

AFGE Local 644 Constitution

ARTICLE I

Name

SECTION 1. This Local union shall be known as the American Federation of Government Employees, Local No. 644, AFL-CIO, Department of Labor as set forth in its charter. *See AFGE National Constitution, Article XIX, Section 1.*

SEC. 2. The headquarters and mailing address of this Local shall be prescribed in the Local's bylaws.

ARTICLE II

Objectives and Methods

SECTION 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.

SEC. 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.*

SEC. 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.

ARTICLE III

Membership

SECTION 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.

ARTICLE IV

Dues and Initiation Fees

SECTION 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.

SEC. 2 (a). 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.

SEC. 2 (b). 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.

SEC. 2 (c). 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.

ARTICLE V

Financial Records and Reporting

SECTION 1. All receipts, checks, and cash disbursements shall be properly recorded and accounted for in the financial records.

SEC. 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.

SEC. 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.*

SEC. 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*.

SEC. 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.*

ARTICLE VI

Elected Officers

SECTION 1 (a). 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.

SEC. 1 (b). 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.

SEC. 2. 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.*

SEC. 3. 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 4 of this Article.

SEC. 4. 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.

SEC. 5. 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 Locals 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.

SEC. 6. 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.

SEC. 7. 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.

ARTICLE VII
Election Procedures

SECTION 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.

SEC. 2 (a). 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: (1) Be a member in good standing; (2) Be a member for one 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 (3) 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).*

SEC. 2 (b). 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.

SEC. 2 (c). 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.

SEC. 3. 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).

SEC. 4. 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.

ARTICLE VIII
Executive Board and Committees

SECTION 1. The Executive Board shall meet at the call of the President.

SEC. 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.

SEC. 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.

SEC. 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.

SEC. 5. Standing and special committees may be established in the manner prescribed by a Local's bylaws.

SEC. 6. The Executive Board may also appoint stewards.

ARTICLE IX

Delegates

SECTION 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.*

SEC. 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.

ARTICLE X

Offenses, Trials, Penalties, Appeals

SECTION 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.*

ARTICLE XI

Bylaws

SECTION 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.

SEC. 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.

SEC. 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.

SEC. 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.

AFGE LOCAL 644 – AFL/CIO BYLAWS

Sec. 1. The headquarters of is the domicile of the Local President.

Sec. 2 (a). Regular meetings of the Local shall be held monthly at a time and date determined by the E-Board and the membership notified at least two weeks in advance.

Sec. 2 (b). The meetings shall be held via Zoom or some other appropriate virtual meeting application. *See Sec. 3 of these Bylaws.*

Sec. 3. Special meetings may be called by the President, two-thirds vote of the Executive Board or upon written petition of at least ten percent of the membership. Five Days written notice of the specific purpose of the meeting must be given to the membership along with the meeting location. No business other than that specified in the notice will be discussed.

Sec. 4. Only members of the Local in good standing shall bring business to the floor and be allowed to vote.

Sec. 5. The regular order of business will be:

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

Sec. 6. A quorum of this Local for regular or special meetings shall consist of five current members in good standing of which two shall be officers of the Local. A quorum of this Local for Executive Board meetings shall consist of three voting members of the Executive Board. A quorum of any committee shall consist of a majority of the members thereof.

Sec. 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, and then if necessary, by a showing of hands.

Sec. 8. The time allowed for debate of any particular issue before the Local and the time allowed for speeches will be three minutes. The time allowed for debate may be extended by a majority of those present and voting.

Sec. 9 (a). The general officers of this Local to be elected by the entire membership, and who comprise Executive Board are as follows:

- President
- Executive Vice President
- Secretary
- Treasurer

Sec. 9 (b). Vice Presidents of this Local are to be elected by members within that unit and will also comprise the Executive Board:

- VP MSHA (Metal/Non-Metal)
- VP MSHA (Coal)
- VP OWCP
- VP OSHA
- VP OFCCP
- VP WHD
- VP ETA
- VP at Large (*covers smaller units within DOL*)

Sec. 9 (c). No member of Local 644 holding the position of a supervisory or managerial position in the General Schedule shall be eligible for any elected office of Local 644.

Sec. 10. Duties of Officers

(a) Executive Vice President:

- 1) The Executive Vice President shall assist the President in performing the duties of the President’s office. He or she shall advise and assist the President in matters of policy, administrative procedures, and in carrying out the mandates of the membership. In the absence of the President, the Executive Vice President shall assume the duties of the President and preside over all functions of the Local. In the absence of either the Treasurer or the President, the Executive Vice President may countersign checks covering the proper expenditures of the Local in place of the absent officer.
- 2) In the case of a vacancy in the officer of President, the Executive Vice President shall fill the office for the unexpired term. *See Local 644 constitution, Article VII, Section 4.*
- 3) The Executive Vice President shall be the Chairman of the Grievance Committee and is responsible for its organization and administrative functions.
- 4) The Executive Vice President, if elected to that office shall serve as the second delegate/first alternate to the AFGE National Convention, district caucus, council meetings, and other such meetings at which the Local is entitled to representation.

(b) Treasurer:

- 1) The Treasurer, by written notification, shall inform members who become one month in arrears of their “not in good standing” status, and shall sever the affiliation of members who are not back in good standing by Tuesday of the last full work week of the second month they are not in good standing, unless waived by the membership.
- 2) The Treasurer shall keep the books of Local 644 in good order using sound financial practices and will assist the Audit Committee in preparing quarterly reports and verification of Local 644’s books and records.
- 3) At the close of his/her term of office, the Treasurer shall provide all books, records and paraphernalia to his/her successor. At no time shall the financial records of Local 644 be taken from the Local’s offices except with the prior approval of the Executive Board.

- 4) The Treasurer, if elected to that office shall serve as the third delegate/second alternate to the AFGE National Convention, district caucus, council meetings, and such other meetings at which the Local is entitled to representation.

(c) Secretary:

- 1) The Secretary shall record the minutes of all official meetings of the Local.
- 2) The Secretary shall be the Chairman of the Organizing Committee and shall be responsible for its organization and administrative functions.
- 3) At no time are the records of Local 644 to be removed from the Local's offices by the Secretary, except with prior approval of the Executive Board, and in no case should that approval exceed two weeks.
- 4) The Secretary, if elected to that office shall serve as the fourth delegate/third alternate to the AFGE National Convention, district caucus, council meetings, and such other meetings at which the Local is entitled to representation.

(d) Vice Presidents (VPs):

- 1) The VPs shall have the responsibility of developing an effective steward program for the stewards within their responsible area.
- 2) The VPs may appoint stewards with the approval of the Executive Board.
- 3) The VPs shall be responsible for the administration and organizational structure of the steward program for the unit and are responsible for conducting training conferences and the development of training plans and procedures for their unit stewards.
- 4) The VPs shall direct the assignments of stewards to areas within their respective units in order to organize in cooperation with the Membership/Organizing Committee, as well as to maintain a communication link between the membership and the officers of Local 644.

Sec. 11. An Election committee shall be constituted at a meeting preceding the start of the nomination procedure. *See AFGE National Constitution, Appendix A, Part I, Section 2.*

Sec. 12. A Sergeant-at-Arms shall be appointed by the Executive Board. 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.

Sec. 13. Nominations of officers shall be held in October, and elections shall be held in November. A quorum is not required for nominations and/or elections. *See AFGE National Constitution, Appendix A, Part 1, 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 mail ballot or secure and electronic option(s). Installation of officers will occur no later than January following the election.

Sec. 14. Election of Local officers will take place every three years according to the rules of the *AFGE National Constitution, Appendix A, Part I, Section 3.*

Sec. 15. All officers will be administered the "Oath of Union Officers" contained in the AFGE National Constitution upon their installation in office. Terms shall not exceed three years from installation. The next regular election of officers of the Local shall be **December 2028**, and every three years thereafter.

Sec. 16. The current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the meetings of the Local when necessary, except when inconsistent with the provisions of the standard Local

constitution, the AFGE National Constitution, or these bylaws. In cases where *Robert's Rules of Order* are inconsistent, the AFGE National Constitution, Local Standard Constitution, or these bylaws will prevail.

Sec. 17. The President of the Local shall serve as delegate to the AFGE National Convention, district caucus, and national council meetings by virtue of office. At a regular meeting of the Local at least six months prior to the convention, caucus or council meeting, the Local shall vote to approve delegates and the authorization of funds for the delegates' attendance. *See AFGE National Constitution, Appendix A, Section 6(d), Article VI, and Article IX of the Local Constitution.* After proper notice to the Local's members, and at least four months prior to those events Delegates, alternate delegates and proxy delegates to national, district, or council meetings, shall be elected in the same manner as Local Officers. *See AFGE National Constitution, Appendix A, Part I, Section 3.* The Local shall vote at the meeting preceding the event how the Local's ballots are to be cast by the delegate(s).

Sec. 18. Standing committees of this Local shall be appointed by the President subject to the approval of the Executive Board (*except for the Election Committee in accordance with Section 15 of these bylaws*). Committees shall be composed of a chairman and minimum of two committee members. The standing committees and chairman thereof shall be as follows:

- (a) **Audit - Appointed:** The Audit Committee shall examine all financial records kept by the Treasurer. This duty is to be performed no longer than each quarter of the calendar year. The chair will report directly to both the Executive Board, and the membership on a routine basis.
- (b) **Grievance - Executive Vice President:** The Grievance Committee shall review and consider grievances affecting the welfare of members of this Local. After the grievance process has run its course, the designated representative, upon request to the Grievance Committee chair, will present the grievance to the Grievance Committee which will decide by majority vote if the case has enough merit to proceed beyond the grievance process. The chair will take the Committee's recommendation to the Executive Board for action as required.
- (c) **Legislation and Education - Appointed:** The Legislation and Education Committee shall investigate, review, and recommend through the Executive Board, all legislation or education that is beneficial to the members, and shall devise and initiate such methods as are necessary to encourage the membership to support that legislation or education. This committee shall support the National legislation effort, PAC and LEAF.
- (d) **Membership and Organizing - Secretary:** The Membership Committee shall coordinate with Unit Vice Presidents to organize new members. The Membership Committee shall be responsible for all aspects of organizing, recruiting, and distribution of materials relevant to the growth and betterment of AFGE Local 644. It shall be funded as a line item of the budget.
- (e) **Women and Fair Practice and Y.O.U.N.G. - Appointed:** The Women and Fair Practice Committee will be concerned with any issue that has an adverse impact on women in the workforce, and equal employment opportunity and affirmative action in the workplace. One objective is to assure that the Agency maintains policies and practices which are free from artificial barriers to the progress of women, and to provide assistance and/or counseling to members with enquiries or complaints of discrimination against employees. Y.O.U.N.G. (*Young Organizing Unionist for the Next Generation*). The Y.O.U.N.G. Committee focuses on developing young leaders in the Local by creating a structure on how to talk to young workers, what their issues are, and the best strategies for engaging them. The Committee will create literature that speaks to young workers and speak to young workers on Union basics. The Committee will coordinate with the District

Y.O.U.N.G. representative and advise him/her on Local activities. The Y.O.U.N.G. Committee will coordinate with the Membership and Organizing Committee and assist in organizing with young employees as their focus.

Sec. 19. The dues shall be \$16.75 per pay period for members employed full-time, reduced by 50% for those members working part-time at less than or equal to 20 hours per week or are at a GS4-Step 1 or below. All new members of this Local will remit their dues through E-Dues. Current members will switch to E-Dues as the Contract between NCFLL and DOL prescribes. The dues for retired members shall be \$24.00 per year.

Sec. 20. The Local's dues shall be increased automatically by the amount, if any, by which the National Convention increases the per capita tax. *See standard Local constitution, Article IV, Section 1 and Article XI, Section 3.*

Sec. 21. No bylaw shall conflict with the provisions of the AFGE National Constitution or the Local's Constitution. If any portion of these bylaws should be found to be in conflict with the aforementioned Constitutions, the remaining bylaws that are not in conflict shall remain in full effect.

Sec. 22. Bylaws shall be adopted and amended only after a one-month notice to the Local's membership and by two-thirds vote of members at the following regular membership meeting of the Local, with provision for absentee vote by mail or electronically.

Sec. 23. Copies of the Local's constitution and the Local's bylaws shall be available upon request to the Secretary/Treasurer to all members in good standing of the Local.

Adopted by the Executive Board on September 4, 2025 (under AFGE Trustee Tonya Speace) _____

Approved by the Local membership on September 4, 2025 (under unanimous consent at the Local 644 September 2025 Members Meeting) _____