

Constitution
for
Legal Support Services Union, Washington State
Local 795

Article I
Name

The name of this organization shall be Legal Support Services Union, Washington State, Local Number 795 of the American Federation of State, County and Municipal Employees, AFL-CIO.

Article II
Affiliations

Local 795 shall be affiliated with Washington Federation of State Employees Council No. 28 of the American Federation of State, County and Municipal Employees; the Washington State Labor Council, AFL-CIO; and the appropriate central labor council of the AFL-CIO.

Article III
Objectives

The objectives of Local 795 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 legal support staff for the Office of the Attorney General and employees in the Pierce County Prosecuting Attorney's Office are eligible for membership in Local 795, 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 rate of this local shall be set in accordance with Article VI, Section 1 of the Council 28 Constitution.

Section 4. Membership dues shall be payable to the Washington Federation of State Employees, AFL-CIO, Council 28 through payroll deduction, except where payroll deduction is not available or applicable. Where payroll deduction is not available or applicable, membership dues shall be payable no later than the 10th of the month following the month on which they are based. Any member who fails to pay dues by the 10th 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 or written agreement to pay all arrearages through payroll deduction where available.

Article V Meetings

Section 1. Regular meetings of this local shall be held quarterly, at a time and place to be fixed by the membership or the local executive board.

Section 2. Meetings of the executive board shall be held once each month, except for the months of July and December, at a time and place to be fixed by the local executive board.

Section 3. Special meetings may be called by the local president, the local executive board, or by petition filed with the president and signed by 15% of the members of Local 795. Special meetings may also be called by the International President or by an authorized representative of the International President.

Section 4. The quorum for meetings of Local 795 shall be 25 members in good standing.

Article VI Officers, Nominations, and Elections

Section 1. The officers of Local 795 shall be a president, a vice-president, a recording secretary, a secretary-treasurer, and five executive board members, and these nine shall constitute the local union executive board.

Section 2. The president, vice-president, secretary, treasurer and trustees shall be nominated and elected by the statewide membership.

Section 3. One executive board seat shall be nominated and elected by members in good standing employed at the Pierce County Prosecuting Attorney's Office and one executive board seat shall be nominated and elected by members in good standing employed at the Office of the Attorney General whose primary residential address is in one of the following counties: Okanogan, Chelan, Kittitas, Yakima, Klickitat, Ferry, Douglas, Grant, Benton, Stevens, Lincoln, Adams, Franklin, Pend Oreille, Spokane, Whitman, Garfield, Columbia, Walla Walla, and Asotin. Only in cases where a member does not have a primary address shall post office mailing boxes be used for the basis of determining residency. If a member lives outside of the state of Washington, they shall be considered part of the county geographically nearest to their primary residential address. The three remaining executive board seats shall be open to any member in good standing and will be nominated and elected by the statewide membership.

Section 4. In addition, there shall be elected three members who shall serve as trustees. 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. All other officers shall be elected for a term of two years, in odd-numbered years, beginning in 2023.

Section 5. 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 6. 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 7. Officers shall be elected 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 days' advance notice shall be given the membership prior to the holding of the election.

Section 8. All matters concerning nominations and elections in Local 795 shall be subject to the provisions of Appendix D, entitled Elections Code, of the International Union Constitution.

Section 9. Vacancies in office shall be filled for the remainder of the unexpired term by vote of the executive board.

Section 10. An executive board member shall be removed from office after three consecutive unexcused absences from executive board meetings.

Section 11. 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 Local 795 and of the executive board.
- b. be a member of all committees except election committees.
- c. countersign all checks drawn against the funds of Local 795.
- d. appoint all standing committees and all special committees of Local 795, 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. be a delegate to the Council 28, AFSCME International, and all Washington State Labor Council conventions.
- g. Chair any delegation to any convention.

Section 2. The vice-president shall:

- a. assist the president in the work of the president's office.
- a. in the absence of the president or in the president's inability to serve, preside at all meetings, serve as an automatic delegate to the WFSE/AFSCME Council 28, all Washington State Labor Council conventions, and the AFSCME biennial conventions, and perform all duties otherwise performed by the president.
- b. upon approval by the local executive board, be authorized to act as co-signer of checks drawn on Local 795 funds in place of either the president or the secretary-treasurer.

Section 2. The 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 Local 795, except as the executive board may direct otherwise.

- c. perform such other duties as the executive board may require.

Section 3. The treasurer shall:

- a. receive and receipt for all monies of Local 795.
- b. deposit all money so received in the name of Local 795 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.
- 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 monthly membership report to the International Union office and see that a check is drawn in payment of Local 795 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 Local 795 for the previous month.
- f. act as custodian of all properties of Local 795.
- g. give a surety bond for an amount to be fixed by the executive board of Local 795, at the expense of Local 795 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.

Section 4. The trustees shall make or cause to be made at least semi-annually an audit of the finances of Local 795, including the finances concerning any health and welfare, pension, insurance or other benefit programs covering members of such local, and shall report to the membership on the results of such audit.

Section 5. 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 Local 795 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.

Article VIII

Miscellaneous Provisions

Section 1. Local 795 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 Local 795 shall have the power to act as agent for or otherwise bind Local 795 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 Local 795 except to the extent specifically authorized in writing by the president of Local 795 or by the executive board of Local 795.

Section 3. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Local 795 in all cases to which they are applicable and in which they are not inconsistent with this constitution and special rules of Local 795 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 Local 795 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 'L' and 'S'.

LEE SAUNDERS
President

Approval Date: November 7, 2022