

Ramsey County Employee's Local 8
By-Laws
Adopted 12 February 2018

GENERAL POLICIES

1. Local 8 will reimburse Union members for expenses incurred in the course of conducting official Union business in accordance with policies and procedures set forth herein.
2. In order to qualify for reimbursement of expenses; the expenses must have been incurred as a result of participation in a meeting or other official Union business in which the member has been instructed and authorized to attend. This shall include attendance as a Representative, Delegate, or Committee member and authorized by Local 8 Executive Board and/or Membership. Alternates to Council 5, AFL CIO, or other conventions are NOT eligible for reimbursement unless authorized by the Executive Board and/or General Membership.
3. Expense forms must be completed and signed by the Union member claiming reimbursement and approved by the Local President or Local Treasurer before payment is made. An advance on expenses may be granted upon the approval of the Executive Board and placed on the next membership meeting agenda. Requests for reimbursement of expenses shall be reported on Local 8 expense forms which may be obtained from our website www.afscmelocal8.org or Local Treasurer. Reimbursement requests must be dated within 60 days in which the expense incurred or shall be considered taxable income according to the IRS Rules.
4. In no instance will expense reimbursement or lost-time allowances be paid to any Member of Local 8 under this policy when the Member is being reimbursed from any other source. Such as: that is, by another Local Union, Policy Committee' National Union, or central Labor Body or the Employer, or Council 5. At no time, shall lost time wage reimbursement exceed regularly scheduled work hours.
5. Receipts for lodging, and other approved expenses must accompany any request for

By-Laws, AFSCME Local 8

reimbursement. Incomplete or inaccurate forms may delay reimbursement.

Reimbursement requests may be submitted electronically to Local Treasurer or other designated Executive Board member followed with originals to the Local Treasurer.

6. Upon the request of the General membership and/or Executive Board, the by-laws may be reviewed. If revisions to the by-laws are recommended by the Executive board they shall then be approved by the General membership.

ATTENDANCE POLICY

1. GENERAL

Elected delegates and representatives are expected to be present at all sessions of the event they are attending. Lost time may not be paid to those who do not attend all sessions of the entire event.

2. TRAININGS

Union Members in good standing shall be allowed to attend trainings and workshops, etc. as approved by the General Membership or Executive Board.

3. CONVENTIONS

State and International Conventions, Delegates for the International and/or Council 5 conventions shall be elected at a regular membership meeting according to the International Constitution.

4. MISC.

Members acting in an official union capacity and attending any of the above, must be approved by the Local.

MEALS

1. Local 8 will advance a per diem up to the IRS rate for the city in which the event is being held to Union members per day for meals and incidentals while away from home on

By-Laws, AFSCME Local 8

official Union business. With pre-approval of the Local Executive Board, Stewards may be reimbursed for expenses related to providing food or buying meals for organizing activities, provided receipts are submitted. The portion of a meal for liquor purchases will NOT be reimbursed.

**The standard IRS rate will be used for meals and incidentals within the Continental United States if city is not listed on the IRS rate.

LODGING

1. All reimbursement requests for lodging must be accompanied by an itemized receipt.
2. Lodging will be authorized if the Member would not be able to return home until after 10:00p.m.
3. Lodging the night before the start of a meeting will be provided if the attendee would have to leave home prior to 6:00a.m. to attend.
4. Members will stay at union organized hotels whenever practicable. Receipts shall be provided for all lodging.
5. Exceptions to lodging reimbursement will be voted on at a membership meeting.

OFFICE SUPPLIES

1. An annual \$100.00 allowance shall be authorized for office supplies, postage, and other business related expenses incurred by a Local officer. A receipt must be submitted for reimbursement.

By-Laws, AFSCME Local 8

OFFICER ALLOWANCES

A. President:	\$150.00 per month
B. Vice President:	\$150.00 per month
C. Secretary:	\$150.00 per month
D. Treasure:	\$150.00 per month

**The above allowances cannot be combined with any other monthly allowance or stipend. I.E. if President receives the above allowance they cannot also receive the executive and/or steward stipend.

CHIEF STEWARD ALLOWANCE

E. Chief Steward:	\$150.00 per month
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**The above allowance cannot be combined with any other monthly allowance or stipend.

STIPENDS

F. Executive Board Member:	\$60.00 per month
G. Steward:	\$60.00 per month

**The above two stipends may be combined if an individual fill's both roles.

***To maintain your status in the above role(s) the expectation is to attend monthly meetings and perform your duties as assigned. If you are unable to attend a meeting you are expected to give notice to an officer.

TRUSTEES AND ANNUAL AUDIT

1. Audits shall be done annually with up to three trustees.
2. \$50.00 per trustee per audit.
3. Lost time for up to three trustees shall be paid for audit.