

CONSTITUTION  
FOR  
CITY COLLEGES OF CHICAGO EMPLOYEES  
LOCAL 3506

PREAMBLE

We are a voluntary organization of adult educators and coordinators dedicated to the premises that education be considered among society's greatest priorities and should be a right for all members of society; and that adult educators and coordinators be treated with respect and fairness, and earn a decent living. We struggle to obtain better working conditions for adult educators and coordinators as well as better learning conditions for our students. We believe that society must provide the best possible education in order that all people be able to benefit from all of society's wealth, and to perform any of its tasks.

We, as working people, recognize that we are part of a larger working class. As such, we recognize that it is in our self-interest to build alliances with our fellow workers and other oppressed communities and to join those struggling for equality and a better life. We hold that workers organize to secure better wages and working conditions and to influence decisions which affect them at work and in society at large. We further hold that unions are under a solemn obligation to represent members forcefully and effectively in negotiations with management and to conduct internal union affairs according to democratic standards.

Therefore, we, the members of City Colleges of Chicago, Local 3506 of the American Federation of State, County and Municipal Employees, (AFSCME) AFL-CIO adopt this constitution.

ARTICLE I  
NAME

The name of this organization shall be City Colleges of Chicago Employees Local Number 3506 of the American Federation of State, County and Municipal Employees, AFL-CIO.

ARTICLE II  
AFFILIATIONS

This local union shall be affiliated with American Federation of State, County and Municipal Employees, the 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 Chicago Federation of Labor and Industrial Union Council, AFL-CIO.

ARTICLE III  
OBJECTIVES

The objectives of this local union shall be:

To improve the working conditions and compensation of Adult Educators and Coordinators;

To champion the cause of adult education;

To build solidarity with community and working class organizations;

To struggle for economic and social justice.

ARTICLE IV  
MEMBERSHIP AND DUES

Section 1. All employees of City Colleges of Chicago, Chicago, Illinois 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 valid authorization for payroll deduction of dues.

Section 3. The monthly membership dues of this local shall be \$34.03 for full-time members, \$25.82 for part-time members and \$17.56 for part-time members working twelve or fewer hours per week. This amount shall be increased each year by the amount of the minimum dues increase established by AFSCME. Notwithstanding the requirements of Article XI of this constitution, dues may also be increased by majority vote of the members present at a general membership meeting; provided, that adequate and proper notice must be given to the membership prior to the date on which the vote is to be taken and a written copy of the amendment containing such proposed dues increase must be furnished to each eligible voter at the meeting at which the vote is to be taken.

Section 4. 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 stand suspended. Provided, however, that any person who is paying dues through a system of regular payroll deduction shall for so long as such person continues to pay through such deduction method, be considered in good standing.

Section 5. A member suspended under the above section may be reinstated to membership in the local on payment of all arrearages.

ARTICLE V  
MEETINGS

Section 1. Regular meetings of Local 3506 shall be held bimonthly on the third weekend of the month at a time and place approved by the membership at the previous meeting unless changed or cancelled by majority vote of the membership or the executive board. Regular meetings shall not be cancelled for two consecutive months. In the event

of a change or cancellation of the membership meeting, the local union executive board shall cause notice of such change to be posted on the union bulletin board at each of the city colleges and at the union office not less than ten (10) days prior to the scheduled meeting. Membership meetings shall be open to all members in good standing.

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 50 members in good standing. Special meetings may also be called by the International President or by an authorized representative of the International President.

Section 3. The quorum for regular or special meetings of Local 3506 shall be 20 members in good standing.

Section 4. Robert's Rules of Order, Revised, shall be the guide in all cases to which they are applicable and 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 VI OFFICERS, NOMINATIONS, AND ELECTIONS

Section 1. The officers of this local shall be a president, a vice-president, a recording secretary, a secretary-treasurer, and seven executive board members. Six executive board members shall be adult educators, nominated and elected by adult educators. The seventh executive board member shall be a coordinator, nominated and elected by coordinators. These eleven shall constitute the executive board of the local union. In addition, there shall be elected three members who shall serve as trustees. The three trustees shall not be members of the executive board but may attend board meetings without voice or vote.

Section 2. All officers shall be elected for a term of two years in the even-numbered years. Elections shall be held in the month of December. However, in November 2004, officers shall be elected for special terms of 25 months to expire December 2006. Thereafter, elections shall be held in the month of December for all officers and trustees. Trustees shall be elected for staggered three-year terms with one trustee elected annually.

Section 3. Nominations shall be made from the floor at the regular or special meeting of the local. At least fifteen 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. At least fifteen days' advance notice shall be given the membership prior to the nomination meeting.

Section 4. Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford to all members a reasonable opportunity to vote. At least fifteen days' advance notice shall be given the membership prior to the holding of the election. All officers and trustees shall assume office immediately upon acceptance of the election committee's general report.

Section 5. To be eligible for office, a member must be in good standing for one year immediately preceding the election, provided, that no retired member shall be a candidate for office.

Section 6. Officers and trustees shall be nominated from among all members of the local and shall be elected by all in accordance with Section 5 of this article.

Section 7. In the event the president is unable to complete his/her term of office, a special election shall be held within 90 days from the date of the vacancy. The vice-president shall assume the office of president for the period until the completion of the special election. In the event another member of the executive board or a trustee is unable to complete his/her term of office, the vacancy shall be filled for the remainder of the term by vote of the executive board.

Section 8. 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 9. Each 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 of the executive board or in the absence of the president and vice-president, shall designate another member in good standing to preside.
- b. be a member of all committees except election committees.
- c. appoint the chairperson or co-chairperson of standing committees and ad hoc committees subject to the approval of the executive board.
- d. present an annual budget for approval by membership within two months of assuming office.
- e. countersign all checks drawn against the funds of the local.
- f. serve as a delegate of the local to the biennial International Union convention and the biannual Council 31 convention and all P.E.O.P.L.E. conventions.
- g. serve as chairperson of the negotiating committee.
- h. report or cause to be reported the progress and standing of the local and the president's official acts at each membership meeting.

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. be authorized to countersign checks drawn against the local funds in the absence of the president or secretary-treasurer.

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 and maintain a file of the official correspondence of the local union, except as the executive board may direct otherwise.
- c. report to the membership on the actions of the executive board.

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. 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.
- d. 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 local for the previous month.
- e. submit the membership reports to the International Union office annually and 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.
- 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 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 6. The executive board shall be the governing body of the local union except when meetings of the local union are in session. The executive board shall execute or cause to be executed all decisions of the membership. 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. The board shall meet at the call of the president or of a majority of the members of the board. A report on all actions taken by the executive board shall be made to the membership at the next following meeting. A

majority of the members of the executive board shall be required for a quorum. Any member in good standing shall have the right to observe executive board meetings unless, by majority vote of the board, the board shall go into executive session. Such votes and the results of all actions taken in the executive session shall be recorded in the report of the executive board.

Section 7. 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 8. Officers and executive board members shall be automatically removed from office for three consecutive unexcused absences from meetings.

#### ARTICLE VIII COMMITTEES

Section 1. Standing Committees. The standing committees of this local shall be:

The Grievance Committee  
The Newsletter Committee  
The Organizing Committee  
The Good and Welfare Committee  
The P.E.O.P.L.E. Committee

The meetings of all standing committees shall be open to all members unless it is necessary to protect a bargaining unit member's privacy. Any member in good standing may join any of the standing committees with the exception of the grievance committee. Upon attendance at a second consecutive committee meeting, a member in good standing shall become a voting member of the committee. A member may be removed from a committee by the president after non-attendance at five (5) consecutive committee meetings.

Section 2. The Grievance Committee. The grievance committee shall consist of a chief steward, and an assistant chief steward appointed by the local president with the approval of the executive board, a lead college steward from each of the city colleges with not less than 25 bargaining unit members, and members at-large also appointed by the president with the approval of the executive board.

Section 3. Duties of the Grievance Committee. The grievance committee shall have the primary responsibility for enforcing the contract and organizing their campus.

A. The steward's council shall consist of the chief steward, assistant chief steward, the lead college stewards and the president of the local. The stewards' council shall have responsibility for forwarding grievances to arbitration by majority vote and for serving on the local's negotiating committee.

B. The chief steward shall be responsible for calling and presiding over grievance committee meetings; coordinating the filing and processing of grievances at all levels of the grievance procedure, but specifically at Step 2 and for advancing grievances to arbitration in a timely manner.

C. The assistant chief steward shall assist the chief steward in the work of the chief steward's office and, shall, in the absence of the chief steward, preside over grievance committee meetings.

D. The lead college stewards shall be responsible for coordinating the filing and processing of grievances at step 1 and advancing grievances to the chief steward in a timely manner. They shall assist in the preparation of grievances at all levels and for attending grievance committee meetings and for organizing at their respective campuses and by holding a minimum of five bimonthly meetings for adult educators which may be increased in certain circumstances by membership vote and otherwise coordinating the enforcement of the contract at their campus. Stewards must attend at least half of the membership meetings.

Section 4. Election of lead stewards. The lead college steward at each campus shall be nominated and elected by members in good standing at the campus in an election to be held in November of each year. In November 2003, lead stewards shall be elected for special terms of 13 months to expire December 2004. Beginning in December 2004, the lead stewards shall be elected for two-year terms in the even-numbered years.

To be eligible for the office of lead steward, a member must be in good standing for three months immediately preceding the election, provided that no retired member shall be a candidate for office.

Section 5. Recall of stewards.

a). Any member in good standing who is actively working at a campus may request a recall election of the lead steward at his/her campus by presenting a petition to the executive board requesting that such an election and signed within 45 days by not less than 25% of the members in good standing at that campus. In the event such a petition is presented, the executive board shall verify the membership of the signatories to the petition and conduct or cause to be conducted a vote of no-confidence to be held at the campus within 45 days. In the event the membership at the campus votes not to retain the lead steward, the executive board shall conduct or cause to be conducted an election for a new lead steward at that campus within 30 days.

Section 5b. Stewards may be removed from their position by the executive board for failure to fulfill their duties as stated in Section 3, part D.

Section 6. Vacancies. An election to fill a vacant lead steward position must be held within 30 days of the vacancy unless 60 days or less remain in the term. The president shall fill a vacant lead steward position within the approval of the executive board until the election is conducted.

Section 7. Ad Hoc Committees. Ad hoc committees of this local shall be created or dissolved by majority vote of the executive board.

A member in good standing may join any of the ad hoc committees. Upon attendance at two (2) consecutive committee meetings, a member in good standing shall become a voting member of that committee. A member may be removed from a committee by the president after non-attendance at five (5) consecutive meetings.

The meetings of all ad-hoc committees shall be open to all members in good standing.

Section 8. Special Committees. The special committees of the local shall be:

Negotiating Committee

Election Committee

Section 9. The Negotiating Committee. A negotiating committee shall be created for the purpose of negotiating the collective bargaining agreement with the employer for coordinating activities related to such negotiations, and for presenting a tentative agreement for ratification to the membership.

The negotiating committee shall consist of members of the executive board, members of the stewards' council, and elected representatives from each of the city colleges. Each college shall be entitled to elect representatives based upon the following formula:

- 40 members in good standing or less, 1 representative
- 41-80 members in good standing, 2 representatives
- 81-120 members in good standing, 3 representatives
- 121-160 members in good standing, 4 representatives
- 161-200 members in good standing, 5 representatives
- 201-240 members in good standing, 6 representatives
- more than 241 members in good standing, 7 representatives

Section 10. The Election Committee. The election committee shall conduct elections of officers, trustees and lead college stewards pursuant to Appendix D of the International Constitution. The election of stewards shall be in the same fashion as the election of officers.

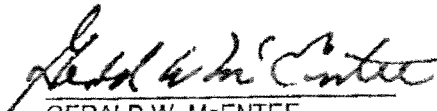
The president of the local shall appoint the members of the election committee, with the approval of the executive board, immediately following the close of nominations. No candidate for office shall be eligible to serve on the election committee.

The chairperson of the election committee shall be elected by a majority vote of members of the committee at its first meeting.

ARTICLE IX  
AMENDMENTS

This constitution may be amended, revised, or otherwise changed by a two-thirds 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 read 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:



GERALD W. McENTEE  
International President

11-7-05

Date