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May 28, 2021

Charles C. Hogan, President  
AFSCME Retiree Subchapter 161  
4448 North Western Avenue, Apartment 1A  
Chicago, IL 60625-2134

Dear Brother Hogan:

We have completed our review of the proposed amendments to the Retiree Subchapter 161 Constitution, which were submitted by AFSCME Retirees Central Region Organizer Kayce Reed on your behalf. The amendments have been approved with the following revision to Article IV, Section 3: For clarity, we have revised the submitted dues-rate language to accurately reflect the current rate as provided by staff at Chapter 31.

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

In solidarity,

LEE SAUNDERS  
President

LS/KC:nd

Enclosures

cc: Mike Sukal, Director, Organizing and Field Services  
Ann Widger, Director, Retirees  
Erin Young, Central Regional Director  
Ryan Welles, Area Field Services Director  
Kayce Reed, Organizer, Central Region, Retirees  
Maria Britton-Sipe, Retiree Coordinator, AFSCME Retiree Chapter 31  
Larry N. Brown, President, AFSCME Retiree Chapter 31  
Jesse Wilson, Secretary-Treasurer, AFSCME Retiree Subchapter 161

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

TEL (202) 429-1000 FAX (202) 429-1293 TDD (202) 659-0446 WEB www.afscme.org 1625 L Street, NW, Washington, DC 20036-5687

## **Constitution**

**for**

### **Northern Cook County, Illinois, Public Employee Retiree Subchapter 161**

#### **Article I Name**

The name of this organization shall be Northern Cook County, Illinois, Public Employee Retiree Subchapter 161 of the American Federation of State, County and Municipal Employees, AFL-CIO.

#### **Article II Affiliations**

This retiree subchapter shall be affiliated with Illinois Public Employee Retiree Chapter #31 of the American Federation of State, County and Municipal Employees.

#### **Article III Objectives**

The objectives of the retiree subchapter shall be to carry out on a local basis the objectives of the American Federation of State, County and Municipal Employees' retiree organization.

#### **Article IV Membership and Dues**

##### Section 1. Eligibility.

All retired persons who were members of AFSCME or would have been eligible for membership in AFSCME, and the spouses of such persons, who reside in the following zip codes: 60004-10, 60016-19, 60022, 60025-26, 60029, 60038, 60043, 60053, 60055-56, 60062, 60065, 60067-68, 60070, 60074, 60076-78, 60082, 60090-91, 60093-95, 60103, 60107, 60120, 60159-61, 60168-69, 60173, 60179, 60192-96, 60201-04, 60208-09, 60712 and 60714 are eligible for membership in this retiree subchapter subject to the requirements of the constitution of the International Union.

##### Section 2. Application.

Application for membership shall be made on a standard application form. Unless such form includes a valid authorization for pension check deduction of dues, the application shall be accompanied by the current year's dues.

##### Section 3. Amount of Dues.

The annual membership dues of the subchapter shall be \$36.00 per member. Annual subchapter membership dues will be directed by Chapter 31.

##### Section 4. Payment of Dues.

Non-pension payroll deduction (cash, etc.) membership dues shall be payable annually in advance to the Chapter 31 Secretary-Treasurer and in any event shall be paid not later than the 15th day of the month in which they become due. Any member that does not pay their dues when required, shall be considered delinquent, and upon failure to pay for two successive months shall stand suspended. Provided, however that any person who is paying dues through a system of regular deductions shall be considered in good standing.

Section 5. Reinstatement Fee.

A member suspended under the above section may be reinstated to membership in the subchapter on payment of all arrearages and upon payment of the current year's dues.

**Article V  
Meetings**

Section 1. Time and Place.

Regular meetings of this subchapter shall be held once each month for at least ten months out of the year, at a time and place to be set by the membership or the subchapter executive board.

Section 2. Special Meetings.

Special meetings may be called by the subchapter president, the subchapter executive board, or by petition filed with the president and signed by 10% of the members of the subchapter. Special meetings may also be called by the International President or by an authorized representative of the International President.

Section 3. Quorum.

The quorum for meetings shall be 10 members of the subchapter.

**Article VI  
Officers, Nominations, and Elections**

Section 1. Titles and Terms of Office.

The officers of this subchapter shall be a president, vice-president, recording secretary, secretary-treasurer, and three executive board members, and these seven shall constitute the subchapter executive board. 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 to a term of 2 years, in even-numbered years.

Section 2. Nominations.

Nominations shall be made at a regular or special meeting of the subchapter. 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 3. Eligibility.

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 subchapter.

Section 4. Conduct of Election.

Officers shall be elected by secret ballot vote, and the balloting shall be conducted so as to afford to all a reasonable opportunity to vote. At least fifteen days' advance notice shall be given the membership prior to the holding of the election.

Section 5. Election Code.

All matters concerning nominations and elections in this retiree subchapter shall be subject to the rules and regulations of the retiree election code as adopted by the International Executive Board.

Section 6. Vacancies.

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

Section 7. Obligation of Officers.

Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in Appendix B of the International Union Constitution.

Section 8. Removal from Office.

Should any officer be absent from three consecutive executive board meetings without excuse acceptable to the majority of the board, that office shall be declared vacant and filled in accordance with this constitution.

**Article VII**  
**Duties of Officers and Executive Board**

Section 1. The president shall:

- A. preside at all meetings of the retiree subchapter and of the executive board.
- B. be a member of all committees except election committees.
- C. countersign all checks drawn against the funds of the subchapter.
- D. appoint all standing committees and all special committees of the subchapter, subject to the approval of the executive board.
- E. report periodically to the membership regarding the progress and standing of the subchapter and regarding the president's official acts.

Section 2. The vice-president shall:

- A. assist the president in the work of the president's office.
- B. in the absence of the president or in the president's inability to serve, preside at all meetings and perform all duties otherwise performed by the president.
- C. upon approval by the subchapter executive board, be authorized to act as co-signer of checks drawn on the subchapter funds in place of either the president or the secretary-treasurer.

Section 3. The recording secretary shall:

- A. keep a record of the proceedings of all subchapter meetings and of all executive board meetings.
- B. carry on the official correspondence of the subchapter, except as the executive board may direct otherwise.
- C. perform such other duties as the executive board may require.

Section 4. The secretary-treasurer shall:

- A. receive and receipt for all monies of the retiree subchapter.

- B. deposit all money so received in the name of the retiree subchapter 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 secretary-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 the subchapter's 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 the subchapter for the previous month.
- F. act as custodian of all properties of the retiree subchapter.
- G. give a surety bond for an amount to be fixed by the executive board of the subchapter at the expense of the subchapter and through the International Union.
- H. see that any financial reports required by the International Union Constitution are submitted in accordance with the International Union Constitution.

Section 5. Trustees.

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

Section 6. Executive Board.

The executive board shall be the governing body of the retiree subchapter except when meetings of the retiree subchapter are in session. All matters affecting the policies, aims and means of accomplishing the purposes of the subchapter 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. International Constitution.

This retiree subchapter shall at all times be subject to the provisions of the constitution of the American Federation of State, County and Municipal Employees.

Section 2. Authorization Necessary to Represent Retiree Subchapter.

Except to the extent specified in this constitution, no officer of the retiree subchapter shall have the power to act as agent for or otherwise bind the retiree subchapter in any way whatsoever. No member or group of members or other person or persons shall have the power to act on behalf of or otherwise bind the retiree subchapter

except to the extent specifically authorized in writing by the president of the retiree subchapter or by the executive board of the retiree subchapter.

Section 3. Rules of Order.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this retiree subchapter in all cases to which they are applicable and in which they are not inconsistent with this constitution and special rules of this subchapter 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 the retiree subchapter and read and voted on at a subsequent meeting of the subchapter, 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 time the vote is taken.

Approved by:

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

LEE SAUNDERS  
President  
Approval date: May 28, 2021