

# **American Federation of Government Employees**

## **AFGE Local 1924**

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### **THE BYLAWS OF LOCAL 1924**

**As Amended on 10 October 2007**

#### **ARTICLE I ORGANIZATION**

##### **SECTION 1.**

This Local union shall be known as the American Federation of Government Employees, Local No. 1924 AFL-CIO, as set forth in its charter.

- (a). The headquarters of the Local is in Washington, D.C.

##### **SECTION 2**

- (a). Local 1924 is an autonomous Local union joined in federation with other Local unions forming the American Federation of Government Employees. We are governed by the democratic principles embodied in the AFGE National Constitution and the Standard Local Constitution at Appendix "B" of the AFGE National Constitution
- (b). AFGE 1924 is affiliated with two national bargaining councils: the AFGE National Immigration and Customs Enforcement Council 118, and the AFGE National Citizenship and Immigration Services Council 119.

#### **ARTICLE II MEETINGS**

##### **SECTION 1**

(a). General Business meetings of the local shall be held during the first week of the first month of each quarter. The President, with the approval of the Executive Board, will notify the members of the specific date, time and location of the General Meeting. Notice of the date must be posted before the first day of the month in which the meeting is to be held. A notice of the meeting must be posted at each of the buildings with the local's jurisdiction.

(b). Provisions may be made for teleconferencing distant offices into the Local meetings. See Appendix A to these Bylaws

(c). Executive Board meetings and/or Stewards meetings shall be called by the President, majority vote of the Executive Board, or written petition of 25% of the Stewards, respectively.

## SECTION 2

Special meetings may be called by the President, two-thirds vote of the Executive Board, majority vote of the membership present and voting at a General or Special Meeting 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. A notice of the meeting must be posted at each of the buildings with the local's jurisdiction.

## SECTION 3

Only members of the local in good standing shall be allowed to vote. It is understood that any eligible person who submitted an original, completed and signed SF-1187 form to a Local ~~3377~~ officer is considered by AFGE rules to be a "member in good Standing" and eligible to vote upon the Local official's receipt of such SF-1187.

## SECTION 4

*Robert's Rules of Order Newly Revised* 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.

## SECTION 5

Pursuant to Section 4 above, the regular order of business will be:

- (a) Roll call of officers and stewards
- (b) Reading and approval of the minutes of the previous meeting and adopt such minutes by order of business found in the current edition of *Robert's Rules*.
- (c) Report of financial condition by Local treasurer or, in his/her absence, by the president or his/her appointee.
- (d) Reports of committees
- (e) Unfinished business
- (f) New business
- (g) Comments for the good of the local
- (h) Adjournment

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## SECTION 6

A quorum of this local shall consist of the number of Executive Board members plus one, at least four of whom shall not be executive board members.

## SECTION 7

Unless otherwise specified by law (e.g., secret ballot election or dues) or by constitution, all questions before the local will be decided by vote of the members present first by voice vote, then by a showing of hands, then a roll-call vote.

## SECTION 9

The time allowed for debate of any particular issue before the local and the time allowed for speeches on any one issue will be Five (5) minutes. The time allowed for debate may be extended by a majority of those present and voting. Only one extension shall be allowed.

## ARTICLE III OFFICERS

### SECTION 1

The general officers of this Local who comprise the Executive Board are as follows:

President

Executive Vice President

Secretary

Treasurer

Vice President for Immigration and Customs Enforcement/ Headquarters

Vice President for Citizenship and Immigration Services/ Headquarters

Vice President for Citizenship and Immigration Services/ Arlington Asylum Office

Sergeant at Arms

### SECTION 2

The duties of the President shall be as described in Article 6, Section 3 of the Standard Local Constitution. The President shall be elected by all the membership.

### SECTION 3

The Executive Vice President will be the President's principal assistant in supervising the affairs of the Local with respect to representation, organizing, mobilization, and internal administrative matters. The Executive VP will preside over the Local in the absence of the President. The Executive VP shall be elected by all the membership. (See standard local constitution, Article VI, Sections 2, 3, and 4)

#### SECTION 4

The Treasurer shall assist the President in the performance of the duties of that office. The duties of the Treasurer shall be as described in Article 6, Section 6, of the Standard Local Constitution. The Treasurer shall be elected by all the membership. (See standard local constitution, Article VI, Sections 2, 3, 4)

#### SECTION 5

The Secretary shall assist the President in the performance of the duties of that office. The duties of the Secretary shall be as described in Article 5, Section 5 of the Standard Local Constitution. The Secretary shall preside over the local in the absence of the Vice Presidents. The Secretary shall be elected by all the membership. (See standard local constitution, Article VI, Sections 2, 3, and 4)

#### SECTION 6

The Vice President for Immigration and Customs Enforcement/ Headquarters shall assist the President in the performance of the duties of that office. The VP for ICE shall be responsible for all matters affecting bargaining unit employees represented by the Local who are assigned to ICE. The VP for ICE shall report to the President. The VP for ICE shall be elected by those members who are assigned to ICE or that will otherwise be under the jurisdiction of the Vice President for Immigration and Customs Enforcement (See standard local constitution, Article VI, Sections 2, 3, 4)

#### SECTION 7

The Vice President for Citizenship and Immigration Services/ Headquarters shall assist the President in the performance of the duties of that office. The VP for CIS/HQ shall be responsible for all matters affecting bargaining unit employees represented by the Local who are assigned to CIS/HQ. The VP for CIS/HQ shall report to the President. The VP for CIS/HQ shall be elected by those members who are assigned to CIS/HQ or that will otherwise be under the jurisdiction of the Vice President for Citizenship and Immigration Services/ Headquarters. (See Standard Local Constitution, Article VI, Sections 2, 3, 4)

#### SECTION 8

The Vice President for Citizenship and Immigration Services/Arlington Asylum (ZAR) shall assist the President in the performance of the duties of that office. The VP for CIS/ZAR shall be responsible for all matters affecting bargaining unit employees represented by the Local who are assigned to CIS/ZAR. The VP for CIS/ZAR shall report to the President. The VP for CIS/ZAR shall be elected by those members who are assigned to CIS/ZAR or that will otherwise be under the jurisdiction of the Vice President for Citizenship and Immigration Services/ Asylum. (See Standard Local Constitution, Article VI, Sections 2, 3, 4)

## SECTION 9

The Sergeant-at-Arms shall be elected by vote of the local's membership. The Sergeant-at-Arms shall assist the President in the performance of the duties of that office. The Sergeant-at-Arms shall ensure that no one enters the meetings without proper authority; assist the presiding officer in the maintenance of order; welcome and introduce guests; see that each member's presence is recorded in a log; provide a roll to call should the recording of individual votes be necessary, and perform other duties as may be assigned by the presiding officer. The Sergeant-at-Arms will ensure that the parliamentary procedures pursuant to and in accord with the current edition of *Robert's Rules of order* are followed. The Sergeant-at-Arms shall be elected by all the membership. See standard local constitution, Article VI, Sections 2, 3, 4

## SECTION 10

- (a). In the case of a vacancy in the office of President, the Executive VP shall fill the office for the unexpired term.
- (b). Vacancies in any other office shall be filled for the unexpired term by appointment of the Executive Board. (See standard local constitution, Article VII, Section 4.)

## SECTION 11

Such committees as may be established by the Local shall be comprised of members appointed by majority vote of the Executive Board (except for the Election Committee). See Section 2, Article IV of these Bylaws. Any member of the Executive Board who is a charging party or otherwise involved in the charges filed by any member of the Local under the provisions of Article XXIII of the AFGE National Constitution will not participate in the selection of a Committee of Investigation.

## SECTION 12

The Local Women's Coordinator shall be appointed by the President, with the advice and consent of the Executive Board. The duties of the Local Women's Coordinator shall be described in Article XVII of the AFGE National Constitution.

## SECTION 13

The Local Fair practices Coordinator shall be appointed by the President, with the advice and consent of the Executive Board. The duties of the Local fair Practices Coordinator shall be described in Article XVIII of the AFGE National Constitution.

## SECTION 14

A Local Comptroller may be appointed the Executive Board. The duties of the Local Comptroller shall include the reconciliation of the Local's books with the bank statement and a review of expenditures for proper documentation and authorization. The comptroller who performs these auditing duties need not be a union member.

## SECTION 15

Chief Stewards and such other stewards as may be necessary shall be appointed by the President with the advice and consent of the executive Board.

## ARTICLE IV ELECTIONS

### SECTION 1

Election of Local Executive Board officers shall be held each year ending in an odd number. Terms of office shall be for two years, ending with the election and installment of newly-elected officers.

The members of the Local shall elect an Election Committee in January of the election year. The Election Committee shall conduct the nominations and elections of Local officers, delegates and alternate delegates and shall complete the election, including any run-offs if necessary, by April. Proper notice as required by Appendix A of the AFGE National Constitution shall be provided to Local members. Installation of officers shall occur in April of each year ending in an odd number. 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 elected office; however, running as a delegate shall not be in conflict with an elected officer position. No individual may hold more than one position on the executive board. The election shall be conducted by mail. A runoff election, if necessary, shall be held as soon as possible by mail ballot. Rules of conducting the elections shall be in accordance with the AFGE National Constitution, Appendix A except where they are in conflict with these bylaws.

### SECTION 2

- (a). All officers will be administered the "Oath of Union Officers" contained in the AFGE National Constitution upon their installation in office.
- (b). Officers shall serve for two-year terms, beginning in April of an election year.

## ARTICLE V DELEGATES

### SECTION 1

- (a). The Local's delegates and alternate delegates to the AFGE 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 elected in the bi-annual election of the Local.
- (b). Delegates whose attendance is needed at any meeting, convention, or conference shall be chosen as follows:
  - (i) The President shall automatically serve as first delegate by virtue of election to the office.
  - (ii) The remaining delegates automatically serve by virtue of election to the office in the following order:
    1. 2nd delegate – Exec. VP
    2. 3rd– 5th delegates – vice presidents of ICE/HQ and CIS/HQ and ASY in the order of constituent members they represent.
    3. 6th Delegate- Treasurer
    4. 7th Delegate- Secretary
    5. 8th Delegate- Sergeant at Arms
    6. Additional delegates as authorized based upon the membership strength will be elected during the local's bi-Annual elections
  - (iii) At a CIS or ICE Council meeting, only delegates who are members of that agency may attend the meeting as delegates.
- (c). At that or a subsequent 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)). If a delegate chooses to fund his or her own attendance at the National Convention, caucus, or council meetings, he or she will carry the number of votes decided by the Convention election committee/caucus election committee or the Council election committee.
- (d). All delegates to the AFGE National Convention, district caucus, and national council meetings 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.

## ARTICLE VI DUES & FINANCES

### SECTION 1

The initiation fee for members shall be \$0.50 See AFGE National Constitution, Article XIX, Sections 7(a) (5) and 7(b) (5). This cost will be absorbed by the Local as a gesture of goodwill to the new member.

### SECTION 2

- (a)
  - (i) All members who are bargaining unit employees must have their dues processed through automatic pay-roll deduction. The dues per biweekly pay period shall be: ½ the monthly Per Capita taxes plus \$5.
  - (ii) Dues for members who are non-bargaining unit employees shall be processed for direct payment to the Local, on a Quarterly basis, in advance, by check in the amount of: three times the monthly Per Capita taxes plus \$30.
- (b) Changes to the above dues structure shall only be accomplished by majority vote in a referendum conducted by mail. See Article IX, Section 1(b) of the standard local constitution.
- (c) All active members shall submit Form SF 1187 to an officer or shop steward. Only payroll deduction dues will be accepted from active eligible members who are bargaining unit employees.
- (d) The amount for retired members shall be amount specified in the AFGE National Constitution for retirees in advance, annually.

### SECTION 3

Financial records such as transactions, paid checks and expenditures will be made available to members in good standing for review. Requests must be made in writing to the Executive Board.

### SECTION 4

THIS IS NOT A DEATH BENEFIT LOCAL. Conversion (by AFGE National Secretary / Treasurer) from an "Insured Local" (Death Benefit Local) to that of a "Non-Insured Local" (Regular Local) became effective April 20, 1995.

## Appendix A

### **Procedures for Teleconferencing Distant Offices in to Union Business Meetings.**

1. The distant office will be participating in the meeting at the main office by teleconference, and not in a separate meeting.
2. The senior officer or shop steward will serve as chairperson at the distant office. If no officer or shop steward is available, the membership present at the distant office will elect a chairperson by majority vote.
3. The chairperson at the distant office will take the roll of the members present, and transmit their names to the Sergeant at Arms.
4. The Sergeant at Arms will verify the members at the distant office are in good standing, and will transmit back to the distant station those who are in good standing and eligible to vote, and those who may not vote.
5. A copy of the meeting agenda will be transmitted to the distant office
6. The chairperson will perform the function of the Sergeant at Arms specified in Section 8, Article III of these Bylaws and will follow *Robert's Rules of Order Newly Revised* as required by Section 4, Article II.
7. Persons at the distant office will identify themselves by name when offering discussion or motions during the meeting.
8. The Chairperson will ensure that motions from the distant offices are transmitted to the main office.
9. The Chairperson will tabulate the votes at the distant office and report the results when requested.
10. The Chairperson will be responsible for ensuring that the distant office is cleaned and returned to its state prior to the teleconference.