

CONSTITUTION  
FOR  
SACRAMENTO, CALIFORNIA, CITY AND COUNTY  
SCHOOL EMPLOYEES  
LOCAL 258

ARTICLE I  
NAME

The name of this organization shall be Sacramento, California, City and County School Employees Local 258 of the American Federation of State, County and Municipal Employees, AFL-CIO.

ARTICLE II  
AFFILIATIONS

This local union shall be affiliated with California District Council 57 of the American Federation of State, County and Municipal Employees; the California Labor Federation, AFL-CIO; and the Sacramento Central Labor Council, AFL-CIO.

ARTICLE III  
OBJECTIVES

The objectives of this local 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 employees of the public schools in the City and County of Sacramento, California 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 an 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 3. The monthly membership dues of the local shall be 1.52 percent of the members' contractual gross monthly earnings.

Section 4. Membership dues shall also be payable 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 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 or upon payment of a reinstatement fee of \$3.00 plus the current month's dues.

## ARTICLE V MEETINGS

Section 1. Regular meetings shall be held once each month, at a time and place to be fixed by the membership or the local executive board at a minimum of four (4) times a calendar year. Executive board meetings shall be held a minimum of eight (8) times a calendar year. The time and place will be fixed by the local executive board.

Section 2. Special meetings may be called by the local president, the 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 authorized representatives.

Section 3. The quorum for meetings of this local shall be 5% of the membership in good standing.

## 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 three executive board members. These seven shall constitute the local 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 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 for a term of two years in the even-numbered years.

Section 2. Nominations shall be made at a 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. 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. A member shall be automatically removed from office if he/she misses three consecutive meetings without excuse.

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. 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 of the executive board;
- b. be a member of all committees except election committees and a delegate to all conventions;



- 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 and shall be the chairperson of the negotiations committee;
- e. report periodically to the membership regarding the progress and standing of the local and regarding the president's official acts.

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. serve as chief steward 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 banks 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 submit to the membership a monthly operating statement of the financial transactions of the local for the previous month;
- 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, and shall report to the membership on the results of such audit. In addition, the local union's finances shall be audited at the close of the term of each secretary-treasurer regardless of the reason for the closing of the term.

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 following meeting.

#### ARTICLE VIII STEWARDS

Section 1. Stewards shall enforce the contracts and union rules, organize his/her unit, bring the thinking of the leadership to the membership and reflect the members' thinking to the leadership.

Section 2. Stewards shall attend all steward training sessions and union membership meetings unless excused by the executive board and report on these meetings to their membership.

Section 3. Stewards shall be compensated at a rate set by the executive board of the local. Stewards must attend the monthly membership meeting to be eligible for compensation. A steward shall be automatically removed from office if he/she misses three consecutive meetings without excuse.

Section 4. Stewards shall be nominated by a member from the represented group and shall be elected by the membership at large. A majority of those voting shall be sufficient to elect a steward.

Section 5. Stewards shall be elected to terms of two years, in the even-numbered years. Stewards shall be installed in office immediately upon the acceptance of the Election Committee's general report on the election. The number of primary stewards shall be commensurate with the current allotment as negotiated with Elk Grove School District. Assignments shall be designated at the discretion of the executive board.

Section 6. Stewards shall be subject to recall by the majority of those voting at a general membership meeting. Recall shall be initiated by a member represented by the steward and shall only be for violations of this constitution or the International Constitution.

Section 7. New positions or unfilled vacancies created by resignation, recall or death shall be filled by vote of the executive board for the unexpired term.

Section 8. The local vice-president shall serve as chief steward and shall convene semi-monthly stewards meetings.

#### ARTICLE IX 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 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 union or by the executive board of the union.

Section 3. Robert's Rules of Order, Newly Revised, shall be the guide in all cases to which they are applicable and in which they are not inconsistent with the constitution and special rules of this local union or of the American Federation of State, County and Municipal Employees.



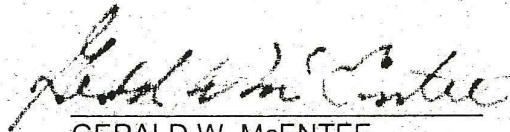
Section 4. If a member holds two offices for which compensation is given such member shall only be compensated once.

Section 5. AFSCME Member's Representative – This position will be appointed by the executive board. Duties assigned will be orientation of new employees and to maintain and distribute a current inventory of the AFSCME Advantage Package. This will be a paid position.

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

Approval Date: 09/04/2008