

Constitution
for
New York City Police Department (NYPD) Technical Professional Employees
Local 3778

Article I
Name

The name of this organization shall be New York City Police Department (NYPD) Technical Professional Employees Local Number 3778 of the American Federation of State, County and Municipal Employees, AFL-CIO.

Article II
Affiliations

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

Article III
Objectives

The objectives of this local union shall be to carry out on a local basis the objectives of the American Federation of State, County and Municipal Employees (will be hereinafter referred to as AFSCME) and to represent its members' interests in a fair and safe workplace, to obtain appropriate and fair wages, adequate health benefits and secure pension.

Article IV
Membership and Dues

Section 1. All architectural, engineering, planning, scientific and related technical professional employees of the New York City Police Department (NYPD), New York, are eligible for membership in this local union, subject to the requirements of the AFSCME Constitution.

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 payable in a sum which may be found adequate and necessary. The dues shall be payable bi-weekly as \$30.11 per member.

Changes in dues, except as noted below, shall be made by amendment to the constitution. If the monthly per capita taxes to any affiliated union are increased, the biweekly dues of this local shall automatically be increased in an amount sufficient to cover the additional per capita taxes to the next highest five cents (\$0.05)

Section 4. Membership dues, other than that paid through a system of regular payroll deductions, shall be payable monthly in advance to the local secretary-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 day of the month in which they become due shall be considered delinquent, and upon failure to pay dues for two successive months shall lose their good standing status and stand suspended. Provided, however, that any person who is paying dues through a system of regular payroll deduction, bank draft, or similar system, shall for so long as such person continues to pay 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 dues through a regular payroll deduction, or upon payment of a reinstatement fee of \$25.00 plus the current month's dues.

Article V Meetings

Section 1. General meetings of this local shall be held once each month, at a time and place to be fixed by the membership or the local executive board, including holding two offsite meetings. No monthly meetings will be held during the months of June, July and August.

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 fifteen (15) members of the local. Special meetings may also be called by the International President or by an authorized representative of the International President.

Section 3. The quorum for meetings of this local shall be fifteen (15) members in good standing.

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 recording secretary, a secretary-treasurer, and two executive board members. These seven shall constitute the local union executive board. These seven positions shall be elected for a term of three years, beginning in 2021. In addition, there shall be elected three members who shall serve as trustees and members to serve as delegates. The trustees shall be elected to three-year terms of office, except that in the initial election, one shall be elected for a one-year term, one for a two-year term, and one for a three-year term. The elected delegates shall serve three-year terms.

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

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. For a member who is transferred or promoted into this local from another AFSCME local, this requirement shall be satisfied if such member's combined membership in good standing in both locals is one year at the time of election.

Section 4. Officers shall be elected by majority vote during a general membership meeting. At least fifteen days' advance notice shall be given the membership prior to the holding of the election. In any case where there is only one nominee for office, such nominee shall be declared elected at the end of the election meeting.

Section 5. All matters concerning nominations and elections in this local union shall be subject to the provisions of 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 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.

**Article VII
Duties of Officers and Executive Board**

- Section 1. The president shall:
- a. preside at all meetings of the local union and of the executive board.
 - b. be a member of all committees except election committees.
 - 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 periodically to the membership regarding the progress and standing of the local and regarding the president's official acts.
 - f. attend all Command Discipline adjudication meetings, provided the member wants an executive board member present.
- Section 2. The first vice-president shall:
- a. assist the president in the work of the president's office.
 - b. in the absence of the president or in the president's inability to serve, preside at all meetings and perform all duties otherwise performed by the president.
 - c. upon approval by the local executive board, be authorized to act as co-signer of checks drawn on the local funds in place of either the president or the secretary-treasurer.
- Section 3. The second vice-president shall:
- a. in the absence of the first vice-president or in his/her inability to serve, perform all duties otherwise performed by the first vice-president.
 - b. perform such other duties as the executive board may require.
- Section 4. The recording secretary shall:
- a. keep a record of the proceedings of all membership meetings and of all executive board meetings.
 - b. carry on the official correspondence of the local (including but not limited to the local website and email correspondence), except as the executive board may direct otherwise.
 - c. issue all notices of meetings of the local.
 - d. open all records and filed data for inspection by the members of the local at any reasonable time.
 - e. perform such other duties as the executive board may require.
- Section 5. The secretary-treasurer shall:
- a. receive and receipt for all monies of the local union.
 - b. 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 only by check signed by the president and the secretary-treasurer.
 - c. prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board.

- d. prepare and submit the quarterly 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.
- e. 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.
- f. act as custodian of all financial records of the local union.
- g. 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.
- h. 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.
- i. open all records and filed data for inspection by the trustees or the members of the local at any reasonable time.

Section 6. 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 or of a majority of the members of the board. A report on all actions taken by the executive board shall be made to the membership at the next following meeting. A minimum of five members of the executive board shall be required for a quorum.

Section 7. The executive board member 1 shall:

- a. collect reports of health incidents reported by the members for record keeping by the executive board.
- b. assist members in filing incident reports.

Section 8. The executive board member 2 shall:

- a. maintain and update bulletin boards within the laboratory on a monthly basis.
- b. maintain and update information on Local 3778 website on a monthly basis or by request of the executive board.
- c. in the absence of the recording secretary, carry on the official correspondence of the local.

Section 9. The trustee(s) shall:

- a. perform an audit of the finances of the local. Auditing services shall be rendered at least twice a year during the months of March and September.
- b. report to the membership on the results of such audit.
- c. be responsible for identifying appropriate certified public accounts for selection by the executive board.

Section 10. The delegate(s) to District Council 37 shall:

- d. attend delegate meetings at District Council 37 office.
- e. report to the executive board and membership on meetings.

Section 11. The election committee shall:

- f. consist of three members, appointed by the president, who are unable to run for office while serving on the committee.
- g. conduct the elections according to the provisions of the AFSCME Election Code in Appendix D of the International Constitution and Local Union Election Manual.

Section 12. Failure on any board members part to attend 3 consecutive meetings of the board and 3 local membership meetings without an acceptable excuse to the board, shall be sufficient cause for the executive board to declare that member's office vacant.

Article VIII Miscellaneous Provisions

Section 1. This local union shall at all times be subject to the provisions of the AFSCME Constitution.

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. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this local union 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.

Article IX Amendments

This constitution may be amended, revised, or otherwise changed by a majority 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 made 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.

Approved by:



LEE SAUNDERS
President

Approval Date: January 12, 2021