

**Constitution**  
**for**  
**Ohio & West Virginia AFSCME Retiree Chapter 1184**

**Article I**  
**Name and Headquarters**

Section 1. Name.

The name of this organization shall be Ohio & West Virginia AFSCME Retiree Chapter 1184 of the American Federation of State, County and Municipal Employees, AFL-CIO.

Section 2. Headquarters.

The headquarters of this chapter shall be located in Columbus, Ohio.

**Article II**  
**Affiliations**

This chapter shall be chartered by the American Federation of State, County and Municipal Employees.

**Article III**  
**Objectives**

The objectives of this chapter are:

1. to promote the organization of public sector and private non-profit sector retirees and retirees in general.
2. to promote the welfare of the membership and to provide a voice in the shaping of a better and more rewarding life for public sector and non-profit private sector retirees and retirees in general.
3. to promote legislation in Ohio and West Virginia, and on the national level which will improve retiree benefits and advance the well-being of our members.
4. to inform our members of what their benefits are and how to go about applying for and receiving them.
5. to foster cooperation among affiliated sub-chapters as well as among all AFSCME members of the state, both working and retired.
6. to develop effective public sector and non-profit private sector retiree leaders who can communicate the urgency of our mission.
7. to cooperate with other organizations, both retiree and non-retiree, on those issues which are of concern to our members.
8. to carry out the objectives of the AFSCME Retiree Program in coordination with all the AFSCME affiliates of the states.
9. to promote and protect retiree pensions, Social Security benefits, Medicare benefits and the general welfare of all retirees.

**Article IV**  
**Membership**

Section 1. Jurisdiction.

All retired persons who were members of AFSCME or would have been eligible for membership in AFSCME in the states of Ohio and West Virginia, including spouses and

surviving spouses.

Section 2. Composition.

All subchapters coming under the jurisdiction of this chapter shall affiliate with and maintain affiliation with this chapter.

Section 3. Dues and Subchapter Rebates.

Dues of each member shall be three dollars (\$3.00) per month if on dues deduction or thirty-six (\$36) per year paid to the chapter. The chapter shall remit thirty cents (\$.30) per member per month to subchapters for each member living within the subchapter's jurisdiction. Starting in 2024, the chapter shall remit fifty cents (\$.50) per member per month to subchapters for each member living within the subchapter's jurisdiction. Payments shall be made on the same number of members as are reported in the subchapter's per capita tax report to the International Union. Rebates will be paid quarterly to the subchapters based on the number of monthly current dues paying members in the subchapter's jurisdiction.

**Article V**  
**The Convention**

Section 1. Authority.

All sovereign power of this chapter shall be vested in the Chapter Convention when it is in session.

Section 2. Date, Time and Place.

The founding convention shall be held in 1989. Beginning in 2023, regular conventions shall be held every two years, in odd-numbered years. The time and place for the holding of the convention shall be set by the Chapter Executive Board; provided, however, that the convention begins between the first day of September and the last day of November.

Section 3. Special Conventions.

Special conventions may be called at any time and upon thirty days' notice by the Chapter Executive Board. One third of the affiliated subchapters can, by resolution properly adopted and forwarded to the Chapter President, compel the calling of a special convention, for the purpose or purposes set forth in the resolution. A special convention can also be called by the International President or by an authorized representative of the International President.

Section 4. Basis of Representation.

The basis of representation at any convention shall be the average number of members on which rebates were paid to the chapter by each affiliated subchapter for the twelve-month period ending with the third full month prior to the opening of the convention.

Section 5. Number of Delegates.

Subchapters shall be entitled to delegates on the basis of membership as follows: 25 or fewer, one delegate; more than 25 but not exceeding 50, two delegates; more than 50 but not exceeding 100, three delegates; and one additional delegate for each 100 additional members or fraction thereof.

Section 6. Subchapter Votes.

Regardless of the number of delegates, subchapters shall be entitled to vote on the basis of one vote for each member or fraction thereof. Subchapters entitled to more than one delegate may send fewer than their quota of delegates and the delegates present may cast the entire vote of the subchapter on all recorded votes and elections coming before the convention. The number of votes shall be divided equally among the delegates, with any remaining votes to be cast by the chairperson of the delegation, as designated by the subchapter. No fractional votes shall be permitted.

Section 7. Qualification of Delegates.

Each delegate must be a member in good standing of the subchapter they represent. Any member of the Chapter Executive Board who is not elected as a delegate representing their own subchapter shall nevertheless be entitled to all the rights and privileges of a

delegate except the right to vote.

Section 8. Convention Call.

At least 50 calendar days' prior to each convention, the Chapter Recording Secretary shall send to each subchapter a copy of the convention call, accompanied by the appropriate number of credential forms. In the case of a convention at which election of officers is to take place, this shall be indicated in the convention call.

Section 9. Certification of Delegates.

Subchapters shall return the credential forms, properly executed and signed, to the chapter office. Forms should be postmarked at least 15 days prior to the opening of the convention.

**Article VI  
Officers, Nominations and Elections**

Section 1. Titles of Officers.

The officers of this chapter shall be a president, two vice-presidents, a recording secretary, a secretary-treasurer, and seven executive board members, and these 12 shall constitute the executive board of the chapter. Of those elected to the offices of president, vice-president, recording secretary and secretary-treasurer, no more than two shall be retired from employment within each of the jurisdictions of AFSCME Council 8 and its affiliated local unions; OCSEA Local 11, AFSCME; OAPSE Local 4, AFSCME; and West Virginia locals 352, 743 and 3598. The two vice-presidents and president must represent each of the working member affiliates. In addition, there shall be elected three trustees. The three trustees shall be retired out of the four working member affiliates and must be members of three different subchapters.

Section 2. Election of Executive Board Members.

The executive board members shall be elected from the regions geographically dividing Ohio and West Virginia as listed in Appendix 1.

Each of these regions which has at least one chartered subchapter shall be entitled to one representative on the executive board.

The board member from each region shall be a resident of that region. This representative shall have been a member in good standing of Retiree Chapter 1184 for one year except in the initial election.

Delegates from each region will caucus to nominate candidates to be elected to the executive board from their region. Nominees for the executive board must be elected by a majority vote of the persons attending the caucus of that particular region.

Section 3. Terms of Office.

In 1989, all officers and trustees shall be elected to a one-year term. Beginning in 2023, all officers and trustees shall be elected to four-year terms.

Section 4. Nominations and Elections.

Nominations and elections shall take place at the convention, and the pre-convention incumbents shall remain in office until the election is completed and the results reported to the convention. At that time the newly elected officers shall be installed.

Section 5. Retiree Election Code.

All matters concerning nominations and elections in this chapter shall be subject to the provisions of the AFSCME Retiree Election Code as adopted by the International Executive Board.

Section 6. Obligation of an Officer.

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

Section 7. Vacancies.

Should a vacancy occur in the office of president, vice-president, recording secretary, secretary-treasurer, or any regional executive board member of the chapter, such vacancies shall be filled by a majority vote of the executive board. An elected executive board member who moves out of their subchapter's jurisdiction may complete the remainder of their term.

Section 8. Removal from Office.

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

**Article VII  
Duties of the Officers**

Section 1. The President shall:

- A. Preside at all conventions and at all meetings of the executive board.
- B. Subject to approval by the executive board, appoint all standing and special committees of the chapter.
- C. Be a member ex-officio of all committees except election committees.
- D. Countersign all checks drawn on the funds of the chapter.
- E. Report quarterly to the executive board as well as to the biennial convention regarding the president's official activities and on the progress of the chapter.
- F. Oversee all staff and staff-related personnel issues.
- G. By virtue of election to that office, serve as an automatic delegate to other labor organizations as well as various senior citizens groups with which the chapter maintains affiliation.

Section 2. The Vice-Presidents shall:

- A. Assist the president in the work of the president's office.
- B. One of the vice-presidents to be chosen by lot shall, in the absence of the president or in the president's temporary inability to serve, preside at all meetings and perform all other duties normally performed by the president.

Section 3. Recording Secretary shall:

- A. Keep or cause to be kept a record of the proceedings of the convention and of meetings of the executive board, recording faithfully each motion that is made and the disposition of such motion.
- B. Perform such other duties as are required by this constitution or by the convention of the executive board.

Section 4. Secretary-Treasurer shall:

- A. Receive and take charge of all money and property of the chapter.
- B. Deposit all money in a bank which is insured by the Federal Deposit Insurance Corporation in the name of the chapter, and money so deposited shall be withdrawn only by check signed in accordance with this constitution.
- C. Draw and sign checks for such purposes as are required by this constitution or are authorized by the convention or the executive board.

- D. Keep or cause to be kept an accurate record of receipts and disbursements and render a report thereon at each meeting of the Chapter Executive Board.
- E. Report fully on the financial standing of the chapter to each affiliated subchapter not less often than quarterly.

Section 5. Executive Board.

The executive board of the chapter shall be the governing body of the chapter between conventions. All matters affecting the policies, aims and means of accomplishing the purposes of the chapter not specifically provided for in this constitution or by action of the convention shall be decided by the executive board. The board shall meet not less often than quarterly, 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 at each convention. A majority of the 12 members of the executive board shall be required for a quorum. The five table officers of the executive board shall be required to meet monthly in the chapter office for administrative purposes.

Section 6. Trustees.

The three trustees shall be retired out of the four working member affiliates and must be members of three different subchapters and shall make or cause to be made at least annually an audit of the finances of the chapter, and shall report to each convention and to each affiliated subchapter on the results of such audit.

Section 7. Policy for Conducting Audio and/or Video Teleconference Meetings.

Regular and special meetings of the chapter, including its executive board, may be conducted through the use of audio and/or video teleconferencing (referred to as a "virtual meeting") as outlined in Appendix E of AFSCME's International Constitution. All equipment required to conduct the virtual meeting must be readily accessible, or made available, to all participating members.

The method of virtual meeting selected must provide members with the opportunity to hear and speak to each other simultaneously and shall allow for the accurate recording of meeting minutes.

Notice of any meeting conducted virtually shall include instructions on how each member is to participate in the meeting. All members present and participating via audio and/or video teleconferencing shall be included in determining a quorum. Prior to each vote on a motion, the presiding officer shall inquire as to the continued presence of those participating through audio and/or video teleconferencing. If members are no longer participating for any reason, including but not limited to because of equipment malfunction or voluntary discontinuance of the electronic connection, they shall no longer be considered as present or counted as part of the quorum. All members participating in virtual meetings may raise points of order, seek recognition to speak and submit motions for consideration. If the Executive Board enters into Executive Session, at the outset the presiding officer shall require each person participating through audio and/or video teleconferencing to give assurance that no other person is present or able to hear the conversation.

Section 8. Automatic Delegates to AFSCME Conventions and Retiree Council.

The officers of this chapter shall serve as the delegates and alternate delegates to the AFSCME International Convention and the AFSCME Retiree Council and shall serve in the order in which the officer positions appear in Article VI, Section 1 above. In the event the chapter is entitled to additional delegates or alternate delegates, the members of the Chapter Executive board shall serve in an order based upon the number of votes received in the most recent election of chapter officers. Should any delegate or alternate be unwilling or unable to serve, their position as delegate or alternate shall be filled by the next listed executive board member.

**Article VIII**  
**Miscellaneous Provisions**

Section 1. International Constitution.

This chapter 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 Chapter.

Except to the extent specified in this constitution, no officer of this chapter shall have the power to act as agent for or otherwise bind the chapter 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 chapter except to the extent specifically authorized in writing by the president of the chapter or by the executive board of the chapter.

Section 3. Rules of Order.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this retiree chapter in all cases to which they are applicable and in which they are not inconsistent with this constitution and special rules of this retiree chapter or of the American Federation of State, County and Municipal Employees.

**Article IX  
Amendments**

Section 1. Proposed Constitutional Amendments.

This constitution may be amended, revised, or otherwise changed by a two-thirds vote of the members voting on such proposed change at the chapter convention and such change shall take effect only upon written approval of the International President providing proper and adequate notice has been given to all members of the proposal to amend, revise, replace or otherwise change the constitution. Such proposals shall be submitted, in writing, to the recording secretary of the chapter, not later than ten days prior to the opening of the convention. No proposal to amend the constitution can thereafter be introduced except by the permission of two-thirds of the convention. A written copy of the proposed amendment shall be furnished to every eligible voter at the meeting at which the vote is taken.

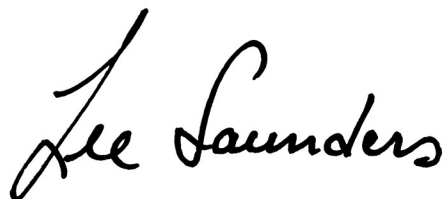
Section 2. Executive Board Recommendations.

The Chapter Executive Board shall review and make a recommendation to the convention on any proposal to amend the constitution.

Section 3. Effective Date.

Any amendment approved by the convention shall be immediately submitted to the International President and such amendment shall take effect only upon written approval of the International President.

Approved by:



LEE SAUNDERS  
President

Approval date: April 24, 2024

**Appendix 1**  
**AFSCME Ohio & West Virginia Retiree Regions – Chapter 1184**

<b>Region #</b>	<b>Counties</b>
Northwest	Allen, Auglaize, Defiance, Erie, Fulton, Hancock, Henry, Huron, Lucas, Mercer, Ottawa, Paulding, Putnam, Sandusky, Seneca, Van Wert, Williams, Wood
Central	Crawford, Delaware, Fairfield, Fayette, Franklin, Hardin, Knox, Licking, Logan, Madison, Marion, Morrow, Pickaway, Richland, Union, Wyandot
Southwest	Adams, Brown, Butler, Champaign, Clark, Clermont, Clinton, Darke, Greene, Hamilton, Highland, Miami, Montgomery, Preble, Shelby, Warren
Northeast	Ashtabula, Cuyahoga, Geauga, Lake, Lorain
East Central	Ashland, Carroll, Columbiana, Coshocton, Harrison, Holmes, Jefferson, Mahoning, Medina, Portage, Stark, Summit, Trumbull, Tuscarawas, Wayne
Southeast	Athens, Belmont, Gallia, Guernsey, Hocking, Jackson, Lawrence, Meigs, Monroe, Morgan, Muskingum, Noble, Perry, Pike, Ross, Scioto, Vinton, Washington
WV Region	All West Virginia counties