

1 **ARTICLE III MEMBERSHIP**

2

3 **Section 1. Eligibility**

4 All employees of the Connecticut Office of the Attorney General who are not associate attorneys
5 general, deputy attorneys general or exempt employees are eligible for membership in this organization.

6

7 **Section 2. Nondiscrimination**

8 No person shall be denied membership, nor shall this organization ever discriminate against individual
9 members or applicants for membership on the basis of; religion, national origin, alienage, color, race,
10 sex, age, gender identity or expression, sexual orientation, mental disability, physical disability, political
11 affiliation, or status as a veteran.

12

13 **Section 3. Discipline of members**

14 **a.** A member may be disciplined by the organization for actions contrary to this Constitution or to the
15 interests of the union or its membership. Such action may only be initiated by the bringing of written
16 and signed charges to the executive board by two or more members of the local; these charges must
17 include a specific and detailed accounting, including any documentation, of the allegations against the
18 member.

19

20 **b.** Upon receipt of such charges, the executive board shall complete a preliminary investigation within
21 10 calendar days to determine whether the charges against the member have merit. Upon conclusion of
22 the preliminary investigation, the board shall issue written preliminary findings and provide them to the
23 accused member.

24

25 **c.** Following the preliminary investigation, the executive board shall vote on the question of whether a
26 disciplinary hearing should be held. If a majority of the executive board votes to hold a hearing, the
27 member shall be given at least 10 days written notice of the hearing.

28

29 **d.** At a disciplinary hearing, the accused member shall have the right to be represented by a person of
30 his or her choice, and shall have the right to question the charges and present evidence and witnesses to
31 support his or her defense. At the conclusion of the hearing, a two-thirds vote of the executive board
32 shall be required for discipline. If a member of the executive board has brought the charges against the
33 member, that board member shall recuse himself/herself from the vote.

34

35 **e.** A disciplined member may appeal the decision of the executive board to the membership by
36 requesting a vote at the next regular membership meeting. A simple majority of the members voting
37 shall be sufficient to overrule the decision of the executive board to discipline.

38

39 **Section 4. Good Standing**

40 A member in good standing is defined as a member who is current in payment of dues to the
41 organization. A member who is more than 30 days delinquent in dues payment shall be considered to be
42 a member in bad standing, and shall be notified within 10 days of such status. A member shall be
43 removed from membership in this organization, with notice, following three months of dues

1 nonpayment, unless a plan to pay back dues is made and approved by both the executive board and the
2 member.

3

4 **Section 5. Retiree Membership**

5 The executive board shall establish guidelines for retiree membership, dues and participation in the local
6 in the form of a retiree chapter, in accordance with AFT guidelines.

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9 **ARTICLE IV ELECTION OF OFFICERS**

10

11 **Section 1.** Elections shall be conducted in accordance with the Association of Connecticut Assistant
12 Attorneys General, Local 6574, Constitution and the standards set out by the U.S. Department of Labor’s
13 Labor-Management Reporting and Disclosure Act.

14

15 **Section 2.** Officers shall be elected in April of odd years. Terms of office shall be two years, except for
16 the initial term of office. The initial term shall expire in April 2019. The organization will elect the
17 following officers:

18

19 a. President

20 b. Vice President for Assistant Attorneys General

21 c. Vice President for Department Heads

22 d. Secretary

23 e. Treasurer

24

25 **Section 3. Eligibility for Office**

26

27 a. To be eligible for office, a person must be a member in good standing of the organization for a period
28 of six months prior to the date of the election.

29

30 b. To be eligible for office as a vice president, a person must meet all other qualifications for office
31 under this article and must be employed in the constituency area for which he or she is seeking office as
32 vice president.

33

34 **Section 4. The Elections Committee**

35

36 The elections committee shall conduct all general and special elections and referenda of the
37 organization.

38

39 a. The elections committee shall consist of three members in good standing appointed by the president
40 with the approval of the executive board. The elections committee shall elect its chair.

41

42 b. Any member running for office cannot be on the elections committee.

1
2 **Section 5.** Sixty days prior to the first day of the election period, the elections committee shall notify all
3 members of the opening of nominations for officers, the offices to be filled and of the date of the
4 election by first-class U.S. Mail to each member’s last-known home address. Election period means the
5 period between mailing and return of ballot.

6
7 **Section 6.** The nomination of candidates for office shall be conducted as follows:

8
9 **a.** To be nominated for all offices, a candidate must submit to the elections committee a petition
10 containing the signatures of 10 percent of the membership as of the date of the notice, or 25 members,
11 whichever is less. Said petitions must be submitted no later than 30 days following the notice of the
12 opening of nominations. Petition signatories must be members in good standing.

13
14 **b.** Members nominated to run for office must affirmatively accept their nomination.

15
16 **c.** The elections committee shall use its best efforts to encourage a diverse group of nominees,
17 consistent with Article II, Section 7.

18
19 **d.** The elections committee shall determine whether the nominations are timely and if the nominees are
20 eligible for office.

21
22 **Section 7.** No fewer than 20 days prior to the first day of the election period, the election committee
23 shall notify all members of the election period and the candidates for offices. (NOTE: If the local has
24 already given notice by first-class U.S. Mail, as required in Section 5, this reminder about the election
25 may be distributed by other means, such as member mailboxes, union bulletin boards, electronic
26 newsletter, email and/or the local’s website.) Any challenges to the candidates must be received within
27 48 hours of notice. The election committee must resolve the challenge within 48 hours of receipt.

28
29 **Section 8.** The elections committee, or its designee, shall prepare and send ballots to all members in
30 good standing, in such manner as to ensure the secrecy of the ballot. The election period shall be at
31 least seven business days.

32
33 **Section 9.** Candidates for the office of vice president shall be elected by the membership from the
34 constituency they serve. No member may cast a vote for a vice presidential candidate from another
35 constituency.

36
37 **Section 10.** The elections committee shall tabulate the ballots, and a majority of the ballots cast shall
38 determine the outcome of the election. In the case of a tie, the elections committee shall conduct a
39 coin-toss between the two candidates.

40
41 **Section 11.** Challenges and objections to the election must be submitted in writing, with a statement of
42 supporting reasons that includes specific facts as well as any documentation, to the elections committee
43 within five days of the publication of the election results. The elections committee shall issue its written
44 opinion regarding the objections no later than five days after receipt of such objections.

1
2 **Section 12.** The election results will be published and distributed to the membership within 30 days of
3 the count. All elections materials, including the ballots, will be kept in a secure location for one year.
4

5 **Section 13.** Successful candidates shall assume office within 30 days of the publication of the election
6 results.
7

8 **Section 14. Vacancies**

9 With the exception of the president, or in case of a recall, the executive board will have the power to fill
10 vacancies in its membership until the next general election of officers.
11

12 **Section 15. Recall**

13 A petition signed by 45 percent of the membership, and alleging constitutional violations, fiduciary
14 breaches or acts clearly detrimental to the union, shall be sufficient to require the executive board to
15 vote on whether to conduct a recall election of the officer identified in the petition. The officer subject
16 to recall and any executive board member signing the petition shall not vote on the question of a recall
17 election. If a majority of the executive board approves a recall election, the elections committee shall
18 supervise the recall election.
19

20 **ARTICLE V DUTIES OF OFFICERS**
21

22 **Section 1. The president shall:**

- 23
24 **a.** Be the presiding officer at all meetings of the membership and the executive board;
25 **b.** Be an ex-officio member of all standing committees except the elections committee;
26 **c.** Appoint, with the approval of the executive board, the chairs of all standing and special committees
27 except the elections committee;
28 **d.** Be the principal executive officer of the organization;
29 **e.** Receive, report and respond to correspondence of the organization;
30 **f.** Supervise all employees of the organization;
31 **g.** Be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
32 **h.** Represent the organization before bodies of the employer, executive and legislative officials;
33 **i.** Represent the organization before the public, community organizations and the news media;
34 **j.** Be, by office, a delegate to the Central Labor Council, and the state AFL-CIO body;
35 **k.** Be, by office, a delegate to the biennial convention of the American Federation of Teachers and
36 meetings or conventions of its affiliated bodies;
37 **l.** Make an annual report to the organization's membership; and
38 **m.** Be able to delegate the responsibilities of the office except where otherwise specified by the
39 Constitution.
40

41 **Section 2. The vice president for assistant attorneys general shall:**
42

- 43 **a.** Assume the duties of the president in the absence, illness or death of the president;
44 **b.** Oversee the work of and receive regular reports from the membership/organizing committee;
45 **c.** Perform other duties as delegated by the president or assigned by the executive board;
46 **d.** Co-sign financial instruments in the absence of the president or treasurer; and

1 e. Serve as grievance committee chair for his or her constituency.
2

3 **Section 3. The vice president for department heads shall:**
4

- 5 a. Oversee the work of and receive regular reports from the membership/organizing committee;
- 6 b. Perform other duties as delegated by the president or assigned by the executive board;
- 7 c. Co-sign financial instruments in the absence of the president or treasurer; and
- 8 d. Serve as grievance committee chair for his or her constituency.
9

10 **Section 4. The secretary shall:**
11

- 12 a. Maintain the non-financial files and records of the organization;
- 13 b. Be the custodian of the seal and charter of the organization;
- 14 c. Record and keep minutes of meetings of the membership and the executive board;
- 15 d. Assist the president in handling the correspondence of the organization;
- 16 e. Receive and certify the reports of the elections committee;
- 17 f. Perform other duties as delegated by the president, or assigned by the executive board; and
- 18 g. Perform duties of the office as required by the Labor-Management Reporting and Disclosure Act.
19

20 **Section 5. The treasurer shall:**
21

- 22 a. Receive, record and deposit all dues monies and other income in the name of the organization;
- 23 b. Maintain accurate membership records;
- 24 c. Issue membership cards and notices of delinquency;
- 25 d. Be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- 26 e. Maintain all financial records of the organization;
- 27 f. Arrange for an independent audit of the finances of the organization annually and make same
- 28 available to the executive board and membership;
- 29 g. Transmit per capita payments on a regular basis to the secretary-treasurer of the American
- 30 Federation of Teachers and similar officers of all other bodies with which the organization is affiliated;
- 31 h. Oversee the work of and receive reports from the finance committee;
- 32 i. Perform other duties as delegated by the president or assigned by the executive board; and
- 33 j. Perform duties of the office as required by the Labor-Management Reporting and Disclosure Act, and
34 the guidelines developed by the AFT.
35
36

37 **ARTICLE VI EXECUTIVE BOARD**
38

39 **Section 1.** All officers elected by the general membership of the organization shall serve as members of
40 the executive board.
41

42 **Section 2.** The executive board shall meet monthly, at the call of the president, or at the call of two or
43 more of its members, within 72 hours' notice, which may be waived by majority of the board for the
44 purpose of initiating, overseeing or revising the program of the organization and to conduct other

1 business of the organization that is within its authority. A quorum for the executive board shall be one-
2 half of its members.

3
4 **Section 3.** The executive board shall determine the agenda for all membership meetings.

5
6 **Section 4.** The executive board shall employ any professional, technical, clerical and support staff of the
7 organization as deemed necessary.

8
9 **Section 5.** The executive board shall be empowered to make contracts and incur liabilities, including the
10 purchase of services, equipment, and to otherwise engage in financial transactions to the extent
11 permitted by applicable law or statute. The executive board shall have the power to sue, complain and
12 defend on behalf of the membership.

13
14 **Section 6.** The executive board shall approve the chairperson and membership of all standing and
15 special committees of the organization, except the elections committee, and receive regular reports
16 from such committees.

17
18 **Section 7.** The executive board shall develop and adopt a policy that governs how it shall approach
19 grievances not referred to arbitration, as well as other litigation and/or administrative appeals.

20
21 **Section 8.** The executive board shall be responsible for adherence to and enforcement of this
22 Constitution.

23
24 **Section 9.** The executive board shall issue regular reports, including an annual report, to the
25 membership.

26
27 **Section 10.** Three unexcused absences from an executive board meeting within a year, counted from
28 the date of assumption of office, shall be grounds for an executive board member's suspension and/or
29 replacement.

30
31 **Section 11.** The executive board will use best efforts to promote and support diversity in representation
32 in all facets of this organization, consistent with Article II, Section 7.

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35 **ARTICLE VII COMMITTEES**

36
37 **Section 1.** The standing committees of the organization shall be:

38
39 **a.** The assistant attorneys general grievance committee shall work with the officers in the resolution of
40 contractual and non-contractual disputes in the workplace; shall maintain records of grievances and
41 their disposition; and shall be responsible for the processing of grievances and disputes beyond the
42 immediate work location. The grievant may appeal these last decisions to the executive board. The
43 executive board shall develop and adopt a policy that governs how it shall approach grievances not

1 referred to arbitration, as well as other litigation and/or administrative appeals. The grievance
2 committee shall follow this policy.
3

4 **b.** The department head grievance committee shall follow the same description outlined above for the
5 assistant attorneys general grievance committee.
6

7 **c.** The membership/organizing committee shall develop programs and activities that shall cause all
8 eligible persons to join and participate in the organization. It shall also be responsible for providing a
9 membership orientation to any new members when necessary.
10

11 **d.** The finance committee shall assist the executive board in the preparation of the annual budget and
12 shall identify and, with the approval of the executive board, pursue activities to generate revenues for
13 the good and welfare of the organization. It shall also be responsible of monitoring the budget to ensure
14 that expenditures follow the budget as approved by the membership. In addition, it will prepare
15 materials and arrange for an annual audit, as it deems necessary.
16

17 **e.** The political education and action committee shall secure voluntary contributions to support the
18 political work of the organization; screen and recommend endorsement of candidates for local, state
19 and federal office to the executive board; educate members on the issues of importance to the
20 organization, its membership and clients; and develop programs to promote voter registration and to
21 support the election of candidates who support the interests of the organization, its membership and
22 the people they serve.
23

24 **f.** The communications committee shall design, produce and distribute a regular communication to the
25 membership; a regular bulletin for officers and committee chairs; and other material for the
26 organization as necessary.
27

28 **Section 2.** The executive board, in accordance with the Constitution, or on its own initiative, or at the
29 direction of the membership during its meeting, may establish special committees, including but not
30 limited to the following:
31

32 **a.** The elections committee, which shall conduct and supervise all elections of the organization as
33 described in Article IV.
34

35 **b.** The contract development committee shall convene at least one year prior to contract renewal and
36 negotiations, and conduct research, surveys, hearings and other activities that assist the organization in
37 its collective bargaining, or similar, programs.
38

39 **c.** The legislation committee shall be responsible for monitoring government actions that may affect the
40 membership and develop appropriate responses to such action in cooperation with affiliated
41 organizations.
42

1 d. The professional development committee shall identify the professional and work-related educational
2 and training needs of the membership and develop programs and activities that meet said needs, taking
3 into consideration the resources of the state and national affiliates.

4
5 e. The social committee shall conduct activities that promote the social well-being of the membership,
6 are attractive to potential members, and promote community among organized labor and in the society
7 at large.

8
9 **Section 3.** The president, with the approval of the executive board, shall appoint all committee chairs
10 and solicit committee members, who shall be members in good standing.

11
12 **Section 4.** Each committee shall present its annual program of action to the executive board and the
13 membership during its meeting. Each committee shall also be responsible for maintaining committee
14 files and records of its activities.

15 16 17 **ARTICLE VIII MEMBERSHIP MEETING**

18
19 **Section 1.** The legislative power of the organization shall be vested in the membership meeting. Unless
20 otherwise stipulated in the Constitution, action items and elections shall require a simple majority of the
21 votes cast in the membership meeting. The membership meeting shall approve the annual budget; shall
22 receive and approve committee reports, including the required annual financial report or audit; and
23 shall develop and vote on resolutions to guide the policy of the organization.

24
25 **Section 2.** The membership meeting shall be held once per year at a predetermined time and place, or
26 more or less often as approved by the majority vote of assembled members in the regularly constituted
27 membership meeting.

28
29 **Section 3.** Quorum for the annual membership meeting shall be 15 percent of total membership of the
30 organization. Quorum shall not include executive board and committee chairs.

31
32 **Section 4.** Special meetings may be called by the president (or acting president), by a majority of the
33 executive board or by petition to the executive board of 15 percent of the members in good standing.
34 The notice of the special meeting and the agenda shall be circulated to all members at least seven days
35 in advance of the meeting. Items not included on the agenda for the special meeting will not be
36 addressed. All special meetings shall be adequately advertised and conducted according to the
37 provisions of this Constitution. Every attempt shall be made to schedule meetings when courts are not
38 in session.

39 40 41 **ARTICLE IX REVENUES**

42
43 **Section 1.** The dues of this organization shall be 0.0040 percent of salary, plus the prevailing per capita
44 amounts for the AFT, state federation, and AFL-CIO local and state affiliates, and insurance premiums.

1 Whenever the dues of a required affiliate increases, the dues of the local shall automatically and
2 simultaneously increase by the same amount.

3

4 **Section 2.** Special assessments for specific purposes may be levied by the executive board with at least
5 20 percent of the general membership voting provided that the actions required for a referendum have
6 not been initiated within 30 days of the decision of the executive board.

7

8

9 **ARTICLE X AFFILIATIONS**

10

11 This organization shall maintain affiliation with the following organizations:

12

13 **a.** The American Federation of Teachers, AFL-CIO. Whenever possible, the Association of Connecticut
14 Assistant Attorneys General will send delegates to the AFT biennial convention. The delegates will be
15 elected by procedures consistent with Article IV of this Constitution.

16

17 **b.** The state federation (AFT Connecticut) of the American Federation of Teachers, AFL-CIO. Whenever
18 possible, the union will send delegates to the state federation’s convention. Delegates will be elected by
19 procedures consistent with Article IV of this Constitution.

20

21 **c.** The Connecticut AFL-CIO.

22

23 **d.** The appropriate Central Labor Council(s) of the AFL-CIO.

24

25 **ARTICLE XI RULES OF ORDER**

26

27 *Robert's Rules of Order, Newly Revised* shall govern this organization and all of its subordinate bodies in
28 all matters not expressly covered by this Constitution of this organization.

29

30 **ARTICLE XII AMENDMENTS**

31

32 **Section 1.** Thirty percent of the membership may present, by petition, a proposed amendment to this
33 Constitution to the secretary, who shall notify the membership of the proposed amendment no later
34 than 30 days prior to the next membership meeting. Alternatively, a majority of the executive board
35 may vote to present a proposed amendment to the members at the next membership meeting. A copy
36 of the proposed amendment, along with an explanation of said amendment, shall be distributed to all
37 members a reasonable time prior to the membership meeting at which the amendment will be
38 introduced and discussed.

39

40 **Section 2.** A quorum for any meeting at which constitutional amendments are to be considered and
41 adopted shall consist of 40 percent of the membership of the organization.

42

43 **Section 3.** The membership shall vote on all amendments to the Constitution.

44

1 a. Following the membership meeting at which the proposed amendment was introduced, the election
2 committee will hold a (secret ballot) vote on the amendment at the next membership meeting.

3
4 b. In the alternative, following the membership meeting at which the proposed amendment was
5 introduced, a special membership meeting for the purpose of voting on the proposed amendment may
6 be called by the executive board. The special meeting shall be conducted in accordance with the terms
7 of Article VIII, Section 4.

8
9 c. The elections committee will tally the results. Two-thirds of the membership present at the meeting
10 shall be required for passage of the amendment.

11
12 **ARTICLE XIII AVAILABILITY OF CONSTITUTION**

13
14 **Section 1.** Three copies of this Constitution and all subsequent amendments shall be submitted to the
15 Office of the Secretary-Treasurer of the American Federation of Teachers.

16
17 **Section 2.** One copy shall be sent to the similar officer of each organization with which this organization
18 is affiliated.

19
20 **Section 3.** The secretary shall make available upon request a copy to any member of the organization.
21