
SECRETARY'S HANDBOOK



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RICHARD BEBO, STATEWIDE SECRETARY



Local 1000 AFSCME, AFL-CIO

Mary E. Sullivan
President

Denise Berkley
Executive Vice President

Richard Bebo
Secretary

Nicole Meeks
Treasurer

Stay Union ★ Stay Strong

Dear Fellow Secretary:

I am pleased to provide you with the newest version of the Secretary's Handbook. The first Secretary's Handbook was originally developed by former Statewide Secretary Irene Carr. The Handbook has gone through several revisions since then to keep the information current and accurate. It is designed to be a guide to assist you in your role as secretary.

Please remember, if you have questions that are not answered in this Handbook, I am always available to assist you in any way possible. We are in this together!

Congratulations and good luck. I look forward to working with you!

In Solidarity,

RICHARD BEBO

Statewide Secretary

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Constitutional Roles

MANDATED LOCAL CONSTITUTIONAL LANGUAGE

RE: ROLES OF THE SECRETARY

ARTICLE IV – OFFICERS

Section 1. The officers of this Local shall be a President, Vice President, a Secretary and a Treasurer. The language of this article goes on to provide the method to create other offices as deemed necessary.

ARTICLE IV – DELEGATES

Section 7. The President of the Local shall be an automatic delegate to CSEA conventions. Other officers of the Local, as set forth in Article IV, Section 1, shall, by virtue of their office, be automatic delegates to CSEA conventions, providing that the Local is entitled to more than one delegate.

ARTICLE VI – EXECUTIVE BOARD

Section 1. There shall exist in each Local a Local Executive Board which shall consist of the elected officers, Unit Presidents, Local Representative to the Local Government Executive Committee of the Statewide Association, Representative to the State Executive Committee of the Statewide Association (where applicable), and any other offices as provided in the By- Laws of the Local.

Section 2. The power and authority to transact business relative to the members of the Local shall be vested in the Local Executive Board. No action may be taken by the Executive Board except by vote of the members thereof eligible to vote. The voting members of the Local Executive Board shall be the elected officers of the Local, the Unit Presidents of the Local, any person appointed to fill an elected office pursuant to Article IV, and other elected officers within the Local as provided in the By-Laws of the Local. Such officers or persons must be present at the Executive Board meeting to exercise their vote.

Section 3. The Local Executive Board has a fiduciary responsibility to the members of the Local as described under Article X, Finances. The Local Executive Board shall approve the Local budget, shall be required to approve any expenses in excess of amounts budgeted and may establish reasonable Honoraria for elected officers of the Local subject to the restrictions set forth under Article X, Finances.

Constitutional Duties

MANDATED LOCAL CONSTITUTIONAL LANGUAGE

RE: DUTIES OF THE SECRETARY

ARTICLE V – DUTIES OF OFFICERS

Section 3. The Secretary shall be the custodian of all records, exclusive of financial records and papers of the Local and shall give notice of all meetings and keep a complete and accurate record of all proceedings. The Secretary shall furnish to the Treasurer copies of all motions regarding Local funds.

ARTICLE V – TRAINING

Section 6. All officers shall attend officers' training sessions as provided by the Association. Failure to abide by this requirement may result in the office being declared vacant.

Custodian of Records

RECORDS

It may help to understand exactly what a record is. Records are all materials created, Received, or used for the official business of an organization. Various types of documents that exist in your Local union's files are considered records. Records consist of all the materials that your Local/Unit generates itself, such as:

- accounting records/Treasurer's records
- arbitration records
- by-law (see information on Constitution & By-Laws on pages 27-29)
- contracts
- correspondence
- election records
- grievance records
- membership records
- minutes of meetings
- reports

Material other than paper can be records, depending on the information they contain. These include:

- Photographs
- Recording Device (Video, Audio)
- DVD
- Flash drives

Records are unique to the institution that creates them. Therefore, externally published magazines and books are not considered records. Materials, such as newsletters published by your Local/Unit, are, however, and one of each should be maintained as a record copy.

Sometimes records are labeled according to the frequency of their use. Inactive or noncurrent records are those never or rarely used. Current records are those that are accessed frequently.

RECORDS MANAGEMENT

Sometimes, especially when a Local/Unit has grown large enough or has existed for several years, record keeping is a chaotic mess and documents are difficult to locate. You accumulate old materials that no one knows what to do with or things end up missing.

Records management brings your records under control and prevents such problems from occurring. IT is a tool that insures the efficient and accurate creation, use, maintenance and disposition of your records. It helps protect the benefits and rights of members and keeps their officers well informed and effective. Finally, records management preserves the heritage and history of your Local/Unit for posterity and research.

A sound records management program consists of five elements:

- Securing
- Filing
- Saving/Disposing
- Protecting
- Preserving

SECURING RECORDS

Local/Unit union records are an important union asset that documents the rights and activities of all Local members. Records created by Local/Unit officers and staff while conducting union business are the property of the union, not the individual. Therefore, they should be kept under direct Local/Unit control.

This policy should be stated in writing. If not already covered in the By-Laws of your Local or Unit, consider adding the following clause to the Local/Unit's By-Laws:

All records created by elected or appointed Local/Unit union officers in the course of conducting union business are the property of this Local or Unit. Such records must be complete and kept in an orderly fashion in a safe, fireproof environment. On the election of new officers, all records should be surrendered to these individuals.

If the records are not turned over, careful notation should be made so that new officers are not held liable.

FILING RECORDS

Good record keeping is essential to the proper management of any organization. For the Local union, efficient record keeping is essential for the protection of members' benefits and rights and helps the union officer be well-informed and ready to communicate with his or her members and affiliates.

Many people wrongly assume that filing is a relatively unimportant task that anyone can do without special instructions. Actually, filing is a learned skill and is best done according to its own rules. A simple and well-maintained filing system gives confidence that important files can be found when needed and that files that are no longer necessary can be discarded before they overwhelm the available storage space.

Begin with a usable filing system. A well-designed filing system should do three things:

1. Offer quick and easy filing and retrieval of information
2. Assure consistent record keeping regardless of staff turnover
3. Allow for easy identification and disposition of inactive files

You need to efficiently retrieve information in your files. How often have you wasted time searching for records because they were misfiled, because there are numerous filing systems, because there is no organization to the files, because of some previous filer's idiosyncrasies, or because the files are cluttered?

Key to timely retrieval is a single, simple and logical filing system. An easy-to-follow system ensures accurate filing and retrieval. It maintains consistency in filing. Finally, such a system allows for easy identification and disposition, or removal, or inactive records.

The following suggestions will help you revise your current filing system or establish a new one:

- Keep records of different officers or committees in separate files.
- Separate records according to format, i.e., minutes, correspondence, contracts.
- If using file cabinets, make sure files are properly labeled.

**DO NOT KEEP RECORDS ON EMPLOYER OWNED COMPUTERS
OR IN EMPLOYER OWNED FILE CABINETS!**

SAVING AND DISPOSING OF RECORDS

Permanently keep only those items required by law or union regulations and those that are important in recording the history of your Local/Unit. In other words, keep files with administrative, legal and historical value. Quite often, of course, these values overlap.

The following items should be kept because of their administrative value:

- Charter
- By-laws
- Membership records
- Minutes
- Election records
- Correspondence
- Reports

These items should also be kept because of their historical value:

- Photographs
- Recordings (audio/video)
- Leaflets

In general, save those records that document the **when, where, why** and **how** of your Local/Unit history. These records should show who held office, how decisions were made, what the priorities were and how the organization changed over time.

Records with legal value are those that federal or state laws require your Local/Unit to keep. For instance, the Labor/Management Reporting and Disclosure Act of 1959 (PL 860257, also called the Landrum-Griffin Act, here abbreviated (LMRDA) specifies in Section 206 what organizations are required to file under the Act:

“shall maintain records on the matters required to be reported...and include vouchers, work sheets, receipts, and applicable resolutions, and shall keep such records available for examination for a period of **not less than five years** after the filing of the documents based on the information which they contain. It may also be prudent to keep for five years all records that are used for accounting purposes. LMRDA also requires elected officials to preserve ballots and all other records pertaining to every union election for one year.”

Various regulations and laws have different time frames for retention of records. In order to have uniformity, CSEA recommends **all** Local and Units (public and private) keep records for **seven years**.

PROTECTING VITAL RECORDS

Certain records are essential to the operation of your Local/Unit. They are called vital records. They are necessary to resume operation in the event of a disaster or theft, to recreate the Local/Unit's legal and financial position, and to preserve the rights of the Local/Unit and its employees.

There are two types of vital records:

1. Those that document the rights and prerogatives of members in relation to the union, their employer and their benefits. For example:
 - Membership records
 - Check-off records
 - Current and past collective bargaining agreements
 - By-laws
 - Labor/management negotiating history

By-Laws and collective bargaining agreements should be kept forever. If you do not have a copy of your Local/Unit's By-laws, please contact the office of the Statewide Secretary.

2. Administrative records, the loss of which would impede the operation of the Local/Unit or jeopardize its property. For example, the following should be kept forever:
 - Property deeds/leases
 - Bank books
 - Minutes of Executive Board and membership meetings
 - Staff employment records
 - Property inventory

Vital records require careful storage in order to protect them. Heavily used records of large volume should remain in the Local to be housed in locked fire-resistant file cabinets in locations that are not vulnerable to water leaks or floods. Avoid basements and attics.

PRESERVING RECORDS FOR POSTERITY

Human memory quickly dims with time. Therefore, history is usually written from surviving records. To ensure that the history of the labor movement, and your organization's part in it is fully and accurately told, you must take certain steps for the physical preservation of important records.

One way to ensure the preservation of your records is to maintain your Local/Unit's control over them. As mentioned before, your By-Laws should spell out that documents generated by officers in the performance of their duties are the property of the Local/Unit. All records should be stored in your offices (whenever possible) and they must remain with the Local/Unit when the officer leaves office.

NOTIFIER OF ALL MEETINGS

In order to be able to provide notification of meetings to officers and members, it will be necessary to discuss the issue with the President and Executive Board and establish a policy for distribution of meeting notices for Executive Board and membership meetings. See sample meeting notice on page 11.

It will be necessary for you to have current data to enable you to contact officers and to provide information on where to send meeting notices and correspondence.

An Officers Data (update) Form is used to update Headquarters' records and as a Local Officers data sheet. It provides all the information you would need to contact your officers. A sample Officers Data (update) Form can be found on page 26.

Proper notification for meetings is of vital importance to ensure that a quorum will be present in order to conduct the business of the meeting. The By-Laws of the Local or Unit should address the quorum requirement.

QUORUM

It can be difficult to secure the attendance of all the members of a Local or a Unit at meetings, therefore it is necessary to allow a certain portion of the membership to transact the business of the Local or Unit. This smaller segment of the organization is known as a quorum.

Thus, a QUORUM is the least number of voting members who must be present at meetings for formal business to be legally transacted.

A quorum may be stated as a specific number (such as 25 members) or as a percent of the total membership (such as 15%). The chair should always verify the presence of a quorum before calling the meeting to order. Any member can challenge the presence of a quorum at any time, in which case a count must be taken. If the count reveals the absence of a quorum, no further business can be conducted.

The requirement for a quorum is for your protection, so that no small number or group of members can force an action totally unrepresentative of the Local or Unit.

A QUORUM SHOULD BE DEFINED IN THE BY-LAWS. If you are having trouble meeting quorum requirements, perhaps the By-Laws Committee should review the definition. Membership is never static, either increasing or decreasing. The quorum should be as large a number of members that can reasonably be depended on to be present at any regular meeting, except, of course, in bad weather or other exceptionally unfavorable circumstances.

If you're having difficulty getting a quorum, you should re-examine your meetings. Is the day, the time and the location convenient to the majority of the members? Are your meetings well-planned and interesting, or long and boring?

Generally, the presiding officer does not open the meeting until a quorum is present. He or she should be aware of the presence of a quorum while business is being conducted – as should every member present.

In the absence of a quorum, no formal business can be conducted; action should be limited in nature. For example, you may pass on information, give reports, answer questions, etc. and in that way fulfill the constitutional requirement for a minimum number of meetings per year. However, you should not take action on matters that require expenditures or set policy for the body.

SAMPLE MEETING NOTICE

CSEA Local 123
Membership Meeting Notice

DATE: Tuesday, June 30, 2020

LOCATION: CSEA Local 123 Office
123 Union Ave. Albany, NY 12345

TIME: 11:00 a.m. – 2:00 p.m.

RSVP by Monday, June 22, 2020:
Rainbow Johnson @ 518-555-5555
or rbj@yahoo.com

Lunch will be provided
Looking forward to seeing you all there!!

PROVIDER OF COMPLETE AND ACCURATE RECORD OF PROCEEDINGS

ELEMENTS OF MINUTES

Recording Minutes

The first duty of a Secretary is that of keeping accurate records of the proceedings of the Local/Unit. These records are called minutes. These minutes should be typed or written legibly in permanent ink and signed by the Secretary.

Minutes should be as brief as possible and should be reported in the order in which the business was presented at the meeting. They should record all action taken by the group, including:

- The exact wording of motions. (Motions may be requested in writing)
- The name of the Officer who introduced a motion
- The name of the Officer who seconded the motion.
- The action taken on that motion.

Personal opinions and details of discussion are not included. What is done by the association, not what is said by the members, should be recorded.

MINUTES MUST ALWAYS INCLUDE THE FOLLOWING:

- Local/Unit Name and Number
- Where meeting is held and date Presiding officer
- Meeting start time
- Reading of roll, if taken
- Approval of minutes from previous meeting
- All motions and actions taken by the members of the meeting
ALWAYS GET THE NAME OF THE MAKER OF THE MOTION, AND THE PERSON WHO SECONDED THE MOTION. BE SURE TO NOTE THE ACTION TAKEN.
- Time of adjournment of meeting
- Signature of Secretary

Preparation of Minutes

Prepare the minutes clearly and concisely. Do not try to take all the discussion down. Include only discussion important to the action taken on the motion. Minutes should state the business that was conducted with as little as possible unnecessary material.

Highlight your minutes with various segments of the meeting such as:

MOTION	Made by	Seconded by
NEW BUSINESS	UNFINISHED BUSINESS	

REMEMBER – your minutes are going to be part of the permanent record of the business of your Local/Unit. Look at them carefully and remember they may be referred to on many occasions. Be sure to sign your minutes.

Attach copies of committee reports and roll call or attendance, if taken, and most certainly a copy of the Report of the Treasurer. The record of monies must be documented by the minutes. Please refer to the **CSEA Financial Standards Code**, Article V, **Authority to Spend** and Article VI, **Spending Limitations**.

Be sure to do minutes in a timely manner while events of the meeting are still fresh in your mind and provide a copy to the President as soon as possible, with reminder memos if needed. Provide copies of minutes or financial motions to the Treasurer as soon as possible.

Any minutes involving an Officer status change should be sent to the Office of the Statewide Secretary promptly.

Use of Recording Devices

Recording meetings allows the Secretary to be an active participant in the meeting, but the recordings are not the official records. Label the recording with date and store for reference.

Distribution of Minutes

Determine Local/Unit policy regarding distribution of minutes with President and Executive Board. The Officer Data Sheet (see page 15) can be used to provide information for distribution.

Minutes can be either sent in advance of the meeting or distributed at the next meeting.

Filing of Minutes

The Local or Unit must always have a copy of all minutes on file.

SAMPLE MINUTES & MEMOS

SAMPLE MINUTES

Dept. of XXX
CSEA LOCAL 000
EXECUTIVE BOARD MEETING MINUTES
March 11, 2019

The Executive Board of CSEA Local 000 met on Monday, March 11, 2019 in the Local Office.

President Sandy Smith called the meeting to order at 6:00 p.m.

Roll Call of officers was taken by Secretary Jones and all officers were present. At that time, it was determined that a quorum was present.

A **Motion** was made to accept the minutes of the February 9, 2019 Executive Board meeting, By President Sandy Smith; Seconded by Treasurer Susan Green, **Motion carried.**

REPORT OF THE PRESIDENT – Sandy Smith

President Smith provided the Board with a packet of information on the CSEA Member Benefits Department and a plan to provide members with a new discount program.

President Smith gave an overview of the Labor/Management Meeting held last week regarding proposed title changes in the Operational Unit.

Motion was made by Vice President Jim Brown to hold a special meeting for the Operational Services Unit employees to inform them about the proposed title changes, seconded by 2nd Vice-President Tim Jones. **Motion carried.**

Motion was made by Vice-President Brown to hold the meeting at The Labor Temple and provide pizza & soda at a cost of approximately \$100.00, seconded by Secretary Cindy Jones.

There was discussion regarding the meeting location and time. After discussion, **Motion carried.**

REPORT OF THE VICE-PRESIDENTS

Vice-President Jim Brown provided information from a recent Safety & Health Committee meeting that he had attended. He reported that the bi-annual Statewide Safety & Health Conference will be held in April, date and location to be announced. He recommended the Local send the Chair of the Local Safety & Health Committee to the conference.

REPORT OF SECRETARY – Cindy Johnson

Secretary Jonson reported that she has held two meetings with the Committee formed to revise the Local By-Laws. The Committee hopes to have a draft proposal ready for the next meeting.

REPORT OF THE TREASURER – Susan Green

Treasurer Green provided her written report to the Board (see attached). **Motion** to approve the report by Vice-President Brown, seconded by Secretary Johnson.

Discussion: Second Vice-President Jones inquired about the last Local rebate check. Treasurer Green replied that one had been received by the Local in late January and was shown on her last report. **Motion carried.**

UNFINISHED BUSINESS

Vice-President Brown requested information regarding our planned voter registration drive. President Smith responded that she will have the Local Political Action Chair give a report at the next Executive Board meeting.

NEW BUSINESS

Motion by 2nd Vice-President Jones to appoint a Committee to plan a summer outing for the Local, seconded by Treasurer Green.

There was discussion regarding dates and possible locations. The Committee will review possible dates and locations and make a recommendation to the Board. **Motion carried.**

Motion to Adjourn by Treasurer Green.

Meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Cindy Johnson

Cindy Johnson, Local 000 Secretary

SAMPLE

REMINDER/RECOMMENDATION MEMO

**** M E M O R A N D U M ****

TO: SANDY SMITH, LOCAL 000 PRESIDENT
FROM: CINDY JOHNSON, SECRETARY
DATE: MARCH 12, 2019
RE: REMINDER/RECOMMENDATION
EXECUTIVE BOARD MEETING, MARCH 9, 2019

At the above-mentioned meeting, you indicated you will invite Tracey Wilson to the Local Political Action Chair to give a report at the next Executive Board meeting.

SS/CJ
cc: J. Brown

SAMPLE

REMINDER/RECOMMENDATION MEMO

**** MEMORANDUM ****

TO: SANDY SMITH, LOCAL 000 PRESIDENT
FROM: CINDY JOHNSON, SECRETARY
DATE: MARCH 12, 2019
RE: REMINDER/RECOMMENDATION
EXECUTIVE BOARD MEETING, MARCH 9, 2019

At the above-mentioned meeting, Vice-President Jim Brown recommended that we send the Chair of the Local Safety & Health Committee to the Statewide Safety & Health Conference in April.

SS/CJ
cc: J. Brown

PROVIDER OF MOTIONS TO THE TREASURER

Local and Unit Executive Boards are given fiduciary responsibility for the Local and Unit resources under Article VI, Section 3 and Article X, Finances of the Local and Unit Constitutions. The method to authorize expenditures and to create officer honorariums is found in these Articles and is further outlined in the Financial Standards Code, Article V and Article VI.

The Code requires that a motion must be properly made and carried and entered into the minutes to provide the authorization. The Treasurer is required to retain a copy of the minutes containing the fiduciary motions as part of the Treasurer's records.

The Local and Unit Constitutions require the Secretary to furnish to the Treasurer copies of all motions regarding Local or Unit funds. The constitutional obligation can be met by providing a copy of the minutes of the meeting to the Treasurer as soon as they have been completed. (See Preparation of Minutes – Page 13). You may want to highlight the motions to assist the Treasurer or you may want to use a specific memo to convey the information. (See sample motion to Treasurer – page **20**)

SAMPLE

MEMO TO TREASURER

**** MEMORANDUM ****

TO: SANDY SMITH, LOCAL 000 PRESIDENT
FROM: CINDY JOHNSON, SECRETARY
DATE: MARCH 12, 2019
RE: REMINDER/RECOMMENDATION
EXECUTIVE BOARD MEETING, MARCH 9, 2019

A Motion was made and carried at the above-mentioned meeting to hold a special meeting for the Operational Services Unit at the Labor Temple and to spend \$100.00 for meeting refreshments (pizza and soda).

SS/CJ
cc: J. Brown

ATTEND TRAINING

CSEA takes its duty to provide the best possible representation to its membership very seriously. The Board of Directors of CSEA has adopted language in the Local and Unit Constitutions which states that all officers shall attend training sessions as provided by the Association.

The language in **Article V, Section 6 – Duties of Officers** – further states that failure to abide by this requirement may result in the office being declared vacant.

OTHER DUTIES

The CSEA Local and Unit Constitutions provide that the Secretary sit on the Local or Unit Executive Board as do the other officers. Thus, as an Officer, the Secretary should not merely record what is said at meetings, but rather should actively participate in meetings and in decision-making. This requires that a Secretary be knowledgeable about CSEA, unions in general, and labor relations, since the Secretary participates in decision-making which affects the Local or Unit members and indirectly affects the entire Union.

In general, the Secretary of a Local or Unit is responsible for all records and papers of the Local/Unit, give notices of all meetings, and keeps a complete and accurate record of all Local or Unit proceedings.

In addition to these specific duties, the Secretary can assist the President with many of the details of a well run and orderly meeting. The Secretary can be of great assistance in planning the agenda of the meeting. By the use of reminder memos and by referring back to the minutes of previous meetings, the Secretary can make sure that all regular business is included at the proper time and date and that no business remains unfinished.

The Secretary prepares and reads the roll when requested and reads the minutes of the last meeting unless ordered otherwise by the Association. When requested to do so, the Secretary counts a rising vote. When the President and Vice-President are absent, the Secretary calls a meeting to order and presides until a chairperson pro tem is elected. The Secretary should bring to the meeting a copy of the Association Constitution and a copy of the Local/Unit Constitutions and By-Laws. In addition, information to assist with

Parliamentary Procedure (such as Roberts Rules of Order or the CSEA Parliamentary Guide to Meetings) should be brought to the meeting.

Other examples of duties which may be assigned to the Secretary include:

- Record the minutes of all Local or Unit Executive Boards and General membership meetings and provide them to the appropriate individuals;
- Forward all pertinent correspondence to CSEA Headquarters and appropriate parties;
- Prepare and mail meeting notices to all Local and Unit members, Officers and CSEA Labor Relations Specialists when appropriate;
- Establish a mailing list of people to whom Local and Unit bulletins should be sent;
- Notify CSEA Headquarters of Local and Unit officer address and telephone number changes, and keep the Local or Unit officer address information up to date;
- Maintain a file for all Local or Unit correspondence, resolutions, meeting minutes and other appropriate information;
- Prepare copies of the minutes of the General Membership meetings and provide them for action by the members.
- Provide copies of Local and Unit Constitutions and Local/Unit By-Laws to the officers and members.

Constitution & By-Laws

Since the Secretary is frequently called upon to assist the By-Laws Committee in adopting or amending the Local/Unit By-Laws, you should familiarize yourself with the various CSEA Constitutions.

CONSTITUTIONS

The CSEA mandated Constitutions are:

STATEWIDE – CAN ONLY BE AMENDED BY DELEGATES ON THE RECOMMENDATION OF THE CONSTITUTION & BY-LAWS COMMITTEE

THE FOLLOWING MANDATED CONSTITUTIONS CAN ONLY BE AMENDED BY THE BOARD OF DIRECTORS ON THE RECOMMENDATION OF THE CONSTITUTION & BY-LAWS COMMITTEE:

- **REGION**

- **LOCAL**
 - PRIVATE SECTOR
 - RETIREE

- **UNIT**

Any member can send in recommendations to the Standing Constitution & By-Laws Committee which will then discuss and determine how to proceed with the recommendation.

BY-LAWS

Regions, Locals and Units may create their own By-Laws. The method which must be used to adopt or amend By-Laws is found in the Local Constitution-Article XV, Unit Constitution- Article XIV and in the retiree Local and Region Constitutions-Article XIII.

BY-LAWS INFORMATION

1. A By-Laws Committee may be formed as per direction of the Local and Unit Constitutions. The Committee should look carefully at what By-Laws, if any, currently exist. If you have By-Laws which have been in existence for several years, they are probably in need of updating to reflect your current needs and structure. The Local and Unit Constitutions are mandated by Board of Directors. Please make certain you have the most current Constitution.

- The Committee should go through the Constitution carefully, section by section.
 - There should be no language included in the By-Laws that conflicts with the mandated Constitution.
2. As the Committee reviews, they should keep in mind what might be an addition to the Constitution reflecting how the Local/Unit carries out business. Examples are as follows:
- o Officer structure – this is an area which requires the attention of the By-Laws Committee. There are four officer positions mandated in the Constitution- President, Vice President, Secretary and Treasurer. If your Local or Unit has positions other than the four which are mandated, these positions must be described in the By-Laws. For example, many Locals and Units have additional Vice-President positions; these positions must be described in the By-Laws. Some smaller Locals and Units may choose to have a combined Secretary/Treasurer position. If so, the Local or Unit must have less than 150 members (Article IV, Section 2) and must create the position in their Local/Unit By-Laws.
 - o Special assignments to officers
 - o Quorum – For Executive Board and membership meetings
 - o Time of meetings
 - o Committee structure
 - o Guideline for committees
3. The Local/Unit Constitutions set forth the method by which By-Laws are presented for vote. When approved, copies of the approved By-Laws, date of meeting (this is the notification sent to the members) and minutes of meeting must be sent to the Office of the Statewide Secretary. Please remember that the Constitution stipulates that no By-Laws or amendments will be effective until they are received in Headquarters and are reviewed by the Statewide President or his/her designee.

YOUR BY-LAWS SHOULD BE A SIMPLE DOCUMENT CONTAINING ONLY THE ITEMS YOU NEED TO GOVERN YOUR LOCAL OR UNIT (i.e. Additional officer positions). THE CONSTITUTION, IN ITS PRESENT FORM, MUST BE FOLLOWED. DO NOT ATTEMPT, IN BY-LAWS, TO RE-WRITE OR RESTATE THE CONSTITUTION, CONCENTRATE ON ITEMS WHICH WOULD BE AN ADDITION TO THE CONSTITUTION – REMEMBERING ALWAYS THAT ANYTHING IN THE BY-LAWS CANNOT CONFLICT WITH ANYTHING IN THE CONSTITUTION.



THIS FORM IS FOR USE IN UPDATING HEADQUARTER'S RECORDS

Please return this form to the Office of the Statewide Secretary, CSEA, Inc.,
143 Washington Avenue, Albany, NY 12210 or fax to (518) 465-2382

IMPORTANT - TYPE OF UPDATE

- Change in officer position:
**please provide signed Exec. Board minutes*
- Change in delegate position:
_____ (LOCALS ONLY)
- Name change
- Delete from records
**please provide documentation - i.e., signed resignation letter, retirement, etc.)*
- Change in preferred mailing address
- Address and/or phone change

P L E A S E P R I N T

Local Name and Number _____

Unit Name and Number _____

CSEA ID Number _____ Male _____ Female _____

Name _____
FIRST NAME MIDDLE INITIAL LAST NAME

Nickname _____ Date of Birth _____

Work Address: _____

CITY _____ STATE _____ ZIP CODE _____

Work Phone _____ Ext. _____ Cell Phone _____

Work Phone _____ Ext. _____ Fax _____

Home Address: _____

CITY _____ STATE _____ ZIP CODE _____

Home Phone _____ Unlisted: Yes _____ No _____

Please send mail to my (check one) Home address _____ Work address _____

E-mail _____

Job Title _____

Effective date of change _____

Local or Unit President's signature _____





Local 1000 AFSCME, AFL-CIO

Mary E. Sullivan, President

cseany.org

