (4) conducting the affairs of the Chapter, District Council, or Assembly in such a manner as to directly and seriously jeopardize the fundamental rights and interests of the membership of the Chapter, District Council, or Assembly or OCSEA, and that such conduct cannot or will not be immediately remedied by the Chapter, District Council, or Assembly, but such action does not constitute an emergency situation, the OCSEA president shall refer the matter to the Judicial and Internal Affairs Committee for hearing in accordance with the procedures provided in Section 2 of this Article to determine if such actions have occurred and make recommendations necessary to impose a trusteeship.

C. The Judicial and Internal Affairs Committee, with the approval of the Board of Directors, shall have the power, after appeal and due process procedures as spelled out in the State By-Laws Article IX, Section 2(F), to place any Chapter, District Council, or Assembly under trusteeship if it determines that alleged grievances or irregularities are of sufficient importance.

Section 2. Due Process

A. After a matter is referred to the Judicial and Internal Affairs Committee pursuant to Section 1 of this Article, the chair of the Judicial and Internal Affairs Committee shall schedule the matter for hearing. At least ten days' written notice shall be provided to all interested parties, prior to the hearing, which will be held not later than twenty-one days after the imposition of any trusteeship pursuant to Section 1, paragraph (A) of this Article. All interested parties shall be given a fair opportunity to present evidence in support of their positions.

B. After the hearing has been closed, the Judicial and Internal Affairs Committee will review the evidence and by a majority vote of those present at the hearing, based on the preponderance of the evidence, shall make a recommendation as to whether the Chapter, District Council, or Assembly has committed any of the acts stated in Section 1. If the committee determines that the Chapter, District Council, or Assembly has not committed any of the acts stated in Section 1, the trusteeship shall be vacated, but the OCSEA president shall have the right to appeal such determination to the board of directors. If the committee determines that the Chapter, District Council, or Assembly has committed any of the acts stated in Section 1, the OCSEA president shall take such action as the president deems appropriate, provided, however, that the Chapter, District Council, or Assembly shall have the right to appeal such action to the state board. The Judicial and Internal Affairs Committee is authorized to recommend such other action it deems necessary to remedy any violations of the State Constitution and State By-Laws.

Section 3. Authority of Trustee

A. In all cases where a Chapter, District Council, or Assembly has been placed under trusteeship, the OCSEA president shall assume charge of the affairs and business of such Chapter, District Council, or Assembly and may appoint a trustee for such purpose. All actions of the trustee shall be subject to the direction, instruction and approval of the OCSEA president.

B. Such trustee shall have the right, upon demand, to take possession of all the funds, properties, books and other assets of such Chapter, District Council, or Assembly for the period that the trustee is in charge, such assets to be held in trust for the benefit of the Chapter, District Council, or Assembly and to be expended only to the extent necessary for the proper conduct of the affairs of the Chapter, District Council, or Assembly. The trustee shall institute all necessary action to recover money or other property of the Chapter, District Council, or Assembly. The trustee shall be adequately bonded to safeguard the Chapter, District Council, or Assembly assets and for the faithful performance of the trustee's duties.

C. The trustee shall be authorized and empowered to suspend from office any or all of the Chapter, District Council, or Assembly officers and appoint temporary officers, from among the members in good standing of such Chapter, District Council, or Assembly, for the duration of the trusteeship; to remove or replace representatives and/or delegates of such Chapter, District Council, or Assembly; and to take such other actions as in the trustee's judgment are necessary for the preservation of the rights and interests of the members of the Chapter, District Council, or Assembly and of OCSEA. The trustee shall be empowered to conduct and manage the affairs of the Chapter, District Council, or Assembly with the assistance of the officers or temporary officers herein provided for until the trusteeship is terminated.

D. The trustee shall submit complete monthly reports of the trustee's actions and of the affairs of the Chapter, District Council, or Assembly to the board of directors and to the membership of the Chapter, District Council, or Assembly under trusteeship. Expenses of the trustee shall be paid out of the funds of the Chapter, District Council, or Assembly, if they are available, otherwise they shall be borne by OCSEA.

Section 4. Duration of Trusteeship

A. Such trusteeship shall be continued no longer than is necessary to remove the causes of its establishment. The Chapter, District Council, or Assembly shall have the right to appeal to the Judicial and Internal Affairs Committee for removal of the trusteeship on the ground that such trusteeship has been continued longer than is necessary. However, under no circumstances may such an appeal be made within six months of imposition or within six months after a prior decision by the board of directors was made to continue the trusteeship.

B. The Judicial and Internal Affairs Committee shall schedule a hearing on the appeal and permit all interested parties to present arguments in support of their positions. The Committee shall review all documents. In order to recommend to the Board of Directors that the trusteeship should continue, a majority of the members of the committee present at the hearing must vote to recommend such action. At the next meeting of the board of directors following any hearing, action shall be taken, on the committee's recommendation. A two-thirds ($\frac{2}{3}$) vote of the Board of Directors shall be required to continue the trusteeship.

Section 5. Termination of a Trusteeship

When a trusteeship is to be terminated, the trustee shall conduct elections of officers of the Chapter, District Council, or Assembly except for those elected officers whose terms shall not have expired and who have not been expelled, suspended or otherwise removed from office during the period of trusteeship and shall install such officers on the day the trusteeship is terminated. The trustee shall return all funds, books, property and other assets of the Chapter, District Council, or Assembly to its appropriate officers who shall give appropriate receipt for same. The trustee shall make a final accounting of the trusteeship and submit it to the Executive Director and the Board of Directors and to the Chapter, District Council, or Assembly.

Article XVI – Amendment of OCSEA State By-Laws and Subordinate Body Constitution

A. The Union may adopt such State By-Laws and Subordinate Body Constitution changes as are necessary or desirable to implement the OCSEA State Constitution. Proposed changes to the OCSEA State By-Laws or the Subordinate Body Constitution shall be adopted by a majority of the certified delegates present and voting at a regular or special convention, or by a three-fourths ($\frac{3}{4}$) vote of the members present at a regular meeting of the OCSEA Board of Directors.

B. Any proposed changes must be submitted in writing to the members of the Board of Directors for review. The proposal shall contain certification that it was approved for submission by a Chapter, District Council, or Assembly and shall be signed by at least two officers of such Body. After review, the proposed changes shall be publicized in the OCSEA publication not less than thirty (30) days prior to the Board meeting at which they shall be considered. The notice shall solicit comment from the membership. The proposed change(s) shall then be presented for vote by the Board of Directors.

C. Any changes to the OCSEA State Constitution, State By-Laws, or Subordinate Body Constitution adopted pursuant to Article XVI or Article XVII shall automatically supersede any Subordinate Body By-Laws which conflict.

Article XVII – Amendment of OCSEA State Constitution

Section 1. Procedure

This State Constitution may be amended at any regular convention or at any special convention called for that purpose. Proposed amendments, when printed, must be of the same context as when they are submitted and shall be submitted to the central office for distribution to Chapter presidents in sufficient quantity for distribution to convention delegates at least thirty (30) days prior to the convention date. A two-thirds ($\frac{2}{3}$) vote of the certified delegates present and voting shall be required for the adoption of amendments.

Section 2. Effective Date

Amendments adopted at the biennial or any special convention of this Union, unless otherwise provided, shall become effective on January 1, following said convention. Two printed copies of the State Constitution, as amended, will be mailed to each Chapter, District Council and Assembly president following review and approval pursuant to Article VI of the Affiliation Agreement with AFSCME International.

Ohio Civil Service Employees Association

STATE BY-LAWS

Article I – Membership

Section 1. Effective Date - Dues

- A. Active Member:** Effective date of membership is the date the card is accepted by an OCSEA member or staff person.
- B. Life Member:** Effective date of membership is the date the Chapter president signs the application. Dues shall be \$6.00 per year to be deducted annually from the Chapter's per capita refund.
- C. Retired Member:** Effective date of membership is the date dues are received in the OCSEA Central Office. Dues are \$6.00 per year.
- D. Member-at-large:** Effective date of membership shall be the date dues are received in the OCSEA central office. Time spent as a member-at-large does not count toward eligibility for future office elections.
- E. Honorary Member:** Effective date of membership is the date of Board approval.

Section 2. Retiree Chapter Membership

Upon request of either a life member or a retired member, OCSEA may take action to enroll that person in AFSCME Retiree Chapter 1184 and shall pay the first year's dues for the member. Thereafter, one-half the cost of the Chapter 1184 dues shall be deducted from the quarterly rebate for the District Council in which the member resided. The remaining half of the dues shall be the responsibility of the member.

Section 3. Membership Standing

An individual shall remain a member in good standing as long as valid payroll deduction of dues authorization remains in effect or cash dues payments are made timely. Membership shall be suspended or terminated only pursuant to the provisions of Articles XII or XIII of the State Constitution.

Section 4. Membership and Mailing Lists

- A.** Membership and mailing lists provided by the Union to any member or other person shall not be duplicated or used for any purpose other than that for which it was originally provided. Membership and mailing lists of Union members are to be maintained in a confidential manner.
- B.** Membership and mailing lists may only be released by the Union when requested, in writing, stating the purpose for the request. The request shall be presented to the Board of Directors for consideration and a majority vote of the Board of Directors shall be necessary to release such lists except as herein provided:
 - 1.** Mailing of OCSEA Publications, and Chapter, District Council, or Assembly newsletters.
 - 2.** Board of Directors approved and endorsed commercial ventures such as insurance plans, tours, etc.
 - 3.** Chapter membership lists shall be provided to all active Chapters on a quarterly basis. A Chapter mailing list may be provided where a written request has been submitted to the Central Office by a Chapter president. All Chapter membership and mailing lists shall be used for the purpose of maintaining a confidential Chapter membership roster or for mailing Chapter meeting or election notices.
 - 4.** When required to provide membership or mailing lists by a court of competent jurisdiction or by an administrative agency or government pursuant to applicable laws, rules or regulations, or when necessary to provide or acquire a sufficient current showing to win representational rights, for any other requirement under collective bargaining.
- C.** An administrative fee for providing membership, mailing lists and membership mailing labels shall be set by the Comptroller.

Section 5. Responsibilities of Members

- A.** All members shall abide by the Constitution and By-Laws of the Union, including the Subordinate Body Constitution and revisions which may subsequently be made and duly enacted.
- B.** No Chapter, District Council or Assembly shall, in any way, revise the Uniform Subordinate Body Constitution.

Article II – Board of Directors

Section 1. Duties

A. Individual members of the Board of Directors shall be responsible for: (1) promoting and maintaining the interests of the Union in the member's District; (2) assisting Chapters in their activities; (3) encouraging competent persons to seek Chapter offices; (4) suggesting and helping to promote district-wide meetings; (5) assisting and obtaining appropriate and interesting speakers and information for sharing and distributing at meetings; (6) relaying to Chapters, District Councils, Assemblies and/or the Union office

the problems of members which have been brought to their attention; (7) assisting and advising in the Chapter's nominations and election; (8) swearing in new officers and executive board members; (9) visiting assigned Chapters; (10) overseeing an internal controversy committee in an assigned Chapter, District Council, and/or Assembly; and (11) filing visitation reports.

B. The retiree representative on the Board shall be a participating OCSEA member in retiree labor organization Chapter 1184.

C. The president shall assign the Board of Directors members a number of Chapters. It shall be the responsibility of the Board of Directors members to assist his/her assigned Chapters.

D. Board of Directors members shall attend all regular and special Board meetings and meetings of any standing and special committees to which they are assigned, unless excused. To be excused, the OCSEA Central Office or the Chairperson must be notified of the absence in advance. When an emergency precludes advance notification, the president may retroactively grant an excused absence.

E. The actual and necessary expenses of members of the Board of Directors in the pursuance of their duties will be paid by the Union in conformance with the policy established by the Board of Directors.

Section 2. Meetings

A. Special meetings of the Board of Directors may be called by the president. At least ten (10) days notice shall be given for all regular meetings.

B. The Board of Directors may also take official action when time is of the essence and upon unanimous prior authority of the Executive Committee, by causing the entire Board of Directors to be polled by telephone. In taking the poll, the Executive Committee shall agree upon a common statement to be read to each Board member. The results of the poll shall be the decision of the Board of Directors and be made a part of the minutes of the next regularly scheduled Board of Directors' meeting.

C. The president shall call a special meeting of the Board of Directors upon written application by a majority of the members of the Board. At least three (3) days written notice of special meetings shall be given to each member of the Board, together with a statement of the purpose of each meeting.

Section 3. Board Meeting Minutes

A. The minutes of all meetings of the Board of Directors shall be provided to all Chapter, District Council, and Assembly Secretaries within fifteen (15) days of their adoption.

B. The minutes provided to the Chapter, District Council, and Assembly Secretaries shall include an accurate record of each officer's and Board of Directors Member's vote on each matter presented to them for their vote.

Section 4. Board of Directors Districts

There shall be nine (9) geographic Districts from which the Board of Directors shall be elected on the basis of the formula provided in Article IV, Section 1 of the Constitution. Such Districts shall be composed of the following counties:

District 1: Allen, Auglaize, Champaign, Clark, Darke, Defiance, Fulton, Hancock, Hardin, Henry, Logan, Lucas, Mercer, Miami, Ottawa, Paulding, Putnam, Sandusky, Seneca, Shelby, VanWert, Williams, Wood and Wyandot.

District 2: Butler, Clermont, Clinton, Greene, Hamilton, Montgomery, Preble and Warren.

District 3: Ashland, Crawford, Erie, Huron, Lorain, Medina, Richland, and Wayne.

District 4: Ashtabula, Columbiana, Mahoning, Portage, Stark, Summit, and Trumbull.

District 5: Belmont, Carroll, Coshocton, Fairfield, Guernsey, Harrison, Holmes, Jefferson, Knox, Licking, Muskingum, Perry, and Tuscarawas.

District 6: Delaware, Fayette, Franklin, Madison, Marion, Morrow, Pickaway, and Union.

District 7: Cuyahoga, Geauga, and Lake.

District 8: Athens, Gallia, Hocking, Meigs, Monroe, Morgan, Noble, Vinton, and Washington.

District 9: Adams, Brown, Highland, Jackson, Lawrence, Pike, Ross, and Scioto.

Article III – Conduct of Board of Directors' Elections

Section 1. Definition

A. The number of vacancies within each District shall be determined at the regular Board of Directors' meeting preceding March 1 of each year.

B. No more than nine (9), one from each District, of the elected Board of Directors members, exclusive of the Executive Committee members and retirees representative, shall be employed by any one governmental entity or be from the same Chapter.

C. The Board of Directors shall determine when the aggregate membership of a statewide bargaining unit or non-state bargaining units equals or exceeds one/twenty-fifth ($\frac{1}{20}$) of the total active Union members in the state. Should such group be not otherwise represented on the Board of Directors, the position shall be filled in accordance with the rules for filling of vacancies as provided in Section 5 below.

Section 2. Nominations

A. Nominations for membership on the Board of Directors shall be made on nominating petitions which shall be available in the Union office and shall be furnished to any member upon written request during the period March 1 through May 1, of each election year. The petition must be completed and returned to the Union office by the close of business on May 15th. If May 15th falls on a Saturday, Sunday or holiday, the petition must be returned to the Union office by the close of business on the next regularly scheduled business day.

B. All nominating petitions shall, when returned, be accompanied by written Chapter endorsements which shall be obtained at a regular Chapter meeting at which a quorum is present and entered into the minutes of such Chapter. The written endorsement must be signed by one of the Chapter's elected officers or board members present, and the secretary recording such minutes at such meeting.

C. Nominating petitions for Board of Directors candidates must contain the signatures of at least one hundred (100) members or ten (10) percent, whichever is less, of the members in good standing in the District which includes the Chapter to which the candidate is permanently assigned. For the purpose of this section, a member shall be considered in good standing based upon the records in the Union office as of January 1st of the particular year.

Section 3. Eligibility Committee

A. Not later than March 15th, the State president shall appoint a committee from among the members of the Judicial and Internal Affairs and Membership Committees for the purpose of determining the eligible candidates.

B. Candidates whose petitions are rejected for any reason shall be notified by certified mail as to the reason for the rejection. Any registered petition rejected shall be so certified by the Executive Director and a copy of such certification shall be forwarded to the State president.

Section 4. Ballot Information and Mailing

A. Not later than June 10th, ballots for the election of Board members from each district shall be mailed to each member who is in good standing on May 15th of the election year at the mailing address on record with the Union as of that date. Ballots shall contain the name and employing agency for all candidates in the district, which includes the Chapter to which the member is permanently assigned as determined by union records on May 15th. Written instructions, a plain ballot envelope and a postage-paid, pre-addressed return envelope shall be included with the mailing of ballots to eligible voters. A deadline for the return of ballots shall be clearly indicated in the voting instructions, which deadline shall be at least 20 calendar days after the date ballots are mailed to eligible voters.

Section 5. Vacancies

Should any Board of Directors member's position be vacated for any reason, the following steps shall be taken to fill the vacancy.

A. All Chapters within the District from which the vacant position exists will be given at least 30 days notice of the vacancy. This shall be done by publishing such vacancy in the OCSEA Publication(s) and/or a special bulletin and letter to this effect shall be sent to each Chapter president and secretary.

B. Any Chapter within the District may endorse at a regular or special Chapter meeting, in writing, a candidate for the vacancy provided that the candidate is willing to serve, if elected by the Board of Directors, and is qualified under the provisions of Article IV of the State Constitution.

C. Nominees shall, prior to the Board meeting after publication of the vacancy, submit to the Judicial and Internal Affairs Committee the Chapter endorsement, a brief statement of qualifications and a signed statement indicating willingness to serve on the Board of Directors, if elected.

D. The Judicial and Internal Affairs Committee will examine and report to the Board of Directors the names of all qualified candidates. The Board of Directors will, by secret ballot, elect the candidate to the unexpired term of the vacant position. Each Board Member shall cast one vote and a majority of the votes cast shall be required to be elected. In the event no candidate receives a majority of the votes cast, a run-off election shall be held between the two candidates receiving the highest number of votes in the previous election.

Article IV – Chapters, District Councils, and Assemblies

Section 1. Establishment of Chapters

A. A group of members sharing a community of interest may petition the Board of Directors for approval of Chapter formation and the granting of a Charter.

B. Each Chapter shall adopt and follow the Uniform Subordinate Body Constitution. Chapters shall also be subject to the State Constitution and State By-Laws. Chapter By-Laws may be adopted after submission to the Judicial and Internal Affairs Committee for approval. The name of the Chapter should be identifiable with the community of interest the members share.

C. Petitions for Chapter formation shall be accomplished on a form prescribed by the Board of Directors.

Section 2. Assignment of Members to Chapters

Authority for assigning members to active Chapters shall rest with the Executive Director. Decisions of the Executive Director may be appealed to the Board, which shall resolve the matter, by a majority vote.

Section 3. Chapters

A. Newly Chartered Chapters. For newly chartered Chapters, a notice of the formation of the Chapter and election of permanent officers shall be mailed to the affected members by the Executive Director as soon as possible after the Board of Directors' meeting granting the charter.

B. Deactivated Chapters. Reassignment of members from deactivated Chapters or to correct an error shall be done as soon as possible. Any such reassignments shall be reported to the Judicial and Internal Affairs Committee and Board of Directors. All reassigned members shall be notified in writing at the time of the reassignment.

C. Transfers. Members may, individually or as a group, request transfer to a more appropriate Chapter. If the request is for any reason other than a change in public employer or work location, the request must be made to the Board of Directors through the Judicial and Internal Affairs Committee. Such requests shall be written and shall contain reasons the member(s) feel(s) a Chapter assignment should be changed. Requests shall be heard at the next regular Board of Directors' meeting after receipt. The Board of Directors' decision on the request shall be final.

D. Appeal Procedures. Should a member be dissatisfied with his/her Chapter assignment, he/she may appeal such assignment to the Board of Directors through the Judicial and Internal Affairs Committee. The appeal must be in writing and shall contain the current Chapter assignment, past Chapter assignment, if appropriate, an explanation of reasons requesting another assignment and, if possible, a more appropriate assignment. Action on such appeals shall be taken at the next regular Board of Directors' meeting following receipt of the appeal. The Board of Directors' decision shall be final.

Section 4. Assemblies

A. All active Chapters containing a member of the agency that forms the Assembly shall hold membership in the Assembly.

B. Only members who are current employees or retirees of the agency that form the Assembly may be voting delegates in the Assembly.

C. Deactivated Assemblies. Reassignment of members from deactivated Assemblies or to correct an error shall be done as soon as possible. Any such reassignments shall be reported to the Judicial and Internal Affairs Committee and Board of Directors. All reassigned members shall be notified in writing at the time of the reassignment.

Section 5. District Councils

A. All active Chapters within the district shall hold membership in the District Council.

B. Deactivated District Councils. Reassignment of members from deactivated District Councils or to correct an error shall be done as soon as possible. Any such reassignments shall be reported to the Judicial and Internal Affairs Committee and Board of Directors. All reassigned members shall be notified in writing at the time of the reassignment.

Section 6. Rules common to all Chapters, District Councils, and Assemblies

The provisions of the State Constitution and these State By-Laws shall apply to all Chapters, District Councils, and Assemblies. Additionally, the following rules apply.

A. A quorum must be present at each meeting in order to conduct official business. A quorum for each Chapter, District Council, and Assembly is defined in Article X of the Uniform OCSEA Subordinate Body Constitution.

B. Qualifications for officers, elected delegates to any Chapter, District Council, or Assembly or Executive Board members are the same as those for State Board members as described in Article IV, Section 3 of the State Constitution.

C. The qualifications for stewards are the same as those qualifications as described in Article IV, Section 3 of the State Constitution except that it's only necessary that they be active union members at the time of appointment or election and during the time that they serve as a steward. The two-year prior active membership is not applicable to Chapter stewards.

D. Each Chapter, District Council, and Assembly shall be solely responsible for its financial affairs. No liability may be placed on any other Chapter, District Council, Assembly, the Board of Directors or the Union as a whole. Any fund raising activity shall be the exclusive responsibility of the Chapter, District Council, or Assembly promoting such activity.

E. It shall be the responsibility of the officers and executive board members to ensure proper record keeping with regard to any business conducted by the Chapter, District Council, or Assembly or any funds received or expended by the Chapter, District Council, or Assembly.

F. All business shall be conducted following proper parliamentary procedure as set forth in *Robert's Rules of Order, Newly Revised*.

G. All members in good standing are eligible to hold office in any Chapter, District Council, and Assembly pursuant to Rule B of this section.

H. Voting members of District Councils and Assemblies shall consist of the District Council and Assembly's Officers, Board of Directors members (who are members of the District Council or work in the agency represented by the Assembly), Executive

Committee members (who are members of the District Council or work in the agency represented by the Assembly), and Chapter Delegates.

Article V – (Reserved for Future Use)

Article VI – Financial Matters

Section 1.

The Fiscal Year of this Union shall be from January 1 through December 31.

Section 2. Rebates

Rebates to Chapters, District Councils, or Assemblies shall be paid on a quarterly basis as promptly as possible after the following requirements are met:

A. Each Chapter, District Council, and Assembly must be in active status as defined in Article VII, Section 7 of the State Constitution.

B. A complete quarterly financial report including copies of all bank statements must be submitted to the Comptroller and must have all information requested as well as the proper signatures.

C. Funds distributed to Chapters, Assemblies and/or Councils for rebates, along with any other monies in the possession of the Bodies, shall be deposited in Federally Insured Banks or Savings and Loan Institutions. Chapters, District Councils, or Assemblies shall adhere to the financial standards code of the International Union.

D. The Comptroller shall be a signatory on every Chapter, District Council, and Assembly account along with the Chapter, District Council, and Assembly president and treasurer. The comptroller's signature shall not be required to conduct regular financial business of the Chapter, District Council, and Assembly. Rebates to Chapters, District Councils, or Assemblies shall be withheld if they fail to comply with this procedure.

Section 3. Audits

Upon notice to any Chapter, District Council, or Assembly, the financial records of such Body shall be furnished to the Comptroller, who at least once during any two year period shall audit each Chapter, District Council and Assembly financial records and report the results of such audit to the Finance Committee and Board of Directors. The Comptroller shall complete the audit within 14 days.

Section 4. Review of Records Maintained by the OCSEA Secretary-Treasurer

The secretary-treasurer shall cause an accurate accounting of all income and expenses to be made on an annual basis and in conjunction with each regular meeting of the Board. Such accounts shall be open for review by any member upon reasonable advance request. The expense records of the officers and Board shall be open for review by a member, provided an advance written request specifying the records and time periods to be reviewed is submitted to the secretary-treasurer. Upon receipt of such request, the secretary-treasurer shall make arrangements for the review during normal business hours and shall afford all persons whose records are being reviewed with the right to be present during such inspection. Financial or expense records shall not be removed from the union offices and copies may be made only with the consent of the officers or Board member involved.

Section 5. Financial Transactions

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 to the Union.

Article VII – OCSEA Publication

The Union shall publish a publication for distribution to members of the Union and other appropriate persons and organizations.

Article VIII – Strike By-Law

Section 1. Definition

No strike activities by any member or group of members of the Union shall be authorized, condoned, endorsed or supported by the Union unless such activities are in accord with the Ohio Public Employee Collective Bargaining Law.

Section 2. Fines/Assessments

Any union member found crossing an authorized OCSEA/AFSCME picket line shall be fined or assessed in an amount not to exceed one year's dues. Members who are legally prohibited from striking shall be exempt from this provision. Local Chapters shall include in the By-Laws procedures for assessing and collecting such fines.

Article IX – Charges

Section 1. Basis for Charges

Charges may be brought against a member or officer solely for the reasons set forth in Article XIII of the State Constitution.

Section 2. Due Process

A. When charges are filed against a member, they shall be reviewed by the Judicial and Internal Affairs Committee and if actions are to be taken, a hearing shall be scheduled. All members involved shall be given written advance notice of the date, time, and location of any hearing to be held, together with a written copy of the allegations and an invitation to attend the hearing.

B. In such hearing, the Judicial and Internal Affairs Committee will hear and review all evidence and, by a majority vote of those present, based on the preponderance of the evidence, shall determine the guilt or innocence of the affected member to each allegation in the charge. At the hearing, no member or charging party may be represented by any person who is a member, representative of, or in any way connected with a competing organization. The hearing shall be conducted pursuant to rules established by the Judicial and Internal Affairs Committee.

C. If the member is found guilty, the committee may recommend to the Board of Directors that the member be warned, fined, suspended from membership for a period certain, removed from office, or expelled from membership, permanently. No suspension, fine, removal from office, or expulsion from membership shall be effective until the Board of Directors concurs in the recommendation.

D. At the next meeting of the Board of Directors following any hearing, action shall be taken on the committee recommendation. A two-thirds ($\frac{2}{3}$) vote of the Board of Directors present shall be required to modify the recommendation of the committee. The member involved shall be permitted to attend such Board of Directors' meeting and state his or her views, before both the Judicial and Internal Affairs Committee and the Board of Directors.

E. Appeal and due process procedures shall be provided to all interested parties when any matter pertaining to irregularities and/or disputes in the various Chapters, District Councils, or Assemblies is brought before the Judicial and Internal Affairs Committee. All interested parties shall be afforded the following procedural rights: (1) timely notice of hearing, (2) an opportunity to testify before the committee at the hearing, (3) the right to have representation, if desired, (4) the right to appeal, and (5) the right of the accused to choose either an open or closed hearing.

F. Should the Judicial and Internal Affairs Committee determine that dissolution of a Chapter, District Council or Assembly is imminent, the Committee may consider the internal irregularities and make a recommendation to the Board of Directors relative to imposition of trusteeship without affording interested parties one or more of the procedural rights set forth above.

Article X – Recall of Board Members

A. A recall vote shall be conducted when a petition requesting a recall has been signed by at least thirty-five percent (35%) of the active members of the District from which the Board member was elected. The membership in such District is to be determined by the last monthly report from central office.

B. A two-thirds ($\frac{2}{3}$) vote by secret ballot of the active members voting is required to recall the Board member.

C. Balloting shall be conducted in the same manner as that of the Board of Directors' election, at the expense of the District involved.

Article XI – Non-Discrimination

It shall be a continuing goal of this Union to promote non-discrimination in the workplace as well as in all union activities. No union member or staff person shall, during the course of their duties, engage in any legally prohibited act of discrimination because of race, age, color, sex, religion, creed, sexual orientation, national origin, ancestry, physical handicap, disability or political affiliation.

SUBORDINATE BODY CONSTITUTION

(CHAPTERS, DISTRICT COUNCILS AND ASSEMBLIES)

Article I – Name

The name of this Chapter, District Council, or Assembly shall be _____.

Article II – Purpose

This Chapter, District Council, or Assembly shall be non-partisan and non-sectarian and its purposes shall be:

Section 1. To unite all members with a common interest into this Chapter, District Council, or Assembly to promote their social and economic welfare through unity of action, mutual cooperation, and representation.

Section 2. To promote and maintain efficiency in public service, to safeguard and strengthen the public employees' retirement system in Ohio and to bargain collectively on behalf of union members in order to secure, retain and improve the union's principles and employee rights.

Section 3. This Chapter, District Council, or Assembly shall act to promote and expedite communication and cooperation between Chapters, District Councils, or Assemblies of common interest.

Section 4. Upon completion of negotiations of any Chapter, District Council, or Assembly or bargaining unit, any ratification of such negotiations shall be in accordance with the union State Constitution and State By-Laws.

Article III – Membership

Section 1. Membership in the Union and its Chapters, District Councils, or Assemblies shall be restricted to those employees as stipulated by the Union State Constitution and State By-Laws.

Section 2. Members shall hold membership in a District Council and Assembly through their Chapter as stipulated in the Union's State Constitution and State By-Laws.

Section 3. Chapters, District Councils, and Assemblies shall receive rebates as stipulated in the Union State Constitution and State By-Laws.

Section 4. All State Board of Directors members shall be voting members of their respective Chapters, District Councils, and Assemblies.

Article IV – Officers and Executive Board

Section 1. The officers of this Body shall consist of at least a president, vice president, secretary and/or treasurer.

Section 2. The Executive Board of a Chapter, District Council or Assembly shall consist of a minimum of three elected members plus the officers.

Section 3. Qualifications for nomination or election to and maintenance of office are the same as for the State Board of Directors with the following exceptions:

A. In the initial election held in the establishment of a newly chartered Chapter, District Council, or Assembly, it is not necessary to have been an active member of the Union for two (2) years.

B. Life and Retired members may be nominated for, elected to and maintain any office except (1) president or vice president in any Chapter, District Council, or Assembly, and (2) run for or maintain a seat on the State Board of Directors.

Section 4. All officers or Executive Board Members shall comply with all provisions of the Union's State Constitution and State By-Laws and the Constitution and By-Laws of the Body, and they shall not violate, or willfully attempt to violate the Union's State Constitution and State By-Laws or the Constitution and By-Laws of this Chapter, District Council, or Assembly.

Section 5. Affiliation with a competing labor organization by any officer, Executive Board member of this Chapter, District Council, or Assembly after election, shall be deemed an automatic resignation from the office. Affiliation of any officer, Executive Board member with a non-competitive labor organization as a result of work other than public service shall not be deemed an automatic resignation.

Section 6. All officers of this Chapter, District Council, or Assembly shall be ex-officio members of all committees.

Article V – Stewards

Section 1. Qualifications for stewards are those described in Article IV, Section 6 (C) in the State By-Laws.

Section 2. Stewards may be organized by Chapter; as provided for in the By-Laws of a Chapter; by agency work site members within their geographic districts as defined by master contracts; in a multiple agency work site, within such work site by members.

Section 3. Depending on which basis stewards are organized, those stewards may decide on their own selection method of a Chief Steward.

Section 4. Stewards shall be appointed by the Chapter president. The Chapter president shall respond to requests for appointment, in writing, within fifteen (15) calendar days. A member may petition the Chapter executive board, in writing, within fifteen (15) calendar days, if not appointed. The executive board shall respond, in writing, to a petition from a member within fifteen (15) calendar days of receipt.

Section 5. The term of office for stewards shall run concurrently with the term of office of the appointing Chapter president. Stewards must be appointed or reappointed by each Chapter president at the beginning of his/her term.

Section 6. Stewards may be removed by written notice from the Chapter president. The removal may be appealed, in writing, to the Chapter executive board within fifteen (15) calendar days of receipt of the notice of removal.

Section 7. Appeals to the Chapter executive board shall be heard within sixty (60) days of receipt. Appeals shall be forwarded to the Chapter secretary.

Section 8. The decision of the executive board shall be forwarded to the member in writing and shall be final. No further appeal shall be made to OCSEA and/or AFSCME.

Section 9. The results of the appeal(s) shall be made part of the minutes of the executive board.

Section 10. All stewards shall comply with all provisions of the union's State Constitution, State By-Laws, the Uniform Subordinate Body Constitution and any By-Laws of the body. Stewards shall not violate, or willfully attempt to violate, the union's State Constitution, State By-Laws, the Uniform Subordinate Body Constitution or any By-Laws of this Chapter, District Council, or Assembly.

Section 11. Affiliation with a competing labor organization by any steward after appointment shall be deemed an automatic resignation from the office. Affiliation of any steward with a non-competitive labor organization as a result of work other than public service shall not be deemed an automatic resignation.

Article VI – Elections

Section 1. All candidates for officer, executive board or delegate positions must meet the qualifications for nomination or election pursuant to Article IV of the Uniform Subordinate Body Constitution.

Section 2. All candidates for Officer, Executive Board or delegate in this Chapter, District Council, or Assembly shall be nominated from the floor at a regular or special meeting called for that purpose and only after having given at least fifteen (15) days notice to the membership of such Chapter, District Council, or Assembly prior to the nomination meeting.

Section 3. All voting shall be by secret ballot. All active members shall be notified of the nominations and election by mail at least fifteen (15) days prior to the date of the nominations and election meeting(s). The notice shall include a set date, time, and location for any potential run-offs.

Section 4. An Election Committee shall be appointed by the Chapter, District Council, or Assembly president to receive nominations, ensure eligibility of nominees, prepare and issue the ballots, count the votes, and report the results of the election in writing to the Chapter, District Council or Assembly for approval. The appropriate president shall designate one member as chairperson. Upon approval, the report shall be made a permanent part of the Chapter, District Council, or Assembly's Minutes. No candidate for office may serve on the Election Committee.

Section 5. No write-in, proxy, or absentee voting shall be permitted.

Section 6. Voting by mail may be done pursuant to the OCSEA election guidelines. Balloting by mail must be done by all members or by none. A procedure which permits mail ballots, as well as personally cast ballots, is not acceptable.

Section 7. After nomination for an office is closed, and in the event only one candidate is nominated for that office, the election committee chairperson will then declare that candidate elected, provided that the candidate has accepted the nomination. No further motion is necessary and the elected candidate's name does not appear on the ballot.

Section 8. All election notices shall include the following language: “Circumstances such as receipt of workers’ compensation benefits, disability benefits, assignment to project staff, etc. may affect your eligibility to run for office in this election. If you are considering running for any office, executive board, or a delegate position, please contact OCSEA central office prior to the nomination date.”

Section 9. The candidate(s) receiving the highest number of valid votes for their respective offices or positions shall be declared elected and sworn into office, using the approved oath of office, by a member of the Board of Directors. Candidates shall assume their duties upon acceptance of the election report by the Chapter, District Council, or Assembly.

Section 10. In the event of a tie vote, the Election Committee of the Chapter, District Council, or Assembly shall cause a new secret ballot to be taken. Should the second ballot result in a tie for any office or other position, the Executive Board of the Chapter, District Council, or Assembly shall declare the election closed and appoint one of the tied candidates to the position in question.

Section 11. Within five (5) days after the election, the results shall be reported by the secretary or the State Board member, in writing, to the Executive Director of the Union, giving the name, social security number, the department where employed, the business and home addresses, telephone number(s), and the office to which each was elected.

Section 12. Any candidate whose name appears on the ballot has the right to an observer of his/her choosing so long as that person is a member of OCSEA. In no case may a candidate be an observer for him/herself or any other candidate.

Section 13. The term of office for Chapter, District Council, or Assembly officers shall be three years. Any elected position may succeed itself.

Section 14. The Election Committee chairperson shall keep all ballots, tally sheets, any unopened challenged ballots, and copies of other election material sealed for one year in a safe place.

Article VII – Internal Controversy

Section 1. In the case of any internal controversy that directly or indirectly concerns the operation of this Chapter, District Council, or Assembly, a special committee of Chapter, District Council, or Assembly members shall be elected at a regular Chapter, District Council, or Assembly meeting for the purpose of determining the fair and reasonable solution to the controversy, which solution shall be recommended to the full Chapter, District Council, or Assembly, who shall take action on the recommendation.

Section 2. Should the special committee be unable to recommend a solution to the controversy to the Chapter, District Council, or Assembly, or the Chapter, District Council, or Assembly be unable to reach agreement, the matter or matters shall be referred by the special committee in writing, and in detail, to the State Board of Directors, for action. The ruling of the State Board of Directors shall be final.

Article VIII – Vacancies

Section 1. In the case of a vacancy in the office of the president, the vice president shall assume the office of president and the resulting vacancy of the office of vice president shall be filled by action of the Body Executive Board and approved at a regular Chapter, District Council, or Assembly meeting.

Section 2. Should the office of vice president, secretary or treasurer become vacant, the office shall be filled by action of the Body Executive Board and approved at a regular Chapter, District Council, or Assembly meeting.

Section 3. Should a vacancy occur on the Executive Board, the vacancy shall be filled by a member appointed by the president of this Chapter, District Council, or Assembly and approved by the Executive Board. Changes in the Executive Board shall be reported to the Executive Director of the Union within five (5) days giving the name of and the department of the replacement, together with the name, social security number, address and department of the person replaced.

Section 4. Vacancies filled pursuant to this Article shall be in force until the next general election.

Section 5. Should any elected person fail to attend two consecutive meetings of this Chapter, District Council, or Assembly without being excused by this Chapter, District Council, or Assembly, such position shall be deemed vacant. When an emergency precludes advance notification, the Chapter, District Council, or Assembly may retroactively grant an excused absence.

Article IX – Duties of Subordinate Body Officers

Section 1. The Chapter, District Council, or Assembly president shall:

A. Preside over all meetings.

B. Transfer to the succeeding officer within seven (7) days any and all records, books, and property of the office and/or Chapter including and not limited to the records of the Chapter’s chief steward.

C. Except as otherwise provided herein, the president shall appoint all committees needed to conduct this Chapter's, District Council's or Assembly's business. At least one Chapter, District Council, or Assembly executive board member other than the Chapter, District Council, or Assembly officers shall be appointed on each standing committee.

D. The Chapter president shall appoint representatives to the district grassroots committee. The District president shall appoint the district grassroots committee chairperson and vice-chairperson.

Section 2. The vice president shall:

A. Assist the president when called upon to do so and, in the case of absence or disability of the president, shall act as president.

B. Transfer to the succeeding officer within seven (7) days all records, books, and property of the office.

Section 3. The Chapter, District Council, or Assembly secretary shall keep:

A. All records in books or files; the location of which shall be known by the president at all times;

B. A copy of the State Constitutions and State By-Laws of the OCSEA, and By-Laws of the Chapter, District Council, or Assembly, if any, and the Board policies;

C. A current membership list of the Chapter, District Council, or Assembly;

D. A record of the minutes of all the meetings of the Chapter, District Council, or Assembly, its Executive Board and Committees after they have been approved;

E. All communications initiated by the Chapter, District Council, or Assembly;

F. Transfer to the succeeding officer, within seven (7) days, all records and books of the office; and

G. Sign all certified copies of activities of the body, such as minutes, unless otherwise specified in the documents.

Section 4. The Chapter, District Council, or Assembly treasurer shall:

A. Receive and hold all monies, securities, vouchers and such other property of the Chapter, District Council, or Assembly as may pertain to the treasurer's office.

B. Keep an accurate account of all financial transactions of the Chapter, District Council, or Assembly.

C. Report all financial transactions at each regular meeting of the Chapter, District Council, or Assembly and submit them in writing to the secretary. The report, including Board polls and Executive Board actions, shall be attached to the minutes after approval by the Chapter, District Council, or Assembly.

D. Submit all necessary financial reports to the Comptroller, as listed in the State Constitution Article XII, Sections 3 and 4.

E. Shall pay out monies only after the Chapter, District Council, or Assembly or Executive Board has authorized payment or as the State By-Laws prescribe.

F. Submit all financial records upon request of the Chapter, District Council, or Assembly's duly appointed and elected audit committee or the Comptroller.

G. Not authorize any expenditures or incur any obligations for which funds are unavailable.

H. Transfer to the succeeding officer, within seven (7) days, all monies, securities, vouchers and all other property.

I. Sign as evidence of certification all financial transactions of the Chapter, District Council, or Assembly.

Article X – Business

Section 1. No Body business shall be conducted without a quorum present.

A. A quorum for a Chapter shall be a majority of the Chapter's Executive Board Members.

B. A quorum for a District Council shall be a majority of the Executive Board plus 35% of the active Chapters within the Council.

C. A quorum for an Assembly shall be a majority of the Executive Board plus three (3) other delegates representing at least two separate Chapters of the Assembly.

Section 2. No funds shall be disbursed or expended without the prior approval of the Chapter, District Council, or Assembly or its Executive Board, and the vote duly recorded in the minutes of the meeting. All Chapter, District Council, Assembly and Executive Board meeting minutes shall contain detailed motions and seconds and be presented at the next regular Chapter, District Council, or Assembly meeting for approval.

Section 3. All checks and financial reports shall be signed by the president and the treasurer. Should either be incapacitated, the Chapter, District Council, or Assembly shall designate an alternate to sign checks until the incapacitated officer resumes office or is replaced. At all times financial accountability and reporting shall comply with provisions of the Union's State Constitution and State By-Laws.

Section 4. All Officers and Executive Board members shall be responsible for their actions in handling the Chapter, District Council, or Assembly's funds. Where any one (1) or more of said Officers and Executive Board members fails to properly handle any

Chapter, District Council, or Assembly funds, each shall be held fully accountable and must repay such improperly handled funds to the Chapter, District Council, Assembly or to the Union's Comptroller.

Article XI – Meetings

Section 1.

A. The Chapter shall hold at least one regular meeting and one Executive Board meeting per quarter and hold other meetings as called by the Chapter president at a time and place specified by the president and approved in advance by the Chapter Executive Board.

B. District Councils and Assemblies shall hold a minimum of one meeting per quarter and hold other meetings as called by the District Council or Assembly president.

Section 2. A meeting shall be called upon written petition to the Chapter, District Council, or Assembly's president, signed by a majority of this Chapter's members, District Council's or Assembly's delegates, or Executive Board members. The petition shall specify the time and place of such meeting.

Section 3. The secretary of the Chapter shall notify, in writing, the assigned Staff Representative of the Union, and the assigned State Board of Directors member, at least ten (10) days in advance of each Chapter's meeting.

Section 4. The secretary of the District Council and Assembly shall notify in writing the Executive Director of the Union at least ten (10) days in advance of each District Council or Assembly's meeting.

Section 5. In the event the president will not call a meeting, or the Chapter members, District Council's or Assembly's delegates, or Executive Board will not petition for a meeting, the Executive Director and/or the State Board of Directors member assigned to that Chapter, District Council, or Assembly may order that a meeting be held.

Section 6. All Chapter delegates to the State biennial convention shall be elected at a regular Chapter meeting, from among the active members, in good standing, of the Chapter, excepting the president, who by virtue of the office is a Delegate-at-Large. In the event that the Chapter president is unable to attend the convention as the Chapter's representative, the delegate-at-large shall be filled pursuant to Article IX, Section 1 of the State Constitution.

Section 7. All meetings shall be conducted in accordance with *Robert's Rules of Order, Newly Revised* except where such rules conflict with this, or the Union's State Constitution and State By-Laws.

Section 8. All officers, delegates, and Executive Board members of the Chapter, District Council, or Assembly shall be notified of all meetings of this Chapter, District Council, or Assembly.

Article XII – Removal from Subordinate Body Office

Any person may be removed from office for the reasons set forth in Article XIII, Section 1 of the OCSEA State Constitution or by a vote of two thirds ($\frac{2}{3}$) of the membership present and voting, by secret ballot, at any regular or special meeting. The notice shall be delivered, in writing, to such person no later than seven (7) days in advance of the meeting and opportunity shall be given to the affected person to be heard in his or her defense. The entire Chapter, District Council, or Assembly membership shall be notified, in writing, at least seven (7) days in advance of any such meeting. A person may only be removed pursuant to Article XIII, Section 1 of the OCSEA State Constitution if due process is provided in accordance with Article IX, Section 2 of the OCSEA State By-Laws. Every member of the Chapter, District Council, or Assembly shall be notified, in writing, at least seven (7) days in advance of any regular or special meeting called for the purpose of removing a person from office.

Article XIII – By-Laws

Section 1. This Chapter, District Council, or Assembly shall in no way revise this Constitution. However, By-Laws which are consistent with the Union's State Constitution and State By-Laws, as well as this Constitution, may be adopted by this Chapter, District Council, or Assembly.

Section 2. By-Laws proposed by this Chapter, District Council, or Assembly shall require the approval of a simple majority of members present and voting at a regular Chapter, District Council, or Assembly meeting or special meeting called for that purpose to be effected. Such proposals shall be filed in writing with the State Board of Directors for its approval.

Section 3. Amendments to the Chapter's, District Council's, or Assembly's By-Laws may be made by motion and seconded at any regular Chapter, District Council, or Assembly meeting. Such amendment shall be filed in writing with the State Board of Directors for its approval.

Ohio Civil Service Employees Association

AFFILIATION AGREEMENT BETWEEN AFSCME AND OCSEA

This agreement entered into between the American Federation of State, County and Municipal Employees, AFL-CIO (“AFSCME”) and the Ohio Civil Service Employees Association (“OCSEA”) for the mutual and common purpose of both parties as follows from the OCSEA Constitutional Article II:

Section 1.

Unity

To unite all employees of the State of Ohio or any governmental or political subdivision thereof, into the union in order to promote their social, economic and political welfare through unity of action, mutual cooperation and representation.

Section 2.

Merit Principles

To promote, strengthen and defend the principles of merit system in the public service: to promote and maintain efficiency in the public service and to safeguard and strengthen the public employee retirement systems of Ohio and to bargain collectively on behalf of union members in order to secure, retain and improve these principles and rights.

AFSCME and OCSEA in signing this agreement hereby pledge their full cooperation from this day forward in fulfilling the above objectives and AFSCME expressly understands and endorses the objectives, function, aims and goals of the OCSEA particularly as they are spelled out in the Constitution and By-Laws of OCSEA.

Article

I

1. Upon execution of this Agreement, OCSEA shall be affiliated with AFSCME and AFSCME shall charter OCSEA as Ohio Civil Service Employees Association, Local No. 11, AFSCME, AFL-CIO (hereinafter “OCSEA”).

2. AFSCME recognizes and approves OCSEA’s status as a non-profit corporation, chartered under the laws of the State of Ohio which shall remain in force in perpetuity. AFSCME recognizes and approves of OCSEA as a statewide organization comprised of many intermediate and subsidiary bodies and that all the provisions of this agreement shall remain applicable to all such intermediate and subsidiary bodies as may now or in the future be created and over its existing or future members.

3. OCSEA shall be chartered as an unaffiliated statewide, local union and shall not be required to affiliate with an AFSCME council in the future unless mutually agreed.

Article

II

An OCSEA legislative district shall be established for OCSEA and one International vice president shall be elected from such district by OCSEA’s Board of Directors within ninety (90) days from the date of the execution of this agreement. The vice-president so elected shall serve until the next regular AFSCME convention, at which time he/she shall be either re-elected or his/her successor elected in conformance with the normal election procedure as set forth in AFSCME’s Constitution. The eligibility requirement of three years membership in a local within the legislative district shall be waived until three years from the effective date of this affiliation.

Article

III

OCSEA’s jurisdiction as an affiliate of AFSCME shall be all members in the jurisdiction within which they are employed. The parties recognize that such jurisdiction may subsequently be restructured following passage of a public employee collective bargaining law in the State of Ohio or, as collective bargaining units may be required pursuant to the provisions of applicable law.

Article

IV

This Agreement shall become effective upon approval by AFSCME and OCSEA in the manner required by their respective constitutions.

Article

V

All of the assets, real and personal, tangible and intangible of OCSEA at the time of the execution of this agreement, including but not limited to pension funds, benefit funds, wherever situated, which are currently the property of OCSEA and any Chapters, District Councils, or Assemblies, including appreciation of existing property and any accretion, additions, or accumulations thereto, are acknowledged to be the property of OCSEA and shall remain its property in perpetuity. AFSCME further agrees that the name Ohio Civil Service Employees Association shall remain the property of OCSEA in perpetuity. The funds and property of OCSEA shall

remain under the direction and control of the properly constituted officers of OCSEA in accordance with its Constitution and By-Laws. Any agreements or contract negotiated by OCSEA shall be in the name of OCSEA only and AFSCME International Union shall not be a signatory to such an agreement. Any such contracts or agreements shall remain the sole and exclusive property of OCSEA.

Article

VI

As an AFSCME affiliate, OCSEA shall retain its identity consistent with its own policies and have full autonomy in accordance with the provisions of this agreement. OCSEA autonomy shall include, but it is not limited to, the right to establish its own dues structure, select its own staff, conduct work actions, vote, make its own decisions regarding contract demands and negotiations, including joining coalitions for bargaining purposes and economic actions by vote of its own membership, engage in political activity on behalf of its members, retain professional services including accountants and attorneys, the right to organize within OCSEA's jurisdiction without the need of approval from AFSCME, as well as make policy determinations concerning OCSEA. AFSCME hereby approves the Constitution and By-Laws of OCSEA presently in existence. All future amendments thereto by OCSEA following affiliation with AFSCME shall be subject to, and not in conflict with, the AFSCME Constitution.

Article

VII

OCSEA as an affiliate of AFSCME shall have all rights, benefits, and privileges of membership in AFSCME, including affiliation with the AFL-CIO. AFSCME shall pay to the AFL-CIO the required per capita tax on each regular active member represented by OCSEA and associate member. In addition to paying the required AFL-CIO per capita tax as agreed to above, AFSCME agrees to assure that at all times AFSCME and OCSEA meet the requirements for protection under Article XX of the AFL-CIO Constitution.

Article

VIII

Upon the effective implementation of this Agreement, OCSEA agrees to pay the per capita payments to AFSCME in accordance with International Constitution of AFSCME on behalf of all active and associate members of OCSEA, as well as on behalf of all persons making service or other similar payments in lieu of dues under agency shop or similar provisions. OCSEA shall not be obligated to pay any per capita payments to AFSCME on behalf of retired or life members of OCSEA. OCSEA shall not be obligated to pay an initiation fee or any special assessments on behalf of any OCSEA member.

Article

IX

1. In order to give all possible assistance to OCSEA in representing employees, AFSCME agrees, beginning immediately upon issuance of the aforesaid charter, to rebate to OCSEA, on a monthly basis, the entire per capita tax received from OCSEA for a period of three years.

2. AFSCME also agrees to provide, upon the request of OCSEA, other forms of assistance, including, but not limited to, grants, assistance in organizing, public relations, research, education, legislation, legal services, accounting, and such additional services and resources as may from time to time be available from AFSCME for its subordinate bodies generally.

Article

X

Every OCSEA member shall have all the membership rights afforded by AFSCME.

Article

XI

AFSCME agrees to assist OCSEA in a professionally conducted program to assure the implementation of this Agreement.

Article

XII

Upon passage of a public employee collective bargaining law, OCSEA will engage in a comprehensive organizing campaign for which AFSCME agrees to provide the necessary funds, organizers, public relations staff, technical assistance and professional services.

Article

XIII

1. During the life of this Agreement, AFSCME shall, upon OCSEA's request, provide the following services to OCSEA at no cost to OCSEA: education and training of OCSEA members, officers, Board of Directors and staff; research; collective bargaining assistance; political action; federal legislative and administrative advocacy; public relations; publications and advertising assistance; assistance in defense of OCSEA's jurisdiction and collective bargaining relationships, and such other services as AFSCME customarily provides.

2. All full-time employees of OCSEA will be eligible for enrollment in the AFSCME health, hospital, dental and life insurance plans, as well as AFSCME employee pension and retirement programs.

**Article
XIV**

Disputes concerning the interpretation of the terms and conditions of this Agreement shall be settled in the first instance by good-faith discussion between the parties. If such discussions fail to settle the disputes, such disputes shall be submitted to an impartial arbitrator mutually selected by the parties.

**Article
XV**

The duration of this Agreement shall be perpetual unless the parties mutually agree to modification.

**Article
XVI**

OCSEA agrees to complete the steps required for affection of this Agreement under its Constitution no later than 45 days after the date of the execution of this Agreement.



AFSCME®

American Federation of State, County and Municipal Employees

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February 14, 1986

Mr. Robert Brindza, President
AFSCME Ohio Council 8
741 East Broad Street
Columbus, Ohio 43205

Mr. Ron Alexander, President
AFSCME OCSEA Local 11
995 W. Goodale Boulevard
Columbus, Ohio 43212

Dear Presidents Brindza and Alexander:

Inasmuch as the representation elections for state employees have almost been completed, it is my responsibility to make a determination with respect to the jurisdictions of Ohio Council 8 and OCSEA Local 11.

It is my decision, which will be presented to the International Executive Board at its March 3, 4, and 5 meeting, that the jurisdictions of Ohio Council 8 and OCSEA Local 11 be as follows:

Name: Ohio Council 8

Jurisdiction: All AFSCME local unions in the state of Ohio, excluding Ohio Local 4 and Ohio Local 11.

Name: Ohio Civil Service Employees Association, Local Number 11, AFSCME, AFL-CIO

Jurisdiction: All employees of the state of Ohio, excluding university and college employees; all employees of the Franklin County Department of Human Services and the Hamilton County Department of Human Services;

in the public service

page 2

2-14-86

Mr. Robert Brindza

Mr. Ron Alexander

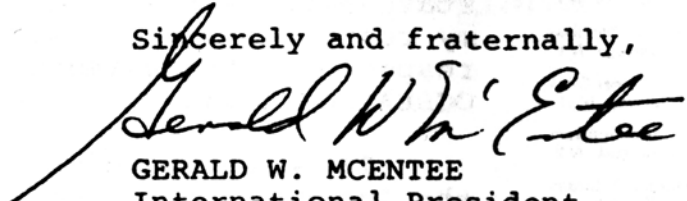
and all other non-state employees for whom OCSEA is the sole and exclusive bargaining representative as certified by the State Employment Relations Board as of May 1, 1986

This decision will be effective May 1, 1986.

Further, to guarantee satisfaction of the requirements of the Bill of Rights for Union members contained in the International Constitution, I have determined that all AFSCME members employed within the new jurisdiction of OCSEA Local 11 will be able to participate as nominators, candidates and voters in the nomination and election of officers in the reconstituted chapters of OCSEA Local 11 which will take place between February 15, 1986 and May 1, 1986.

If you should have any questions regarding this decision, please feel free to contact the Director of the Department of Field Services, Mr. Tom King.

Sincerely and fraternally,



GERALD W. MCENTEE
International President

GWMC:r

cc: Secretary-Treasurer Lucy
International Executive Board
Executive Board, Council 8
Board of Directors, OCSEA
Presidents of affected Ohio Council 8 Locals

Index

AFL-CIO 2

- Article XX 27
- central bodies 1
- dues 2
- Ohio AFL-CIO 1
- per capita tax 27

AFSCME

- affiliation 1, 14, 26
- assistance 27
- constitution 10
- convention 9
- disputes 28
- dues 2
- International vice president 26
- jurisdiction 26, 27, 29, 30
- membership 27
- OCSEA assets 26
- OCSEA identity 27
- per capita tax
 - active member 27
 - AFL-CIO 27
 - associate member 27
 - retired member 27
- retiree chapter 15

American Federation of State, County and Municipal Employees

See AFSCME

Assemblies

- audits 3, 19
- by-laws 24, 25
 - amendments 25
- committees 21, 24
- deactivation 7, 18
- delegates 8, 18
 - removal 8
 - term 8
- elections 7, 21, 22, 23
 - election committee 22, 23
 - mail ballots 22
 - observers 23
 - ties 23
- executive board
 - duties 8
- financial affairs 18
 - checks 24
 - disbursements 24
 - repayments 25
- financial reports 7, 10, 11, 12, 24
- formation 7, 18
- fund raising 18
- internal controversy 23
- meetings 7, 23
 - frequency 25
 - minutes 24
 - notice 25
 - parliamentary procedure 25
 - petitions for 25
 - special 25
- membership 18, 21
- membership list 24
- name 21
- officers
 - duties 23
 - eligibility 18
 - executive board 21, 23, 24
 - president 23, 25
 - qualifications 18
 - removal 10, 25
 - secretary 23, 24, 25
 - terms 23
 - treasurer 24
 - vacancy 23
 - vice president 23, 24
- Presidents' Conference 7

- purpose 21
- quorum 18, 24
- rebates 19, 21
- record keeping 18
- rules 18
- trusteeship *See trusteeship*
- voting members 18

bargaining unit 21

biennial convention *See conventions*

Bill of Rights 1

Board of Directors 3

- bonding 5
- chapter assignments 7
- composition 3
- corporate action 5
- districts 4, 16
- documents, property, funds 5
- duties 2, 5, 8, 9, 10, 12, 13, 15, 16, 18, 20, 23, 25
- elections 4, 16
 - ballots 17
 - Eligibility Committee 17
 - nominations 17
 - petitions 17
- Executive Committee 3
- expenses 5, 16
- meetings 3, 5
 - attendance 16
 - executive session 9
 - special 16
- minutes 3, 16
- notice 5
- number of seats 3
- policies 3, 5
- polls 16
- powers 4, 5
- qualifications 4
- quorum 5
- records 5
- removal 5, 10, 20
- retired member 3, 16
- special seat 4
- terms of office 4
- vacancy 4, 16, 17
 - ballot 17
 - election 17
 - endorsement 17

By-Laws 2, 3, 4, 5, 6, 7, 10, 11, 12, 13, 15, 18, 19, 21, 22, 24, 25, 26, 27

- amendments 13, 25
- due process 11, 12, 25
- violations 11, 12

chapters 6

- active status 7
- assignment 18
- audits 3, 19
- by-laws 17, 22, 24, 25
 - amendments 25
- charters 18
- committees 21, 24
- constitution 17
- convention delegates 25
- deactivation 7, 18
- elections 7, 16, 21, 22, 23
 - election committee 22, 23
 - mail ballots 22
 - observers 23
 - ties 23
- establishment 17
- executive board
 - duties 8
- financial affairs 18
 - checks 24
 - disbursements 24
 - repayments 25
- financial reports 7, 10, 11, 12, 24
- formation 6

- petitions 17
- fund raising 18
- internal controversy 23
- meetings 7, 23
 - frequency 25
 - minutes 24
 - notice 25
 - parliamentary procedure 25
 - petitions for 25
 - special 25
- membership 18, 21
- membership list 15, 24
- name 21
- officers
 - duties 23
 - eligibility 18
 - executive board 21, 22, 23, 24, 25
 - president 23, 25
 - duties 22
 - qualifications 18
 - removal 10, 25
 - secretary 23, 24, 25
 - terms of office 23
 - treasurer 24
 - vacancy 23
 - vice president 23, 24
- Presidents' Conference 7
- purpose 21
- quorum 18, 24
- rebates 10, 19, 21
- record keeping 18
- rules 18
- stewards 18, 22
- transfers 18
- trusteeship **See trusteeship**
- collective bargaining 11, 12, 15, 19, 26, 27**
- committees**
 - appointments 6
 - duties 6
 - grassroots **See District Councils: committees: grassroots**
 - special 3, 5, 16
 - standing 3, 5, 16
 - Alternative Contractual Obligations 5, 6
 - Education 6
 - Finance 3, 5, 6
 - Governmental Affairs 5
 - Judicial and Internal Affairs 5, 6, 11, 12, 13, 17, 18, 20
 - Local Government **See Alternative Contractual Obligations**
 - Membership and Public Relations 5, 6
 - Minority and Community Affairs 6
 - Political Action Committee 6
 - Veterans Advisory 6
 - Women's Action 6
- Constitution 3, 6, 15, 16, 21, 22, 25, 26**
 - amendments 13
 - Preamble 1
 - subordinate bodies 6, 15, 21, 22
 - amendments 13
 - chapters 17
 - removal of officers 25
 - violations 11, 12
- conventions 3, 7, 9**
 - AFSCME International 9
 - delegates
 - number 9
 - priority 9
 - biennial 3, 5, 7, 9, 10, 11, 13, 14, 25
 - notice 7
 - delegates
 - at large 8
 - chapter 25
 - additional delegates 8
 - alternate 8
 - automatic 8
 - election 8
 - qualifications 8

- succession 8
- policies 3, 5
- quorum 8
- special 3, 7, 10, 11, 13, 14
 - notice 7
 - purpose 7
- union label 7
- District Councils 15**
 - audits 3, 19
 - by-laws 24, 25
 - amendments 25
 - committees 21, 24
 - grassroots 24
 - deactivation 7, 18
 - delegates 8
 - removal 9
 - term 9
 - elections 7, 21, 22, 23
 - election committee 22, 23
 - mail ballots 22
 - observers 23
 - ties 23
 - executive board
 - duties 8
 - financial affairs 18
 - checks 24
 - disbursements 24
 - repayments 25
 - financial reports 7, 10, 11, 12, 24
 - formation 7
 - fund raising 18
 - internal controversy 23
 - meetings 7, 23
 - frequency 25
 - minutes 24
 - notice 25
 - parliamentary procedure 25
 - petitions for 25
 - special 25
 - membership 18, 21
 - membership list 24
 - name 21
 - officers
 - duties 23
 - eligibility 18
 - executive board 21, 23, 24
 - president 23, 25
 - qualifications 18
 - removal 10, 25
 - secretary 23, 24, 25
 - terms of office 23
 - treasurer 24
 - vacancy 23
 - vice president 23, 24
 - Presidents' Conference 7
 - purpose 21
 - quorum 18, 24
 - rebates 19, 21
 - record keeping 18
 - rules 18
 - trusteeship **See trusteeship**
 - voting members 18
- due process 1, 3, 11, 12, 20, 25**
- dues See membership: dues**
- Executive Committee 3**
 - duties 16
 - meetings 3
- Executive Director See staff: Executive Director**
- fair share 2**
- fiduciary responsibility 19**
- fiscal year 19**
- internal controversy 6, 23**
- JIAC See committees: standing: Judicial and Internal Affairs**
- loans 19**
- membership**
 - active member 1, 15, 27

- assignments 18
 - appeals 18, 20
- charges
 - basis 20
 - chargeable offenses 11, 15
 - charging party 20
 - filing 20
 - hearing 20
 - notice 20
- dues 2, 10, 15
 - amount 10
 - cash remittance 10
 - delinquency 10
 - distribution 11
 - exceptions 10
 - payment 10
 - rebates 2, 10, 12, 15, 19
 - voluntary assessments 10
- honorary member 2, 15
- life member 2, 15, 21, 27
- lists 15
- member-at-large 2, 10, 15
- military leave 10
- reinstatement fee 10
- responsibilities 15
- retired member 2, 15, 21, 27
- sanctions 11, 20
- transfers 18
- minority firms 9**
- non-discrimination 20**
- OCSEA**
 - affiliation 1, 7, 14, 21, 22, 26, 27
 - audit 3
 - budget 5
 - central office 23
 - contracting for services 9
 - jurisdiction 1, 26, 27, 29, 30
 - publications 5, 13, 15, 17, 19
 - purpose 1, 26
- Officers See state officers**
- parliamentary procedure 9, 18, 25**
- President 3**
 - duties 2, 3, 12, 13, 16
 - removal 11
- Presidents' Conference 5, 7, 10**
- publications See OCSEA: publications**
- quorum 5, 7, 8, 18, 24**
- rebates See membership: dues**
- retirees 3**
- Rules of Order 9, 18, 25**
- S.E.R.B. See State Employment Relations Board**
- Secretary-Treasurer 3**
 - duties 3, 10, 19
 - removal 11
- staff 6, 9, 27**
 - appeal rights 9
 - Comptroller 9
 - duties 3, 7, 19
 - Executive Director 9
 - compensation and tenure 9
 - duties 5, 7, 9, 12, 17, 18, 25
 - project staff 23
- State Employment Relations Board 1**
- state officers**
 - duties 3
 - elections 2
 - leave 2
 - qualifications 2
 - removal 3
 - restrictions 3
 - succession 2
 - vacancy 2
- stewards**
 - appointment 22
 - chief steward 22
 - organization 22
 - qualifications 18, 22
 - removal 22
 - term 22
- strike 19**
 - authorization 19
 - finances 19
- subordinate bodies**
 - by-laws 21, 22, 25
 - Constitution 6, 11, 15, 22
 - amendments 13
 - membership 21
 - rules 18
 - secretary
 - duties 8
- trusteeship 12, 13, 20**
 - appeal 13
 - bonding 13
 - due process 12
 - duration 13
 - expenses 13
 - termination 13
 - trustee
 - authority 13
 - duties 13
- union vendors 7, 9**
- Vice President 3**
 - duties 3
 - removal 11