


# **AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES**

## **LOCAL 511 BYLAWS**

### **THE CONSTITUTION OF AFGE LOCAL 511 IS SET FORTH IN APPENDIX B OF THE AFGE NATIONAL CONSTITUTION**

*Ratified by Dues Paying  
Members*  
*December 18, 2009*  
  
*Randy King  
National Treasurer*

**SECTION 1. General.** Local 511 is the nation-wide bargaining unit for the Department of Homeland Security ("DHS") Immigration and Customs Enforcement ("ICE") and Citizenship and Immigration Services ("CIS") GS accountants, architects, attorneys, librarians, industrial hygienist and engineers. The headquarters of Local 511 shall be the office address of the President. Such address shall automatically be incorporated herein upon the election or appointment of the President. The mailing address shall be the home address of the President; such address shall automatically be incorporated herein upon the election or appointment of the President.

**SEC. 2. Officers and Executive Board.** The General Officers of this local who comprise the Executive Board are as follows:

- (a) President
- (b) Executive Vice President
- (c) Treasurer
- (d) Secretary
- (e) Eastern ICE Vice President
- (f) Western ICE Vice Vice President
- (g) CIS Vice President

**SEC. 3. National Officers.** The National Officers' representational duties encompass both the Eastern and Western regions. National Officers are appointed by the President and approved by the Executive Board but are not voting members of the Executive Board. The National Officers of Local 511 are as follows:

- (a) Training & Election Coordinator
- (b) Health & Safety Coordinator
- (c) Recruitment Coordinator

**SEC. 4. Executive Vice President.** The Executive Vice President shall assist the President in the performance of the duties of that office. See standard local constitution, Article VI, Sections 3, 4. The Executive Vice President, and not the ICE or CIS Vice Presidents, shall be the "Vice President" within the meaning of the Constitution, statute, regulations, and case law.

**SEC. 5. Vacancies.** In the case of a vacancy in the office of President, the Executive Vice President shall fill the office for the unexpired term. See standard local constitution, Article VII, Section 4. Vacancies in officer, board member or steward positions shall be filled for the unexpired term by

appointment of the Executive Board.

**SEC. 6. Meetings.** Representational steward meetings of the local shall be held annually at a time place and manner agreed upon by the Board and/or stewards. A call to membership meetings shall be held annually in conjunction with the DHS-ICE journeyman training or, if no journeyman training is held, then during the summer, at a time, place and manner selected by the Board. The Executive Board shall hold at least two meetings a year, at a time, place and manner selected by the Board. Stewards may hold membership meetings in their respective offices or localities at their discretion. The "manner" of meetings may include electronic or telecommunication means.

**SEC. 7. Special meetings.** Special general membership meetings may be called by the President, or by two-thirds vote of the Executive Board or upon written petition of at least ten percent of the membership. Five days written notice of the specific purpose of the meeting must be given to the membership. No business other than that specified in the notice will be discussed.

**SEC. 8. Voting.** Only members of the local in "good standing" shall be allowed to vote. No member shall be allowed to cast a proxy vote. Unless otherwise specified by law or by constitution, all questions before the Local will be decided by voice vote. A member in "good standing" means a current dues paying member.

**Sec. 9. Order of Meetings.** The regular order of business at general membership meetings shall be:

- (a) Roll call of officers
- (b) Reading of the minutes of the previous meeting
- (c) Report of fiduciary condition by Local Treasurer
- (d) Report of committees
- (e) Unfinished business
- (f) New business
- (g) Comments for the good of the local
- (h) Adjournment

**SEC. 10. Quorum for meetings.** A quorum for the general membership meeting shall consist of ten members in "good standing". A quorum of any committee shall consist of a majority of the members thereof. The manner of such meeting may include electronic or telecommunication means.

**SEC. 11. Debates.** The time allowed for debate of any particular issue before the general membership meeting and the time allowed for speeches will be 30 minutes. The time allowed for debate may be extended by a majority of those present and voting.

**SEC. 12. Membership at meetings.** The Secretary shall be responsible for ensuring that only members attend general membership meetings, unless the President appoints a Sergeant-at-Arms to assume that duty.

**SEC. 13. Elections.** Nominations of all officers shall be held in November and ballot election and installation shall be held in January after proper notice to Local 511 members. Nominations and elections may be conducted by mail or secure and electronic means. See AFGE National Constitution, Appendix A, Part I, Section 3. Candidates shall not run for more than one elected office; however, the running as a delegate shall not be in conflict with an elected officer position. A

runoff election, if necessary, shall be held by mail or secure and electronic means.

**SEC. 14. Election Committee.** An Election Committee shall consist of the Election Coordinator and 2 other members appointed by the President. No member of the Committee may be a candidate for office. See AFGE National Constitution, Appendix A, Part I, Section 2.

**SEC. 15. Terms of Officers.** All officers will be administered the "Oath of Union Officers" contained in the AFGE National Constitution upon their installation in office. Beginning in 2009, officers shall serve for two-year terms except that the initial term of the CIS Vice President shall be one year, followed by two-year terms. The President, Secretary, Eastern Vice President, CIS Vice President, Training & Election Coordinator and Health & Safety Coordinator will be elected in 2009. In the following year, election of the Executive Vice President, Treasurer, Western Vice President and CIS Vice President will be held.

**SEC. 16. Duties.** The ICE and CIS Vice Presidents shall be nominated from and elected by the Local 511 members in their respective regions or agency. The Vice Presidents shall serve as the Chief Stewards for their respective region or agency. Other such stewards as may be necessary shall be selected by the membership of each appropriate work office, with the approval of the Chief Steward, to serve as the stewards of those offices. All stewards serve at the discretion of the Executive Board and are subject to removal upon motion and majority vote of the Executive Board. The Training and Election Coordinator shall be responsible for the training, education and development of members relevant to union needs, plan and coordinate annual meetings, and be responsible for coordinating elections each year. The Health and Safety Coordinator will be the point of contact for, and responsible for representing the local in, all issues regarding the health and safety of all members pursuant to the CBA. The Recruitment Coordinator will be responsible for organizing and implementing strategies to recruit dues paying members and retain members in "good standing."

**SEC. 17. Robert's Rules of Order.** The current edition of *Robert's Rules of Order* shall govern the proceedings of all meetings of the Local 511, when not inconsistent with the provisions of the standard local constitution, the AFGE National Constitution or these bylaws.

**SEC. 18. Delegates.** Local 511 delegates to the National Convention, district caucus and national council meetings, after proper notice to the local's members (see AFGE National Constitution, Appendix A, Part I, Section 3), shall be nominated and elected by mail or electronic or telecommunication means, excepting the local's President who if elected to that office serves by virtue of office. At the annual meeting, the local shall vote upon the authorization of funds for the delegates' attendance at the National Convention, caucus, or council meetings. See AFGE National Constitution, Appendix A, Section 6(d).

**SEC. 19. Committees.** Such committees as may be established by Local 511 shall be comprised of members appointed by the President subject to the approval of the Executive Board (except for the Election Committee). See Section 15 of these bylaws.

**SEC. 20. Dues.** The dues shall be \$13.50 per pay period. Dues for retired members shall be \$15.00 annually (\$1.00 dues per month for Local 511 and \$1.00 per capita tax per year for Council 117), payable in advance. The local's biweekly dues shall be automatically increased by the amount, if any, by which the National Convention increases the monthly per capita tax.