

CONSTITUTION  
FOR  
NEW YORK CITY ELECTRONIC DATA PROCESSING PERSONNEL  
LOCAL 2627

ARTICLE I  
NAME

The name of this organization shall be New York City Electronic Data Processing Personnel, Local Number 2627 of the American Federation of State, County and Municipal Employees, AFL-CIO.

ARTICLE II  
AFFILIATIONS

This Local 2627 shall be affiliated with the New York City District Council 37, American Federation of State, County and Municipal Employees; the New York State AFL-CIO; and the New York City Central Labor Council, AFL-CIO; and the New York City Municipal Labor Committee.

ARTICLE III  
OBJECTIVES

- A) To represent the membership in matter of employee – management relationships with the City of New York.
- B) Promote the welfare of the membership and to provide a voice in the determination of the terms and conditions of employment.
- C) To advocate and achieve safe and favorable working conditions.
- D) To protect employee interests through combined employee – management efforts to promote programs of technological advancement.
- E) To promote the interchange of information among its members so that they may bring to their work a broader understanding of the continuing progress in electronic data processing systems and technology.
- F) To support the labor movement in general.

ARTICLE IV  
MEMBERSHIP AND DUES

Section 1. All Electronic Data Processing Personnel of all New York City, New York, agencies, Mayoral and non-Mayoral, except those employees within the jurisdiction of Local 2021, are eligible for membership in this local union, subject to the provisions of the Constitution of 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 biweekly membership dues of this local shall be \$19.48 per member for full-time employees and \$12.05 per member for part-time employees who have regular work schedules of 20 or fewer hours per week. Any member who fails to pay dues as stated above shall be in arrears and upon failure to pay dues for two consecutive biweekly pay periods shall stand suspended from the local, but may be reinstated upon payment of all delinquent dues not to exceed \$25.00.

Section 4. Dues through check-off system shall be standard method of dues collection unless another method is agreed upon. This would mean (hand dues) direct payment by check every four (4) weeks.

Section 5. Members who voluntarily resign from the local union and thereafter wish to rejoin may do so under terms of Article IV, Section 3 of this Constitution.

#### ARTICLE V MEETINGS

Section 1. Regular meetings of this local shall be held once every other month, beginning in September. No regular meetings will be held during July and August.

Section 2. Special meetings may be called by the local president, one less than a majority of the local executive board, or by petition filed with the president and signed by 25% of the total membership of the local. Special meetings may also be called by the International President or his authorized representatives. Notices of special meetings shall be mailed to the membership if time permits, or otherwise notification shall be made available through their shop stewards at the earliest possible time.

Section 3. The executive board shall meet every month. Special meetings of the executive board may be called by the president or by one (1) less than a majority of the members of the board, or at the call of the International President.

Section 4. A quorum for the transaction of all business shall consist of not less than 40 members in good standing.

#### ARTICLE VI OFFICERS, NOMINATIONS AND ELECTIONS

Section 1. The officers of this local shall be a president, 1<sup>st</sup> vice-president, 2<sup>nd</sup> vice-president, a secretary, a treasurer, and four (4) other executive board members and these nine (9) shall constitute the local union executive board. There shall be elected three (3) members who shall serve as trustees. The trustees shall be elected to three-year terms of office, except in the initial election, one shall be elected for a one-year term, one for a two-year term, one for a three-year term. All other officers shall be elected for a term of three years beginning in 1984. No member may serve as an executive board member and a trustee at the same time. Only those members in the jurisdiction of this local shall be eligible to hold office.

Section 2. Nominations shall be made at a regular or special meeting of the local. At least fifteen days' advance notice shall be given to the membership prior to the nomination meeting. A committee may be appointed or elected to make nominations but whether or not such election committee is used, nominations shall be permitted from the floor at the nomination meeting. All elections shall be held in the month of June.

only by check signed by the president and the treasurer. He shall prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board. He shall prepare and submit the monthly membership report to the International Union office and see that a check is drawn in payment of the local's per capita tax each month and sent to the International Secretary-Treasurer. He shall keep an accurate record of receipts and disbursements and shall, once each month, submit to the membership a monthly operating statement of the financial transactions of the local for the previous month. He shall act as custodian of all properties of the local union. He shall at the expense of the local union and through the International Union, give a surety bond for an amount to be fixed by the local union. He shall see that any financial reports required by the International Union's Constitution to be submitted to the International Union are submitted in accordance with the International Union Constitution. He shall perform such other duties as the president or executive board may require.

Section 6. The duties of the remaining executive board shall be assigned by the president and/or executive board.

Section 7. The three (3) trustees shall make or cause to be made at least semi-annually an audit of the local's finances, and shall report to the membership on the results of such audit.

Section 8. 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 action of the membership at a regular or special meeting shall be decided by the executive board. The board shall meet at the call of the president. A report on all actions taken by the executive board shall be made to the membership at the next following meeting. A majority of the members of the executive board shall constitute a quorum.

Section 9. Any member of the executive board who is absent from three (3) consecutive regular monthly board meetings without excuse acceptable to the board shall be deemed to have vacated his office and the vacancy shall be filled in accordance with the provisions of this constitution.

#### ARTICLE VIII MISCELLANEOUS PROVISIONS

Section 1. This local union shall at all times be subject to the provisions of the constitution of the American Federation of State, County and Municipal Employees.

Section 2. Except to the extent specified in this constitution, no officer of the local union shall have the power to act as agent for or otherwise bind the local union in any way whatsoever. No member or group of members or other person or persons shall have the power to act on behalf 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, Revised, shall be the guide in all cases to which they are applicable and in which they are not inconsistent with this constitution and special rules of this local union or of the American Federation of State, County and Municipal Employees.

Section 4. The president and two (2) members of the executive board, to be selected by the executive board shall be on the negotiating committee. In addition one (1)

Section 3. To be eligible for office, a member must be in good standing for one year immediately preceding the election, except in the initial election held in this local; provided, however, that no retired member shall be a candidate for office.

Section 4. Officers shall be elected by mail ballot to be conducted under the supervision of an outside monitoring agency, firm, independent organization or other appropriate party ("independent monitor"). At least fifteen days' advance notice shall be given the membership prior to the holding of the elections.

Section 5. All matters concerning nominations and elections in this local union shall be subject to the provisions of the Appendix D, entitled Elections Code, of the International Union Constitution.

Section 6. Vacancies in office shall be filled for the remainder of the unexpired term by majority vote of the executive board. If the unexpired term of said vacancy exceeds one year, the executive board may choose to hold a general election.

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. Trustees are to be elected at the June general membership meeting, except in years where there is a general election for the local's executive board, in those years the trustee will be elected by mail ballot.

#### ARTICLE VII DUTIES OF OFFICERS, ETC.

Section 1. The president shall preside at all meetings of the local union and of the executive board. He shall be a member of all committees. He shall appoint all special committees of the local subject to the approval of the executive board. He shall report at every regular meeting to the membership regarding his official acts. He shall countersign all checks drawn against the funds of the local. The president by virtue of his office shall be a delegate to District Council 37 and to all International Conventions, AFL-CIO, and to any other conventions, which this local participates in.

Section 2. The 1<sup>st</sup> vice-president shall assist the president in the work of his office. In the absence of the president or in his inability to serve, the 1<sup>st</sup> vice-president shall preside at all meetings and perform all duties otherwise performed by the president. He may in the absence of the treasurer or the president, co-sign all checks drawn on the local funds. He shall perform such other duties as the president or executive board may require.

Section 3. The 2<sup>nd</sup> vice-president shall assist the president in the work of his office. In the absence of the president and 1<sup>st</sup> vice-president or in their inability to serve, the 2<sup>nd</sup> vice-president shall preside at all meetings and perform all duties otherwise performed by the president. He shall perform such other duties as the president or executive board may require.

Section 4. The secretary shall keep a record of the proceedings of all membership meetings and of all executive board meetings. He shall carry on the official correspondence of the local and he shall perform such other duties as the president or executive board may require.

Section 5. The treasurer shall receive and receipt for all monies of the local union. He shall deposit all money so received in the name of the local union in a bank or banks selected by the executive board, and money so deposited shall be withdrawn

representative of each occupational group involved in the collective bargaining, shall be nominated and elected at a general membership meeting. An alternate member of each occupational group involved in the collective bargaining, shall be nominated and elected at the same general membership meeting. The negotiating committee shall remain in effect until such time as a contract is ratified.

Section 5. Ratification of a collective bargaining agreement shall be by mail ballot under the supervision of an independent outside monitoring agency, firm or qualified individual ("independent monitor") in accordance with the independent monitor's rules, if any. The independent monitor shall verify the results of the ratification ballot.

Section 6. With the exception of the president, delegates to the International Convention and any other conference shall be nominated and elected at a general membership meeting.

Section 7. The allotted number of delegates to D.C. 37, other than the president, shall be nominated and elected at a general membership meeting.

#### ARTICLE IX AMENDMENTS

This constitution may be amended, revised, or otherwise changed by a two-thirds vote of the members voting on such proposed change and such change shall take effect only upon written approval of the International President. Proposed amendments to this constitution must be read at a regular or special meeting of the local union and read and voted on at a subsequent meeting of the local union, adequate and proper notice having been given to the membership prior to the date on which the vote is taken. A written copy of the proposed amendment shall be furnished to every eligible voter at the meeting at which the vote is taken.

#### ARTICLE X SPECIAL RULES

1. A Parliamentarian shall be appointed by the president and shall continue in that capacity until removed by the president or by order of the executive board. He shall interpret Robert's Rules of Order, Revised and shall advise the president.
2. No member shall take up a collection in the name of the local, regardless of its purpose, without prior approval of the executive board.
3. No member shall perform his duties on the job in such manner as to place a further burden on his fellow workers, nor shall he disregard any rules adopted by the membership.
4. If any member or group of members wish to direct any matter to the attention of the executive board for consideration at an executive board meeting, they shall submit their request in writing to the secretary who shall submit it to the executive board at its next regular meeting.
5. The executive board shall establish the amount of a rotating expense account for officers and expenditures from such account shall be accountable to the treasurer.

6. All financial transactions, exceeding \$100.00 will be made only by authorization of the executive board.
7. An annual officers expense allowance shall be established annually by the general membership.
8. All officers or any other individual acting on behalf of the local union shall submit copies of all essential documents, records and tapes to be kept on file at the local's office within thirty (30) days after each officer or individual has completed a transaction on behalf of the local union.

APPROVED BY:



GERALD W. McENTEE  
International President

4/18/05

Date