



## AFSCME Local 668 Bylaws

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The AFSCME Local 668 General Membership and/or Executive Board have authorized the following policies and procedures.

New Bylaws shall require 50% + one approval of the General Membership or the Executive Board.

Approval of other changes, additions or deletions to policies or procedures found in these Bylaws shall require a 2/3 vote of the General Membership or the Executive Board.

No member or officer of the Local has the authority to independently add, delete or change the Bylaws, policies or procedures of AFSCME Local 668.

1	AFSCME Local 668 Bylaw	Action	Date
	<b>Sunshine Committee - Good and Welfare of Members</b>	Approved	
		Revised	06/03/1999
		Revised	11/13/2003
		Revised	09/13/2007
		Revised	10/20/2011
		Revised	11/10/2016

**AFSCME Local 668 shall acknowledge the following life events for its members:**

Retirement of a Member: \$75 check and a card

Death of a Member: \$75 memorial check and a card

Death of a Member's Spouse/Partner, Parent, Child, Stepchild: \$50 memorial check

Birth/Adoption: Up to \$75 for a gift card or flowers

Hospitalization of Member: Up to \$75.00 for a gift card or flowers

FMLA of a Member: After use of the member's 40 hour dock, if a member still remains out of the office due to FMLA (whether hospitalized or not) the local will send them a gift card or flowers up to \$75.

Retirement of a Member with 40 or more years of service at the Metropolitan Council: Up to \$100 in gift cards in addition to the \$75 check.

The Union will provide a card of sympathy, upon request, for extended family members (not mentioned above) who have passed.

PRO (Post Retirement Option) employees will not be eligible to receive another retirement check upon leaving from their term as a PRO.

Members are to notify the Committee Chair within 90 days of the event, or upon the member's return to work when cards, gift cards or flowers need to be sent. Members must include the name and address to which flowers, gift card, or cards are to be sent. Failure to do so within the 90 day timeframe will prevent the member from receiving this benefit. No fee payer member shall be eligible for this benefit. See AFSCME Local 668 list of Officers, Stewards and/or Committee Chair for Sunshine Committee Chair and contact information.

2	AFSCME Local 668 Bylaw	Action	Date
	<b>Conflict of Interest</b>	Approved	08/16/2001
		Revised	11/13/2003
		Revised	04/08/2004

The Local recognizes and accepts that there will be situations and opportunities where a member may receive gifts and/or prizes while attending various Union functions.

Any Union member authorized to act on behalf of the Union will report any actual or potential conflict of interest to the Union membership.

<b>3 AFSCME Local 668 Bylaw</b>	<b>Action</b>	<b>Date</b>
Mediation / Arbitration	Approved	11/13/2003
	Revised	9/13/2007
	Revised	10/20/2011

Any Steward or Local Union Officer working on an unresolved grievance who wishes to proceed to Mediation and/or Arbitration must discuss doing so with the Chief Steward and the Business Agent. The Chief Steward and Business Agent shall be responsible for recommending whether to take a grievance to Mediation using the State Bureau of Mediation Services and/or to pursue Arbitration.

If the decision is made to pursue Arbitration, the Business Agent shall be responsible for presenting the matter to the AFSCME Council 5 Arbitration Team for approval.

If the request is approved, the Business Agent with the support of the Chief Steward and applicable Steward will be responsible for preparing and presenting the case to the Arbitrator.

If the request for Arbitration is denied by the AFSCME Council 5 Arbitration Team, the Grievant may request to appear at the AFSCME Local 668 Executive Board to request that it appeal to the AFSCME Council 5 Board in the manner stipulated in the AFSCME Council 5 Arbitration procedures in accordance with the following rules:

*Procedure established by President Art McGrane on July 05, 2007  
in accordance with AFSCME Local 668 - Bylaw Number 3,  
Mediation / Arbitration*

1. Welcome
2. Introductions
3. Explanation of Rules
4. The Steward and/or Chief Steward with the assistance of local's Business Representative will present the facts of the grievance to the Executive Board.
5. The Grievant will be allowed to add any relevant information that the Executive Board should take into consideration in making their decision concerning the appeal.
6. Executive Board Members will be allowed to ask questions of the Grievant, Steward, Chief Steward and Business Representative on the facts of the grievance.
7. The Grievant and Steward will be thanked for their assistance and asked to leave once the Executive Board has completed all the questions and believes they have all the relevant information the Grievant and Steward can provide. The Grievant will be informed that s/he will receive a letter concerning the decision made by the Executive Board.
8. The Executive Board will go into a closed-door session to determine whether the local should appeal the decision of the Council 5 Arbitration Team to the AFSCME Council 5 Executive Board.
9. The Local's Business Representative will review the reasons that the Council 5 Arbitration Team turned down the arbitration. The Business Representative will then be asked to give his/her recommendation on whether to appeal the grievance to the Council 5 Executive Board.
10. The floor will be opened for questions and discussion concerning the grievance.

11. The President will entertain a motion to appeal or not to appeal the grievance to the Council 5 Executive Board.
12. Further Discussion
13. Call of the Question
14. Vote
15. A letter will be sent to the grievant with the Executive Board's decision on proceeding with grievance hearing process.

If the Local 668 Executive Board decides "NO," the local will not support an appeal. The decision is final; the grievance will be closed with no further appeals available to the grievant. If the Local 668 Executive Board votes "YES" to appeal, the grievance will be sent to the AFSCME Council 5 Executive Board for a final decision on whether to take the grievance to Arbitration.

4 AFSCME Local 668 Bylaw	Action	Date
<b>Expenditure of Local Union Funds for the Treasury of AFSCME Local 668</b>	Approved	11/13/2003
	Revised	09/13/2007
	Revised	10/20/2011
	Revised	11/10/2016

## **I. Approval of Distribution of Funds**

**A.** In the fall of each year, an Ad Hoc Budget Committee shall be formed and charged with devising a budget for the following calendar year. This budget will lay out spending guidelines for the Local in accordance with income estimates based on annual dues/fees receipts and anticipated increases thereof as determined by the International. The Budget Committee shall consist of the Treasurer, President and at least two additional representatives from the Local's Executive Board or Membership. The Executive Board shall review and approve or amend the budget before it is submitted to the Membership for adoption.

**B.** Expenditures from the Local's Treasury that are required by a union constitution require no further approval by either the Executive Board or the General Membership. All other expenditures require a vote of approval from the Local's Executive Board or General Membership.

## **II. Distribution of Funds**

**A.** All checks shall require two authorized signatures from among those authorized to co-sign. Authorized signatures are on file at the Local's financial institution.

**B.** Whenever the Local Union credit card is used, it shall require the approval of two of the Chair Officers (President, Vice President, Treasurer, Chief Steward, or Secretary). The two Chair Officers who approve the use of the credit card will ensure all receipts are presented to the Treasurer. The Treasurer will report the financial transaction on his/her monthly financial report to the General Membership and the Executive Board noting the transaction as "CC" instead of by check number.

**C.** Only individuals or groups authorized by the Executive Board or the General Membership may request and receive a paid advance for officially sanctioned expenses. The Membership and the Executive Board must know the payee and the estimated dollar amount.

**D.** All requests for expenditures from the Local's Treasury, excluding advance payments, must be accompanied by original receipts, or other proofs of purchase, and completed Expense Authorization Forms supplied by the Local's Treasurer. Requests for Expense Authorization Forms must accompany advances and original receipts and other documentation and must be supplied to the Treasurer within 30 days, including refunds of any unused portion of the advance.

The Local will, upon prior approval of the Executive Board or General Membership, pay lost time for individuals attending union business during normal working hours. As the Local does not assume the role of employer in such cases, all requests must be submitted to Council 5 for payroll processing. A completed Lost Time Reimbursement Form, available on the Local 668 website, must be submitted to the Treasurer for final approval and submittal to Council 5. Lost time claimants will receive checks directly from Council 5.

Lost time for political lobbying will be paid to members when the Local has money budgeted for the specific purpose of lobbying. The Chair Officers shall be vested with the authority to authorize the expenditure of funds for this budgeted item. It will take two Chair Officers (President, Vice President, Treasurer, or Secretary) to pre-approve the expenditure of funds to reimburse a member's lost time for the purpose of lobbying. The Local Treasurer will report this activity in his/her monthly financial report to the General Membership and the Executive Board. The Local does not assume the role of employer in such cases; all requests must be submitted to Council 5 for payroll processing. A completed Lost Time Reimbursement Form, available on the Local #668 website, must be submitted to the Local Treasurer for final approval and submittal to Council 5. Lost time claimants will receive their checks directly from Council 5.

**E.** If a member receives a retroactive pay increase, and received lost time pay during the period that is covered by the retroactive increase, the local will pay the additional amount to the member upon request. The additional amount will be paid as lost time. Requests must be made in writing within 3 months of the pay increase taking effect.

<b>5</b>	<b>AFSCME Local 668 Bylaw</b>	<b>Action</b>	<b>Date</b>
	<b>Sergeant at Arms</b>	Approved	11/13/2003

The President may appoint/remove a member to serve as Sergeant at Arms during his/her term. The President's selection is subject to the approval of the Executive Board. The Sergeant at Arms will have the following duties and responsibilities:

- Ensure there is a sign-in sheet at every meeting. Following the meeting, make certain the sign-in sheet is delivered to the Local's Secretary for the official record.
- Be of assistance with any informational handouts at or during the meeting.
- Help with any prize drawings during meetings.
- Assist the President during meetings.
- At the President's request, maintain order during meetings.

6	AFSCME Local 668 Bylaw	Action	Date
	Lanny Bakalyar Scholarship	Approved	
		Revised	02/20/2003
		Revised	9/13/2007
		Revised	10/20/2011

**Lanny Bakalyar  
Memorial Scholarship Fund**

**\$1,000.00**

**AFSCME Local 668**

The members of AFSCME Local 668 in memory of brother Lanny Bakalyar are offering this scholarship, in order that our union brother's leadership, dedication and hard work, will not be forgotten.

Brother Lanny was one of the founders of AFSCME Local 668. He served as this Local's President, Vice President, Steward, Local Executive Board Member, and Council 14 (the predecessor to Council 5) Executive Board Representative. In addition, Brother Lanny was always willing to volunteer for Local committee work; he was a member of many negotiation committees in addition to others. Furthermore, he represented the Membership as a delegate to local, state and national AFSCME and AFL-CIO conventions.

Brother Lanny believed in the concept of a Union and what it stands for. In doing so, he worked and fought hard for the members of this Local Union. So in Brother Lanny Bakalyar's name, we, the members of AFSCME Local 668, offer this scholarship.

The applicant must be in the current High School graduating class or attending a post-secondary school within five years of High School graduation.

Applicants can only submit (1) one application form even if they have (2) two parents who are members of AFSCME Local 668.

Applicant's parent or legal guardian must be a member of AFSCME Local 668 for at least 90 days prior to the drawing.

The scholarship recipient must attend an accredited Post-secondary School (College or Technical).

Applications are available upon request from the Local Union Secretary. The application must be returned to the Local Union Secretary, by the first Friday of the month of February.

A winner and an alternate will be drawn by lot at the March General Membership meeting. Applicant's parent or legal guardian must be present to win. The winner has until October 1 of the year in which the scholarship was awarded to provide tuition documentation and claim payment, after which the award will be offered to the alternate. The alternate then will have until the end of the year in which the scholarship was awarded to claim it. In the event that no claim is made by the end of the year, the amount will be awarded as a second scholarship the following year. Both the Application Form and rules are available on the Local 668 website.

<b>7 AFSCME Local 668 Bylaw</b>	<b>Action</b>	<b>Date</b>
<b>AFSCME Local 668 Web Site Postings</b>	Approved	11/13/2003
	Revised	9/13/2007

The President, Vice President, Secretary, Treasurer, Chief Steward, or vote of 50% plus 1 of the General Membership or vote of the majority of the Executive Board may at any time independently authorize the Chair of the Web Site Committee to post/material and/or remove posted material on the Local's Union website. In case of dispute, the final decision on any postings/materials and/or removal of posting/materials will always remain with Local's General Membership.

<b>8 AFSCME Local 668 Bylaw</b>	<b>Action</b>	<b>Date</b>
<b>Appointment of a Co-Chief Steward</b>	Approved	11/13/2003

The Local Union recognizes that the duties and responsibilities of the office of Chief Steward are challenging and time consuming. The Local Union further recognizes that there will be times when the Chief Steward will need assistance in fulfilling all the duties and responsibilities associated with the position of Chief Steward.

To meet the needs of the Union, the Chief Steward, may appoint a Co-Chief Steward for the duration of the current election cycle. This appointed Co-Chief Steward will serve at the pleasure of the Chief Steward. This appointed Co-Chief Steward is not a member of the Local Executive Board unless otherwise elected to the executive board, as specified in the local union constitution.

The appointed Co-Chief Steward will take direction from the duly elected Chief Steward and work in cooperation with the duly elected Chief Steward to achieve the goals and objectives of the Local Union. The duties and responsibilities of the appointed Co-Chief Steward will be at the discretion of the duly elected Chief Steward.

If and when the Co-Chief Steward is unable to agree during the decision-making process of how to proceed with a grievance, the problem will be presented to the Local Executive Board for final resolution.

<b>9 AFSCME Local 668 Bylaw</b>	<b>Action</b>	<b>Date</b>
<b>Parking Reimbursement</b>	Approved	
	Revised	11/13/2003
	Revised	9/13/2007

Any Union Officer, Steward or Committee Member will be reimbursed for out-of-pocket parking expenses incurred while attending meeting(s) regarding union business. Note the following:

- Parking receipts from the vender must be obtained, if available. If there is no vender at the lot, the name of the lot, location, length of time parked, amount paid, and the name, title and signature of the person seeking reimbursement must be provided monthly to the Treasurer.
- If a parking meter is used, the location, length of time parked, amount paid, and the name, title and signature of the person seeking reimbursement must be provided monthly to the Treasurer.
- The Union shall not be liable for or reimburse parking meter violations, towing or related expenses from meters or lots unless approved by the Executive Board.
- An AFSCME Local 668 reimbursement form must be completed with the vendor receipt(s) attached.
- AFSCME Local 668 will disburse reimbursements checks to the members monthly.

10	AFSCME Local 668 Bylaw	Action	Date
	<b>Contract Voting Eligibility</b>	Approved	9/13/2007
		Revised	10/20/2011

To be eligible to vote for any Contract/Labor Agreement between AFSCME Local 668 and the Metropolitan Council, an individual must be a full dues-paying member in good standing (not a Fee Payer).

11	AFSCME Local 668 Bylaw	Action	Date
	<b>Contract Voting Procedure</b>	Approved	9/13/2007
		Revised	10/20/2011
		Revised	1/21/2016

Upon receipt of the “Last Best Contract Proposal” from the Employer, the following procedure is to be followed by AFSCME Local 668 President, Executive Board and Negotiations Committee.

Once the employers “Last Best Contract Proposal” has been finalized it will not be discussed or released by the AFSCME Local 668 Negotiation Committee in whole or in part to any third party including the media until after it is official released by the Local Executive Board to the Local General Membership. There are two exceptions to this rule. They are:

1. There may be times when it is in the best interest of AFSCME Local 668 that the “Last Best Contract Proposal” be discussed with the Local Executive Board for strategic negotiation reasons.
2. Discussions may be held with representatives from AFSCME Council 5 or representatives of AFSCME International.

Contract Voting; Responsibilities of the President and Executive Board:

- The President will notify the Local Membership when the “Last Best Contract

Proposal” has been received from the employer. The President in this communication will inform the membership of the Local 668 By-Law, Number 11. Contract Voting Procedure

- The President will call a special meeting of the Executive Board for the purpose of organizing the contract ratification vote
- The President will appoint a “Contract Voting Committee” including a Chair
- The President will appoint members to count the ballots
- The President will not appoint any of the “Negotiations Committee” to the “Contract Voting Committee” or to those members counting ballots. The negotiations committee members may be and are to be encouraged to be present during contract voting to answer member questions
- The Executive Board will schedule at least one meeting for the sole purpose of answering the membership’s questions concerning the employer “last best proposal” prior to any voting
- The contract vote will be done by paper ballot. It is the intent of the membership that voting should be done at as many worksites as practical
- The Executive Board will schedule the time and date voting is to take place at the work sites; with the understanding that all worksite locations may not have a location or time available for contract voting. To ensure all members have an opportunity to vote on the contract. The Executive Board will make available at least one centrally located polling place for voting; the time and place of this polling place will be chosen by the Executive Board. Members may choose to vote at any contract voting site
- The Executive Board will determine who will tabulate the contract ballots plus when and where the ballots will be tabulated
- The Executive Board will determine the way in which the voting results are released to the membership
- When the Executive Board has finalized preparing the contract voting information and is set to release the employers “last best proposal” to the membership the President will notify the membership by US Mail, Met Council e-mail and by posting the information on the local’s web-site. This communication will contain but is not limited to:
  1. Notice of times and locations voting will take place
  2. Copy of the employers “last best proposal” for the membership to review.
  3. Notice that there is no absentee or proxy voting
  4. Notice that members can vote at any voting location
  5. Notice that voting must be done on a members’ own time and not on the employers’ time.
- The Executive Board will ensure lost-time and mileage is paid to all members appointed to the “Contract Voting Committee” who attend the work site voting
- The Executive Board will ensure lost-time and mileage is paid to all “Negotiation Committee Members” who attend the work site voting for the purpose of explaining the new contract language
- The President will notify the employer of the union’s intention to conduct voting in the work at the work sites

Contract Voting; Responsibilities of the “Contract Voting Committee”:

- The Proposed Contract vote will be done by paper ballot at the works sites. The time and dates to be determined by the local Executive Board. The Executive Board will schedule at least one time and location not in the work place to allow members to

vote

- The committee will be responsible ensure the integrity of the ballot box
- The committee will check picture ID's against membership lists provided by AFSCME Council 5 to insure only full dues paying members receive a ballot
- There will be minimum of (2) committee members guarding the ballot box at all times during voting
- The committee will remain neutral during the voting process and will not attempt to influence the way members vote
- No members of the "Negotiations Committee" will be a member of the "Contract Voting Committee". The negotiations committee members can be present during contract voting to answer member questions.
- Hard copies of the contract will be made available for review at the ballot box
- The committee will follow AFSCME International rules for voting and not allow any absentee or proxy voting
- The committee will make available membership cards at each voting location. This is intended to allow fee payers to join as full union members allowing them voting privileges of full membership
- The Chair of the committee will be responsible for ensuring all the ballots are delivered to the President or their designee upon completion of voting for tabulation of the ballots

<b>12</b>	<b>AFSCME Local 668 Bylaw</b>	<b>Action</b>	<b>Date</b>
	<b>Budget Committee</b>	Approved	4/15/2010

The Local President annually shall appoint a Budget Committee and the Local Treasurer shall chair the committee for the purposes of:

- Reviewing and recommending an annual budget for the General Membership's approval.
- Make recommendations to the General Membership for any changes needed to the general membership progressive dues structure and/or the local constitution, to ensure the local budget is fully funded and reserve funds are available for the use of the Local.
- As approved by the Local's General Membership or Executive Board, the Chair of the Committee will notify the Metropolitan Council Payroll Department of any adjustments needed to the Local's dues structure for the upcoming calendar.
- Reviewing Article IX, Section 6 of the AFSCME International Constitution and recommending changes as needed to the General Membership to ensure compliance.
- Reviewing AFSCME Council 5 requirements for a progressive dues structure and recommending changes as needed to the General Membership to ensure compliance.