

Bylaws of the American Federation of Government Employees, Local 17

Section 1. The headquarters of the local is Washington, DC.

Section 2. Regular meetings of the local shall generally be held at 810 Vermont Avenue, but the location may be changed by a majority vote of the Executive Board. The meetings shall be held once per calendar month, with the date and time established by a majority vote of the Executive Board. Regular meeting proceedings shall be recorded in writing.

Section 3. For regular meetings of the local, the regular order of business shall be:

- (a) Roll call of officers
- (b) Review of the minutes of the previous meeting
- (c) Report of local bank account balance by the Treasurer
- (d) Reports of committees
- (e) Unfinished business
- (f) New business
- (g) Comments for the good of the local
- (h) Adjournment

Section 4. Special meetings of the local may be called by the President, by a two-thirds vote of the Executive Board, or upon written petition of at least ten percent of the membership. Such meetings shall generally be held at 810 Vermont Avenue, but the location may be changed based on a majority vote of the Executive Board. At least five days written notice of the time, location, and specific purpose of the special meeting must be provided to the membership. No business other than that specified in the notice shall be discussed at the meeting. Special meeting proceedings shall be recorded in writing.

Section 5. Only members of the local in good standing shall be allowed to vote at meetings or in elections of the local.

Section 6. A quorum of this local shall consist of five. A quorum of any committee shall consist of a majority of the members thereof. In the absence of a quorum, the Election Committee may still conduct business provided that at least two days' written notice was provided by the committee chair to committee members as to the time and location of the meeting. There is no requirement to record committee proceedings.

Section 7. All questions before the local at regular and special meetings shall be decided by a vote of the members present.

Section 8. The time allowed for debate of any particular issue before the local shall be ten minutes. The time allowed for individual speeches shall be three minutes. The time allowed for debate may be extended by a majority of those present and voting.

Section 9. The general officers of this local, who comprise the Executive Board, are as follows:

President
First Vice President
Second Vice President
Third Vice President
Secretary
Treasurer
Sergeant-at-Arms

Section 10. The President shall be the executive officer of the local. The President shall exercise general supervision over the affairs of the local, and see that other officers comply with the responsibilities of their offices and their constitutional duties. (See local constitution, Article VI, Section 3.)

Section 11. The First Vice President shall assist the President in the performance of the duties of that office, including the assignment of work to stewards, organizing new members, and any administrative duties as assigned by the President. In the case of a vacancy in the office of the President, the First Vice President shall fill the office for the unexpired term. In the absence of the First Vice President, the Second Vice President shall fill the office for the unexpired term.

Section 12. The duties of the Second and Third Vice Presidents shall be to assign all work, including grievances, unfair labor practice charges, EEO complaints, etc., to the stewards and to assist the stewards with their work.

Section 13. The Sergeant-at-Arms shall maintain a sign-in sheet for local meetings; ensure that no one enters local meetings without proper authority; assist the presiding officer in the maintenance of order; welcome and introduce guests; 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.

Section 14. The general officers stipulated in Section 9, as well as up to six Delegates and up to six Alternate Delegates, shall be decided in a general election held every three years. (See AFGE Constitution, Appendix A.)

Section 15. Delegates shall have priority right to represent the local at the AFGE National Convention, the district caucus, and National VA Council meetings. If there are insufficient Delegates willing or able to attend a given event for which representation from the local is expected, the event shall be advertised simultaneously to all Alternate Delegates, who shall have the right to attend on a “first to respond” basis, in keeping with the number of available spots.

Section 16. Nomination of general officers shall be held in February, and elections and installation shall be held in March, after proper notice to local members. A quorum is not required for nominations and elections. (See AFGE National Constitution, Appendix A, Part I, Section 3.) No candidate may run for more than one elective office in a given election; however, running as either a Delegate or Alternate Delegate shall not be in conflict with this provision.

Section 17. An Election Committee shall be elected by majority vote of local members present and voting at a meeting preceding the start of the nomination procedure. (See National Constitution, Appendix A, Part I, Section 2.)

Section 18. Retired members of the local may not run for elected office.

Section 19. The current edition of *Robert's Rules of Order* shall govern the proceedings of all regular and special meetings of the local, when not inconsistent with the provisions of the local constitution, the AFGE Constitution, or these bylaws. This section does not apply to meetings of individual committees of the local or meetings of the Executive Board.

Section 20. The local shall vote upon the authorization of funds, as applicable or appropriate, in support of its Delegates' and/or Alternate Delegates' attendance at the AFGE National Convention, the district caucus, and National VA Council meetings. (See also AFGE Constitution, Appendix A, Part I, Section 6(d).)

Section 21. Expenditures by the Executive Board in excess of a total of \$500 per calendar month must have prior approval of a majority of the local's members, either as authorized by the annual budget approved by the members, or by a separate vote of the members. (See local constitution, Article VIII, Section 3.)

Section 22. Such committees as may be established by the local shall be comprised of members appointed by the President, subject to the approval of the Executive Board, or elected by the local's members.

Section 23. A chief steward and as many stewards as may be necessary shall be appointed by the Executive Board.

Section 24. Distribution of official time shall be through a majority vote of the Executive Board.

Section 25. Subject to the provisions of Section 26, member dues shall be \$17.75 per biweekly pay period, or \$8.88 per biweekly pay period for members at the grade of GS-5 (or equivalent) or below.

Section 26. Whenever the National VA Council, or AFGE through its National Convention, approves an increase in its respective monthly per capita tax, the biweekly dues of each member on dues withholding, with the exception of members at the grade of GS-5 (or equivalent) or below, shall be immediately increased by a commensurate prorated sum, in line with the per-pay-period nature of local dues. For members at the grade of GS-5 (or equivalent) or below, the increase shall be one-half of that which applies to other members. The dues figures given in Section 22 shall then be superseded by the new figures arrived at under this section; such supersession shall continue on a cumulative basis, as necessary, without the need for modifications to these bylaws unless the dues are to be raised in excess of any per capita tax increase(s.)

Section 27. The local shall have a Budget Committee consisting of the President, Treasurer, and one other member elected by the membership at a regular meeting. The committee shall prepare an annual budget for the local, corresponding to the given upcoming calendar year, which shall be presented at a regular or special membership meeting in advance of the start of the year. At that time, local members may approve, approve with amendments, or reject the proposed budget. If the proposed budget is rejected, a new one must be presented to the membership within 30 days.

Section 28. The local shall have no paid officers. Special contribution awards not to exceed \$250 may be awarded.

Section 29. The local shall affiliate with AFGE Council 1 and with the Metropolitan Washington Council, AFL-CIO, and will remain current in its per capita obligations to those bodies.