



# CONSTITUTION AND BYLAWS

**ADOPTED 12/28/2019**

**EFFECTIVE DATE: 01/01/2020**

## **PREAMBLE**

For the purpose of promoting unity of action in all matters affecting the mutual interests of government civilian employees in general, all other persons providing their personal service indirectly to the United States Government and for the improvement of government service, we as members of the American Federation of Government Employees, adopt this Constitution and Bylaws. (AFGE National Constitution)

# CONSTITUTION

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## APPENDIX B

### STANDARD LOCAL CONSTITUTION

#### ARTICLE

##### 1.0 NAME

1.1 This local union shall be known as the American Federation of Government Employees, Local No. 2617, AFL-CIO, Transportation Security Administration (TSA) as set forth in its charter. See AFGE National Constitution, Article XIX, Section 1.

1.2 The headquarters and mailing address of this local shall be prescribed in the local's bylaws.

##### 2.00 OBJECTIVES AND METHODS

2.1 This local does not advocate the overthrow of the Constitutional form of government in the United States. The local does not discriminate with regard to race, creed, color, national origin, sex, age, political affiliation, disability, marital status, sexual orientation, or preferential or non-preferential civil service status; and is not subject to corrupt influences or influences opposed to basic democratic principles.

2.2 In the event any member(s) of the local is employed within a unit represented by an AFGE national bargaining council, the local shall affiliate with the national council(s). See AFGE National Constitution, Article XXI. The local shall pay dues and/or per capita tax to the national council for those members of the local employed within the unit represented by the council, as may be prescribed by the constitution of the council. See AFGE National Constitution, Article XXI, Section 1.

2.3 This local is a separate, independent organization functioning in conformance with the AFGE National Constitution. Neither the local nor its officers, employees, members, or other persons has the authority to act, nor shall it be deemed to act on behalf of or as agent for the Federation or any of its other affiliates, unless such authority as applicable is expressly granted by the Federation by written authorization of the National President, or by an affiliate by written authorization in accordance with its governing procedures

##### 3.00 MEMBERSHIP

3.1 All persons eligible for AFGE membership as prescribed by Article III of the AFGE National Constitution and who come within the local's jurisdiction as defined by its charter shall be eligible for membership in this local.

##### 4.00 DUES AND INITIATION FEES

4.1 Dues shall be established and adjusted as may be necessary to ensure that they allow adequate funds for the payment of per capita tax and sufficient funds for the operating expenses of the local. See AFGE National Constitution, Article XIX, Section 4(a)(6) and 4(b)(6). Any change in the dues structure shall be accomplished by:

- A. Majority vote by secret ballot of the members in good standing voting at a general or special membership meeting after reasonable notice of the intention to vote upon such question; or
- B. By majority vote of the members in good standing voting in a membership referendum conducted by secret ballot.

4.2 The local shall establish in its bylaws the amount of its initiation fee and the amount of its membership dues. See AFGE National Constitution, Article XIX, Section 4(a)(4)-4(a)(6) and 4(b)(4)-4(b)(6). Dues may be paid by payroll deduction or by advance payment for such intervals as prescribed by the local: quarterly, semiannually, or annually. If payroll deduction is available, a local may adopt a bylaw requiring payment of dues by this method. The local may establish a separate dues rate for retired members.

4.3 Members may be dropped if dues are not paid by Tuesday of the last full workweek of the month, provided, however, that a reasonable amount of time after notice of delinquency is given.

4.4 Local representatives, collectors, and shop stewards shall make remittance of all dues and initiation fees collected to the Treasurer within ten days and no later than the Tuesday of the last full workweek of the month.

## **5.00 FINANCIAL RECORDS AND REPORTING**

5.1 All receipts, checks, and cash disbursements shall be properly recorded and accounted for in the financial records.

5.2 The Treasurer shall sign and the President shall countersign checks covering proper expenditures for the local. In the absence of either the Treasurer or the President, such other officer as prescribed by the local's bylaws may sign in place of the absent officer.

5.3 The officers, agents, shop stewards, or other representatives or employees of this local who handle funds or property thereof shall be bonded in accordance with law and applicable regulations. See AFGE National Constitution, Article XXIV, Section 8.

5.4 In order for the bond to be effective, the local shall file with the National Secretary-Treasurer a copy of its annual audit in the format prescribed by Article XXIV, Section 8(d) of the AFGE National Constitution.

5.5 All books, records, and financial accounts at all times shall be open to the inspection of the national officers or accredited representative of the National Executive Council and any duly authorized and accredited representative of the local. See AFGE National Constitution, Article XXIV, Section 9.

## **6.00 ELECTED OFFICERS**

6.1 The general officers shall be elected by the total membership and shall constitute the Executive Board of this local, and shall consist of the President, Treasurer, and Secretary and such others as the local's bylaws may prescribe. The local may adopt a bylaw combining the offices of Treasurer and Secretary.

- 6.2 The local may establish bylaws which provide for the election of officers who are elected solely by members of a particular unit or work area and may provide that these officers will serve on the Executive Board.
- 6.3 It shall be the duty and obligation of all local officers and all other official representatives of the local, whether elected or appointed, to support, advance, and carry out all provisions of the AFGE National Constitution, the standard local constitution and bylaws, official policies of the Federation and, to the extent not inconsistent with the foregoing, all official policies of the local. See AFGE National Constitution, Article XX, Section 2.
- 6.4 The President shall be the executive officer of this local; he or she shall exercise general supervision over the affairs of the local and see that other officers comply with the responsibilities of their office and constitutional duties; comply with the National and standard local Constitutions; keep the membership apprised of the goals and objectives of the Federation; serve as an ex-officio member of all committees except the Election Committee, Audit Committee, and committee of investigation, or trial committee when he or she is bringing the charges or is directly or indirectly involved in the matter which gave rise to the charges; automatically serve by virtue of election to office as a local delegate to the district caucus, council meetings, the AFGE National Convention, and such other meetings participated in by this local as the local may be entitled; preside at all local meetings; and sign all documents pertaining to the office. If the President is unable to perform his or her regular duties because of sickness, leave, TDY, or for some other legitimate reason, he or she shall delegate the responsibilities of that office to the officer designated in the local's bylaws as provided for in Section 6.5 of this Article.
- 6.5 The local shall prescribe in its bylaws that the Treasurer or Secretary (or such other officer as the local may establish) shall assist the President in performing the duties of that office. If the President is absent from a local meeting, the officer so designated will preside. In the absence of the President and the officer so designated to assist him or her, a chair will be chosen by the members from among those in attendance.
- 6.6 The duties of the Treasurer shall be to maintain a bookkeeping system as prescribed by the National Secretary-Treasurer; make a financial report at each regular meeting; keep an up-to-date roll of the members; receive all monies and/or dues paid into the local and receipt thereof; keep records of all transactions; deposit money in the bank to the credit of the local; make regular monthly reports to the NST, which includes furnishing names and addresses of all new members or members who have severed their affiliations with the local and furnishing notification of changes in members' addresses; forward per capita tax to the National Headquarters in accordance with the requirements of the AFGE National Constitution (For regular locals per capita tax is payable before the end of each month, and all monies owed the Federation must be forwarded to the NST not later than the 20th day of the following month. See AFGE National Constitution, Article XXIV, Section 5(a). For insured local's per capita tax is payable in advance to the NST before the first day of each month. See AFGE National Constitution, Article XXIV, Section 5 (b).); and perform additional duties and responsibilities as outlined in the AFGE Financial Officers Manual. Disbursements for payment of current bills (other than per capita tax, and approved budgeted expenditures) shall be approved by the local.

- 6.7 The duties of the Secretary shall be to keep a complete record of the minutes of all meetings; maintain all election related documents (including copies of those pertaining to nominations, notices of meetings, and the minutes of any meetings, all of which must be sealed and preserved for one year after the election unless the records are requested by higher authority in the election appeal process or are still relevant), see AFGE National Constitution, Appendix A, Part I, Section 5(j); keep up-to-date the official copy of the bylaws of the local; conduct correspondence when directed by the President; and send out notices of meetings when required.
- 6.8 No officer or agent of the local shall engage in any business or financial activities with or on behalf of this local which conflict with his or her fiduciary obligation to the local.

#### **7.00 ELECTION PROCEDURES**

- 7.1 The local's elections shall be conducted in accordance with the AFGE National Constitution and Appendix A thereof. Officers shall be elected for such terms as prescribed by the local's bylaws. No term shall exceed three years.
- 7.2 In accordance with Appendix A, Part I, Section 1(e) of the AFGE National Constitution, the minimum qualifications for candidacy to local office are that a member must:
- A. Be a member in good standing; and
  - B. Be a member for one (1) year of an AFGE local, immediately preceding the closing of the nomination process. This requirement does not apply to newly created locals or to unit specific positions in new units; and
  - C. Not be a member in any labor organization not affiliated with the AFL-CIO.

See AFGE National Constitution, Appendix A, Part I, Section 1(e).

- 7.3 Candidates shall not run for more than one office in the same local election; however, candidacy as a delegate shall not be considered to be covered by this provision.
- 7.4 No person who is identified with corrupt influences or who is affiliated with the Communist party or other totalitarian movements may serve as an officer of the local.
- 7.5 The local shall prescribe in its bylaws the manner by which its elections will be conducted (choose one): manual ballot or mail ballot or secure and electronic option(s).
- 7.6 In the case of a vacancy in the office of President, such officer as may be prescribed by the local's bylaws shall fill the office for the unexpired term. Vacancies in any other office unless otherwise prescribed by the local's bylaws shall be filled for the unexpired term by appointment by the Executive Board.

## **8.00 EXECUTIVE BOARD AND COMMITTEES**

- 8.1 The Executive Board shall meet at the call of the President.
- 8.2 It shall be the duty of the Executive Board to devise and initiate such actions as may be necessary in the interim between the local's meetings, but such actions shall not be inconsistent with the objectives of the Federation and shall be subject to local approval.
- 8.3 Expenditures by the Executive Board in excess of \$500 per month must have prior approval of the local's members either as authorized by the budget approved by the local or by separate vote of the local's members. All expenditures authorized by the Executive Board will be reported in writing at the next regular meeting of the local. Upon request a copy of such report will be made available to any member in good standing of the local.
- 8.4 The Executive Board shall prepare an annual budget subject to the membership's approval, which shall ensure at a minimum that the local's revenues are sufficient to meet its financial obligations.
- 8.5 Standing and special committees may be established in the manner prescribed by a local's bylaws.

## **9.00 DELEGATES**

- 9.1 Delegates, alternate delegates, and proxy delegates to the AFGE National Convention, district caucus, and council meetings must be elected by name and in accordance with applicable provisions of the AFGE National Constitution. See AFGE National Constitution, Article VI, Article VIII and Appendix A, Part I, Section 6.
- 9.2 The local's President if elected to that office shall serve as a delegate to the AFGE National Convention, district caucus, council meetings, and such other meetings at which the local is entitled to representation. If the local is entitled to additional delegates, the additional delegates shall be elected by an election called for that purpose, unless the local's bylaws prescribe that the local's other officers shall serve as delegates by virtue of election to their office. In filling a vacancy without an election, only a person who is appointed or succeeds from a position in which the person was a delegate by virtue of election to the office may be a delegate by virtue of office in the new position.

## **10.00 OFFENSES, TRIALS, PENALTIES AND APPEALS**

- 10.1 All offenses, trials, penalties, and appeals shall be accomplished in accordance with the AFGE National Constitution. See AFGE National Constitution, Article IX, Section 5 and Article XXIII.

## **11.00 LOCAL'S BYLAWS**

- 11.1 The local shall establish bylaws, establishing among other things the frequency and location of regular meetings, provisions for calling special meetings, a regular order of business, provisions for a quorum, the date, manner and location of nominations and elections, and other operating procedures of the local.
- 11.2 No bylaw shall conflict with the provisions of the AFGE National Constitution, this constitution or, if applicable, the constitution of a national bargaining council.
- 11.3 Bylaws shall be adopted and amended only after a one month notice to the local's membership and by two-thirds vote of members, either present at a membership meeting and voting, with provision for absentee vote, or by mail ballot. Such bylaws do not require NEC approval. Locals shall send a copy of their bylaws, the notice and membership meeting minutes to the district office.
- 11.4 Copies of this constitution and the local's bylaws shall be available upon request to the Secretary to all members in good standing of the local.

**END OF STANDARD LOCAL CONSTITUTION**



## LOCAL'S BYLAWS

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## LOCAL'S BYLAWS

### ARTICLE

#### 1.00 NAME AND HEADQUARTERS

- 1.1 NAME: Pursuant to, and in concurrence with Article 1.1 of the Local's Standard Constitution, the Local may also be identified and conduct its activities as AFGE Local 2617, or AFGE-TSA Local 2617, or Local 2617, or L2617.
- 1.2 HEADQUARTERS (HQ): Pursuant to, and in concurrence with Article 1.2 of the Local's Standard Constitution, the principal headquarters of this local shall be the duty station of the President. The mailing address shall be determined by the Executive Board.

#### 2.00 GENERAL PRINCIPALS

- 2.1 ACCOUNTABILITY: To be accountable means subject to giving account; of having obligation to report; to explain or justify something; willing to answer for the outcomes of their choices, their behavior, and their actions. To being responsible for decisions made, actions or in-action taken. These bylaws have language designed to empower members to ensure accountability is achieved. The local encourages activism amongst its membership to ensure all entities described within these bylaws are accountable to membership.
- 2.2 BYLAWS: Pursuant to, and in concurrence with Article 11.00 of the Local's Standard Constitution, these bylaws are meant to establish the local's management structure, procedures, and dispute resolution process. They provide further definition and details to the articles within the constitution. The bylaws are also meant to supplement not contradict the constitution. Shall any provisions within these bylaws contradict the Local's Standard Constitution, the Constitution shall prevail.
- 2.3 INTERPRETATION: The language contained within the Local's Standard Constitution and these bylaws shall be interpreted in a manner designed to fully protect the fundamental rights of its members. Any language that is silent within these bylaws shall first refer to Article 6.3 of the Local's Standard Constitution. All unresolved issues pertaining to language that is silent, final resolution shall be made pursuant to Article 4.00 within these bylaws and shall sound-prudent judgment prevail.
- 2.4 This local shall be governed by the following authorities:
- A. The Civil Service Reform Act; and
  - B. The Labor-Management Reporting Disclosure Act; and
  - C. The Local's Standard Constitution and Bylaws; and
  - D. Applicable Federal and State Laws, Rules and Regulations

#### 3.00 LOCAL'S POWERS AND MISSION

- 3.1 LOCAL'S POWERS: This local shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect its mission for which the local is organized, and to aid or assist other organization or persons whose activities further accomplish, foster, or attain our mission. Notwithstanding any other provision within these bylaws, this local shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the mission and as a 501 (c)(5) labor organization.

3.2 **LOCAL'S MISSION:** This local shall engage in any legal legislative, educational, civic, welfare and other legal activities which further, directly or indirectly, the joint interests of the membership in the improvement of general economic and social conditions within the workplace.

#### **4.00 LOCAL'S AUTHORITY-BODY**

4.1 **GENERAL MEMBERSHIP:** Membership shall be the highest authority within this local and shall be the true and legitimate source of all authority and final court of appeal. The membership, at a properly convened membership meeting shall be empowered to take or direct any action prescribed in Article 3.1 within these bylaws.

4.2 **EXECUTIVE BOARD:** Pursuant to, and in concurrence with to Article 8.2 of the Local's Standard Constitution, the executive board (E-Board) between membership meetings shall be the highest authority within and shall be empowered to act on behalf of the membership to the extent necessary until the next membership meeting can be properly convened. The E-Board shall not take any action that is specifically reserved to membership. The E-Board is subordinate to membership as prescribed in Article 4.1 above.

#### **5.00 LOCAL'S MEMBERSHIP**

5.1 **ELIGIBILITY:** Pursuant to, and in concurrence with Article 3.1 of the Local's Standard Constitution and who come within the local's jurisdiction shall be eligible for membership in this local. No person, otherwise eligible for membership, shall be admitted into this local who is currently serving a suspension or expulsion from AFGE until the person has complied with the terms of said suspension or expulsion.

5.2 **APPLICATIONS:** All eligible persons who wish to become a member of this local must accurately and fully complete TSA Form 1158-1, E-Dues, or its equivalent, then submit it to a local's representative or designee for processing. After submission, the person shall be deemed a member in good standing and eligible to vote. Transfers must also comply with this Article.

5.3 **CLASSIFICATION:** This local's membership classification shall be as follows:

- A. **Active Full-time Member:** A dues paying member employed by TSA who's "position of record" (SF-50) establishes they are full-time with the agency.
- B. **Active Part-time Member:** A dues paying member employed by TSA who's "Position of Record" (SF-50) establishes they are part-time with the agency.
- C. **Retired Member:** A dues paying member who has retired from TSA in accordance with agency policy and procedures.

5.4 **TRANSFERS:** It is the responsibility of the member to inform both the loosing and gaining local that they are transferring. This local shall make good faith effort to ensure all information pertaining to the member's transfer be updated within AFGE's National databases. All transfers are subject to Article 5.2 within in these bylaws.

5.5 **TERMINATIONS:** Membership shall be terminated when any member accepts a position which would render them ineligible (5.1) for membership, except those members who temporarily assumes a position pursuant to the CBA pertaining to special assignments, temporary promotions or equivalent. Any member who assumes a position outside being a BUE cannot hold a local position until they return to their permanent position of record as a BUE. In the interim, their position may be temporarily filled as prescribed in Article 10.00 and 16.00 within these bylaws. Membership may also be terminated pursuant to Article 4.3 of the Local's Standard Constitution. Procedures for terminations shall be pursuant to Article 26.00 within these bylaws.

## 6.00 DUES AND SPECIAL ASSESSMENTS

6.1 **DUES:** Pursuant to, and in concurrence with Article 4.2 of the Local's Standard Constitution and Article 5.3 within these bylaws, members shall pay their dues from their personal funds either by payroll deductions, ACH withdrawal (E-dues) or its equivalent. The membership dues structure shall be as follows:

A.	Initiation fee =	\$0.00
B.	Active Full-Time Member =	\$18.00 per pay period
C.	Active Part-Time Member =	\$10.50 per pay period
D.	Retired Member =	\$50.00 per fiscal year

6.2 **SPECIAL ASSESSMENTS:** Pursuant to, and in concurrence with Article 4.1 of the Local's Standard Constitution, a special assessment(s) may be levied in cases of emergencies or when income from dues become inadequate for the local to meet its financial obligations.

6.3 **DUES INCREASE:** When the AFGE National Convention approves a monthly increase in per capita tax, the biweekly dues of each member shall be automatically increased by the exact amount of the monthly increase in per capita tax. In implementing this provision, the E-Board may elect, by majority vote, to absorb the increase in per capita tax in its existing dues structure. Any action to absorb the increase must be undertaken not later than two months from the effective date of the per capita tax increase. All other dues increase's must be conducted in accordance with Article 6.1 above.

## 7.00 LOCAL'S MEMBERSHIP MEETINGS

7.1 **CONVENING:** Pursuant to, and in concurrence with Article 11.1 of the Local's Standard Constitution, the President, or majority of the E-Board, or by written petition of a least ten percent (10%) of its members in good standing, may convene a meeting pursuant to Article 7.2 below. When Article 7.2 below has been properly executed shall a meeting be deemed properly convened.

7.2 **NOTICE:** Pursuant to, and in concurrence with Article 11.1 of the Local's Standard Constitution, all meeting(s) within this article shall be conducted in person and/or by electronic means (E-meeting, 7.13) unless specified within these bylaws. All meeting times and location shall be scheduled in such a way as to allow as many members to attend. The presiding official shall determine the date(s) and time(s) to accomplish this provision. All notice(s) of meeting(s) to include date(s), time(s), location(s), agenda (7.6), and method (in person and/or by electronic means) and whether the meeting is open or closed pursuant to Article 7.7, shall be communicated in a meaningful and effective way to the membership. All notice(s) shall be published a minimum of twenty-one (21) calendar days prior to the meeting unless specified within these bylaws.

- 7.3 VOTING: Members, pursuant to Article 5.0 within these bylaws are permitted to vote at any properly convened membership meeting that they are eligible (5.1) to vote. The counting of votes shall be done in a meaningful way to ensure all votes are accounted for. First by voice, then by a show of hand when applicable. Voting by electronic means to include absentee voting, is permissible unless specified within these bylaws, or prohibited by law.
- 7.4 QUORUM: Pursuant to, and in concurrence with Article 11.1 of the Local's Standard Constitution and Article 7.00 within these bylaws, all questions and motions before the local will be decided by majority vote of the members present when a quorum is established and maintained unless specifically prescribed otherwise. A quorum is a minimum number of voting members who must be present at a properly called meeting in order to conduct business in the name of the local. The quorum number should consist of "as large as can be dependent upon for being present at all meetings when weather is not exceptionally hazardous". For TSA, one must consider that members have different start-times, end-time, RDO's, terminals and airports. Therefore, the quorum for a membership meeting shall be nine (9).
- 7.5 PROCEDURE: Pursuant to, and in concurrence with Article 11.1 and 6.5 of the Local's Standard Constitution, the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of all meetings of the local when not inconsistent with the provisions within these bylaws. All meetings shall be presided by the President or his/her designee unless specified within these bylaws. The regular order of business (agenda) shall be pursuant to Article 7.6 below.
- 7.6 ORDER OF BUSINESS AND AGENDA: Pursuant to, and in concurrence with Article 11.1 of the Local's Standard Constitution, only those items given proper notice to membership shall be consider at any regular or special meeting. All other questions or motions shall be tabled or postponed until the next regular or special meeting in order to provide the necessary notice to all members so they may be informed and consider participating. The time allowed for debate on any particular issue or agenda item before the membership shall be five (5) minutes per member. The time allowed for debate may be extended by majority of those present and voting. The regular order of business shall be as follows:
- A. Call to Order
  - B. Roll call of all attending meeting (attendance)
  - C. Reading and approval of previous minutes
  - D. Reports of Officers
  - E. Treasurer's Report (Article 19.2)
  - F. Committee Reports (Article 15.00)
  - G. Unfinished business (old agenda items carried over)
  - H. New business (new agenda items subject to Article 7.6 above)
  - I. Closing comments for the good of the Local
  - J. Adjournment (provide next meeting date if possible)
- 7.7 OPEN/CLOSED SESSION: An open session shall mean anyone may attend that portion of the meeting to include non-members, the media, agency officials, and the public at large. A closed session shall mean only those who are members of local 2617 may attend and those who are invited by the E-Board to serve a specific purpose/reason.

- 7.8 EXECUTIVE SESSION: Shall mean only those with a need-to-know shall be allowed to attend that portion of the meeting. Executive session may be used to “consider matters relating to individual employees or members, proprietary information, litigation and other matters requiring the confidential advice of counsel, commercial or financial information obtained from a person on a privileged or confidential basis, or the purchase of property or services whenever the premature exposure of such purchase would compromise the business interest of the local.” Minutes taken in these sessions shall be separate from the regular sessions. The Executive Board (4.2) shall be the authority to invoke an executive session and when to return to regular session.
- 7.9 REGULAR MEMBERSHIP MEETING: Pursuant to, and in concurrence with Article 11.1 of the Local’s Standard Constitution, a regular membership meeting shall be properly convened a minimum of one (1) per quarter in accordance with Article 7.1 within these bylaws. The minimum written notice for these meeting shall be twenty-one (21) calendar days.
- 7.10 SPECIAL MEMBERSHIP MEETING: Pursuant to, and in concurrence with Article 11.1 of the Local’s Standard Constitution, a special meeting is reserved for urgent matters that can’t wait until a regular membership meeting that requires immediate (without delay) action from membership. Such special meetings shall be properly convened in accordance with Article 7.1 within these bylaws. The minimum written notice for these meetings shall be seven (7) calendar days.
- 7.11 ANNUAL MEMBERSHIP MEETING: Pursuant to, and in concurrence with Article 11.1 of the Local’s Standard Constitution, shall be convened during the last quarter of the calendar year. The last quarter regular membership meeting (7.9) and the annual meeting (7.11) may be combined into one. The agenda (7.6) for this meeting shall, at a minimum be to elect officers, adopt budget, make appointment(s), and present annual reports. Theses meeting shall be in person and by electronic means as prescribed in Article 7.13 within these bylaws. The minimum written notice period for these meetings shall be thirty (30) calendar days.
- 7.12 INFORMATIONAL MEETING (Town Hall): Pursuant to, and in concurrence with Article 11.1 of the Local’s Standard Constitution, no sub-articles within 7.00 of these bylaws shall apply for the only purpose is to relay pertinent information to membership. A quorum is not required as there will be no motions or resolutions considered. Theses meeting may be conducted in person and/or by electronic means as prescribed in Article 7.13 within these bylaws. The minimum written notice period for theses meeting shall be twenty-four hours (24 hrs.) absent exigent circumstances.
- 7.13 AUDIO/VIDEO TELECONFERENCE (E-Meeting): Pursuant to, and in concurrence with Article 11.1 of the Local’s Standard Constitution, meetings may be conducted this way to provide greater participation by the officers and membership. All E-Meetings shall be conducted using media source (equipment) that is readily accessible or made available to all who wish to participate. The method of the E-meeting shall provide participates with the opportunity to hear and speak to each other simultaneously and shall allow for accurate recording of meeting minutes. All notices of such meetings shall include instructions on how to participate (join) in the meeting.

## **8.00 EXECUTIVE BOARD – GENERAL**

- 8.1 It shall be the duty and obligation of all officers within the executive board, whether elected or appointed, to work corroboratively with all entities described in these bylaws, to efficiently and effectively execute the mission of the local as prescribed in Article 3.2; and shall advocate, follow and enforce due diligence in the performance of their duties and responsibilities as assigned within these bylaws. All officers within the executive board shall utilize the AFGE Local Officers Resource Guide, as amended when conducting daily operations of the local unless it contradicts these bylaws.
- 8.2 Any officer within the executive board, whether elected or appointed, regardless of reason(s), can no longer follow, perform or execute the mission, their duties or the bylaws, must report themselves to the executive board so they may take corrective actions. Such corrective actions may include additional training and/or outside assistance. If corrective action is unsuccessful, and the officer continues to habitually fail in their performance or conduct, absent exigent circumstances, they may be subject to Article 10.9 within these bylaws.
- 8.3 Any executive board officer, temporarily unable to perform his or her regular duties because of sickness, leave, TDY, or for some other legitimate reason, he or she shall delegate the duties of that office to the officer designated in the local's bylaws as prescribed in Article 10.6 and 10.7 until he or she can resume their duties. The duties delegated may be limited to actions that require immediate response due to exigent circumstances. If a Regional VP, intermittently, is unable to attend a board meeting due to unavailability, he/she may designate a local-state steward to attend in their absence and participate only in deliberative discussion. The designee will not have the power to make motions or vote.

## **9.00 EXECUTIVE BOARD – COMPOSITION**

- 9.1 Pursuant to, and in concurrence with Article 6.1 of the Local's Standard Constitution, the officers of the Local's Executive Board are as follows: (total = 7)
- A. Local President (LP)
  - B. Local Executive Vice President (EVP)
  - C. Local Secretary-Treasurer (LST)
  - D. Local Chief Steward (LCS)
  - E. Local Regional Vice President for Massachusetts (RVP-MA)
  - F. Local Regional Vice President for Maine (RVP-ME)
  - G. Local Regional Vice President for New Hampshire (RVP-NH)

## **10.00 EXECUTIVE BOARD – ELECTIONS**

- 10.1 **PROCEDURES:** Pursuant to, and in concurrence with Article 7.00 of the Local's Standard Constitution, elections shall be conducted as prescribed in the AFGE's Election Manual as amended. Election of officers shall be done by secret mail ballot. The Election Committee shall govern all aspects of the election process as prescribed in the AFGE Election Manual. Pursuant to and in concurrence with Article 6.1 and 6.2 of the Local's Standard Constitution, total membership shall elect (A), (B), (C), (D); members within their respective state (duty airport) shall elect (E), (F), and (G) as prescribed in Article 9.1 above.
- 10.2 **ELIGIBILITY:** Pursuant to, and in concurrence with Article 7.2 of the Local's Standard Constitution, one must be and maintain their classification as prescribed in Article 5.3 A or B within these bylaws. Also refer to Article 5.5 within these bylaws for possible restrictions.

- 10.3 ONE TERM: shall be three (3) consecutive years (2020,2023,2026,2029,2032,2035)
- 10.4 NOMINATIONS: Nominations of officers shall be held no later than SEPTEMBER and elections and installation shall be held in NOVEMBER after proper notice to local members, absent extenuating circumstances. A quorum is not required for nominations and/or elections. See AFGE National Constitution, Appendix A, Part I, Section 3. Candidates shall not run for more than one office in the same election; however, candidacy as a delegate shall not be considered to be covered by this provision. A runoff election, if necessary, shall be held as soon as possible at the same meeting or by secret mail ballot. (see Election Manual for details)
- 10.5 RESIGNATIONS: Officers of the executive board shall submit their resignation to the entire E-board. The President or designee shall ensure all proper protocols are executed to ensure there is a smooth transition. All Local's property and assets must be returned in a timely manner.
- 10.6 PRESIDENT SUCCESSION: Pursuant to, and in concurrence with Article 7.6 of the Local's Standard Constitution, the Executive Vice President (EVP) shall fill the office of the President's unexpired term. If the EVP declines said position, the executive board shall proceed with the provisions prescribed in Article 10.7 below.
- 10.7 OTHER VACANCIES: Pursuant to, and in concurrence with Article 7.6 of the Local's Standard Constitution, all other positions within the executive board shall be filled for the unexpired term by the authorities (4.00) discretion. The authority may choose to appoint or conduct a special election. Appointments are subject to Article 16.00 within these bylaws. A vacancy occurs when an officer resigns, death, separation from agency, becomes ineligible (10.2), suspended per Article 26.5 or AFGE expulsion or suspension.
- 10.8 OATH: All officers will be administered the "Oath of Union Officers" contained in the AFGE National Constitution upon their installation in office.
- 10.9 IMPEACHMENT & SUSPENSIONS: Shall be governed as prescribed in Article 26.0 within these bylaws.

#### **11.00 EXECUTIVE BOARD – MEETINGS**

- 11.1 CONVENING: Pursuant to, and in concurrence with Article 11.1 of the Local's Standard Constitution, the President, or majority of the E-Board, may convene a meeting pursuant to Article 11.2 below. When Article 11.2 has been properly executed shall a meeting be deemed properly convened.
- 11.2 NOTICE: Pursuant to, and in concurrence with Article 11.1 of the Local's Standard Constitution, all E-Board meeting(s) within this article shall be conducted in person and/or by electronic means (E-meeting). All meeting times and location shall be scheduled in such a way as to allow as many Officers to attend as possible. The presiding official shall determine the date(s) and time(s) to accomplish this provision. All notice(s) of meeting(s) to include date(s), time(s), location(s), agenda (11.6), and method (in person and/or by electronic means) and whether the meeting is open or closed pursuant to Article 11.7 shall be communicated in a meaningful and effective way to the Officers. All notice(s) shall be published in a timely manner as to afford all Officers the necessary time to attend the meeting absent extenuating circumstances.



- 11.3 VOTING: Officers, pursuant to Article 9.1 within these bylaws are permitted to vote at any properly convened meeting. The counting of votes shall be done in a meaningful way to ensure all votes are accounted for. Roll call vote shall be done at the request of any Officer of the Executive Board. Voting by electronic means to include absentee voting, is permissible unless specified within these bylaws, or prohibited by law.
- 11.4 QUORUM: Pursuant to, and in concurrence with Article 11.1 of the Local's Standard Constitution and Article 11.00 within these bylaws, all questions and motions before the E-Board will be decided by majority vote of the Officers present when a quorum is established and maintained. The quorum for an Executive Board meeting shall be four (4).
- 11.5 PROCEDURE: Pursuant to, and in concurrence with Article 11.1 and 6.5 of the Local's Standard Constitution, the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of all Executive Board meetings. All meetings shall be presided by the President or his/her designee. The regular order of business (agenda) shall be pursuant to Article 11.6 below.
- 11.6 ORDER OF BUSINESS AND AGENDA: Pursuant to, and in concurrence with Article 11.1 of the Local's Standard Constitution, only those items given proper notice to Officers of the Executive Board shall be consider at any regular or special meeting. All other questions or motions shall be tabled or postponed until the next regular or special meeting in order to provide the necessary notice to all Officers so they may be informed and consider participating. The time allowed for debate on any particular issue or agenda item shall be five (5) minutes per Officer. The time allowed for debate may be extended by majority of those present and voting. The regular order of business may include Article 7.6 A-J within these bylaws.
- 11.7 OPEN/CLOSED SESSION: shall be as prescribed in Article 7.7 within these bylaws.
- 11.8 EXECUTIVE SESSION: shall be as prescribed in Article 7.8 within these bylaws. The Executive Board shall be the authority to invoke an executive session and when to return to regular session.
- 11.9 REGULAR MEETING: Pursuant to, and in concurrence with Article 11.1 of the Local's Standard Constitution, a regular meeting shall be properly convened a minimum of one (1) per month in accordance with Article 11.1 within these bylaws absent extenuating circumstances.
- 11.10 SPECIAL MEETING: Pursuant to, and in concurrence with Article 11.1 of the Local's Standard Constitution, a special meeting is reserved for urgent matters that can't wait until a regular meeting that requires immediate (without delay) action from the Executive Board. A special meeting shall be properly convened as prescribed in Article 11.1 within these bylaws.
- 11.11 INFORMATIONAL MEETING (Town Hall): Pursuant to, and in concurrence with Article 11.1 of the Local's Standard Constitution, no sub-articles within 11.00 within these bylaws shall apply for the only purpose is to relay pertinent information to the Officers of the Executive Board. No quorum is required for no motions or resolutions may be considered. This meeting may be conducted in person and/or by electronic means as prescribed in Article 11.12 within these bylaws. An informational meeting shall be properly convened as prescribed in Article 11.1 within these bylaws.

11.12 **AUDIO/VIDEO TELECONFERENCE (E-Meeting):** Shall be as prescribed in Article 7.13 within these bylaws.

## **12.00 EXECUTIVE BOARD – DUTIES AND RESPONSIBILITIES**

- 12.1 **LOCAL PRESIDENT (LP):** Pursuant to, and in concurrence with Article 5.2, 6.3 and 6.4 of the Local's Standard Constitution, the LP's additional duties and responsibilities, at a minimum, are as follows: Shall execute and enforce majority decisions made pursuant to Article 4.00 within these bylaws; shall call regular and special meetings as prescribed in Article 7.00 and 11.00 within these bylaws; shall serve as the official spokesperson for the local in all its external relations and may authorize others of the local to speak for the Local, subject to Executive Board approval; shall solicit the executive board and membership for potential appointees (16.00); attend all required meetings, and any other duties and responsibilities as assigned pursuant to Article 4.00 within these bylaws.
- 12.2 **LOCAL EXECUTIVE VICE PRESIDENT (EVP):** Pursuant to, and in concurrence with Article 6.1, 6.3 and 6.5 of the Local's Standard Constitution, the EVP additional duties and responsibilities, at a minimum, are as follows: assist the President in the performance of his/her duties as prescribed in Article 12.1 within these bylaws; shall execute and enforce majority decisions made pursuant to Article 4.00 within these bylaws; succeed when the office of the President becomes vacant as prescribed in Article 10.6 within these bylaws, attend all required meetings, and any other duties as assigned pursuant to Article 4.00 within these bylaws.
- 12.3 **LOCAL SECRETARY-TREASURER (LST):** Pursuant to, and in concurrence with Article 5.2, 6.3, 6.6 and 6.7 of the Local's Standard Constitution, the LST additional duties and responsibilities, at a minimum, are as follows: assist the President in the performance of his/her duties; shall execute and enforce majority decisions made pursuant to Article 4.00; attend all required meetings; ensure the local is fulfilling its fiduciary obligations in a timely manner; shall accurately and completely record all official activities as prescribed within these bylaws, and any other duties as assigned pursuant to Article 4.00 within these bylaws.
- 12.4 **LOCAL CHIEF STEWARD (LCS):** Pursuant to, and in concurrence with Article 6.1 and 6.3 of the Local's Standard Constitution, the LCS's duties and responsibilities, at a minimum, are as follows: shall execute and enforce majority decisions made pursuant to Article 4.00 within these bylaws; assist the President in the performance of his/her duties; attend all required meetings; Shall be the steward-in-charge of the Stewards; ensure the stewards are efficiently and effectively carrying out their duties and responsibilities, serve as a mentor for the stewards, work to dispel, not encourage rumors, assist or lead in the UDRS process when needed, provide and/or advocate educational training, and any other duties as assigned pursuant to Article 4.00 within these bylaws. (See Steward's Handbook for details)

12.5 **LOCAL REGIONAL VICE PRESIDENT(S) (RVP):** Pursuant to, and in concurrence with Article 6.1 and 6.3 of the Local's Standard Constitution, the RVP(s) duties and responsibilities, at a minimum, are as follows: shall execute and enforce majority decisions made pursuant to Article 4.00 within these bylaws; assist the President in the performance of his/her duties; attend all required meetings; keep members within their state informed of the locals activities and actions; serve as the intermediary between the executive board and the members in their state; report the condition and status of their region to the executive board on a regular basis; provide regular reports to members within their state as prescribed in Article 25.00 within these bylaws, and any other duties as assigned pursuant to Article 4.00 within these bylaws. The RVP's shall be deemed within their state, as the most senior union official subject to Article 4.00.

### **13.00 DELEGATION**

13.1 **DELEGATES:** Pursuant to, and in concurrence with Article 9.00 of the Local's Standard Constitution, at the discretion of the executive board and subject to the local's approved budget, all delegates may attend such events/activities as prescribed in Article 9.00 of the Local's Standard Constitution.

13.2 **ELECTION(S):** The delegates by virtue of their office (ex officio) are in the following order: (A) President, if additional delegates are needed, (B) Executive VP, then (C) Secretary-Treasurer, then (D) Chief Steward, then (E) RVP-MA, then (F) RVP-ME, then last (G) RVP-NH. If additional delegates are needed, a special election shall be conducted accordingly.

13.3 **DISCRETION:** All delegates shall have the right to support the candidate or candidates of his or her choice, without being subject to direction, penalty, discipline or improper interference or reprisal of any kind by any member or officer of the Local.

13.4 **PROXIES:** For the purpose of representation at the National Convention, the local may designate by proxy any member of AFGE elected pursuant the AFGE National bylaws on a form prescribed by the Administrative Controller of AFGE. There shall be the statement made that the authority to issue and assign a proxy is given pursuant to a motion duly passed at a regular or special local meeting. The member of AFGE to whom the proxy is assigned shall be named and it shall be signed by the President and Secretary of the Local.

### **14.00 COMMITTEES**

14.1 **GENERAL:** Pursuant to, and in concurrence with Article 8.5 of the Local's Standard Constitution, all committee(s) are optional unless required by the local's constitution, these bylaws or the AFGE National Constitution. Committee(s) may be activated or deactivated at the discretion of the executive board unless they are mandatory. Committee(s) may have their own bylaws, policies and procedures as long as they do not contradict these bylaws. All committee members are appointed as prescribed in Article 16.00 within these bylaws.

14.2 **COMPOSITION:** All committee(s) at a minimum shall have one (1) Chairperson and two (2) members. Committee(s) may have more members but their number must be uneven (3,5,7) to ensure a majority vote can be achieved on any matter before the committee. The Local President shall serve as an ex-officio member on all committees except those prescribed in Article 6.4 of the Local's Standard Constitution.

- 14.3 CONVENING: The President, Chairperson, or majority of committee members seated may convene a meeting pursuant to Article 14.4 below. When Article 14.4 has been properly executed shall a meeting be deemed properly convened.
- 14.4 NOTICE: Shall be as prescribed in Article 7.2 within these bylaws when the committee is conducting a meeting open to all membership to attend. All other types of meetings the notice period shall be as prescribed in Article 11.2 within these bylaws.
- 14.5 PROCEDURE: Shall be as prescribed in Article 11.5 within these bylaws. The Chairperson shall preside or his/her designee when absent.
- 14.6 QUORUM: Shall be majority of voting committee members.
- 14.7 VOTING: Only committee members as prescribed in Article 14.2 within these bylaws are permitted to vote on any matter or issue when proper notice has been provided as prescribed in Article 14.4 within these bylaws. Voting by electronic means to include absentee voting, is permissible unless specified within these bylaws, or prohibited by law.

#### **15.00 COMMITTEES – TITLES**

- 15.1 ELECTION COMMITTEE: Pursuant to, and in concurrence with Article 7.00 of the Local's Standard Constitution, shall be appointed pursuant to Article 16.00 below prior to the start of the nomination process/procedure as prescribed in the AFGE National Constitution, Appendix A, Part I, Section 2. No member of the committee may be an incumbent of or a candidate for the office for which the election is being conducted. The election committee duties and responsibilities shall as prescribe in the AFGE Election Manual, as amended; keep the Executive Board informed of the progress of the election process and provide regular activity reports pursuant to Article 7.6 within these bylaws.
- 15.2 FINANCE COMMITTEE: Pursuant to, and in concurrence with Article 8.4 and 8.5 of the Local's Standard Constitution, shall be appointed pursuant to Article 16.00 below. No member of the Executive Board may serve as a member of the committee but may serve as advisors to assist the committee with their duties and responsibilities. The committee duties and responsibilities, at the minimum are as follows: conduct regular, periodic review of all financial records of the Local and provide feedback and recommendation to the Executive Board; serve as the "Audit Committee" when needed. The committee shall conduct its business in accordance with the AFGE Financial Officer's Duties and Responsibilities Manual, as amended, AFGE Financial handbooks, rules, policies and these bylaws; and provide regular activity reports pursuant to Article 7.6 within these bylaws.
- 15.3 GOVERNANCE COMMITTEE: Pursuant to, and in concurrence with Article 8.5 of the Local's Standard Constitution, shall be appointed pursuant to Article 16.00 below. The committee, at a minimum, shall perform the following: shall conduct regular reviews (audits) to ensure the local is effectively and efficiently executing the governances of this local; review and develop recommendations to ensure the local is up-to-date on the current legal standards governing labor unions and provide regular activity reports pursuant to Article 7.6 within these bylaws.

- 15.4 OTHER COMMITTEES: Pursuant to, and in concurrence with Article 8.5 of the Local's Standard Constitution, shall be appointed pursuant to Article 16.00 below. The Executive Board shall, in writing, provide the committee and its members the required mission, goals and objectives it should achieve. The committee shall provide regular activity reports pursuant to Article 7.6 within these bylaws.

## **16.00 APPOINTMENTS**

- 16.1 GENERAL: All appointed members of this local shall comply with Article 6.3 of the Local's Standard Constitution and these bylaws. Any person, regardless of reason can no longer perform their duties or obligations as prescribed within these bylaws shall resign without delay or be subject to removal by the Executive Board. It shall be the duty and obligation of all appointed members to work corroboratively to efficiently and effectively execute the mission of the local as prescribed in Article 3.2; and shall advocate, follow and enforce due diligence in the performance of their duties and responsibilities as assigned within these bylaws. All appointed members are fundamentally, Stewards and shall conduct themselves pursuant to Article 17.1 within these bylaws.
- 16.2 ELIGIBILITY: Only members in good standing as prescribed in Article 5.00 within these bylaws are eligible. Any appointed member who becomes ineligible may no longer serve in the appointment subject to appeal as prescribed in Article 26.00 within these bylaws. Executive Board members eligibility requirements are found in Article 10.2 within these bylaws.
- 16.3 NOMINATIONS: The President shall nominate eligible candidates to fill vacant positions described within this article. The President shall solicit the executive board and membership for potential candidates to nominate. The President shall nominate the most qualified candidate who will effectively and efficiently execute the goals and objectives assigned by these bylaws.
- 16.4 APPOINTMENT: eligible nominee(s) shall be appointed by the Executive Board. Appointed members serve as volunteers and may resign anytime with or without cause. All appointed members and alternates shall efficiently and effectively execute the goals and objectives for which the committee they were appointed on was organized to accomplish; shall honor and support majority decisions; and enforce and follow all the governance within these bylaws.
- 16.5 SUSPENSIONS AND REMOVAL: Shall be governed as prescribed in Article 26 within these bylaws.
- 16.6 TERM: not greater than twelve (12) consecutive months. Appointments may be renewed as prescribed in Articles 16.3 and 16.4. E-Board Officers shall be for the unexpired term.
- 16.7 OATH: upon appointment, shall be administered the "Oath of Appointment". Failure to affirm the oath will deem one ineligible.

## **17.00 APPOINTMENT(S) POSITIONS**

- 17.1 STEWARDS(S): The duties, responsibilities and role of stewards shall be as prescribed in the AFGE National Stewards Handbook, as amended. The Chief Steward shall be responsible for their oversight as prescribed in Article 12.4 above.

- 17.2 EXECUTIVE BOARD OFFICER: Appointed officers' duties and responsibilities are prescribed in Article 12.00 within these bylaws.
- 17.3 COMMITTEE CHAIRPERSON: shall be charged with providing leadership, structure and direction to the committee; convene, conduct and preside over the committee meetings or appoint someone in their absence; shall effectively and efficiently execute the goals and objectives for which the committee was organized to accomplish.
- 17.4 COMMITTEE MEMBER: duties and responsibilities shall, at a minimum, be as follows: comply and enforce these bylaws; respect and support majority decisions made by the committee they are appointed too; attend required meetings; and efficiently and effectively execute the goals and objectives for which the committee was organized to accomplished.
- 17.5 LOCAL VETERAN'S COORDINATOR (LVC): duties and responsibilities shall, at a minimum, be as follows: Recruit B.U. veterans to join the Local and AFGE Veterans program; help organize participation of veterans in legislative and political activity (to include in-district and DC congressional visits) in accordance with Local leadership, Legislative and Political Coordinator (LPC) and AFGE legislative and political mobilization staff; join a VSO (Veteran Service Organization) and form collaborative partnerships with appropriate affiliations/organizations to garner support for AFGE priorities; plan and execute annual veteran's recognition event; mentor other veterans within the Local to help identify veteran-specific benefits and resources. (See [AFGE Veteran's Website](#) for details)
- 17.6 LOCAL OWCP COORDINATOR: duties and responsibilities shall, at a minimum, be as follows: shall serve as a subject matter expert in the OWCP field; receive updated information-education on OWCP related materials; when instructed by the President or designee, assist members with their OWCP claim(s). (see [Health & Safety](#) for details)
- 17.7 LOCAL FAIR/EEO PRACTICE COORDINATOR (LFPC): duties and responsibilities shall be pursuant to, and in concurrence with Article XVIII (18) of the AFGE National Constitution; the LFPC shall conduct themselves in accordance with AFGE's LFPC Handbook, as amended. (See [W&FPC website](#) for details)
- 17.8 LOCAL POLITICAL & LEGISLATIVE COORDINATOR (LPLC): duties and responsibilities shall, at a minimum, be as follows: shall be charged with supporting and advocating legislation that achieves our mission; shall educate and mobilize membership; communicate with members of Congress; shall build coalitions amongst those who share our common goals, and any other activities within the law. (see [LPC Dashboard](#) for details)
- 17.9 OTHER POSITIONS: Shall be created by the Executive Board. The position(s) shall, in writing have prescribed duties and responsibilities to ensure accountability. Such documentation shall be contained within the Local's Policy & Procedures governance.

## 18.00 FINANCIALS

- 18.1 FIDUCIARY DUTY: A fiduciary duty legally obligates someone to ensure that the assets of the local are used in accordance with membership's intent, and in support of the local's mission (3.2). That intent requires the care, custody and control of the assets of the local in trust, to ensure the local's assets are spent/used for a prudent purpose, and to account for all expenditures of the local's assets. Therefore, no entity shall engage in any business or financial activities with or on behalf of the local, which conflicts with their fiduciary duties as prescribed in Article 6.8 of the Local's Standard Constitution.

- 18.2 AUDITS: Pursuant to, and in concurrence with Article 5.3 and 5.4 of the Local's Standard Constitution, the Local shall ensure proper audit(s) are conducted and completed in a timely manner as required by Article 2.4 within these bylaws. (AFGE Form 41)
- 18.3 BONDING AND INSURANCE: Pursuant to, and in concurrence with Article 5.4 of the Local's Standard Constitution, the Local, at its discretion, subject to the budget, may acquire additional bonding and liability insurance to limit the local's exposure to financial loss.
- 18.4 GAAP: The Local shall conduct its financial affairs in accordance with "Generally Accepted Accounting Principles" (GAAP) and AFGE's NST Financial Resources Manuals and handbooks, as amended.
- 18.5 FISCAL YEAR: The Local's fiscal year shall be the calendar year, from January 1 to December 31<sup>st</sup>.

#### **19.00 FINANCIALS – REPORTING AND RECORD KEEPING**

- 19.1 The Local shall ensure and not place into jeopardy, the local's status as follows: (A) 501 (c)(5) not-for-profit organization with the US internal revenue code, and (B) US Dept of Labor, Office of Labor-Management Reporting and Disclosure Act of 1959 (LMRDA). This shall be accomplished by completing and submitting IRS Form 990 and DOL-OLMS Form LM-3 in a timely manner absent extenuating circumstances. (deadline March 31<sup>st</sup>)
- 19.2 The Local shall publish, on a regular basis, reports showing the financial condition of the local as described in the AFGE's Financial Manuals. The reports, at a minimum shall be the Treasurer's Report, Balance Sheet Report and Budget vs Actual report. All reports shall be accessible in accordance with Article 25.00 within these bylaws.
- 19.3 Pursuant to, and in concurrence with Article 5.1 of the Local's Standard Constitution and Article 18.4 within these bylaws, all receipts, deposits, checks, drafts, vouchers, cash disbursements, promissory note, orders for the payment of money, transfers and any other forms of assets and liabilities shall be property recorded and accounted for within the local's financial record system. All records shall be saved and stored in such a way as to make it easy for access and retrieval. Local's financial records may be destroyed only in accordance with US Department of Labor, office of Labor-Management Reporting and Disclosure Act of 1959 (LMRDA) unless AFGE policy requires longer retainment.

#### **20.00 FINANCIALS – REVENUE AND INFLOWS**

- 20.1 The Local's primary source of revenue-income come from its dues as prescribed in Article 6.00 within these bylaws. The local may accept contributions from the public and private sectors, whether financial or in-kind contributions that fall within 501 (c) (5) section of the US internal revenue code and does not violate any other provisions within these bylaws. Revenue from membership dues shall be sufficient to cover all of the local's financial obligations.
- 20.2 Pursuant to, and in concurrence with Article 4.00 of the Local's Standard Constitution, all forms of revenue, such as but not limited to, checks, cash and any other forms of assets, shall be deposited into the designated financial institution under the local's control or its designee when applicable.

## **21.00 FINANCIALS – EXPENDITURES AND OUTFLOWS**

- 21.1 Pursuant to, and in concurrence with Article 8.3 of the Local's Standard Constitution, all receipts, checks, drafts, vouchers, cash disbursements, promissory note, orders for the payment of money, transfers (assets) and any other forms of indebtedness (liabilities), shall be recorded as prescribed in Article 19.3 within these bylaws.
- 21.2 Pursuant to, and in concurrence with Article 8.3 of the Local's Standard Constitution, expenditures by the Executive Board in excess of \$500.00 per month must have prior approval of the local's membership either as authorized by the approved budget or by separate vote of the local's membership. All expenditures authorized by the executive board regardless of amount shall be reported to membership as prescribed in Article 19.2.
- 21.3 ENDORSEMENT: Pursuant to, and in concurrence with Article 5.2 of the Local's Standard Constitution, all types of disbursements, promissory note, orders for payment of money, transfers (assets) and any other forms of indebtedness (liabilities), shall require dual (two) authorization. The recipient (payee) and the endorsers cannot be the same person. It shall be the discretion of the Executive Board to decide who will be designated authorized agents at the bank.
- 21.4 REIMBURSEMENT: Pursuant to, and in concurrence with Article 18.1, 19.00 and 21.00 within these bylaws, only official local activities/services, subject to Executive Board approval and the approved budget, shall be reimburse when proper, administratively acceptable documentation has been provided to justify the incurred expense. The local may have local forms, policy and procedures for executing this article.
- 21.5 COMPENSATION/GIFT: All entities of the local may, subject to the budget and preapproved by the E-board, be remunerated for official union activities/services provided to the Local. Such remuneration shall be commensurate with their duties, responsibilities, time worked and obligations, and must be reviewed and approved in accordance with the Local's Code of Conduct (23.00) and policies governing conflicts of interest. Such compensation shall be properly reported in accordance with applicable state and federal tax laws. (also see Article 27.5 within these bylaws)
- 21.6 CONTRACT(S) AND AGREEMENT(S): Pursuant to, and in concurrence with Article 6.8 of the Local's Standard Constitution, subject to the budget, and with written approval from the Executive Board, the President or designee may execute a contract or agreement with any entity. All contracts and agreements can be terminated for just cause, lack or insufficient funds, lack of operational needs and for other valid reasons subject to contract law. All contract and agreement terms and conditions must be in accordance with Article 18.1 within these bylaws.

## **22.00 FINANCIALS – BUDGET**

- 22.1 Pursuant to, and in concurrence with Article 8.4 of the Local's Standard Constitution, the Executive Board or its designee(s) shall prepare the annual budget which shall be subject to membership approval. The budget shall ensure at a minimum that the local's revenues are sufficient to meet all its financial obligations.



- 22.2 Unless membership decides otherwise at the time of the budget's approval, the executive board may use a surplus of funds in one category of expense to offset a deficit in another category within the budget. All such decisions will be reported pursuant to Article 19.2 within these bylaws.
- 22.3 **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. The budget, subject to membership approval, may be revised or amended at any time. All such revisions or amendments shall be provided to AFGE National.

### **23.00 CODE OF CONDUCT**

- 23.1 All entities described within the Local's Standard Constitution and Bylaws, under its purview, shall conduct themselves in a manner that does not adversely reflect on AFGE, or negatively impact its ability to discharge its mission, cause embarrassment to AFGE, or cause the public or fellow coworkers to question the entity's reliability, judgement or trustworthiness; and treat their fellow members with dignity, respect, and in a fair and equitable manner; and
- 23.2 Represent the interest of all, no special interest; and not use local's resources or office for personal gain; and respect and honor majority decisions; and not violate the trust of those who elected or appointed you; and
- 23.3 Shall be truthful, honest and candid during any official inquiry being conducted by the executive board, their designee or by any committee within its purview; and
- 23.4 All local official documents shall be truthful, accurate and complete [when possible]; and
- 23.5 Shall disclose waste, fraud, abuse, embezzlement, and corruption to the appropriate authorities and observe and abide by all federal and state laws, rules and regulations where applicable.

### **24.00 LOCAL'S POLICIES AND PROCEDURES**

- 24.1 Pursuant to, and in concurrence with Article 6.3 of the Local's Standard Constitution, the Local may adopt such forms, policies and procedures deemed prudent to efficiently and effectively execute the local's governance. At a minimum, the local shall have policies and procedures on "Credit/Debit Card use", "Travel Policy" and "Conflict/Duality of Interest".

### **25.00 TRANSPARENCY**

- 25.1 Pursuant to, and in concurrence with Article 5.5 of the Local's Standard Constitution all documents pertaining to the Local's affairs are subject to examination by any member in good standing unless prohibited by law. All requests shall be made in writing to the Local Secretary or designee for processing. All documents resulting from the request shall be provided in electronic format (if possible) so it can be transmitted electronically to limit the costs and to make easily accessible to all members throughout its jurisdiction. All reasonable requests shall be completed within thirty (30) calendar days of receipt absent exigent circumstances. All requests made pursuant to this article shall be reported to the executive board in a timely manner. Some restrictions may apply as prescribed in Article 25.2 below.

25.2 **CONFIDENTIALITY:** No official representative of the local shall not discuss or disclose information about the local or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know (25.1), or the disclosure of such information is in the furtherance of the Local's mission, or can reasonably be expected to benefit the Local. The Local may redact certain information that would constitute a clear unwarranted invasion of personal privacy of an individual or that of a third person. The Executive Board shall use discretion and sound prudent judgment in executing this article.

## **26.00 LOCAL'S DISPUTE RESOLUTION PROCESS**

26.1 Pursuant to, and in concurrence with Article 10.1 of the Local's Standard Constitution, all members are encouraged to first attempt to resolve any issue at the lowest level possible. Afford yourself and your fellow member(s) the opportunity to resolve your issues in a collaborative, meaningful way. If you come to an impasse, then proceed with Article 10.1 of the Local's Standard Constitution.

26.2 All members shall be afforded "Due Process". All complaints, grievances and appeals shall be submitted to the entire Executive Board for consideration and adjudication unless prohibited by Article 10.1 of the Local's Standard Constitution.

26.3 The President, with majority consent of the E-Board may suspend any appointed member from their official duties for serious misconduct, including but not limited to, incompetence, negligence, or refusal to perform their validly assigned duties, that in their judgment the continuance in their position would be inimical to the best interest of the local and its members.

26.4 The E-Board, by two-thirds (2/3) vote may suspend any elected or appointed officer of the executive board for same just cause as prescribed in Article 26.3 above.

26.5 No suspension shall exceed ninety (90) days. A suspension may be extended when Article 10.1 within the Local's Standard Constitution has been formally initiated.

## **27.00 RESOLUTIONS AND MISCELLANEOUS**

27.1 **RESOLUTIONS:** all resolutions adopted by the AFGE National Convention shall be included within these bylaws when applicable.

27.2 **STRATEGIC ACTION PLAN:** The Local is encouraged to develop a strategic action plan each year to include goals in all of, but not limited to, the following areas: Organizing and Workplace Representation to include Legislative and Political Mobilization, Strengthening the Local, Education, and Communications.

27.3 **LOCAL'S AFFILIATIONS:** this Local shall, at a minimum, encourage and maintain its affiliation with State AFL-CIO, Central Labor Council(s) within its jurisdiction, AFGE-TSA Council 100, AFGE 2<sup>nd</sup> District, AFGE National and may with any other organization that share our goals, values and mission (3.2).

27.4 **COMMUNICATION:** The primary, most effective and efficient method to communicate with membership is by electronic means. The second is by US mail. **THEREFORE**, it is vitally important that all members maintain their most current and active email address and US postal address with this local. This local must have the ability to contact all its members to effectively and efficiently execute its governance.

27.5 **EMPLOYMENT:** All members within this local serve as volunteers. Those who may get compensated pursuant to Article 21.5 within these bylaws do so as independent contractors and will be issued from this local or its designee, IRS Form 1099.

#### **28.00 INDEMNIFICATION**

28.1 Pursuant to, and in concurrence with Article 6.3 of the Local's Standard Constitution, the Local may, subject to the budget as prescribed in Article 22.00 within these bylaws, by resolution of the Executive Board, provide for indemnification by the local of any and all current or former officers, directors, and employees against expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which any of them are made parties, or a party, by reason of having been officers, directors, and employees of the local, except in relation to matters as to which such individuals shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability for negligence or misconduct.

#### **29.00 DISSOLUTION OF LOCAL**

29.1 Notwithstanding any other provision within these bylaws, the AFGE National Constitution, federal and state laws, the local's assets after all debts are resolved, shall be distributed for one or more exempt purposes within the meaning of section 501(c)(5) of the federal tax code, at the discretion by majority vote of the local's membership. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the local is then located.

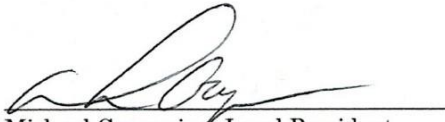
#### **30.00 AMENDMENTS TO BYLAWS**

30.1 Pursuant to, and in concurrence with Article 11.3 of the Local's Standard Constitution, these bylaws may be amended or revised.

### 31.00 CERTIFICATE OF ADOPTION

31.1 WE DO HEREBY CERTIFY AS FOLLOWS: These BYLAWS and CONSTITUTION are properly adopted in accordance with Article 11.3 of the Local's Standard Constitution as provided in the AFGE's National Constitution, Appendix B on DECEMBER 28, 2019.

**These Bylaws and Constitution shall become effective on JANUARY 1, 2020 and thereby supersedes all previous versions.**



Michael Gayzagian, Local President  
AFGE Local 2617, AFL-CIO  
[AFGE2617President@gmail.com](mailto:AFGE2617President@gmail.com)

December 30, 2019



Wayne Cowan, Local Secretary-Treasurer  
AFGE Local 2617, AFL-CIO  
[AFGE2617SecTreasurer@gmail.com](mailto:AFGE2617SecTreasurer@gmail.com)

December 30, 2019

SPECIAL NOTES: For current, updated information regarding Local 2617 status, activities and governance, please visit us at the following URLs listed below. Some links may be restricted to members only that will require you to login with your password.

### **AFGE Local 2617 Website**

[AFGE Local 2617 Facebook Page](#)

[AFGE Local 2617 Twitter Page](#)

[AFGE National Website](#)