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April 1, 2021

Mary Delaney, President
AFSCME Local 3658
201 East Lothrop Street
Beverly, MA 01915

Dear Sister Delaney:

We have completed our review of the proposed amendments to the Local 3658 Constitution, which were submitted by Area Field Services Director Tim Birch on your behalf. The amendments have been approved with the following exceptions and/or revisions.

1. Article I and Article IV, Section 1. We have revised these sections to reflect the local's new name and jurisdictional language.
2. Article IV, Section 4. We have updated this section to comply with Article III, Section 5, of the *International Constitution*.
3. Article VI, Sections 1 and 5. For clarity, since the cycle for electing officers has not changed, we have retained the election year language for historical reference.
4. Article VI, Section 3. For clarity, we have added Appendix C language regarding eligibility for office for, retired members and members transferred from another AFSCME local.
5. Article VII, Section 1, second sentence. For clarity, we have added a phrase regarding the president's duties: "The president shall be a member of all committees except election committees."
6. Article VIII, Section 3. We have updated your reference to *Robert's Rules of Order* because the old language is obsolete.

American Federation of State, County and Municipal Employees, AFL-CIO

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We also wish to bring to your attention Article IX, Section 51, and Appendix E of the International Constitution, which would allow regular or special meetings to be conducted virtually if the written policy in Appendix E would be adopted.

Enclosed are two complete copies of the local constitution, as amended, with my signature of approval on the final page. Should the local amend this constitution in the future, please submit the amendments for approval after they have been adopted by the membership.

In solidarity,

A handwritten signature in cursive script that reads "Lee Saunders".

LEE SAUNDERS
President

LS/FC:nd

Enclosures

cc: Mike Sukal, Director, Organizing and Field Services
James Howell, Eastern Regional Director
Tim Birch, Area Field Services Director
Mark Bernard, Executive Director, AFSCME Council 93
Therese Asaro, Recording Secretary, AFSCME Local 3658

Constitution

for

Shaughnessy-Kaplan Rehabilitation Hospital, Inc., DBA Spaulding Hospital for Continuing Medical Care - North Shore Employees

Local 3658

Article I Name

The name of this organization shall be Shaughnessy-Kaplan Rehabilitation Hospital, Inc., DBA Spaulding Hospital for Continuing Medical Care - North Shore Employees Local Number 3658 of the American Federation of State, County and Municipal Employees, AFL-CIO.

Article II Affiliations

This local union shall be affiliated with AFSCME Council #93 of the American Federation of State, County and Municipal Employees; the Massachusetts AFL-CIO; and the appropriate central body of the 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.

Article IV Membership and Dues

Section 1. All employees of Shaughnessy-Kaplan Rehabilitation Hospital, Inc., DBA Spaulding Hospital for Continuing Medical Care - North Shore, are eligible for membership in this local union, subject to the requirements 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 monthly membership dues of the local shall be \$38.40 per member. In January of each year, dues shall automatically be adjusted in accordance with the minimum dues provision of the International 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 day of the month in which they become due shall be considered delinquent, and upon failure to pay dues for two consecutive 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 all arrearages.

Article V Meetings

Section 1. Regular meetings of this local shall be held quarterly in the months of
January – on the 3rd Wednesday,
April – on the 3rd Tuesday,
July – on the 3rd Wednesday,
October – on the 3rd Tuesday,

at a place and time to be fixed by the membership or the local executive board.

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 25% of the 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 10 percent of the membership in good standing.

Article VI Officers, Nominations, and Elections

Section 1. The officers of this local shall be a president, a vice-president, a recording secretary, a treasurer, and three executive board members. These seven (7) officers shall constitute the local union executive board. In addition, there shall be elected three (3) members who shall serve as trustees. The trustees shall serve a term of three years, except in the initial election, one (1) shall be elected for a one (1) year term, one (1) for a two (2) year term, and one (1) for a three (3) year term. All other officers shall be elected for a term of two years in the even-numbered years, beginning in 2010.

Section 2. Nominations for the office of president, vice-president, recording secretary, treasurer, trustees, and executive board members 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, but whether or not such nominating committee is used, nominations shall be permitted from the floor at the nomination meeting to be held in the month of January. 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 (1) 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. Election for the president, vice-president, recording secretary, treasurer and trustees shall be by secret ballot vote and the balloting shall be conducted so as to afford to all members a reasonable opportunity to vote. At least fifteen (15) days' advance notice shall be given the membership prior to the holding of the election in the month of April.

Section 5. All officers of the local shall serve a two-year term beginning in 2010.

Section 6. 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 7. Vacancies in office shall be filled for the remainder of the unexpired term by vote of the executive board.

Section 8. 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 preside at all meetings of the local union and of the executive board. He/she shall be a member of all committees except election committees. He/she shall countersign all checks drawn against the funds of the local. He/she shall appoint all standing committees and all special committees of the local, subject to the approval of the executive board. He/she shall report periodically to the membership regarding the progress and standing of the local and regarding his/her official acts. He/she shall be an automatic funded delegate to all conventions that this local is entitled to attend.

Section 2. The vice-president shall assist the president in the work of the president's office. In the absence of the president or in the president's inability to serve, the vice-president shall preside at all meetings and perform all duties otherwise performed by the president. He/she may, with the approval of 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 treasurer.

Section 3. The recording secretary shall keep a record of the proceedings of all membership meetings and of all executive board meetings. He/she shall carry on the official correspondence of the local, except as the executive board may direct otherwise. He/she shall perform such other duties as the executive board may require.

Section 4. The treasurer shall receive and receipt for all monies of the local union. He/she 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 only by check signed by the president and the treasurer. He/she 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/she 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/she shall keep an accurate record of receipts and disbursements and shall, quarterly, submit to the membership a quarterly operating statement of the financial transactions of the local for the previous quarter. He/she shall act as custodian of all properties of the local union. He/she 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 executive board of the local union. He/she shall 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.

Section 5. 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 or insurance or other benefit programs covering members of such local and shall report to the membership on the results of such audit.

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 majority of the members of the executive board shall be required for a quorum. Any and all grievances going into arbitration shall be processed through the executive board before the final step of the grievance procedure.

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. 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.

Section 4. No committee shall have the right to spend money or incur expenses except when so authorized by the membership at a general meeting, and then only in a special amount.

Section 5. If an officer and/or executive board member misses three (3) consecutive meetings without an excuse they shall be automatically dismissed, and the position shall be filled by vote of the executive board.

Section 6. Delegates to the AFSCME Council 93 Convention as allowed by the Council 93 Constitution will be elected at the regular local meeting when possible in the month prior to the convention.

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:

A handwritten signature in black ink that reads "Lee Saunders". The signature is written in a cursive style with a large, stylized initial "L".

LEE SAUNDERS
President

Approval date: April 1, 2021