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March 25, 2019

Nadja K. Robot, President  
AFSCME Local 3700  
701 Hawthorne Drive  
Urbana, IL 61801-5266

Dear Sister Robot:

We have completed our review of the proposed amendments to the Local 3700 Constitution, which you submitted. The amendments have been approved with the following revisions:

1. Article IV, Sections 4a and 4b. We have updated these sections to comply with Article III, Section 5 and Article III, Section 8, of the *International Constitution*.
2. Article VIII, Section 3. We have updated your reference to *Robert's Rules of Order* because the old language is obsolete.

Enclosed are two complete copies of the local constitution, as amended, with my signature of approval on the final page. Should the local amend this constitution in the future, please submit the amendments for approval after they have been adopted by the membership.

In solidarity,

LEE SAUNDERS  
President

LS/NS:nh

Enclosures

- cc: Mike Sukal, Director, O&FS  
Gino Carbenia, Central Regional Director, O&FS  
Erin Young, Central Regional Assistant Director, O&FS  
Roberta Lynch, Executive Director, AFSCME Council 31  
Jill M. Ouellette, Recording Secretary, AFSCME Local 3700

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

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## **Constitution**

**for**

**University of Illinois Clerical and Administrative Employees**

**Local 3700**

### **Article I Name**

The name of this organization shall be University of Illinois Clerical and Administrative Employees Local Number 3700 of the American Federation of State, County and Municipal Employees, AFL-CIO.

### **Article II Affiliations**

This local union shall be affiliated with Illinois Public Employees Council Number 31 of the American Federation of State, County and Municipal Employees; the Illinois State Federation of Labor and Congress of Industrial Organizations; and the Champaign County, AFL-CIO.

### **Article III Objectives**

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

### **Article IV Membership and Dues**

Section 1. All clerical and administrative employees of the University of Illinois at Urbana-Champaign, including those employed at off campus locations, are eligible for membership in this local union, subject to the requirements of the constitution of the International Union.

Section 2. Application for membership shall be made on a standard application form. Unless such form includes a valid authorization for payroll deduction of dues, the application shall be accompanied by the current month's dues.

Section 3a. The minimum monthly membership dues of the local shall be set by the International. Dues shall be one dollar (\$1.00) per member per month over the minimum monthly dues set by the International.

b. Dues for members who have regular work schedules of 18.75 or fewer, but more than 10.8 hours per week shall be 75% of the dues established in the previous section. The dues for members who have regular work schedules of 10.8 or fewer hours per week shall be 50% of the dues established in the previous section. Members whose regular work schedules qualify them for reduced dues shall inform the local secretary-treasurer.

Section 4a. Membership dues shall be payable monthly in advance to the local 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 become due shall be considered delinquent, and upon failure to pay dues for two successive months shall lose their good standing status and stand suspended. Provided, however, that any person who is paying dues through a system of

regular payroll deduction, bank draft, or similar system, shall for so long as such person continues to pay through such deduction method, be considered in good standing.

b. When a member is unemployed or on unpaid leave for more than twenty days in any calendar month, such member shall, upon request, be entitled to credit for membership dues for the period of unemployment or unpaid leave but not to exceed six months within any twelve-month period.

Section 5. A member suspended under the above section may be reinstated to membership in the local on payment of the current month's dues.

## **Article V Meetings**

Section 1. Regular meetings of this local shall be held once each quarter (four times per year), at a time and place to be fixed by the membership or the local executive board.

Section 2. Special meetings may be called by the local president, the local executive board, or by petition filed with the president and signed by one hundred (100) members of the local. Special meetings may also be called by the International President or by an authorized representative of the International President or by the Council 31 Director.

Section 3. The quorum for meetings of this local shall be thirty-three (33) members in good standing.

## **Article VI Officers, Nominations and Elections**

### Section 1. Elected Positions.

- a. The officers of this local shall be a president, a vice-president, a recording secretary, a secretary-treasurer, and one (1) executive board member from the off-campus work locations and six (6) executive board members from on-campus work locations, and these eleven (11) shall constitute the local union executive board.
- b. The bargaining unit shall consist of nine (9) on-campus areas and four (4) off-campus area, consisting of all regions. One chairperson shall be elected from each area identified as follows:

Area 1: North of Springfield, except east of Goodwin, then north of Stoughton.

Area 2: North of Green, except east of Goodwin, then north of Illinois, except east of Gregory, then north of Oregon, and south of Area 1.

Area 3: West of Wright, south of Green, and north of Armory.

Area 4: South of Green, west of Wright, east of Mathews, and north of Armory extended, except for Gregory Hall.

Area 5: West of Mathews, south of Area 2, and north of the bike path that extends from Armory to Lincoln.

- Area 6: South of Armory extended, except including Gregory Hall, east of Fourth St, except not the block that includes the Armory and Harding Band Building, north of Pennsylvania, and west Mathews extended (north of Gregory) and west of a line through the center of the South Quad (but including the Stock Pavilion).
- Area 7: South of Area 5, east of Area 6, and north of Pennsylvania.
- Area 8: South of Armory, east of Fourth, except including the block that includes the Armory and Harding Band Building, and except south of Kirby then east of Wright, and north of St. Mary's.
- Area 9: South of Pennsylvania, except excluding the area south of Kirby and north of St. Mary's and west of Wright, and south of Area, including all off-campus buildings in the metro area south of St. Mary's such as Illini Plaza & Willard Airport.
- Area 10: All buildings contained within the counties of the Extension Region 1.
- Area 11: All buildings contained within the counties of the Extension Region 2.
- Area 12: All buildings (except those within Areas 1-9) contained within the counties of the Extension Region 3. This includes extension offices in Champaign County.

Maps of the campus areas and the extension regional map are attached to this constitution for reference.

- c. The trustees shall be elected for overlapping three-year terms of office. All other officers shall be elected for a term of three years based on the following schedule:

The president, recording secretary, the off-campus executive board member and three on-campus board members shall be elected for three-year terms, beginning in December 2016. The vice-president, secretary-treasurer and three on-campus executive board members shall be elected for three-year terms beginning in December 2015.

Section 2. Nominations for officers shall be made at a regular or special meeting of the local. At least fifteen (15) days' advance notice shall be given the membership prior to the nomination meeting. A nominating committee may be appointed or elected to make nominations, but whether or not such nominating committee is used, nominations shall be permitted from the floor at the nomination meeting. All regular elections shall be held in the month of December. Officers' terms shall begin immediately upon acceptance of the Election Committee's general report.

Section 3. To be eligible for office, a member must be in good standing for one year immediately preceding the election; provided, however, that no retired member shall be a candidate for office. For a member who is transferred or promoted into this local from another AFSCME local, this requirement shall be satisfied if such member's combined membership in good standing in both locals is one year at the time of election.

Section 4. Officers shall be elected by secret ballot through referendum. The local shall afford to all members a reasonable opportunity to vote. At least fifteen (15) days' advance notice shall be given to the membership prior to the holding of the election.

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

Section 6. Vacancies in office shall be filled for the remainder of the unexpired term by vote of the executive board.

Section 7. 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. The president shall:

- a. preside at all meetings of the local union and the executive board.
- b. be a member of all committees except election committees.
- c. countersign all checks drawn against the funds of the local.
- d. appoint all standing committees and all special committees of the local, subject to the approval of the executive board.
- e. report periodically to the membership regarding the progress and standing of the local and regarding the president's official acts.
- f. be an automatic delegate to any convention and/or conference provided he/she is a member in good standing of the local.

Section 2. The vice-president shall:

- a. assist the president in the work of the president's office.
- b. in the absence of the president or in the president's inability to serve, preside at all meetings and perform all duties otherwise performed by the president.
- c. upon approval by the local executive board, be authorized to act as co-signer of checks drawn on the local funds in place of either the president or the secretary-treasurer.
- d. be an automatic delegate to any convention and/or conference provided he/she is a member in good standing of the local.

Section 3. The recording secretary shall:

- a. keep a record of the proceedings of all membership meetings and of all executive board meetings.
- b. carry on the official correspondence of the local, except as the executive board may direct otherwise.
- c. perform such other duties as the executive board may require.

Section 4. The secretary-treasurer shall:

- a. receive and receipt for all monies of the local union.

- b. deposit all money so received in the name of the local union in a bank or banks selected by the executive board, and money so deposited shall be withdrawn only by check signed by the president and the secretary-treasurer.
- c. prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board.
- d. prepare and submit the monthly membership report to the International Union office and see that a check is drawn in payment of the local's per capita tax each month and sent to the International Secretary-Treasurer.
- e. keep an accurate record of receipts and disbursements and shall, once each month, prepare an operating statement of the financial transactions of the local for the previous month. The monthly operating statements shall be submitted to the membership each quarter for the previous quarter.
- f. act as custodian of all properties of the local union.
- g. give a surety bond for an amount to be fixed by the executive board of the local union, at the expense of the local union and through the International Union.
- h. see that any financial reports required by the International Union Constitution to be submitted to the International Union are submitted in accordance with the International Union Constitution.

Section 5. The area chairpersons shall facilitate the movement of information within their area and shall sit on the negotiation team.

Section 6. The trustees shall make or cause to be made at least semi-annually an audit of the finances of the local, including the finances concerning any health and welfare, pension, insurance or other benefit programs covering members of such local, and shall report to the membership on the results of such audit.

Section 7. The executive board shall:

- a. be the governing body of the local union except when meetings of the local union are in session. All matters affecting the policies, aims and means of accomplishing the purposes of the local not specifically provided for in this constitution or by action of the membership at a regular or special meeting shall be decided by the executive board.
- b. meet on a monthly basis. Special meetings of the executive board shall be called by the president or a majority of the members of the executive board.
- c. make a report of all actions taken by the executive board to the membership at the next meeting.
- d. require a quorum of a majority of the members of the executive board at all executive board meetings.
- e. Executive board members shall chair and be responsible for the following committees:
  - 1. Membership/Organizing

2. Health and Safety
3. Grievance/Problem Solving

Section 8. The negotiating team shall:

- a. consist of all officers, executive board members and one elected representative from each area.
- b. have the remaining positions filled with members with knowledge in needed fields to be appointed by the president.

Section 9. The election committee shall:

- a. report the official results of the election after all the extension ballots have been sent in. The written results of the extension ballots shall be in the possession of the executive board within one week of the election.
- b. report the official election results at the next executive board meeting and notify the membership of the results of the balloting.

Section 10. Stipends:

Stipends shall be paid to the following officers: president, vice-president, recording secretary and secretary-treasurer. The chief steward shall also receive a stipend. Stipends shall be paid on the first day of the term and monthly thereafter. The officer must be in good standing. The executive board shall determine the amount of the stipend and the definition of good standing as it applies to the stipend only.

Section 11. Rebates:

Rebates of union dues shall be paid to each executive board member not receiving a stipend on the quarterly basis, with the rebate beginning on the day that they are officially reported as having been elected. The payment will be made at the end of each quarter after the beginning date during their term of office. The amount of the rebate is determined by the amount of the dues. The executive board member must attend three out of four meetings, including quarterly meetings and executive board meetings. Special meetings and committee meetings are excluded. The executive board shall determine the definition of good standing for an executive board member as it applies to the rebates only.

**Article VIII  
Miscellaneous Provisions**

Section 1. This local union shall at all times be subject to the provisions of the constitution of the American Federation of State, County and Municipal Employees.

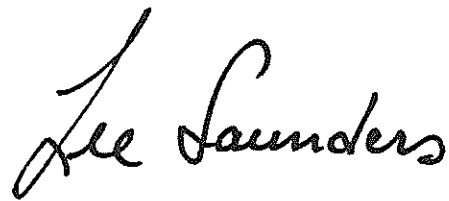
Section 2. Except to the extent specified in this constitution, no officer of the local union shall have the power to act as agent for or otherwise bind the local union in any way whatsoever. No member or group of members or other person or persons shall have the power to act on behalf of or otherwise bind the local union except to the extent specifically authorized in writing by the president of the local union or by the executive board of the local union.

Section 3. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this local union 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 only upon written approval of the International President. Proposed amendments to this constitution must be made at a regular or special meeting of the local union and read and voted on at a subsequent meeting of the local union, adequate and proper notice having been given to the membership prior to the date on which the vote is taken. A written copy of the proposed amendment shall be furnished to every eligible voter at the meeting at which the vote is taken.

Approved by:

A handwritten signature in black ink that reads "Lee Saunders". The signature is written in a cursive, flowing style.

LEE SAUNDERS  
President

Approval date: March 25, 2019