

BYLAWS OF AFGE LOCAL 3509

Adopted April 22, 2023

SECTION 1. The headquarters of the Local shall be the city designated by the President and within the geographical bounds of the Local. The President of the Local shall determine the mailing address of the Local.

SEC. 2. This Local is governed by the AFGE Standard Local Constitution, as set forth in Appendix B of the AFGE National Constitution.

Meetings

SEC. 3(a). There shall be two regular membership meetings of the Local each year. These meetings shall be held in March or April and September or October of each year. Thirty- (30) days' notice of the time and place of the meeting must be provided to the membership.

SEC. 3(b). All meetings shall be held at a time and centralized location selected by the Executive Board.

SEC. 4. Special meetings may be called by the President, two-thirds vote of the Executive Board or upon a written petition of at least ten percent (10%) of the membership. Fifteen- (15) 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 5. Only members of the Local in good standing shall be allowed to vote.

SEC. 6. The regular order of business will be:

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

SEC. 7. A quorum for general membership meetings of the Local shall consist of the number of General Officers plus one.

SEC. 8. Unless otherwise specified by law (e.g., secret ballot election or dues) or by the AFGE constitution or Local's Policy Document, all questions before the Local will be decided by vote of the members present first by voice vote, then, if necessary, by a showing of hands.

SEC. 9. The time allowed for debate of any particular issue before the Local and the time allowed for speeches will be 5 minutes per speaker. The time allowed for debate may be extended by a majority of those present and voting.

SEC. 10. A Sergeant-At-Arms may be appointed by the President, or in his absence, the Chair. The Sergeant-at-Arms shall ensure that no one enters the meetings without proper authority; assist the presiding officer in the maintenance of order; ensure that members sign in and perform other duties as may be assigned by the presiding officer.

SEC. 11. The current edition of *Robert's Rules of Order* shall govern the proceedings of all meetings of the Local, when not inconsistent with the provisions of the standard Local constitution, the AFGE National Constitution, or these bylaws.

Executive Board

SEC. 12(a). The general officers of this Local who comprise the Executive Board are as follows:

President

Executive Vice President

Treasurer

Secretary

SEC. 12(b). In addition to the General Officers, Chief Stewards shall attend all meetings of the Executive Board. Chief Stewards may offer motions and participate in debate but may not cast votes.

SEC. 12(c). The Executive Board shall meet as necessary, as provided in Article VIII of the AFGE Standard Local Constitution. Reasonable notice will be provided to those required to attend. A quorum of the Executive Board shall consist of a majority of the General Officers.

SEC. 13. The Executive Board, as the Arbitration Committee of the Local, will vote on the merits of all arbitration cases. After approval of the Local's Executive Board, arbitration expenses shall be paid under this authority. The Secretary shall notify the grievant and the onsite rep of the Executive Board's decision.

General Officers

SEC. 14. The Executive Vice President shall assist the President in the performance of the duties of the office.

SEC. 15(a). In the case of a vacancy in the office of President, the Executive Vice President shall fill the office for the unexpired term.

SEC. 15(b). In the case of a vacancy in the office of Executive Vice President, Treasurer or Secretary, the Executive Board shall appoint someone to fill the vacancy until an election is held to fill the office for the unexpired term. Nominations shall be held at the next regularly scheduled Local meeting after proper notice to the membership. The election shall be conducted

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by mail ballot. A runoff election, if necessary, shall be conducted by mail ballot, after proper notice to the membership.

Election Procedures

SEC. 16. The Executive Board shall appoint an Election Committee preceding the start of the nomination procedure. The Election Committee will follow the election procedures for mail ballot elections. The election committee shall by June 15th certify the election results to the membership and the National AFGE office. During times of National or State emergency, these dates may be changed after consultation with AFGE's Office of General Counsel.

SEC. 17(a). Nominations of officers shall be held at the first regularly scheduled meeting of the Local during the election year. A quorum is not required for nominations. Candidates shall not run for more than one elected office; however, running as a delegate shall not conflict with an elected officer position. Officers shall serve for three-year terms commencing with July 1st of the election year. During times of National or State emergency, these dates may be changed after consultation with AFGE's Office of General Counsel.

SEC. 17(b). Elections of officers shall be conducted by mail ballot. A runoff election, if necessary, shall be conducted by mail ballot. Proper notice to Local members must be given for elections and runoff elections.

SEC. 17(c). Installation of officers shall be held at the first regularly scheduled meeting of the Local following the election.

SEC. 18. All officers will be administered the "Oath of Union Officers" contained in the AFGE National Constitution upon their installation to office.

Delegates and Alternates

SEC. 19(a). The Local shall elect delegates/alternates who shall serve as delegates to all conventions, caucuses and meetings. Nominations for delegates and alternates shall be held at the same meeting that general officers are nominated, after proper notice to the Local's members. The Local's President, Executive Vice President, Treasurer and Secretary, if elected to that office, shall serve as first, second, third and fourth delegate by virtue of office.

SEC. 19(b). The Local shall vote upon the authorization of funds for the delegates' attendance at conventions, caucuses and meetings as part of the budget process.

SEC. 19(c). Elections of delegates and alternates shall be conducted by mail ballot. In the event of a tie vote for delegate/alternate, the Election Committee shall determine the ranking of the tied candidates by drawing lots immediately after the ballot count.

SEC. 19(d). Delegates and alternates shall serve three-year terms coinciding with the terms of the General Officers. In the event the Local's membership increases sufficiently to allow for an

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additional delegate before the next regularly scheduled election, the Local membership shall be afforded the opportunity to determine whether they wish to elect additional delegates.

Chief Stewards, Representatives and Committees

SEC. 20(a). Chief Stewards and other representatives, as may be necessary, shall be appointed or removed by majority vote of the Executive Board.

SEC. 20(b). Duties of Chief Stewards shall be to:

1. Assist the President as necessary,
2. Attend all Executive Board Meetings and report on activity within their state.

SEC 21. Such committees as may be established by the Local (except the Election Committee) shall be comprised of members appointed by the President, with advice from the Executive Board. A quorum of any committee shall consist of a majority of the members thereof. Removal of committee members or Chair will be by majority vote of the Executive Board.

Finances

SEC. 22. There shall be no initiation fee for members.

SEC. 23(a). The dues for active members shall be \$13.12 per biweekly pay period effective January 2004, and \$14.12 per biweekly pay period effective January 2007. The dues are now \$16.83 per biweekly pay period effective January 2016. For all active members, dues must be paid by payroll deduction. If a member's pay is not sufficient to cover dues for the pay period, then dues will be waived for the pay period.

SEC. 23(b). If the AFGE National or Field Office Council dues increase, the bi-weekly dues of the Local will increase by one half the amount of the monthly increase in AFGE National or Field Office Council dues.

SEC. 23(c). The amount for retired members shall be equal to 12 times the monthly per capita tax owed on such members and shall be payable in January of each year. If a member retires during the year, then annual dues shall be prorated based on the remaining months of the year.

SEC. 24. The Treasurer shall sign, and President shall countersign checks covering proper expenditures of the Local. In the absence of either the Treasurer or the President, the Secretary may sign checks. No officer shall sign a check made payable to themselves.

SEC. 25. Default Budget: If the Local is unable to adopt the next year's fiscal budget, the current year's budget shall become the default operating budget until it can be replaced with a newly adopted budget.

Code of Conduct

SEC. 26. All members shall abide by the Code of Conduct laid out in the AFGE Constitution.