

Revised and approved: September, 2020

Executive Board Recommended Changes to Standing Rules:

1. Increase all stipends by \$6 to account for cost of living adjustments and inflation.
2. Increase president and treasurer stipend by \$100/month to be more in alignment with other Locals of our size.
3. Return web administrators stipend to \$100/month. With the gmail account and increased communication the role of the web admin has increased dramatically. We had lowered it to \$62/month and are recommending we return it to \$100.
4. Credit Card. Currently individuals are using their own bank accounts to pay for large expenses. This has become unfeasible. We have incorporated language for a credit card procedure in accordance with the AFSCME International Financial Standards Codes.
5. Increase amount for requested good and welfare to \$500 from \$200 with a \$500 annual cap.

Executive Board Recommends Adopting the following changes:

The Treasurer may request documentation for any expenses paid by the Union. *The Treasurer ill abide by these standing rules.*

Stipends

1. The President of the Local shall be paid a stipend of \$255.00 per month.
2. The Vice-president of the Local shall be paid a stipend of \$68.00 per month.
3. The Treasurer of the Local shall be paid a stipend of \$255.00 per month.
4. Chief Stewards of this Local shall be paid a stipend of \$117.00 per month plus the steward's rebate rate of \$68.00 per month. If there is a situation where there is only one chief steward, the stipend will be \$161.00 per month plus the steward's rebate rate.
5. The Membership Secretary shall be paid a stipend of \$89.00 per month.
6. The Recording Secretary shall be paid a stipend of \$89.00 per month.
7. All other Executive Board members shall be paid a stipend of \$68.00 per month.
8. The position designated as the Newsletter Editor/Publisher shall receive \$107.00 per month; the Distribution persons, Library plus the rest of County distribution, shall receive \$68.00 per month.
9. The position designated as Website Administrator shall receive \$107.00 per month.
10. A person may only assume one elected position within the Local, but may assume a second elected position on a temporary basis in the event of an unforeseen vacancy. There is no limit to the number of unelected, paid positions a member may hold.

11. 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.

12. In the event of an extended leave of 2 months or more or absence from work for which a stipend position or officer is unable to perform the duties of the position or office, and upon review of the executive board the stipend may be suspended during the absence until the individual holding that position/office is able to resume their duties. The officer or stipend position person will notify the President of any extended absences. Stewards will notify the Chief Stewards.

Lost Time and Reimbursement

12. Members attending any meetings of the Local (Executive Board, Membership meeting, Local area training sessions) shall receive reimbursement of childcare expenses of up to \$15.00 per hour (with reasonable travel time included) upon presentation of a receipt to the Treasurer. Amounts exceeding \$15.00 per hour must be approved by the membership.

13. The Local will reimburse members transportation 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 presentation of receipt to the Treasurer. For travel at the start or end of work day, reimbursement will only be made for mileage that exceeds the normal work commute.

14. All members will be reimbursed for lost time for Local Membership if they are scheduled to work during meeting time. Travel time will be included.

15. Members of the Executive Board shall be paid lost time, including travel time, for attendance at E-Board meetings.

16. Any lost time paid by the Local should be submitted to the Treasurer within a month of the occurrence. Timesheet documentation may be requested by the Treasurer.

17. Lost Time submissions will only be accepted after the event has taken place.

18. 70% advance on lost time is only to be used for extenuating circumstances and at the discretion and approval of the treasurer. 70% advance on lost time will not be made after lost time has been submitted to the Council 5 payroll.

19. With membership approval, 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 pending membership approval. Delegates must submit an expense report. A newsletter article is encouraged following the convention or workshop by attendees. Attendees must remember that it is a privilege to attend: a commitment has been made that the member will attend once that individual has been selected; the member is expected to use the knowledge/skills gained by attending the activity towards building the union.

20. Negotiation 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. 19. With notification to a

member of the Executive Board, members may use lost time of up to four hours for Union Business to address situations that require immediate attention.

Stewards

20. The Steward rebate shall be \$68.00 per month.

21. 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.

22. Stewards will be paid lost time, including travel time, for attendance at Steward Meetings.

23. At the discretion of Chief Stewards, lost time, including travel time, will be paid for steward(s) in the preparation, investigation and presentation of grievances when not already paid for by the employer.

Education and Training

24. Members shall be reimbursed for tuition upon successful completion of any Labor Education Service Seminars. Member must gain pre-approval by the Chief Stewards or Executive Board in order to obtain reimbursement. Other labor-related educational opportunities may be reimbursed at the discretion of the Membership.

25. Lost time and registration costs for the training sessions for members of the executive board, Stewards, and Trustees may be approved by two members of the Executive Board. This will not apply if the number of people attending is over ten. All expenditures approved under this rule will be reported at the first available Membership meeting.

Good and Welfare:

26. 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 and with the approval of the Executive Board, a standard donation of \$200.00 will be made to a member in good standing who is in crisis. A member may request up to \$500 dollars. The maximum per a 12 month period will be \$500. Upon a member's request, or that of the family, in the event of a member's death, the death of a spouse, significant other or child and with the Executive Board's approval, a donation of \$200.00 will be made to a member in good standing, or their family. -Such donations shall be reported at the next Membership Meeting. All requests must be accompanied by a completed good and welfare form.

Treasurer Guidance

27. The Local shall operate three (3) checking accounts: a dues deposit, a political action 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.

28. 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 approval of the Membership.

29. There shall be two (2) co-signers on all checks.

30. Two Executive Board members 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 meeting 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.

31. Any expenditures up to \$200 not otherwise delineated in the Standing Rules or the Budget but approved by the Executive Board, shall be reported to the Membership.

32. The Local shall pay the first year of dues to the AFSCME MN Retirees Council, with permission of the member.

33. The Local's Checking or Banking Account shall be used for auto-renewal of the Local's website domain registration.

NEW LOCAL CREDIT CARD POLICY

34. The president, VP, treasurer and chief stewards are the only officers that have access to the credit card.

35. Use of the Local's credit card to pay personal expenses is strictly forbidden.

36. All expenditures must be accompanied by: 1. an expense report itemizing the what was bought, when and for what purpose along with the amount. 2. All expense reports must contain original itemized receipts or invoices.

37. Authorized expenditures: include purchases for the smooth operation of the local as defined by the Local's standing rules, items covered in the Local's annual budget, or items expressly authorized by vote of the membership.

Standing Rules

34. The Standing Rules shall be reviewed by the Standing Rules Committee and approved by the Membership on an annual basis.

Convention Delegate Responsibility

35. 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.