

LOCAL 443 News

July/August 2006 Local 443, Washington Federation of State Employees, AFSCME Olympia, WA

Local 443 Officers And Executive Board:

President:

John Geppert

President@WFSE443.org

1st Vice-President:

Don Vaughan

VicePres@WFSE443.org

2nd Vice-President:

Tee Hall

VicePres2@WFSE443.org

Secretary:

Shellie Savage

Secretary443@aol.com

Treasurer:

Susie Rathke

Treasurer@WFSE443.org

Sergeant-at-Arms:

DeFrance Clarke

Sergeant@WFSE443.org

Organizing Chair:

Joe Nilsson

OrgChair@WFSE443.org

Members-At-Large:

Alanna Gehr

BmaL1@WFSE443.org

Del Jensen

BmaL2@WFSE443.org

Sarah C. Wilson

BmaL3@WFSE443.org

Agency Reps:

Laura Bradley, BIIA

Bill Longnecker, DIS

Stan Leja, Ecology

Local 443 Members in LakeFair Parade



Photo submitted by Joe Nilsson

WFSE/AFSCME 443 members look forward to the start of the July 22 LakeFair Parade in Olympia, Washington. Despite the heat reaching 98 degrees, members had a great time and were well received by the thousands lining the parade route.

Closest to the camera are 443 members Bridget Flory, Wendy Palms, Tee Hall, and Sarah Wilson. Lakefair is a five day festival in late July that draws 250,000 in Olympia, Washington State's Capitol

www.wfse443.org



Photo submitted by Joe Nilsson

Local 443 members (holding signs saying "Management Wants to Gag Employees) gather on the capitol steps Tuesday, July 25 in mute protest of management's attempts to block workplace sharing of information.

WE NEED YOUR HELP

Article from Local 443 Website, www.WFSE443.org

Longtime Local 443 Member Kathy Wallis of Labor and Industries needs your help. Kathy was diagnosed in December of 2005 with ALS or Lou Gehrig's disease. ALS is a progressive neurological disease that affects nerve cells in the brain and spinal cord. This is a terminal illness.

It has been Kathy's dream to travel the US by RV. Her family and friends want to make this wish come true. A bank account is being set up for her in the near future , if you would like to make a donation. To learn more about Kathy's journey since being diagnosed with QALS or if you have any questions, please visit KathysAlsblog.

Kathy is also in need of shared leave. If you are able to donate leave, please contact your HR section. Thank you very much from all of Kathy's family, friends and supporters.



Photo submitted by Joe Nilsson

Local 443 Stewards from Employment Security, South Puget Sound Community College, the Evergreen State College, the Office of the Insurance Commissioner, Labor & Industries, Ecology, General Administration, Fish & Wildlife, DSHS, and other agencies received many honks, waves, and words of support when they took the campaign for a fair contract to the streets of downtown Tumwater. Forty Chief and Lead Stewards had just concluded their Monthly 443 Stewards Committee Meeting, where they discussed upcoming job actions to help secure a fair contract, real pay raises, and prevent health care takeaways. –submitted by Joe Nilsson.

Minutes	Local 443 General Meeting
	7/18/06 6:15 PM to 9:15 PM GA Building
	Draft

The meeting of Local 443 was called to order by President Geppert at 6:15 pm in the auditorium of the General Administration building in Olympia.

Roll call of officers was taken by Recording Secretary Shellie Savage. All Officers were present with the following exceptions: Absent: Stan Leja

The membership performed the flag salute.

ADOPTION OF AGENDA

M/S/P (Motion/Seconded/Pass) to adopt agenda.

ADOPTION OF MINUTES

M/S/P to adopt June 2006 general meeting minutes as corrected.

SIGN LANGUAGE INTERPRETER

Wendy Carbonel was present. Notify the president at the beginning of the meeting if you wish to have her stay past 7:00 pm.

Sergeant-At-Arms Election by Local 443 E-Board

DeFrance Clark

SPECIAL ORDER OF BUSINESS

GUEST SPEAKERS

Charles Williams candidate for Position No. 8, Superior Court Judge

Anne Hirsch candidate for Position No. 8, Superior Court Judge.

AFSCME International Convention & State Labor Council Convention

Per Diem and information will be passed out at the August 2, 2006 E-board meeting.

Local 443 Supplemental Budget

M/S/P to suspend Standing Rule One specifically for the Supplemental Budget.

M/S/P Move that the 2007 Collective Bargaining Line Item be increased to \$31,293.77.

Local 443 Constitution Draft Revisions

Complete and ready to go to international.

PEOPLE Presentation

Joan Gallagher gave a short presentation on PEOPLE. Payroll deductions are now an option for state employees after the first of the year.

NEW BUSINESS

M/S/F (Motion/Second/Fail) move that we endorse Anne Hirsch for Superior Court Judge Position 8 (NP). I further move that we support her campaign with a donation of \$99.

M/S/P (Motion/Second/Pass) Move to send up to six women to the AFSCME Conference in Oregon up to \$99.

M/S/P Whereas the AFSCME 21st Century proposal provides a strategic plan, it also proposes a dues increase for our membership.

Whereas only a special convention can change the dues structure.

Therefore be it resolved that we urge Council 28 Executive Board to not endorse any dues increase for three (3) years.

M/S/P Whereas, in recent past there have been several reports of potential epidemics and pandemics; and

Whereas, the most recent direction from the Center for Disease Control is the need for the civilian population to remain away from the workplace.

Therefore be it resolved, should any county, state, or federal agency declare an epidemic or pandemic and inform the public of the need to stay away from the workplace, the employer shall allow employees to use sick leave, vacation leave, and leave without pay without loss of employment until the epidemic or pandemic is officially declared over.

No employee will lose employment or any other benefit in the course of obedience to county, state, or federal official announcement of an epidemic or pandemic.

M/S/P the Executive Board is authorized to donate a \$99 memorial donation for Marilyn MacKey in honor of her son's death in Iraq. The Local also observed a moment of silence in his honor.

STAFF REPORTS

Joan Gallagher, Field Representative – Joan brought several flyers, posters and tee shirts to be taken back to worksites.

Tana Gann, Field Representative – busy with representations, workplace meetings, etc.

CORRESPONDENCE

Routed around the room.

COMMITTEE REPORTS

Organizing – Joe Nilsson, Chair gave a report. Discussed a job action on work place communications on the Governor's steps July 25th at lunch time, 12-1 pm. Next Organizing Committee meeting on July 27, 6 pm at WFSE Headquarters, First Floor Conference Room, 1212 Jefferson Street, SE, Olympia.

Shop Steward Committee – Alanna Gehr, Chair reported that the committee met at Tumwater Valley Bar and Grill there were thirty four (34) people attending. A Shop Steward Conference is scheduled for October 7.

Finance Committee - will be meeting August 19th at Tumwater Valley Bar and Grill.

Political Action – will be meeting August 14, at 6 pm at WFSE Headquarters, 1212 Jefferson Street, Olympia, First Floor Conference Room.

Communications Committee – are looking for members to assist with media, website, publications. Next meeting is scheduled for July 26th at 6 pm, at the new Local 443 office, 1610 Bishop Street, Bldg. 7, Suite 105, Tumwater. Located off Little Rock Road, across from Tumwater Middle School.

Door Prize: Alana Gehr

PEOPLE: \$15

Adjourned: 9:15 p.m.

Minutes	Local 443 General Meeting
	6/20/06 6:15 PM to 9:10 PM GA Building
	Final

The meeting of Local 443 was called to order by President Geppert at 6:15 pm in the auditorium of the General Administration Building in Olympia.

Roll call of officers was taken by Acting Recording Secretary Tee Hall. All officers were present with the following exceptions: Excused-Shellie Savage, Del Jensen, Absent-Stan Leja and Robyn Stacey.

Thornton Alberg led the membership in the flag salute.

M/S/P (Motion/Second/Passed) to adopt agenda.

M/S/P to adopt minutes from last meeting as amended.

The following corrections were brought up:

Motion 4 should read:

Therefore, Local 443 WFSE/AFSCME call on its national convention to carry the cause of overtime pay to the

national 2006 convention with the intention to share and gather information from other states and determine if lobbying is needed at the federal level to resolve the FLSA misinterpretation.

Motion 6 should read:

Therefore, Local 443 WFSE/AFSCME call on its national convention to initiate discussion concerning overtime and attempt to organize a national drive to require overtime payment be double standard time and triple standard time in the case of holiday.

M/S/P to accept minutes as amended.

President Geppert explained issues coming up at international convention to include 21st Century plan and dues increase. Thornton Alberg, Wendy Palms and Paul Pickett were selected as the election committee for delegates to International Convention from 08/06/06-08/11/06 in Chicago IL. President Geppert reminded everyone running they must take annual leave to attend.

M/S/P request delegate nominees are allowed 30 seconds to speak on why they want to go as a delegate.

The following were elected as delegates to International Convention-Steve Pointec, Sarah C. Wilson, Megan Walsh, Gail Richardson, Lori Butterfield, Don Cline, Don Vaughan, Tee Hall, Bridget Flory, Marcelline Love and John Geppert automatically is elected.

Alternates to this convention will be: Lin Crowley, Shellie Savage, Joan Gallagher, Susan Kneeland and Zach Smith.

M/S/P accept the election committee report.

Wendy Carbonel, sign language interpreter was present and dismissed at 7:00 PM.

Susie Rathke, Treasurer discussed the proposed budget.

M/S/P (Motion/Second/Passed) accepts the budget proposed..

M/S/P motion to bring Ecology's proposed budget to the floor for consideration as originally submitted. The Treasurer explained various parts of the budget were under other sections of the budget. She explained the finance committee and the E-board rejected the \$3,000.00 proposal for a newsletter editor. The issue was debated on the floor.

All budgets which have been submitted will show as drop down items in the local budget.

It was suggested that \$25,000 put in the budget for mailing quarterly newsletter.

M/S/P to have TESC budget as a line item.

M/S/P move the Shop Steward Budget be accepted as recommended by the finance committee.

M/S/P Budget passed as amended.

Election for Sgt-at-Arms will be at 07/10/06 E-board meeting at 6:00 at President Geppert's house.

Constitution Committee will meet on 07/17/06 at 6:30 at President Geppert's house.

Joe Nilsson announced there will be a sign building work party at 6:00 pm Thursday night at Council 28 conference room.

There will be an information table at Olympia Farmer's Market Saturday, 06/24/06 from 9:30-3:00

Local 443 will be in the LakeFair parade. Bargaining Units get your teams together.

Labor Council Convention nominees are Megan Walsh, Zach Smith, Don Cline, Joe Nilsson, Susan Kneeland, Sarah C. Wilson, Del Jensen and Cathi Bailey.

M/S/P move to accept Del Jensen's verbal proxy.

M/S/P move to accept Cathi Bailey's verbal proxy by phone.

M/S/P move all nominees be elected as delegates.

M/S/P move to bring resolution from previous meeting submitted by Ecology before body for vote.

Joe Nilsson showed banner to hold 07/05/06. Meet at 3:30 at 1212 Jefferson parking lot.

M/S/P Whereas, it is very hard to contact the officers of Council 28, and

Whereas, the Officers of Council 28 should be responsive to the people they represent,

Be it resolved, Local 443 requests the officers of Council 28 all be contactable from their website

M/S/P move to send two people to APALA convention 08/19/06-08/20/6 in Pittsburg PA for cost up to \$2,000.00. Names to be submitted to President Geppert by 06/30/06.

Debbie Brookman, Senior Field Rep, gave staff report.

Bob Spaulding gave Bargaining report.

Correspondence was routed.

Susie Rathke reported Scholarship Committee has received applications from Kath Major, Bonnie Ward, Morgan Hagquist and Colleen Potts for the Elsie Schrader Memorial Scholarship.

Lin Crowley reported on Higher Ed negotiations.

People collected \$27.00.

Tonya Smith won the \$10.00 door prize.

Motion to Adjourn: 9:10 pm

CONSTITUTION For Washington State Employees, Olympia, Local 443

07-17-06 Revisions

ARTICLE I

NAME AND HEADQUARTERS

Section 1.

The name of this organization shall be the Washington State Employees, Olympia, Local 443 of the American Federation of State, County, and Municipal Employees (**AFSCME**), AFL-CIO.

Section 2.

The Headquarters of this local shall be Olympia, Washington, or its vicinity.

ARTICLE II

AFFILIATIONS

This local **union** shall be affiliated with the Washington Federation of State Employees (**WFSE**), Council No. 28 of the American Federation of State, County, and Municipal Employees; the Washington State Labor Council, AFL-CIO; and Central Labor Councils of the AFL-CIO having jurisdiction wherein Local 443 members are employed.

ARTICLE III

OBJECTIVES AND METHODS

Section 1.

The objectives of this local union shall be to carry out on a local basis, the objectives of American Federation of State, County, and Municipal Employees (**AFSCME**).

Section 2.

The methods of obtaining the objectives of this local union shall be by giving a full measure of support to the AFSCME by petitioning, by creating and fostering sentiment favorable to proposed reforms, by cooperating with state officials, by promoting legislation, by collective bargaining resulting in working agreements and contracts, and by other lawful means.

ARTICLE IV

MEMBERSHIP AND DUES

Section 1.

All persons regularly employed by the State of Washington, in the Olympia area and who are within the jurisdiction of the AFSCME are eligible for membership in this local union subject to the requirements of the Constitution on the International Union.

Section 2.

Application for membership shall be made on a 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 a percentage of each member's actual salary, each pay period, computed on each member's salary range and step, exclusive of overtime, including callback and penalty pay, shift differential, standby pay, equipment premium pay, holiday premium pay, terminal leave pay, or sick leave cash-out pay, up to a maximum as set by Council 28. Provided, the maximum dues payable shall be increased in direct proportion to the average percentage of general salary increases of state employees, effective the month of implementation of said increases or otherwise provided under Article VI of the AFSCME Council 28 Constitution.

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 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 such person continues to pay dues ~~continue to be paid~~ 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 arrears plus the current month's dues. ~~of the current month's dues.~~

ARTICLE V MEETINGS

Section 1.

Regular meetings of the local shall be held once each month at a time and place fixed by the membership or the local executive board. Adequate and proper notice shall be given to the membership in writing and/or via the local's website prior to each meeting.

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 twenty-five (25) members of the local. Special meetings may also be called by the International President or authorized representatives of the International President. Notification will be in accordance with Section 1.

Section 3.

The quorum for meetings of the local union shall be ~~twenty~~ twenty-five ~~20~~ 25 members in good standing.

Section 4.

All resolutions to be presented to the general membership meeting or the executive board meeting must be submitted to the local's secretary in writing no later than one week prior. Emergency resolutions can be accepted by the local president.

ARTICLE VI

OFFICERS, NOMINATIONS, AND ELECTIONS

Section 1.

The officers of this local shall be a president, a first vice-president, a second vice-president, a secretary, a treasurer, a sergeant-at-arms, an organization chair, **3 year trustee, 2 year trustee and 1 year trustee** and three executive board members-at-large. These officers shall constitute the executive board of the local except as provided in the following paragraphs:

If any regularly constituted state office, department or agency, have five (5) or more members in good standing in this local, is not represented on the regularly constituted executive board as set forth above, except in the case of the office of the president, the organized employees in such state jurisdictions or agencies shall elect one of their members to represent them on the local's executive board.

The newsletter editor, media webmaster, political action chair shall be appointed by the executive board as voting members of the local executive board.

Section 2.

Nominations for the biennial term of office for all officers shall be made at the last regular meeting of the local preceding the first day of June in odd numbered years.

Section 3.

To be eligible for office, a member must be in good standing **of Local 443** for one year immediately preceding the election.

Section 4.

The president, first vice-president, second vice-president, secretary, treasurer, sergeant-at-arms, organizing chair, trustees, and three executive board members-at-large—shall be elected by secret ballot vote, and the ballot shall be conducted as to afford to all members a reasonable opportunity to vote. **The newsletter editor, communication committee chair, and political action chair**—shall be elected by the executive board of the local.

Section 5.

The biennial election of officers shall be conducted in accordance with the instructions set forth in the election code attached hereto and made part thereof in **Appendix A**.

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.

Section 8.

No officer of this local shall be paid any salary or remuneration for services rendered **beyond the provisions stipulated in section 9 of this article.**

Section 9.

The president, secretary, and treasurer shall receive one hundred and fifty dollars (\$150.00) monthly for casual expenses in the performance of their duties. The first vice-president, second vice-president, sergeant-at-arms, organizing chair, newsletter editor, media webmaster, communication committee chair, political action chair, and three executive board members-at-large shall each month receive one hundred dollars (\$100.00) for casual expenses in the performance of their duties. All other executive board members shall receive one hundred dollars (\$100.00) monthly for casual expenses in the performance of their duties. Trustees' dues will be reimbursed by the local.

ARTICLE VII

DUTIES OF OFFICERS, TRUSTEES, EXECUTIVE BOARD, AND COMMITTEES

Section 1.

The president shall:

- A. Preside at all meetings of the local union and the executive board.
- B. Be a member of all committees except election committees for local offices.
- 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.
- E. Report monthly to the membership and the local executive board regarding the progress and standing of the local and any official acts.
- F. ~~And b~~ Be a delegate to the AFSCME International Convention, the Council 28 Biennial Convention, and annual Washington State Labor Council Convention.
- G. And chair any delegation to conventions.

Section 2.

The first vice-president shall:

- A. Assist the President in the work of the President's office. ~~(in general work) among the members to keep the organization active.~~
- B. ~~Assist the president at all times.~~
- C. ~~B.~~ In the absence or inability of the President to serve, preside at all meetings and perform the duties otherwise performed by the President.
- D. C. Be authorized to act as co-signer of checks drawn on the local funds in place of the President.

Section 3.

The second vice-president shall:

- A. Assist the President in the work of the President's office ~~in general work to further the welfare of the organization.~~
- B. In the absence or inability of the President and the first Vice-President to serve, preside at all meetings and perform the duties otherwise performed by the President.
- C. ~~Shall preside at all meetings where neither the president or first vice-president present.~~

Section 4.

The secretary shall:

- A. Keep a record of the proceedings of all membership meetings and of all executive board meetings. ~~the executive board, and of all meetings of the local.~~
- B. Record a roll-call of all officers at all meetings of the executive board and all meetings of the local.
- C. ~~(Handle the correspondence of the local.)~~ Carry on the local's official correspondence, except as the Executive Board otherwise directs him/her.
- D. Make travel and/or lodging arrangements for the membership as authorized by the Executive Board and/or general membership.
- E. In the event the president and both vice-presidents are not present at a regular duly called ~~special~~ meeting of the local, open the meeting and call for the elections of a presiding officer pro-tem.
- F. Perform such other duties as may be required by the Executive Board.

Section 5.

The treasurer shall:

- A. Follow the AFSCME Financial Code.
- B. Receive all membership dues, ~~initiation fees, and fines, if any,~~ and all moneys required to be paid in by members, or moneys from any other source, and provide receipt(s) for the above.
- C. Deposit all money so received in the name of the local union in a financial institution selected by the Executive Board, and money so deposited shall be withdrawn only by check signed by the President, or the first Vice-President, and the Treasurer.
- D. Issue withdrawal cards and receipts as necessary.
- E. Prepare, or cause to prepare, the monthly membership and financial report to the International. see that a check is drawn in payment of the local's per capita tax each month and sent to the International

Secretary-Treasurer.

- F. Forward any necessary per capita payments to the proper affiliated organizations not later than the 15th of the month following the month for which the report is made.
- G. **Act as custodian of all property of the local union.**
- H. **Prepare or cause to prepare a quarterly report outlining actual versus budgeted expenditures for each budget item.**
- I. **Chair the finance committee.**
- J. **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.**
- K. **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.**
- L. **Prepare any and all necessary federal tax and International reporting forms.**

Section 6. The sergeant-at-arms shall

- A. Arrange for the setting of chairs and tables at meetings;
- B. Open windows or doors as necessary, **to achieve maximum aerodynamic flow;**
- C. Greet guests and seat same;
- D. Be at the disposal of the presiding officer to assist in **maintaining** the orderly conduct of meetings.

Section 7. The **organizing** organization chair shall:

- A. Chair of **the local organizing** committee whose members shall consist of an organization representative in each state jurisdiction where local 443 has five or more members;
- B. Invite new employees and non-member employees into membership in local 443;
- C. Explain the purpose of the organization;
- D. Promote organizational activities in **bargaining units and agencies of the local** the various state jurisdictions;
- E. Confer monthly with members of the organizing committee and report to the local at its regular meetings on organization~~al~~ work throughout the various state agencies;
- F. Keep the president advised of any organizational problems encountered.

Section 8. Executive Board

- A. 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 the action of the membership at a regular or special meeting shall be decided by the executive board.
- B. The board shall meet at the call of the president or of a majority of the members of the board. Adequate and proper notice shall be given to all members of the board prior to each meeting.
- C. A report on all actions taken by the executive board shall be made to the membership at the next following meeting.
- D. The board shall require an independent audit of the books of the local at least once each fiscal year and a report thereon shall be rendered to the June meeting of the local. The audit shall be made by an independent auditing firm.
- E. A majority of the members of the executive board shall be required for a quorum.
- F. All meetings of the executive board shall be open to members of the local, and any member who wishes to present any matter of importance to the local or to the well-being of the organization shall have the right to be heard.
- G. Upon application of any member who shall have been dismissed from the local, the executive board shall investigate the facts in such case and take such action, on behalf of the local, as it deems advisable.

Section 9. Newsletter editor

- ~~A.~~ The newsletter editor shall produce a high-quality newsletter on a monthly basis.
- ~~B.~~ The newsletter editor shall **be a member of the communication** act as chairperson of the media committee.
- ~~C.~~ The newsletter editor shall receive one hundred fifteen dollars (\$115.00) monthly for casual expenses in the performance of his/her duties.

Section 10

The trustees shall make or cause to be made at least semi-annually an audit of the finances of the local, including the finances concerning any health and welfare, pension, insurance or other benefit programs covering members of such local, and shall report to the membership on the results of such audit.

The audit must include an examination of the records required to be maintained by this Code and a written report must be made to the Executive Board and to the membership.

A. Shall make or cause to be made monthly an audit of the finances of the local, including the finances concerning any health and welfare, pension, insurance or other benefit programs covering members of such local, and shall report to the membership on the results of such audit.

B. Trustees may not be voting members of the Executive Board; Trustees may have neither voice nor vote in the deliberations of the Board. The sole purpose for Trustees is to audit or to see that an audit is performed. An arms-length relationship between the Trustees and the Executive Board must be preserved to ensure the most objective possible audit.

C. The audit must include an examination of the records required to be maintained by this Code and a written report must be made to the Executive Board and to the membership.

D. Upon completion of the engagement, Trustees must obtain copies of the CPA's Engagement Letter, and the Management Letter (letter in which any internal control problems or other issues that may require remedial action to be taken are noted by auditors.)

E. The findings must be reported to the Executive Board and to the general membership.

F. While conducting the audit, the Trustees must follow the procedures outlined in the Trustees Audit Guide.

G. The Trustees must make a written report of any material deviation from this Financial Standards Code found in the course of their audit. The local officers must report to the Executive Board and to the membership the action taken to correct any discrepancies noted in the audit.

H. The audit report must be attached to the minutes of the meeting at which it was presented and maintained as a permanent record in the affiliate's files.

The audit must include an examination of the records required to be maintained by this Code and a written report must be made to the Executive Board and to the membership.

Section 10. Media Webmaster

The Media Webmaster shall:

- A. Create and maintain a website for the local;
- B. Act as a member of the Communication Committee;
- C. Update the website (at least monthly with the most current newsletter, and announcements of meetings, elections, upcoming events).

Section 11. Political Action Chair

The Political Action Chair shall:

- A. Chair the local Political Action Committee;
- B. Provide recommendations to the general membership on endorsements of local candidates and statewide ballot measures;
- C. Act as a liaison to WFSE Council 28, the Thurston-Lewis-Mason Labor Council, and the Washington State Labor Council;
- D. Act as the local's PEOPLE coordinator.

Section 12. Communication Chair

The Communication Chair shall:

- A. Chair the Communication Committee
- B. Coordinate work between Media webmaster and Newsletter Editor
- C. Develop and implement communication plan for Local 443
- D. Act as a liaison to WFSE Council 28, the Thurston-Lewis-Mason Labor Council, and the Washington State Labor Council

Section 13 Trustee

The Trustees shall:

Determine that an audit of all funds of the affiliate is performed either by an independent auditor or by the Trustees themselves at least monthly.

Report audit findings to the membership and the Executive Board.

Determine that all governmental and International Union reports are filed on a timely basis.

Trustees are elected "Officers" but are not members of the Executive Board. They have neither voice nor vote on matters before the Executive Board. Trustees are responsible for conducting the annual or more frequent audits of the affiliate's financial records required by the affiliate's constitution, or, for seeing that outside experts are employed to conduct such audits.

The Trustees are thereby charged with the responsibility to see that an audit of all the funds of the affiliate is performed, either by an independent auditor or the Trustees themselves. It is then their duty to report any findings to the membership and to the Executive Board. The Trustees must also see that the President and chief financial officer complete and file the "Local Union Annual Financial Report" and annual "Surety Bond Report" as required by the International Constitution.

Trustees must obtain copies of the CPA's Engagement Letter, Management Letter, and Audit Report. Trustees are responsible to determine that these reports are properly presented to the Executive Board and/or membership and that any recommended actions are appropriately addressed.

ARTICLE VIII

FINANCES, EXPENSES, AND DISBURSEMENTS

Section 1.

All money received shall be deposited to the credit of the local in financial institutions selected by the executive board.

Section 2.

All disbursements shall be made by check. All checks must be signed by the treasurer and countersigned by the pPresident **or first Vice-President**. Disbursement shall be made only for approved items. **Written documentation must accompany request for reimbursement**

Section 3.

Expenses incurred by committees or delegates of this local must be authorized and/or approved by the local at its regular meetings. Regular, recurring expenses, including, but not limited to, rent, telephone, storage rental, and office supplies may be approved by the executive board.

Section 4.

~~Prior to installations,~~ **a**At the expense of the local and through AFSCME, all officers are to be bonded to meet bonding requirements of the International.

Section 5.

All expenditures must be approved by an authorizing entity. Standing by itself, a budget does not authorize any particular expenditure. No payment should be made or costs incurred until the proper approvals for the expenditure have been made.

Authorizing entity shall include Specified Committee, Executive Board, or General Membership.

ARTICLE IX

MISCELLANEOUS PROVISIONS

Section 1.

This local union shall at all times be subject to the provisions of the International Constitution American Federation of State, County, and Municipal Employees.

Section 2. Authorization Necessary to Represent the Local

- A. 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 in any way whatsoever.
- B. No member or group of members or their 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.

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 this constitution and special rules of this local union or of the **International Constitution** American Federation of State, County, and Municipal Employees.

ARTICLE X

AMENDMENTS

This constitution may be amended, revised, or otherwise changed by a vote of two-thirds of the members voting on such proposed change and such change shall take effect only upon written approval of the International President. **Any revision(s) to this constitution will be published in the local 443 newsletter and/or via the local's website.** Proposed amendments to this constitution must be **made** read at a regular or special meeting of the local union, and read and voted 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.**

APPENDIX A

ELECTION CODE OF LOCAL 443

Section 1. General Provisions for all Elections

- A. An election committee, composed of not less than three (3) members, shall be established and shall have general responsibility for the conduct of elections in accordance with the **Appendix D of AFSCME Constitution** and the Constitution of Local 443.
- B. The election committee shall also report, as expeditiously as possible, the results of the balloting, together with recommendations regarding any protests which have been lodged concerning the conduct of the election as provided for in Sections 4 and 5 of Appendix D AFSCME International Constitution.
- C. No funds or publication of Local 443 shall be used to support or endorse the candidacy of any member for any elected **office** within the AFSCME or Council 28 or Local 443.
- D. No candidate for office may be a member of the election committee.
- E. In any case where there is only one nominee for office, such nominee shall be declared elected. In all other cases, election shall be secret ballot.
- F. Any areas not specifically covered by this code shall be governed by the provisions of Appendix D of the AFSCME International Constitution.
- G. All challenges and protests of an election shall be made to the election committee, and be governed by the provisions of Section 4 and 5 of Appendix D of the AFSCME International Constitution.**
- H. All election records, including ballots, shall be sealed and retained by the secretary of local 443 for at least a year after certification by the election committee.**

Section 2. Election of Local 443 Officers

- A. To be eligible for election, a nominee must be a member in good standing of Local 443 for one year **immediately preceding the election.** ~~prior to the election his/her election, as certified by the treasurer.~~
- B. The term of office for officers of Local 443 shall be for two years as set forth in Article VI, Section 2 of the constitution of this local.
- C. A notice of nomination or election shall be mailed to each member at his/her last known address not less than 15 days prior to the nomination or election for local 443 officers.
- D. Nomination for officers shall be made from the floor at the regular meeting of Local 443 in May of odd-numbered years. Those nominated must be members in good standing, **eligible per Section A,** and willing to serve. They are afforded the opportunity to decline, and the name of any nominee who declines shall not appear on the ballot. Write-in votes shall not be valid for any purpose.
- E. In any case where there is only one nominee for office, such nominee shall be declared elected. In all other cases, election shall be secret ballot.

- F. In May of odd-numbered years, nominations for the election of Local 443 officers shall be conducted. Elections are to be held by secret ballot at the subsequent June general meeting.
- G. Upon completion of the voting, the ballots shall be tabulated and the candidate for each office receiving a majority of the votes cast for that office shall be declared elected.
- H. A run-off election shall be conducted if no candidate for any office receives a majority of the vote cast. There shall be a ballot bearing two names for each office to be filled, such names being those nominees who received the greatest number of votes in the first balloting, and the candidate receiving the highest number of votes shall be declared elected.
- I. Those elected shall be installed in office immediately upon Local 443's the membership's acceptance of the election committee report, which report shall be given at the June meeting. The pre-election incumbents shall remain in office until new officers are installed.
- J. Any candidate whose name is to appear on the ballot shall have the right to have present an official observer chosen by the candidate, who must also be a member of the Federation, in all places where the ballots bearing the candidate's name are to be cast or counted.

Section 3. Election of Delegates and Alternates:

- A. ~~Local 443 shall elect delegates and alternates to conventions of the International Union, Council 28, and the Washington State Labor Council according to the provisions of paragraph C and D below, and of this local's constitution.~~ Local 443 members shall elect delegates and alternates to conventions of the International Union Convention, Council 28 Convention and the Washington State Labor Council, according to:
 - 1. Appendix D of the AFSCME International Constitution;
 - 2. this local's constitution;
 - 3. the provisions of paragraph B and C below, and
 - 4. the Constitution of the individual Policy Committees.
- B. ~~Local 443 shall elect delegates and alternates to conventions, and/or affiliated bodies according to the provisions of paragraph C and D below, and of this local's constitution.~~
- C. The election of delegates and alternates shall be determined by the highest number of votes cast per nominee and shall not require a majority of the votes cast.
- D. The nomination and election of delegates and alternates may be held at one and the same meeting of Local 443.

Section 4. Elections within Bargaining Units and Agencies

POLICY COMMITTEE DELEGATES

A. Schedule of Elections:

- 1. Election of policy committee delegates will take place within each bargaining unit, agency, division, or office.
- 2. All Local 443 policy committee delegates shall serve a two-year term. Policy committee delegates must be re-elected each term.
- 3. Policy committee delegate elections shall be held in even years and the certified results shall be sent to WFSE Council 28 within ten days after the elections.
- 4. Any modification or exceptions from the adopted Policy Committee delegate structure can be appealed to the Local 443 Executive Board or the Local 443 president.
- 5. An election committee consisting of three Local 443 members, who are not on the ballot, shall carry out the nomination and election process.
- 6. The election committee shall notify the Local president of the election details, in accordance with Appendix A.
- 7. Before the election, the election committee must ask the Local 443 treasurer to determine if sufficient election funds are available.
- 8. All expenses for the nomination and election process must be pre-authorized by line item in the budget, or approved at the general membership meeting.

B. Election Process:

- 1. Fifteen days prior to nomination, the membership will receive a notice asking for nominations of policy committee members, and calling for elections of same.
- 2. The notification will include:
 - a. the number of policy committee delegates apportioned to each bargaining unit;
 - b. the name of the policy committee to which they are assigned;

- c. the term of office (two years);
 - d. the date the nominations are closed;
 - e. the method of election (mail-in ballot, ballot box, etc.), and
 - f. the date of the election.
3. At the close of nominations, nominees must accept their nomination prior to being listed on the ballot.
 4. A written list of the confirmed nominees will be published and made available to all pertinent bargaining units, agencies, divisions, or members with instructions for the time, place, and/or method of voting. The election committee will assure adequate opportunity for all members to vote.
 5. The election of delegates and alternates shall be conducted in a reasonable time, shall be based on the highest number of votes cast per nominee, and shall not require a majority of the votes cast.

C. Election Certification:

1. The elections committee shall send the election results to the Local 443 president or secretary for certification. The election results should include the names of those elected (as indicated on their union card) and their term of office.
2. The Local 443 president or secretary will forward the certified election results to Council 28 staff.

D. Policy Committee Delegate Vacancies Between Elections

1. The President will make all appointments of policy committee delegates between elections, subject to approval of the 443 Executive Board.
2. The stewards of the bargaining unit, agency, division, or office may recommend members

Section 5. Shop Steward Elections

A. Schedule of Elections:

1. Steward elections shall be held in even years, and the certified results shall be sent by December 15 to WFSE Council 28.
2. Election of stewards shall take place within each bargaining unit, agency, division, or office.
3. All Local 443 stewards shall serve a two-year term. Stewards must be re-elected each term.
4. An election committee, consisting of three union members of the bargaining unit, who are not on the ballot, shall carry out the nomination and election process.
5. The election committee shall notify the steward committee chair before shop steward elections. If the steward chair is not active, the committee will notify the Local president.
6. The election committee must inquire with the Local 443 treasurer before the election to determine the available funds to conduct an election.
7. Local 443 will reimburse all expenses for the nomination and election process which have been pre-authorized by line item in the steward committee budget or approved at the general membership meeting.

B. Election Process:

1. A written request asking for nominations for stewards will be sent to each Local 443 member within the bargaining units, agencies, divisions, or office. The written request will state the number of steward positions as designated by contract, the term of office (two years), the date the nominations are closed, the method of steward elections (mail-in ballot, ballot box, etc.), and date of election.
2. There is no limit to the number of stewards a bargaining unit can have unless specifically identified in the collective bargaining unit contract. All bargaining units, agencies, divisions, or offices should strive to achieve ten (10) percent of their membership as stewards; however, no bargaining unit, agency or division, or office should have fewer than two (2) stewards.
3. At the close of nominations, nominees will be contacted to confirm availability.

4. A written list of the confirmed nominees will be circulated to all bargaining units, agencies, divisions, or office members with instructions for the time, place, and/or method of voting. The election committee will assure adequate opportunity for all members to vote.
5. Members are allowed to vote for or against any person becoming a steward. To be certified as a steward, the member must receive more yes votes than no votes of the individual votes cast on his or her behalf. Example: If fifty (50) members vote in the election and Jane Doe had twenty (20) votes, she must have eleven (11) yes votes to be certified. Any less and she could not be a steward.
6. Any modification or exceptions from the adopted steward structure can be appealed to the stewards committee chair or the local 443 President.

C. Election Certification:

1. The elections committee shall send the election results to the Local 443 president or secretary for certification. The election results should include the names of those elected (as indicated on their union card) and their term of office.
2. The Local 443 president or secretary will forward the certified election results to Council 28.

D. Election of Chief and Lead Shop Stewards:

1. The shop stewards in each bargaining unit, agency, division, or office are encouraged to elect a chief steward and notify the Local 443 president. The election may be done at a steward meeting at the bargaining unit, agency, division or offices or by the bargaining unit as whole.
2. The chief steward must be a certified steward of the bargaining unit, agency, division or office.
3. Upon receiving notification as to who is the chief steward, the Local 443 president will ensure that a membership list for the applicable bargaining unit, agency, division, or office will be sent to the chief steward.

C. Shop Steward Vacancies Between Elections:

1. The president will make all appointments of shop stewards between elections.
2. The chief steward may recommend a member to a shop steward position. In absence of a chief steward, the shop stewards of the bargaining unit, agency, division, or office may recommend a member.

Notification of Shop Steward Certification:

- 1) Upon certifying a steward because of election or appointment, the Local 443 president or secretary shall notify WFSE, Council 28 in writing that this member is now a certified steward. This notification must include the steward's name (as printed on union card), place of employment, bargaining unit, and term of office.
- 2) The steward must attend basic steward-training course, sponsored by WFSE before handling any grievance.

SPECIAL NEEDS?

If you or anyone interested in attending a Local 443 meeting should need any ADA accommodations in order to attend please contact the Sergeant At Arms, Robyn Steacy or email Secretary443@aol.com or call the local message phone at (360) 754-8437.



Committee Contacts

Finance – **Susie Rathke** Treasurer@wfse443.org
 Grievance – : **Don Vaughan** GrievChair@wfse443.org
 Political Action -- : **Bruce Zeller**
 Shop Steward – **Alanna Gehr**
 Organizing – **Joe Nilsson** OrgChair@wfse443.org

Diversity -- **Open**
 Media – **Shellie Savage** Secretary443@aol.com
 Contracts – **Open**
 Scholarship : **Michele Elhardt**
 Women's & Family Issues – **Open**

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UPCOMING EVENTS

Aug 2 Sept 6	Executive Board Meeting @ 6:30 p.m. @ WFSE Conference Room, 1212 Jefferson Street, Olympia
Aug 15 Sept 19	General Meeting @ GA Building, Capitol Campus @ 6:00 p.m. (3rd Tuesday each month)
Aug 16 Sept 20	Thurston-Lewis County Labor Council Meeting at the Labor Temple in 6:00 p.m. -- 119 ½ N Capitol Thurston-Lewis County Labor Council Meeting at Carpenter Hall In Centralia, 417 N Pearl at 7:00 pm
Check out Local 443's website at: www.wfse443.org Local 443's Phone Number: (360) 754-8437	



It's important what you think, do and say. **Please write** YOUR newsletter with your comments, reports, and/or articles. Be sure to include your name a phone number where our Editor can reach you for article verification. We will do what we can to put them in print. We look forward to hearing from YOU!!

YOUR COMMENTS, FEEDBACK AND/OR SUBMISSIONS ARE APPRECIATED

Please send to: PO BOX 105, Olympia WA 98507-0105

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