



"I promise and pledge that I will perform faithfully and with honor the duties of the office which I now assume in the American Federation of State, County and Municipal Employees. I pledge to fight for a society where all workers can seek economic and social justice through participation in their union and our democracy. I will work for these goals by organizing unorganized workers, mobilizing workers to participate in the political process and fighting to gain and defend the best possible working standards through contracts and legislation. I acknowledge that it is a privilege to serve in this office, and I promise that I will deliver to my successor in office all books, papers and other property of this union which are in my possession at the close of my official term." -Oath of Office for AFSCME Local Officers

Regular elections for Officers and Stewards are held in September in even-numbered years. Nominations are made at a regular or special meeting of the Local. At least fifteen days' notice shall be given to the membership prior to the nomination meeting. To be eligible for office, a member must be in good standing for six months immediately preceding the election.

Summary of Duties of Local Officers

The President:

- Presides over all membership and Executive Board meetings;
- Is a member of all Local committees, except the Election Committee;
- Counter-signs checks drawn against the Local's funds, ensuring compliance with the AFSCME Financial Standards Code;
- Appoints all the Local's committees, subject to Executive Board's approval;
- Periodically reports to the membership on the "state of the Local";
- Acts as spokesperson of the Local;
- Initiates appropriate actions to maintain the financial stability of the Local;
- Reviews financial reports submitted to the membership, Executive Board, and the International Union;
- Determines that all required governmental reports are filed on a timely basis.
- Obtains membership information from Human Resources and keeps an updated record of the membership;
- Oversees management of the Local website and ListServ;
- Coordinates with Council 31 in advancing union initiatives and goals;
- Attends and serves as a voting delegate to conferences of the International Union and Council 31.

The Vice-President:

- Assists the President;
- Presides at meetings and performs other duties of the President when the President is unable to do so;
- Serves as the Chief Steward and oversees the Steward Committee;
- Presides at disciplinary and grievance hearings;
- Reports to the membership and Executive Board about campus-specific issues and news.
- Attends and serves as a voting delegate to conferences of the International Union and Council 31 in the event the president is unable to attend.

The Treasurer:

- Receives and deposits in a bank all of the Local's money;
- Prepares and co-signs checks for the Local's expenditures;
- Prepares a written monthly statement of the Local's financial transactions;
- Acts as custodian of the Local's property;
- Gives a surety bond through the International Union;
- Submits any required financial reports to the International Union;
- Works with the Local's accountant to resolve tax issues and ensure required reporting is completed;
- Maintains financial records of the Local;
- Files the Local Union Annual Financial Report (LUAFR) with the International Union;
- Makes records available to and assists Trustees in completing required audits;
- Conducts the fiscal affairs of the Local in a responsible manner.

The Secretary:

- Keeps a record/minutes of membership and Executive Board meetings;
- Uses Robert's Rules of Order to ensure that Local meetings are conducted properly;
- Ensures that the minutes of meetings are sent to the appropriate bodies in a timely manner;
- Handles the Local's official correspondence;
- Maintains registration and correspondence records for the Local;
- Assists in updating the Local website and Facebook page and serves as Chair of the Communications Committee;
- Ensures completion of a newsletter to the membership at least semi-annually;
- Monitors employment listings and assists in position tracking for the Local.

The Executive Board Members (including above officers):

- Governs the Local except when membership meetings are in session;
- Makes decisions on policies, aims, and means of accomplishing the purposes of the Local when not provided for in the constitution or by membership action;
- Meets monthly (currently the second Tuesday at 5pm) and at a call of the President or a majority of the Executive Board;
- Approves appointments to the Local's standing and special committees;
- Serves on Local committees.

The Trustees:

- Attends all Executive Board meetings as observers to ensure that rules and standards are followed;
- Audits the Local's finances and reports the audit results to the membership;
- Determines that the AFSCME Financial Standards Code is upheld by the Local;
- Confirms that all governmental and International Union reports are filed on a timely basis.

The Stewards:

- Serve as a resource for Members, educate and mentor new Members, and answer questions about the contract;
- Identify issues that matter to members across departments and plan for collective actions;
- Act as Member Action Team (MAT) Captains;
- Investigate issues and potential grievances as well as serve as a union representative in disciplinary or similar meetings;
- Attend meetings of the Steward Committee;
- May hold other Officer positions.

The PEOPLE Chair:

- Presides over all meetings of the PEOPLE Committee and ensures meetings are held in accordance with the PEOPLE Committee Operating Papers;
- Reports to the Executive Board on a monthly basis and to the membership quarterly;
- Implements political, legislative, and fundraising programs for the Local;
- Participates in Local, Regional, and State political activities that are relevant to the needs of AFSCME members;
- Educates and informs the membership of political and legislative issues;
- Attends meetings of the State Universities Annuitants Association (SUAA) or designates an alternate representative;
- Attends and serves as a voting delegate to AFSCME Legislative and PEOPLE Conferences.
- May hold other Officer positions.

The Solidarity Committee Chair:

- Presides over all meetings of the Solidarity Committee and ensures meetings are held in accordance with the Solidarity Committee Operating Papers;
- Promotes unity within the Local and the larger labor movement, encouraging participation and membership;
- Organizes Local events and meetings, including fundraising efforts and community outreach;
- Reports to the Executive Board on a monthly basis and to the membership quarterly;
- Attends the Greater Madison County Federation of Labor (GMCFL) AFL-CIO Meetings monthly or designates an alternate representative.
- May hold other Officer positions.