

4/1/16

Constitution

for

New York City Zoological and Museum Employees

Local 1501

**Article I
Name**

The name of this organization shall be New York City Zoological and Museum Employees Local Number 1501 of the American Federation of State, County and Municipal Employees, AFL-CIO.

**Article II
Affiliations**

This local union shall be affiliated with New York City District Council of AFSCME Municipal Local Unions #37 of the American Federation of State, County and Municipal Employees; the New York State AFL-CIO; and the New York City Central Labor Council, 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; to improve working conditions, labor-management relationships and other matters directly affecting Zoological employees; and also to cooperate with Zoological administration in its relationship with the city on points of mutual interest to labor and management.

**Article IV
Membership and Dues**

Section 1. All employees of the New York City Zoological Society and Richmond Zoological Society, and museum protection and maintenance employees, excluding those employees within the jurisdiction of locals 1306, 1502, 1503 and 1559, 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.

Section 3. The membership dues of the local shall be \$27.00 per biweekly pay period, with periodic increases as mandated by the American Federation of State, County and Municipal Employees and the District Council 37 constitutions.

Section 4. Membership dues shall be payable monthly in advance to the local 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 his/her dues through a system of regular payroll deduction shall for so long as he/she 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. There shall be a minimum of four general membership meetings a year, at a time and place fixed by the membership or the 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 10% of the members of the local. Special meetings may also be called by the International President or his/her authorized representatives.

Section 3. A quorum of 15 members must be in attendance at all membership meetings in order to carry out the business of this local union.

Article VI Officers, Nominations, and Elections

Section 1. The officers of the local shall be president, vice-president, treasurer, secretary and three executive board members and these seven shall constitute the local executive board. Officers and trustee shall serve a term of office of (3) years, beginning in 2015. In addition, there shall be elected one (1) member who shall serve as trustee. Delegates to District Council 37 (as required by membership quota) and also for New York Central Labor Council, shall be elected.

Section 1A. Shop stewards shall be nominated and elected in the following manner: every three (3) years after the election of local officers, beginning in 2018. The nominees must be members in good standing. Nominations and elections shall be held as the first order of business of the newly elected officers at the next general membership meeting.

Section 1B. Vacancies in the shop stewards position shall be filled for the remainder of the unexpired term by vote of the executive board.

Section 1C. All elected officials – i.e., named officers, executive board members, delegates, trustees and shop stewards are required to attend all general membership meetings and special membership meetings. Failure of any officer, executive board member, trustee, delegate or shop steward to attend any membership meeting without prior notification or providing an acceptable excuse to the executive board, shall have their quarterly stipend withheld pending a vote of the executive board.

Section 1D. Failure of any officer, executive board member, trustee, delegate or shop steward to attend three consecutive meetings without prior notification or providing an acceptable excuse to the executive board shall be sufficient to declare his or her office vacant.

Section 1E. The executive board shall have the right to remove a shop steward based on a review of his/her performance.

Section 2. Nominations shall be made at a regular or special meeting of this local held in the month of October. 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. All regular elections shall be held in the month of November.

Section 3. To be eligible for office, a member must be in good standing for one year immediately preceding the election, except in the initial election held in this local; provided, however, that no retired member shall be a candidate for office.

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.

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. Declinations made after the meeting in which nominations are taken, shall be delivered to the chairperson of the nominating committee in writing and signed by the nominee, and this declination shall be binding and irreversible. The chairperson of the nominating committee will forward all declinations to the chairperson of the elections committee.

Section 7. Any declination must have been received by the chairperson of the nominating committee by a date to be announced by the nominating committee at the nominations meeting.

Section 8. As part of the election procedure, the local will make available a current roster of members at union headquarters to any candidate for the purpose of mailing literature at the candidate's expense.

Section 9. Vacancies in office shall be filled for the remainder of the unexpired term by vote of the executive board.

Section 10. 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 preside at all meetings of the local union and of the executive board. He/she shall be a member of all committees. He/she shall countersign all checks drawn against the funds of the local. He/she shall appoint all standing committees and all special committees of the local, subject to the approval of the executive board. He/she shall report periodically to the membership regarding the progress and standing of the local and regarding his/her official acts. By virtue of his/her election to office, the president shall serve as automatic delegate to AFSCME conventions. The president shall serve as one of the local's delegates to District Council 37.

Section 2. The vice-president shall assist the president in the work of his/her office. In the absence of the president or in his/her inability to serve, the vice-president shall preside at all meetings and perform all duties otherwise performed by the president. The vice-president may, with the approval of the executive board, be authorized to act as co-signer of checks drawn on the local funds in place of either the president or treasurer. By virtue of his/her election to office, the vice-president shall serve as automatic delegate to AFSCME conventions.

Section 3. The secretary shall keep a record of the proceedings of all membership meetings and of all executive board meetings. The secretary shall carry on the official correspondence of the local, except as the executive board may direct otherwise. The secretary shall perform such other duties as the executive board may require. The secretary of the local shall keep the records of the membership roster,

updating, deletions, status changes and other matters directly affecting members' health benefit plans and union services of our council or International Union. The secretary shall provide assistance in the filing of benefit forms. By virtue of his/her election to office, the secretary shall serve as automatic delegate to AFSCME conventions.

Section 4. The treasurer shall receive and receipt for all monies of the local union. He/she shall 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 treasurer. He/she shall prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board. He/she shall 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. He/she shall keep an accurate record of receipts and disbursements and shall, at each membership meeting submit to the membership a monthly operating statement of the financial transactions of the local. He/she shall act as custodian of all properties of the local union. He/she shall, at the expense of the local union and through the International Union, give a surety bond for an amount to be fixed by the executive board of the local union. He/she shall 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. By virtue of election to office, the treasurer shall serve as automatic delegate to AFSCME conventions.

Section 5. The trustee shall make or cause to be made at least semi-annually an audit of the local's finances, 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. 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 meeting. A majority of the members of the executive board shall be required for a quorum. Whether a grievance should be brought to arbitration shall be decided by majority vote of the executive board.

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.

Section 4. A majority vote of the executive board shall be required for the approval of all expenditures up to \$1,000.00. Expenditures of more than \$1,000.00 must be approved at a meeting of the general membership.

Section 5. The local union shall pay the first year application fee for membership in the District Council 37 Retirees' Association for all members of this local at retirement.


Section 6. The local union shall pay for a floral arrangement, or the equivalent of, not to exceed \$75.00. The wishes of the immediate family of the deceased member shall be honored.

Section 7. The president, vice-president, treasurer, secretary, executive board, DC 37 delegates, trustees, central labor council delegates, and shop stewards will be reimbursed their union dues on a quarterly basis.

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:



LEE SAUNDERS
President

Approval date: November 1, 2016