

**Alaska Higher Education
Crafts and Trades Employees
Local 6070
APEA/AFT
AFL-CIO**

CONSTITUTION



Article I NAME

This organization shall be known as the Alaska Higher Education Crafts and Trades Employees Local 6070, APEA/AFT, AFL-CIO. This organization is a Local of the Alaska Public Employees Association/American Federation of Teachers (AFL-CIO). Hereinafter referred to as Local 6070. It shall be composed of a collective bargaining unit representing maintenance, trades, crafts and custodial employees employed by the University of Alaska.

Article II OBJECTIVES

The purpose of this organization shall be:

- Section 1. To secure exclusive collective bargaining rights for all employees who are eligible for membership.
- Section 2. To advance the economic, social, and political well being of the membership.
- Section 3. To promote a close relationship and mutual cooperation with labor and the community.
- Section 4. To promote the hiring and retention of competent personnel by improving the standards in the employment situation of the membership and by working for the passage and strengthening of collective bargaining legislation.
- Section 5. To work for continuing education and securing working conditions conducive to the best performance and delivery of services.
- Section 6. To promote Local 6070 and the University of Alaska.

Article III STRUCTURE OF ORGANIZATION

- Section 1. The Local 6070 will be structured on a regional basis representing employees who are within a geographical boundary that facilitates communication. These regions are not based on the University's Management Administrative Units (MAU). The regions are as follows:

<u>Northern</u>	<u>Southcentral</u>	<u>Southeast</u>
Fairbanks (UAF) Nome Kotzebue Bethel Delta Junction Dillingham	Anchorage (UAA) Kenai Peninsula Kodiak Valdez Mat-Su Seward Palmer Cordova	Juneau (UAS) Ketchikan Sitka

Article IV MEMBERSHIP

Section 1. Membership eligibility. Membership in Local 6070 shall be for bargaining unit members at the University of Alaska working in the areas of maintenance, trades, crafts and custodial.

No person is eligible for membership who is employed as an exempt classified employee as defined by the University of Alaska and/or Alaska Labor Relations Agency.

Section 2. Membership Requirement. Membership in the Local 6070 shall be voluntary unless otherwise specified by a negotiated contractual agreement.

No person shall be denied membership on the basis of race, creed, gender, national origin, religious or political belief, social or economic status.

Section 4. Misconduct. An official, including but not limited to officers, negotiators, stewards and committee members, suspected of dereliction of duties or confidentiality will be brought to the attention of the Executive Board. Charges against an officer or member for violating this section may be brought by any member in good standing and shall be filed in writing with the Executive Board. The charges shall specify the dates, location and nature of the alleged violation.

The Executive Board shall immediately send a copy of the charges to the accused member by certified mail. If the accused member does not respond to the charges to the Executive Board within ten (10) days of receiving them, or thirty (30) days of mailing, whichever is later, the accused member shall be deemed to have admitted to violation and discipline shall be imposed.

Any official found in violation of their responsibilities by the Executive Board shall have his or her status changed to that of an agency fee payer for a minimum time of six months.

At the Annual meeting the member may appeal to the membership. The membership present shall vote to remove or reinstate the accused to full status as a member of Local 6070 in good standing. Charges under this subsection may not be brought against a member for crossing a picket line, not authorized by law in the performance of union duties.

Article V RIGHTS OF MEMBERS

- Section 1. Member in good standing is a University employee, who selected full membership in Local 6070, is current on all dues and fees to Local 6070 for a period of six months and has remained a member subsequently.
- Section 2. Members in good standing shall be entitled to vote on all general administrative matters coming before Local 6070. Only members in good standing of Local 6070 shall be entitled to vote on contract administration matters pertinent to their local, i.e. contract ratification, strike votes, legal defense, etc.
- Section 3. Members in good standing shall be eligible to hold office and serve on committees.
- Section 4. Any official publications of Local 6070 shall be sent without charge to members in good standing and may at the discretion of the Executive Board be sent to non-members.

Article VI OFFICERS

- Section 1. The state wide elected officers of Local 6070 shall be a President and a Secretary/Treasurer.
- Section 2. There shall be elected officers of each region of the Local 6070. The elected officers shall be the 1st Vice President and the 2nd Vice President for each region.
- Section 3. To be eligible for office a person must be a member in good standing.
- Section 4. Disciplinary Procedures

President and Secretary/Treasurer that have three un-excused absences from required union meetings or are derelict in their duties may be subject to recall.

1st Vice Presidents and 2nd Vice Presidents that have three un-excused absences from required union meetings or are derelict in their duties shall be brought forward to the Executive Board for possible disciplinary action.

Section 5. President.

Length of term: Four (4) years (elected every other even year)

- A. The President shall be the chief executive officer of Local 6070, shall serve as chairperson of the Executive Board and as an ex-officio member of all committees except the Nominating/Election committee.
- B. The President represents the organization before the public, community organizations, and legislative/governmental bodies.
- C. The President shall make an annual report to the membership of Local 6070.
- D. The President shall be one of the responsible financial officers of Local 6070 and be authorized to co-sign financial instruments and make regular and usual disbursements of funds.
- E. The President may delegate the responsibilities of the office except where otherwise specified by the Constitution.
- F. The President shall preside over all meetings and special meetings, maintain day-to-day affairs, receive and report all correspondence.
- G. The President shall be, by office, a delegate to the biennial caucus of the Alaska Public Employees Association/Alaska Federation of Teachers.
- H. The President shall be, by office, a delegate to the AFT Convention.
- I. The President, by virtue of office, is seated as Vice President for Local 6070 on the Alaska State AFL-CIO Executive Board.
- J. The President shall be on the Local 6070 Negotiations Team as the statewide representative.
- K. The President shall perform other duties as pertains to this office as directed by the Executive Board.

Section 6. Secretary/Treasurer.

Length of term: Four (4) years [elected every other odd year]

- A. The Secretary/Treasurer, shall, in the absence or disability of the President perform the duties and exercise the power of the President, for a period not longer than 6 months or the election of a new President.
- B. The Secretary/Treasurer shall attend all meetings of the Executive Board and General Membership and record and maintain all minutes of the meetings
- C. The Secretary/Treasurer shall forward the current membership list to the APEA/AFT to keep Local 6070 in good standing at all times.
- D. The Secretary/Treasurer shall submit a financial statement at the Executive Board meetings upon request and submit a financial statement and report to the annual membership meeting.
- E. The Secretary Treasurer shall be responsible for auditing and reporting of the Union Leave Bank.
- F. The Secretary/Treasurer shall have custody of the funds of Local 6070; shall keep full and accurate accounts of receipts and disbursements in books belonging to Local 6070 at the regional APEA/AFT office; shall deposit all moneys and other valuable effects in the name and to the credit of Local 6070 in such depositories as may be designated by the Executive Board.
- G. The Secretary/Treasurer shall assist the President in handling the correspondence of Local 6070.
- H. The Secretary/Treasurer shall be one of the responsible financial officers of Local 6070 and be authorized to co-sign financial instruments and make regular and usual disbursements of funds.
- I. The Secretary/Treasurer shall be, by office, a delegate or alternate delegate to the AFT Convention by Executive Board authority.
- J. The Secretary/Treasurer shall be, by office, delegate or alternate delegate to the APEA/AFT biennial caucus by Executive Board authority.
- K. The Secretary/Treasurer shall perform other duties as pertains to this office as directed by the Executive Board.

Section 7. 1st Vice President.

Length of term: Four (4) years [elected every other odd year]

- A. The 1st Vice President shall represent the interest of the region she/he represents.
- B. The 1st Vice President from the region that does not hold the President or Secretary/Treasurer Local 6070 positions shall be authorized to co-sign financial instruments.
- C. The 1st Vice President shall oversee the Nominations/Elections Committee, on even number years.
- D. The 1st Vice President shall be responsible for the Stewards, grievances and conducting and reporting their respective regions business to the Executive Board.
- E. The 1st Vice President shall be the delegate or alternate delegate to the APEA/AFT biennial caucus by Executive Board authority.
- F. The 1st Vice President shall be, by office, a delegate or alternate delegate to the AFT Convention by Executive Board authority.
- G. The 1st Vice President shall perform other duties as delegated by the President or assigned by the Executive Board.

Section 8. 2nd Vice President.

Length of term: Four (4) years (Elected every other even year)

- A. The 2nd Vice President shall represent the interest of the region she/he represents.
- B. The 2nd Vice President shall perform the duties of the First Vice President of his/her region in the event of their absence.
- C. The 2nd Vice President shall be responsible for the APEA/AFT Employees Political Information Committee (EPIC).
- D. The 2nd Vice President shall oversee the Nominating/Elections Committee, on odd numbered years.
- E. The 2nd Vice President shall be the delegate to the Central Labor Council in their region.

- F. The 2nd Vice President shall be the delegate or alternate delegate to the APEA/AFT biennial caucus by Executive Board authority.
- G. The 2nd Vice President shall be, by office, a delegate or alternate delegate to the AFT Convention by Executive Board authority.
- H. The 2nd Vice President shall perform other duties as delegated by the President or assigned by the Executive Board.

Article VII STEWARDS

Section 1. A Steward is a member in good standing appointed by the Executive Board.

Section 2. The term shall be reviewed every two (2) years.

Section 3. Duties:

- A. Shall abide by the terms of the collective bargaining agreement and the Local 6070 Constitution.
- B. Assist members with job related disputes and grievances,
- C. Participate in Steward training,
- D. Distribute Local 6070, APEA/AFT, AFT and AFL-CIO communications,
- E. Orient new employees to Local 6070,
- F. Conduct polls and surveys,
- G. Assist in organizing members for union activities,
- H. Solicit information and work with the Negotiating Committee,
- I. Work with APEA/AFT professional staff and grievance committee to provide all information obtained in the investigation of a grievance or complaint,
- J. Attend required union meetings.
- K. Maintain confidentiality on all personnel and Union matters.

Section 5. Stewards that have three un-excused absences from required union meetings or are derelict in their duties shall be brought forward to the Executive Board for possible disciplinary action.

Article VIII COMMITTEES

Section 1. The President shall, subject to the approval of the Executive Board, appoint such standing and special committees as the President shall deem necessary. The President shall be an ex officio member of all committees, except the Nomination/Elections Committee, and may vote to break a tie.

Section 2. Each committee shall transact such business as is delegated and such additional business as may be referred to it by the president or the Executive Board. Except where special authority is given by the Executive Board, such committees shall not take action until a report has been made and approved by the Executive Board.

Section 3. Nominating/Election Committee.

1. The state wide committee shall consist of a minimum of four, including the three Vice Presidents, in accordance to Article IV, and one at large member in good standing. A member at large will be appointed for each election.
2. The committee shall seek qualified active members for elective office and shall conduct and supervise all elections and referenda of Local 6070.
3. The chairperson shall be one of the Vice Presidents.
4. Regional elections will have a committee of three members from the region including the 2nd Vice President. The 2nd Vice President shall serve as chairperson and will report regional election results to the Executive Board.

Article IX ELECTIONS

Section 1. Elections shall be by secret ballot and shall be overseen by the Nominating/Election committee. Ballots shall be prepared in such a manner as to insure their secrecy.

- Section 2. The candidates for office receiving a simple majority (50% + 1) of eligible votes cast shall be declared elected and shall assume office three (3) working days after the vote count.
- Section 3. Vacancy of the First Vice Presidents and Second Vice Presidents positions shall be filled, for the remainder of the term, by recommendation of the appropriate region and confirmation by the Executive Board.
- Section 4. Vacancy of the President or Secretary/Treasurer positions shall be filled by special election.
- Section 5. A petition signed by thirty (30) percent of the perspective voting membership and stating specific grounds shall be sufficient to require the Nominating/Elections committee to conduct a recall election of any officer or elected steward specified in the petition under the procedures in, Section 7 below. In the event of a recall, the Nominating/Elections committee shall hold a special election.
- Section 6. Procedure of Elections. The Nominating/Election committee shall conduct all general and special elections of Local 6070. Elections will be held in accordance with the Landrum Griffin Act.
- A. The offices of President and Secretary/Treasurers shall be elected on a statewide basis. These offices shall not be held by one region only. The highest vote count in any other region shall hold the office.
1. In the event that an election is held simultaneously for President and Secretary/Treasurer. The highest vote count for President will prevail.
 2. If the Secretary/Treasurer with the highest vote count is from the same region as the elected President, the next highest votes count from another region on the ballot for the Secretary/Treasurer will be elected as the Secretary/Treasurer.
- B. The offices of First Vice President and Second Vice President shall be elected by the members in the region they represent.
- C. Current Executive Board officers who choose to accept nominations for a different Executive Board position shall resign their current Executive Board position on acceptance of their nomination.
- D. No later than forty-five (45) days prior to the date of the regular annual Membership Meeting the Nominations/Elections committee shall notify all members of the opening of nominations for office(s).

- E. Nominations shall be received by the committee no later than twenty (20) days prior to the Annual Membership Meeting.
- F. If a candidate is unopposed at the close of nominations, a ballot will not be required and the candidate shall assume office at the completion of the balloting process.
- G. Write-in votes are only permitted in the absence of any qualified nominee for office.
- H. Local 6070 funded campaigning shall be limited to one 8 ½" by 11" typewritten resume per candidate, available to the membership electronically.
- I. Candidate resumes must be received by the committee no later than two (2) days after the close of nominations.
- J. The committee shall have a ballot prepared and available to each member in good standing no later than 15 days prior to the annual Membership Meeting.
- K. The ballots shall be returned and/or submitted, no later than 15 days from the date originally sent to the members.
- L. The ballots will be tallied at the designated region during the Annual or Special Membership meeting and submitted to the Executive Board. The President will announce the elected officers.

Section 7. Special/Recall Election Procedures.

- A. The Nominating/Election Committee upon the receipt of a recall petition shall within 15 days prepare and mail a ballot to all members in good standing. The ballots shall be returned to the committee no later than 15 days from the date of the original mailing.
- B. If an officer is recalled, the Nominating/Elections committee shall open nomination for the office for 15 days. Upon the closing of nominations a ballot will be prepared and available to members in good standing. The balloting shall be completed no later than 15 days from the date of the original posting.
- C. The ballots will be tallied at a special meeting and the results will be announced by the chairperson for the Nominating/Elections committee.
- D. Vacancies to the offices of President or Secretary/Treasurer will be filled for the remainder of the term, as described in section (B) of this Article.

- E. The election process shall begin no later than 30 days from notification of/or the vacancy of the office.
- F. Upon tentative agreement a ballot and the agreement will be prepared and available to members in good standing. The balloting shall be completed no later than 15 days from the date of the original posting.

Article X EXECUTIVE BOARD

- Section 1. The Executive Board shall be the administrative body of Local 6070, and shall consist of the President, the First Vice President and Second Vice President from each region, and the Secretary/Treasurer.
- Section 2. The President shall serve as chairperson of the Executive Board.
- Section 3. The Executive Board shall meet at such times and places as it may determine, or upon the call of the President, but not less than four (4) times a year. Notice of meetings shall be given by the Secretary/Treasurer to all members of the Executive Board at least seven (7) days proceeding the day of the meeting unless such notice shall have been waived. These meetings may be by video or teleconference.
- Section 4. Executive Board members shall maintain confidentiality.
- Section 5. The Executive Board shall appoint such committees as it deems necessary, consistent with this Constitution.
- Section 6. The Executive Board shall prepare and present upon request an annual budget in the month prior to the beginning of the fiscal year, which shall be established by the Executive Board.
- Section 7. The Executive Board shall be responsible for interpretation, adherence to and enforcement of the Constitution of Local 6070.
- Section 8. The Executive Board shall be responsible for monitoring and authorizing use of Local 6070 Business leave.

Article XII MEETINGS

- Section 1. General Membership meetings of Local 6070 shall be held not less than four times a year, one of which shall be the statewide Annual Membership meeting.

- Section 2. The Annual Membership meeting shall be held in March of each year.
- Section 3. The Executive Board shall determine the time and place, and give 15 days' notice of General Membership meetings.
- Section 4. Special Meetings of the Local 6070 membership may be called at any time by the Executive Board. Forty eight (48) hours notice shall be given the membership for any special meeting. Upon petition of twenty five percent of the members in good standing, the Executive Board shall call a special meeting.
- Section 5. Meetings may be held telephonically or by video conference.

Article XIII FINANCE

- Section 1. Annual dues. The dues of Local 6070 shall be equivalent to the dues set by the APEA/AFT. Annual dues will cover all local, state and national affiliation per capita payments plus all other local representation costs.
- Section 2. Local dues. Any additional dues for Local 6070 above and beyond the APEA/AFT dues shall be established by a simple majority (50% + 1) of eligible votes of the membership.
- Section 3. Fiscal Year. The official year of Local 6070 shall be from April 1st each year through March 31st of the succeeding year for all terms of office and financial matters.

Article XIV RULES OF ORDER

The rules contained in Roberts Rules of Order - Revised shall govern Local 6070 in all cases to which they are applicable and not covered by the Constitution of Local 6070.

Article XV CONTRACT NEGOTIATIONS

- Section 1. For the purposes of contract negotiations, only Local 6070 members in good standing will determine the content of the unit's proposal of settlement. Local 6070 members, in good standing, shall vote and ratify by secret ballot all negotiated bargaining agreements.
- Section 2. Selection of the Negotiating Team and Alternates

- A. The Negotiating Team shall consist of three (3) positions, each representing a region (Northern, Southcentral and Southeast) and the President of Local 6070.
- B. Regional alternates for each regional negotiator position shall be elected on a separate ballot.
- C. At least nine (9) months prior to the expiration of a bargaining unit agreement, the President will send notification to the Nominations/Election committee to solicit candidates for the positions of negotiators and alternates. Each candidate shall be allowed a one (1) page type written resume to be mailed to the membership with ballots.
- D. All negotiators and alternates shall be elected by the members in good standing of Local 6070, in their respective regions.

Section 3. Negotiators and Alternates Responsibilities

- A. Each regional negotiator and their alternate shall hold at least one negotiations planning meeting, with the members in their region prior to the beginning of negotiations.
- B. The alternate should be present at negotiations and negotiation meetings when held in their region.
- C. Alternates shall be the Chairperson for their regional negotiations committee.
- D. Negotiators shall inform their alternate of all negotiation meetings, proposals and proceedings.
- E. Alternates shall possess the authority of the negotiator only in the absence or resignation of the negotiator.

Section 4. Authority of the Negotiating Team

- A. Modify the contract proposal during negotiations.
- B. Reach tentative agreement on a contract proposal.
- C. Declare impasse and call for a strike vote authorization.
- D. During negotiations make news releases pertaining to negotiations.

- E. With the concurrence of the Local 6070 Executive Board, select for hire one or more assistants, who need not be members of the Local 6070 to act in a capacity designated by the negotiating team.

Section 5. Responsibilities of the Negotiating Team

- A. Prepare and distribute to all bargaining unit members in good standing with input from the Stewards and negotiations committees; a statewide survey requesting input and guidance for any upcoming negotiations.
- B. During negotiations, the negotiations team shall inform Local 6070 Executive Board, Stewards and Negotiations Committees, at least monthly of the progress and development of negotiations.
- C. Communicate statewide with the membership of Local 6070 concerning contract negotiations.
- D. Within fourteen (14) working days provide all members in good standings of the collective bargaining unit a copy of the tentative agreement or the employer's final offer in a suitable format to show comparison of old contract language and all proposed changes, and a written opinion specifying the pros and cons of the agreement.
- E. Through consultation with and concurrence of the alternate negotiator and Stewards, determine what visits are required to answer questions about the tentative agreement, before ratification ballots are mailed to the membership.
- F. Conduct ratification vote of Local 6070 members in good standing of the bargaining unit.
- G. After ratification of a tentative agreement, along with the President, sign such agreement.

Section 6. Impasse Provisions

If an impasse occurs during negotiations, the negotiating team shall poll all of the Stewards of the bargaining unit as to whether a strike vote should be taken. The Stewards shall provide all of their members in good standing with such information and statements, and shall cast their vote according to the will of a majority of their members in good standing.

If the majority of Stewards vote yes, then the negotiating team shall poll all the members in good standing of the bargaining unit regarding a strike vote.

Section 7. Negotiations Committees

Negotiations Committees will be either appointed, elected, or on a voluntary basis by the membership of each region. The purpose of these committees is to facilitate communication with the negotiation team and the membership.

Section 8. Letters of Agreement

A. The following steps shall be followed for mid-contract Letters of Agreement:

1. Review and approval of the majority of the current contracts negotiating team.
2. Review and approval of the majority of the Local 6070 Executive Board
3. A majority of the Executive Board and Negotiating Team shall determine if the Letters of Agreement are of a nature that requires a vote of the affected members.

B. A Letter of Agreement in direct conflict of the current collective bargaining agreement or detrimental to the bargaining unit shall only be agreed to with the majority vote of the affected members in good standing.

**Article XVI
AFFILIATION**

Section 1. The Local 6070 Executive Board shall submit a list of members willing to serve as delegates to the CLC based on CLC jurisdictions corresponding to Local 6070 regions.

Section 2. The Local 6070 Executive Board shall submit the name of the President and a list of members elected at large as delegates to the APEA/AFT Biennial Caucus.

Section 3. The Local 6070 Executive Board shall submit the name of members elected at large as delegates to the AFT Convention to the AFT.

Section 5. Local 6070 recognizes APEA/AFT as its exclusive representative for the purpose of administration of a collective bargaining agreement. Local 6070 shall control the content of contract proposals and shall direct APEA/AFT as to the concerns during negotiations.

Section 6. Local 6070 will maintain its full service contract administration service with APEA/AFT. The membership has the right with a vote of a two thirds majority to opt out of service administration.

Article XVII AMENDMENTS

Section 1. Proposal. Any member of Local 6070 may present a proposed amendment to the Constitution upon petition of ten (10) percent of the entire membership. The proposed amendment shall be submitted to the Executive Board, no later than sixty (60) days prior to the next annual membership meeting.

The Executive Board may present a proposed amendment to the Constitution by a majority vote of the Executive Board.

Section 2. Procedure. The Constitution may be amended by a two-thirds vote of the membership voting. Ballots together with the proposed Constitution shall be available to all members in good standing of Local 6070 at least fifteen (15) days prior to the annual meeting or if presented by the Executive Board at least fifteen (15) days prior to a general membership meeting.

Amendments shall be submitted typed, identifying Constitution section, paragraph, subparagraph, etc. It will state how the portion to be amended currently reads, how it is proposed to read when amended, the justification for the change, the identification of the submitter, a statement of the pros and cons of the amendment submitted and the financial impact of the amendments if any.

As ratified by the membership on May 2015