

CONSTITUTION FOR  
WAYNE COUNTY, MICHIGAN, RETIREE SUB-CHAPTER 38

ARTICLE I  
NAME

The name of this organization shall be Wayne County, Michigan, Retiree Sub-Chapter 38 of the American Federation of State, County and Municipal Employees, AFL-CIO.

ARTICLE II  
AFFILIATIONS

This Retiree Sub-Chapter shall be affiliated with Michigan Public Employee Retiree Chapter #25; of the American Federation of State, County and Municipal Employees, the Michigan State AFL-CIO and the Metropolitan Detroit AFL-CIO.

ARTICLE III  
OBJECTIVES

The objectives of the Retiree Sub-Chapter shall be to carry out on a local basis the objectives of the American Federation of State, County and Municipal Employees' Retiree Organization.

ARTICLE IV  
MEMBERSHIP AND DUES

Section 1. Eligibility.

All retirees of Wayne County, Michigan and the spouses of such retirees are eligible to be members in this sub-chapter subject to the requirement of the Constitution of the International Union.

Section 2. Subject to the Section 1 above membership is extended to all retirees and the spouses receiving pension benefits pursuant to the ordinance commonly referred to as the "Wayne County Retirement Ordinance" and administered by the Wayne County Employees' Retirement System; however, persons who have deferred retirement are excluded from membership until they retire as provided in Section 23 of the Wayne County Retirement Ordinance. Eligibility shall be subject to the requirements of the Constitution of the International Union.

Section 3. Application.

Application for membership shall be made on a standard application form. Unless such form includes a valid authorization for pension check deduction of dues, the application shall be accompanied by the payment of the current annual dues. Upon receipt of the signed application form by the Secretary-Treasurer, the applicant shall be deemed a member in good standing.

Section 4. Amount of Dues.

The annual membership dues of the Sub-Chapter shall be \$30.00 per member. Any modification of this section shall be subject to the procedures of Article IX — Amendments.

Section 5. Payment of Dues.

Membership dues shall be payable annually in advance to the sub-chapter Secretary-Treasurer not later than the 15<sup>th</sup> day of the month in which they become due. Any member who fails to pay dues by the 15<sup>th</sup> day of the month in which they are due shall be considered delinquent, and no longer in good standing. Any person who is paying dues through a system of regular pension payroll deduction shall, for so long as such person continues to pay through such deduction method, be considered in good standing.

Section 6. Delinquent Member Reinstatement Fee.

A member, under the above section may be reinstated to membership in the Sub-Chapter on payment of all arrearages and upon payment of the current dues.

ARTICLE V  
MEETINGS

Section 1. Time and Place.

Regular meetings of this Sub-Chapter shall be held on the second Tuesday of each month, at a time and place to be fixed by the membership or the sub-chapter executive board. The meeting schedule for the year shall be presented by the Recording Secretary at the January general membership meeting, approved by the membership, and shall be altered only on recommendation of the Executive Board and with the concurrence of the membership. The schedule shall include the time, date and location for each meeting.

Section 2. Special Meetings.

Special membership meetings may be called by the sub-chapter President, the sub-chapter executive board, or by petition filed with the President and signed by 10 percent of the members of the sub-chapter. Special meetings may also be called by the International President or by an authorized representative of the International President.

Section 3. Quorum.

The quorum for this sub-chapter shall be twenty (20) members in good standing.

ARTICLE VI  
OFFICERS, NOMINATIONS, AND ELECTIONS

Section 1. Titles and Terms of Office.

The officers of this sub-chapter and the order of succession shall be a president, vice-president, secretary-treasurer, recording secretary, sergeant-at-arms, three (3) executive board members. These eight (8) shall constitute the sub-chapter executive board. In addition, there shall be elected three (3) members who shall serve as Trustees. The trustees shall be elected to three-year terms of office, except that in the initial election, one shall be elected for a one-year term, one for a two-year term, and one for a three-year term. All other officers shall be elected to a term of 3 years, beginning in October 2005.

Section 2. Nominations and Elections

Nominations and elections shall be made at a regular membership meeting of the sub-chapter with at least fifteen days advance notice. All regular elections shall be held in the month of October.

Section 3. Eligibility.

To be eligible for office, a member must be in good standing.

Section 4. Conduct of Election.

Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford to all present a reasonable opportunity to vote.

Section 5. Election Code.

All matters concerning nominations and elections in this retiree sub-chapter shall be subject to the rules and regulations of the Retiree Election Code as adopted by the International Executive Board.

Section 6. Vacancies.

Vacancies in office shall be filled for the remainder of the unexpired term by vote of the executive board.

Section 7. Obligation of Officers.

Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in Appendix B of the International Union Constitution.

ARTICLE VII  
DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1. President.

The President shall:

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

Section 2. Vice-President.

The Vice-President shall:

- A. Assist the President in the work of the President's office.
- B. In the absence of the President or in the President's inability to serve, preside at all meetings and perform all duties otherwise performed by the President.
- C. Be authorized to act as co-signer of checks drawn on the sub-chapter funds in place of either the President or the Secretary-Treasurer.

Section 3. Recording Secretary.

The Recording Secretary shall:

- A. Keep a record of the proceedings of all sub-chapter meetings and of all executive board meetings.
- B. Carry on the official correspondence of the sub-chapter, except as the executive board may direct otherwise.
- C. Perform such other duties as the executive board may require.

Section 4. Secretary-Treasurer.

The Secretary-Treasurer shall:

- A. Receive and receipt for all monies of the retiree sub-chapter.
- B. Deposit all money received in the name of the retiree sub-chapter in a bank(s) or credit union(s) that is FDIC or NCUA insured, selected by the executive board. Money so deposited shall be withdrawn only by check

signed by the President and the Secretary-Treasurer or in the absence of either, the Vice-President...

- C. Prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board.
- D. Prepare and submit the monthly membership report to the International Union office and see that a check is drawn in payment of the sub-chapter's per capita tax each month and sent to the International Secretary-Treasurer.
- E. Keep an accurate record of receipts and disbursements and shall, once each month, submit to the membership a monthly operating statement of the financial transactions of the sub-chapter for the previous month.
- F. Act as custodian of all properties of the retiree sub-chapter.
- G. Give a surety bond for an amount to be fixed by the executive board of the sub-chapter at the expense of the sub-chapter and through the International Union.
- H. Ensure that any financial reports required by the International Union Constitution are submitted in accordance with the International Union Constitution.

#### Section 5. Sergeant-at-Arms

The Sergeant-at-Arms shall:

- A. The Sergeant-at-Arms shall be the custodian of Robert's Rules of Order, Newly Revised, and shall have same present at all Executive Board and general membership meetings.
- B. The Sergeant-at-Arms shall be in charge of the official attendance registration sheet during the meeting, and at the conclusion of the meeting shall return the attendance sheet to the recording secretary.

#### Section 6. Trustees.

The trustees shall make or cause to be made at least semi-annually an audit of the finances of the sub-chapter, including the finances concerning any health and welfare, pension, insurance or other benefit programs covering members of such sub-chapter, and shall submit a written report to the membership on the results of such audit.

#### Section 7. Executive Board.

The Executive Board shall:

- A. The executive board shall be the governing body of the retiree sub-chapter except when meetings of the retiree sub-chapter are in session.
- B. All matters affecting the policies, aims and means of accomplishing the purposes of the sub-chapter not specifically provided for in this constitution or by action of the membership at a regular or special meeting shall be decided by the executive board.

- C. The board shall meet at the call of the President or of a majority of the members of the board.
- D. A written report of all actions taken by the executive board shall be made to the membership at the next following meeting.
- E. Five (5) members of the executive board shall be required for a quorum.

#### Section 8. Standing Committees

- A. Membership and Entertainment
  - B. Legislative
  - C. Election Committee
1. The Election Committee shall be comprised of three (3) members appointed by the President.
  2. The election committee shall choose its chairperson and secretary.
  3. The chairperson of the election committee shall conduct the nominations
  4. The election committee shall prepare the ballots
  5. The election committee shall count and tabulate the votes or ballots.
  6. The election committee shall submit a verbal report of the election results to the membership meeting prior to the adjournment of said meeting.

#### Section 9. Special Committees

All special committees appointed by the President shall expire six (6) months after appointment of said committees. Committees such as, but not limited to, Constitution, Conference(s) and Conventions, shall be deemed "Special Committees."

### ARTICLE VIII MISCELLANEOUS PROVISIONS

#### Section 1. International Constitution.

This retiree sub-chapter shall at all times be subject to the provisions of the Constitution of the American Federation of State, County and Municipal Employees.

#### Section 2. Authorization Necessary to Represent Retiree Sub-Chapter.

A. Except to the extent specified in this constitution, no officer of the retiree sub-chapter shall have the power to act as agent for or otherwise bind the retiree sub-chapter in any way whatsoever.

B. No member or group of members or other person or persons shall have the power to act on behalf of or otherwise bind the retiree sub-chapter except to the extent specifically authorized in writing by the President of the retiree sub-chapter or by the executive board of the retiree sub-chapter.

Section 3. Rules of Order.

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern this sub chapter in all cases to which they are applicable and in which they are not inconsistent with this Constitution and special rules of this local union or of the American Federation of State, County and Municipal Employees.

ARTICLE IX  
AMENDMENTS

This Constitution may be amended, revised, or otherwise changed by a majority vote of the members voting on such proposed change and such change shall take effect upon written approval of the International President; Proposed amendments to this constitution must be read at a regular or special meeting of the retiree sub-chapter and read and voted on at a subsequent meeting of the sub-chapter, adequate and proper notice having been given to the membership prior to the date on which the vote is taken. A written copy of the proposed amendment shall be furnished to every eligible voter at the meeting at which time the vote is taken

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Henry Lykes, President

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Jean Like, Recording Secretary

## LISTING OF PREVIOUS AMENDMENTS TO THE FOUNDING CONVENTION

Founding Constitution. The Constitution was adopted at the membership meeting of May 9, 2005 and approved by AFSCME International Union on August 3, 2005

First Amendment. The first amendment to this constitution was adopted at the membership meeting of August 12, 2008 and approved by AFSCME International Union on April 22, 2009 amending Article IV, Section 3, Article VI, Section and Article XI, Section 3.

Second Amendment. The second amendment to this constitution was adopted at the membership meeting of October 12, 2010 and approved by AFSCME International Union on April 5, 2011 amending Article IV, Section 2, Article IV, Section 4 and Article XI, Section and placing this list as a subsequent listing.