

Constitution
for
Wayne County, Michigan, Retiree Subchapter 38

Article I
Name

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

Article II
Affiliations

This retiree subchapter 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 Detroit AFL-CIO, Metropolitan.

Article III
Objectives

The objectives of the retiree subchapter shall be to carry out on a local basis the objectives of the American Federation of State, County and Municipal Employees.

Article IV
Membership and Dues

Section 1. Eligibility.

All retirees of Wayne County, Michigan, and the spouses of such retirees are eligible for membership in this retiree subchapter subject to the requirements of the constitution of the International Union.

Section 2. Subject to 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 International Union Constitution.

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 subchapter shall be \$36.00 per member. Any modification to 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 subchapter secretary-treasurer and in any event shall be paid not later than the 15th day of the month in which they become due. Any member who fails to pay dues by the 15th day of the month in which they are due shall be considered delinquent, and upon failure to pay dues for two successive months shall stand suspended. Provided, however that 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, shall be considered in good standing.

Section 6. Delinquent Member - Reinstatement Fee.

A member suspended under the above section may be reinstated to membership in the subchapter on payment of all arrearages and upon payment of the current month's dues.

Article V
Meetings

Section 1. Time and Place.

Regular meetings of this subchapter shall be held on the second Tuesday of each month, at a time and place to be fixed by the membership or the subchapter 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 meetings may be called by the subchapter president, the subchapter executive board, or by petition filed with the president and signed by 10 percent members of the subchapter. 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 subchapter 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 subchapter and the order of succession shall be a president, vice-president, secretary-treasurer, recording secretary, sergeant-at-arms, and three executive board members. These eight shall constitute the subchapter executive board. In addition, there shall be elected three 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 2023.

Section 2. Nominations and Elections

Nominations and elections shall be made at a regular membership meeting of the subchapter 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 conducted so as to afford to all members present a reasonable opportunity to vote. At least fifteen days' advance notice shall be given the membership prior to the holding of the election.

Section 5. Election Code.

All matters concerning nominations and elections in this retiree subchapter 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 subchapter and of the executive board.
- B. Be a member of all committees except election committee.
- C. Countersign all checks drawn against the funds of the subchapter.
- D. Appoint all standing committees and all special committees of the subchapter, subject to the approval of the executive board.
- E. Report to the membership regarding the progress and standing of the subchapter 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 subchapter 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 subchapter meetings and of all executive board meetings.
- B. Carry on the official correspondence of the subchapter, 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 subchapter.
- B. Deposit all money so received in the name of the retiree subchapter 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 subchapter'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 subchapter for the previous month.
- F. Act as custodian of all properties of the retiree subchapter.
- G. Give a surety bond for an amount to be fixed by the executive board of the subchapter at the expense of the subchapter 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. 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. 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 subchapter, including the finances concerning any health and welfare, pension, insurance or other benefit programs covering members of such subchapter, and shall submit a written report to the membership on the results of such audit.

Section 7. Executive Board.

The executive board shall:

- A. Be the governing body of the retiree subchapter except when meetings of the retiree subchapter are in session.
- B. All matters affecting the policies, aims and means of accomplishing the purposes of the subchapter 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. Constitution, Conference(s), and Conventions Committee
- D. 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 three (3) years after appointments of said committees or upon the election of a new president, whichever occurs first. Committees such as, but not limited to, constitution, conference(s) and conventions, shall be deemed "Standing Committees."

**Article VIII
Miscellaneous Provisions**

Section 1. International Constitution.

This retiree subchapter 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 Subchapter.

- A. Except to the extent specified in this constitution, no officer of the retiree subchapter shall have the power to act as agent for or otherwise bind the retiree subchapter 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 subchapter except to the extent specifically authorized in writing by the president of the retiree subchapter or by the executive board of the retiree subchapter.

Section 3. Rules of Order.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this subchapter in all cases to which they are applicable and in which they are not inconsistent with this constitution and special rules of this subchapter 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 only upon written approval of the International President. Proposed amendments to this constitution must be made at a regular or special meeting of the retiree subchapter and read and voted on at a subsequent meeting of the subchapter, 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.

Approved by:



LEE SAUNDERS
President

Approval Date: November 30, 2022