

## AFSCME LOCAL 2822 STANDING RULES

1. The President of the Local shall be paid a stipend of \$148.00 per month.
2. The Vice-president of the Local shall be paid a stipend of \$59.00 per month.
3. The Treasurer of the Local shall be paid a stipend of \$148.00 per month.
4. Chief Stewards of this Local shall be paid a stipend of \$106.00 per month plus the steward's rebate rate of \$57.00 per month. If there is a situation where there is only one chief steward, the stipend will be \$185.00 per month plus the steward's rebate rate.
5. The Membership Secretary shall be paid a stipend of \$79.00 per month.
6. The Recording Secretary shall be paid a stipend of \$79.00 per month.
7. All other Executive Board members shall be paid a stipend of \$59.00 per month.
8. The Steward rebate shall be \$57.00 per month
9. The position designated as the Newsletter Editor shall receive \$96.00 per month; the Distribution persons, Library plus the rest of County distribution, shall receive \$49.00 per month.
10. The position designated as Website master shall receive \$96.00 per month.
11. A person may assume one elected positions within the Local. There is no limit to the number of unelected, paid positions a member may hold.
12. In order to be eligible for reimbursement an officer shall have NO unexcused absences for Executive Board or Membership meetings. Absences are excused only when the President or Vice-President of the Local is notified and they include vacation, illness and work schedules, to be defined as an unexpected scheduling problem at work.
13. In order to be eligible for reimbursement, a Steward shall have NO unexcused absences for the monthly Steward meetings. Absences are excused only when a Chief Steward of the Local is notified in advance of the meeting, and they include vacation, illness, and work schedules, to be defined as an unexpected scheduling problem at work.
14. The publisher for the newsletter shall be reimbursed at a rate approved by the Membership.
15. The President and Chief Stewards shall be on car available status with parking reimbursement of the maximum of \$125.00 and shall be reimbursed monthly with receipt. Any higher fees will need to be approved by the Membership.
16. Members attending any meetings of the Local (Executive Board, Membership meeting, Local area training sessions) shall receive, with reasonable travel time included, child care expenses upon presentation of a receipt of up to \$15.00 per hour, to the Treasurer and approval of the Membership on amounts exceeding \$15.00 per hour.
17. The Local will reimburse members transportation to meetings, trainings, steward activities, and any other activities for union business.-Reimbursement include: parking with a receipt, mileage at the current IRS expense rate, mass transit receipt or if using a monthly pass, a prorated share of the monthly pass, and other expenses at the Treasurer's discretion and upon presentation of receipt to the Treasurer.
18. All members will be reimbursed for lost time for Local Membership meetings with prior approval of E-Board if they are scheduled to work during meeting time. Travel time will be included. Members of the Executive Board shall be paid lost time for attendance at E-Board meetings, and Stewards will be paid lost time for attendance at Steward Meetings.
19. At the discretion of Chief Stewards, lost time will be paid for a second steward in the preparation, investigation and presentation of grievances.
20. Any lost time paid by the Local should be submitted to the Treasurer by the end of each week. Lost time submitted in a timely fashion shall be paid in a timely fashion, contingent upon the Council 5 schedule payment. Copy of paycheck stub must be submitted to the Treasurer showing lost time or personal time used. If a copy of the check stub is not received, the next request for lost time reimbursement may be held up.

21. Registration fees for convention, conferences and workshops shall be paid by the Local. Other expenses (such as travel, hotel, per diem and lost time) shall be considered separately. All of these expenses must have membership approval. A newsletter article is expected following the convention or workshop by all attending. Delegates must submit an expense report.
22. Upon completion of any Labor Extension Service Seminars members shall be reimbursed for tuition after successful completion of the class. Other labor related educational opportunities may be reimbursed at the discretion of the Membership.
23. Table Team members shall be reimbursed for lost time for actual scheduled hours missed during contract negotiations when not paid by the employer. They shall also be allowed up to \$15.00 per meal upon presentation of receipts to the Treasurer.
24. The President or Vice-President along with one other officer of the Executive Board may approve lost time on an emergency basis, including standing committee meetings, for up to two hours to handle situations that may arise that require immediate attention. For the record, the members at the next Membership meeting will approve lost time.
25. At the discretion of a Committee Chair lost time will be paid for no more than one hour of an emergency committee meeting during work hours. An emergency situation is defined as a time when the deadline for work being done has occurred with little advance warning and no reasonable time other than working hours is available due to other meetings and events beyond the control of the committee. For the record, the members at the next Membership meeting will approve lost time.
26. The President or Treasurer, along with the concurrence of one other chair officer (President, Vice-President, Treasurer, or Recording Secretary) of the Executive Board may approve expenditures of up to \$100 for the smooth operation of the Local, i.e. office supplies, etc. The Treasurer shall report at the next Membership such expenditures. In the event a membership meeting is cancelled, the Treasurer, with the concurrence of the E-Board shall pay an expenditure that would have been brought to the membership for approval. The Treasurer shall report such expenditures at the next Membership meeting.
27. Any payment recommended by the Executive Board shall not be distributed until final approval of the Membership.
28. There shall be two (2) co-signers on all checks.
29. In case of regularly scheduled training sessions for officers or Stewards, the President or Chief Steward (s) may approve lost time and registration costs for the training. This will not apply if the number of people attending is over five. All expenditures approved under this rule will be reported at the first available Membership meeting.
30. The Local shall pay the first year of dues to the AFSCME MN Retirees Council; with permission of the member.
31. The Treasurer may authorize refunds of Union dues for up to two months. Council 5 will pay payments of such refunds. More than two months' refund requires approval at the membership meeting. The treasurer may authorize refunds up to \$90.00 to members because of errors on the pay check deduction.
32. The Standing Rules shall be reviewed and approved on an annual basis.
33. Good and Welfare Policy: Established to send cards to members at times of happiness or sorrow, such as marriages, birth or adoption of a child, retirements, gaining U.S. citizenship, prolonged illness or hospitalization, or death of member, immediate family member or significant other. In the case of the death of a member, a card may be sent to the family.  
Good and Welfare Donations: A separate Good and Welfare budget item of \$5,000.00 will be added to the annual budget. Upon a member's request, a donation of \$200.00 will be made to a member in good standing who has suffered a disaster such as a flood, fire, or tornado. Upon a member's request, or that of the family in the event of the member's death, a donation of \$200.00

will be made to a member in good standing, or their family, in the event of the death of the member, a spouse, significant other or child.

34. The Local shall operate three (3) checking accounts: a dues deposit, a political actions account and a regular checking account. The dues deposit account shall be used for the deposit of dues checks and transferring to the other two accounts. The political action account shall receive \$100 per month in dues income unless changed, and is for making political donations. The regular account shall be used for payment of all expenses.

35. For the sake of filing political contribution reports, the Treasurer of the Local shall be also be considered the Treasurer of the political account and the President of the Local shall be the chairman of the political account (or whatever the correct term the form asks for). Donations to candidates or organizations shall be made upon E-Board recommendation and final approval of the Membership.

36. Convention delegate responsibility

WHEREAS:

Delegates are elected to attend conventions to represent their membership; and

WHEREAS:

Delegates attend conventions, trainings and workshops at the expense of the members they represent; and

WHEREAS:

Our employer expects a full day's work for a full day's pay; the Membership footing the bill for delegates to attend conventions, trainings and workshops expect as much;

and

WHEREAS:

Delegates are sent to conventions, trainings and workshops to represent the Local's interests or to learn more about the organization or the topic at hand; and

WHEREAS:

Failure to be present in the convention hall, training session or workshop does not fulfill the expectations of those who sent the delegate or participant; and

WHEREAS:

Many Local bodies have rules and requirements relating to attendance at conventions.

THEREFORE BE IT RESOLVED:

That Local 2822 adopts a policy requiring delegates to conventions to check in with the chairperson of the delegation twice during the day's business—within an hour of opening and an hour of scheduled close, unless otherwise excused. Delegates are expected to attend workshops that are offered.

BE IT FURTHER RESOLVED:

That no lost time forms will be signed by the chairperson of the delegation for anyone who has not fulfilled the above requirement.

BE IT FURTHER RESOLVED:

That the treasurer will not submit any lost time forms that have not been signed by the chairperson of the delegation.

BE IT FURTHER RESOLVED:

That this resolution become part of the standing rules and that these expectations be read before election of delegates and that every elected delegate, training and workshop participant reads and understands these expectations.

Revised May 2014.

E-Board approval on May 29, 2014

Membership approval on June 4, 2014