

CONSTITUTION  
FOR  
*MONTANA STATE UNIVERISTY - NORTHERN*  
LOCAL 2235

**ARTICLE I  
NAME**

The name of this organization shall be Montana State University - Northern Employees, Havre, Montana Local Number 2235 of the American Federation of State County and Municipal Employees, AFL-CIO.

**ARTICLE II  
AFFILIATIONS**

This local union shall be affiliated with Montana State Council Number 9 of the American Federation of State, County and Municipal Employee; the Montana State AFL-CIO; and the North Central Montana 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.

**ARTICLE IV  
MEMBERSHIP AND DUES**

**Section 1.** All non-academic employees of the Montana State University – Northern in Havre, Montana 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 a 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 reflect the minimum required dues plus \$1.00.

**Section 4.** Membership dues shall be payable monthly in advance to the local treasurer and in any event shall not be paid later than the 15<sup>th</sup> day of the month in which they become due. Any member who fails to pay dues by the 15<sup>th</sup> of the month in which they become due shall be considered delinquent, and upon failure to pay dues for two consecutive months shall be suspended. Provided, however, that any person who is paying dues through a system of regular payroll deduction shall, for so long as he continues to pay dues 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 arrearage *and* upon a reinstatement fee of \$25.00 plus the current month's dues.

## **ARTICLE V MEETINGS**

**Section 1.** Regular meetings of this local shall be held on the second (2<sup>nd</sup>) Thursday of each month at 5:15 p.m. or at a time and place fixed by the membership of the local executive board.

**Section 2.** Special meetings may be called by the local president, the local executive board, or by a 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 by his authorized representative of the International President.

**Section 3.** The quorum for meetings of this local shall be 10% of the members 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 treasurer and two executive board members, and these six shall constitute the local union executive board. In addition, there shall be elected *two* members who shall serve as trustees. The trustees shall be elected to two-year terms of office, except that in the initial election, one shall be elected for a one-year term and one for a two-year term. All other officers shall be elected for a term of two year 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 April.

**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 conducted so as to afford 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 within sixty days..

**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 preside at all meetings of the local union and of the executive board. The president shall be a member of all committees. The president shall countersign all checks drawn against the funds of the local. The president shall appoint all standing committees and special committees of the local, subject to the approval of the executive board. The president shall report periodically to the membership regarding the progress and standing of the local and regarding their official acts.

**Section 2.** The vice president shall assist the president in the works of this office. In the absence of the president or in their 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, authorized to act as co-signer of checks drawn on the local union funds in place of either the president or the treasurer.

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

**Section 4.** The treasurer shall receive and receipt for all monies of the local union. The treasurer 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 treasurer. The treasurer shall prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board. The treasurer 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. The treasurer shall 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. The treasurer shall act as custodian of all properties of the local union. The treasurer 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. The treasurer 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.

**Section 5.** The trustees shall make or cause to be made 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 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. A *simple* majority (51%) of the members of the executive board shall be required for a quorum.

## **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 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.** Roberts Rules of Order, Revised, shall be the guide 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 read at a regular 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:

/s/

International President

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Date