

AFGE's National Human Rights Committee Bylaws American Federation of Government Employees

Bylaws for AFGE's National Human Rights Committee, also referred to as the NHRC.

Article I: Name

In accordance with AFGE's National Constitution, under Article XIV, the name of the entity for the purpose of these Bylaws shall be known as the National Human Rights Committee or the NHRC.

Article II: Duties of the National Human Rights Committee

The Duties of the National Human Rights Committee is outlined under AFGE's National Constitution, Article XIV, as follows:

Article XIV Duties of the National Human Rights Committee

Section 1.

The National Human Rights Committee (NHRC) is comprised of the National Vice President for Women and Fair Practices and the 24 elected district officers called the National Fair Practices Affirmative Action Coordinators (NFPAAC) and the National Women's Advisory Coordinators (NWAC). The purpose of the NHRC is to study and recommend legal, legislative, and administrative proposals relating to improving working conditions, with a focus on eliminating employment discrimination in the Government. These proposals may be presented to the National Executive Committee (NEC) through the National Vice President for Women and Fair Practices. The topics of these proposals include but are not limited to eliminating discrimination based on race, color, age, sex, religion, national origin, disability/handicap, genders, political affiliation, personal appearance, family responsibility, and sexual preference or sexual orientation as they relate to the quality of life for AFGE members, their families, and their committees.

Section. 2.

The National Human Rights Committee (NHRC) will elect a Chairperson, Vice Chairperson, and Secretary to preside over meetings of the Committee at the next HRC meeting and elect such officers thereafter every three (3) years beginning after the 2011 Caucus.

Article III: Officers

Section 1 - Positions

As outlined under AFGE's National Constitution, Article XIV, Section 2, Officers of the NHRC shall be comprised of a Chairperson, Vice Chairperson, and Secretary to preside over meetings of the Committee as a Whole.

Section 2 - Elections

All Officers of the NHRC shall be elected to a term of three years.

Section 3 - Duties of Officers

The duties of the Committee Officers shall be as follows:

A. Duties of the Chairperson. The Chairperson will:

1. Preside at all meetings of the NHRC,
2. Work with the Secretary to prepare reports of the NHRC for submission to the National Executive Council meetings,
3. Oversee the NHRC Sub-Committees and ensure meeting minutes are provided to the Committee of the whole; and
4. Oversee the NWAC/NFPAAC Meetings and ensure meeting minutes are provided to the Committee of the Whole

B. Duties of the Vice Chairperson. The Vice Chairperson will:

1. Perform the duties of the Chairperson in all cases in which the Chair is absent or unable to serve,
2. Work with the Secretary and Chairperson to prepare reports of the NHRC for submission to the National Executive Council meetings,
3. Assist the Chairperson with oversight of NHRC Sub-Committee Meetings and recordkeeping requirements for Committee of the Whole; and
4. Assist the Chairperson with oversight of NWAC/NFPAAC Meetings and recordkeeping requirements for Committee of the Whole.

C. Duties of the Secretary. The Secretary will:

1. Keep a complete record of the minutes for all NHRC Meetings for the Committee of the Whole, maintain a record of the minutes for all NHRC Sub-Committee Meetings and NWAC/NFPAAC 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 still relevant);
2. Keep up-to-date the official copy of the NHRC Bylaws and provide a copy upon request to the NHRC Members;
3. Conduct correspondence when requested by the Chairperson, Vice Chairperson, or NVP for WFP; and
4. Send out notices of meetings/agendas when requested.

Section 4 - Term of office

Officers will assume their duties following the meeting at which they are elected and will serve a term as follows: the Chairperson will serve one three (3) year term; the Vice Chairperson will serve one three (3) year term; and the Secretary will serve one three (3) year term

Section 5 - Vacancies in Elected Office

In the event of a vacancy of an elected office, the NHRC will hold a special election at the next face to face NHRC meeting to fill such vacancy for the remainder of that term or as otherwise determined by the Committee.

Article IV – NHRC Committee of the Whole and Sub-Committees

Section 1 - Committee of the Whole

The Committee of the Whole shall consist of the NVP for WFP, all 24 NHRC Members, with one NWAC and one NFPAAC representing each of the 12 AFGE Districts.

Section 2 – Sub-Committees

The Sub-Committees of the NHRC shall comprise of no less than 3 and no more than 5 NHRC Members serving on each sub-committee. The following sub-committees

1. Public Relations and Communications -
2. Education and Training -
3. Health and Safety-
4. EEO and Representation-
5. Organizing and Legislative-
6. Constitution and Resolutions-

The NHRC may form any other committees that they deem necessary to accomplish the goals and objectives of the Committee and to carry out their duties in accordance with AFGE's National Constitution.

A list and charter of all NHRC Sub-Committees as voted and approved by a majority of the NHRC Members will be provided as an appendix to these bylaws.

Article V- Meetings

Section 1 - Regular Meetings

The NHRC will convene regular monthly meetings as determined by the NHRC to accomplish the business of the Committee. Virtual meetings shall be treated as official meetings for the purposes of conducting business and can serve in lieu of In-Person meetings where there is concern regarding the health and safety of the NHRC Members.

Section 2 – Annual Meetings

The NHRC will hold a minimum of one annual In-person meeting per calendar year and may convene regular virtual meetings as needed to accomplish the business of the Committee. WFP will work with the NHRC to schedule and host the annual In-person meeting during April-June of each year, unless otherwise determined by the NHRC Members.

Section 3 - Notice of Meetings/Conference Calls

The Secretary will work with WFP to send electronic notification to all NHRC Members in a timely manner and in advance of all regular in person or virtual meetings.

The Secretary will work with WFP to send electronic notification to all NHRC Members in a timely manner and in advance of all annual NHRC Meetings.

The Secretary will work with WFP to disseminate all meeting minutes to the NHRC Members.

The Secretary will use the NHRC AFGE Email Accounts and all appropriate social networks to communicate with the NHRC Members.

Section 4 - Quorum

Quorum is hereby defined by an Officer (Chairperson or Vice Chairperson), plus at least 8 members of the NHRC to constitute a Committee of the Whole for voting on decisions.

Section 5 - Decisions of NHRC

Decisions of the NHRC will be voted on by a majority of the NHRC Members present during the meeting where a quorum is maintained. These decisions and associated votes will be recorded by the Secretary and maintained in the meeting minutes. Any recommendations to the National Executive Council will be presented by the NVP for WFP, the Chairperson, the Vice Chairperson, or the NHRC designee.

Section 6 - Conduct of all NHRC Meetings

All meetings, including Sub-Committee meetings will be governed by the latest published version of Robert's Rules of Order Newly Revised. In the event of an out of line NHRC Member, the disruptive member will be removed by a majority vote of the members present during the meeting.

Article VI: Voting

Section 1 - Voting Process

Decisions of the NHRC

Will be made by consensus whenever possible, then by voice vote, then by a show of hands. Each district will have two votes, which may be carried by the District NWAC and District NFPAAC in the absence of the other. Unless otherwise noted or required, all questions or decisions before the NHRC will be decided by majority vote of the members present during the meeting.

Section 2 - Election Process

All elections will be completed by a Committee Vote during the NHRC In-Person Annual meeting or as otherwise determined by the NHRC. At the commencement of the NHRC election meeting, the WFP staff assigned to the NHRC will conduct the election meeting acting as the election committee. All votes will be counted before the Committee of the Whole. The staff will record and provide to the NHRC Secretary the results of the NHRC Officer Election. Any runoff election needed will occur directly following the initial NHRC Officer Election Meeting.

Section 3 - Resignation of NHRC Members

Any NHRC Member resigning from their NFPAAC or NWAC Position will tender their resignation with appropriate notice, in writing, to the NVP for WFP, the NHRC Chairpersons, and to the National

Vice President (NVP) of the NFPAAC/NWAC's District.

Section 4 – Vacancies to the NHRC

In accordance with AFGE's National Constitution, Appendix A, AFGE Rules of Conduct for an Election, under PART II. Indirect Elections, specifically:

Section. 4(a). In the event of a vacancy in the National Fair Practices Affirmative Action Coordinator or the National Women's Advisory Coordinator within the district, the respective National Vice President shall appoint a member within 60 days to fill the vacancy until the next district caucus.

Article VII – Duties of AFGE NFPAACs and NWACs

As outlined within the AFGE National Constitution under Article XV and Article XVI, the duties of the National Fair Practices Affirmative Action Coordinators (NFPAAC) and the duties of the National Women's Advisory Coordinator (NWAC) are as follows:

Article XV Duties of the National Fair Practices Affirmative Action Coordinators

Section 1.

These Coordinators may advise, assist and/or represent members on EEO issues, monitor trends in EEO laws and regulations and may recommend a human rights, civil rights, and worker's rights national action plan for AFGE. They also provide and assist in training on EEO issues throughout the district they represent. These Coordinators are elected at a district caucus every three years. They recruit and develop Local Coordinators in their respective districts and will: (a) Mobilize AFGE members around civil, human, and worker's rights in their district. They are charged to work closely with the National Women's Advisory Coordinators (NWAC) and National Vice President (NVP) to help raise the profile of civil and human rights and strengthen the worker's rights agenda in their respective districts; (b) Submit quarterly status report on district activities to be reported to the AFGE National Executive Council; (c) Work with locals in their district to ensure Local Fair Practices Coordinators are appointed or elected; (d) Serve as the catalyst to disseminate information affecting civil, human, and worker's rights issues throughout the district; (e) Inform the NVP and National Vice President for Women and Fair Practices of local civil, human, and worker's rights issues with the potential of having a national impact; (f) Participate in leadership training seminars or other skill building opportunities in their districts annually; (g) Coordinate member participation in civil, human, and worker's rights activities within the locals and councils in their district; (h) Work with the AFL-CIO constituency groups and other allied organizations to improve the coalition base; (i) Work closely with the National Vice Presidents for their respective districts and their district Y.O.U.N.G. Coordinators; (j) Maintain accurate financial and travel records for their district activities; and (k) Serve as a member of the National Human Rights Committee.

Article XVI Duties of the National Women's Advisory Coordinators

Section 1.

These Coordinators monitor trends in women's and work/life issues, recommend a national working women's action plan for AFGE, and advise, assist and/or represent members on women's issues. They also assist locals in training sessions throughout the district where they were elected. These Coordinators are elected at a district caucus every three years. The National Women's Advisory Coordinator (NWAC) will recruit and develop Local Coordinators and will: (a) Mobilize AFGE members around women's issues in their district. They are charged to work closely with the National Fair Practices Affirmative Action Coordinators (NFPAAC) and National Vice President (NVP) to help raise the concerns of women and minorities and strengthen the worker's rights agenda in their respective districts; (b) Submit quarterly status report on district activities to be reported to the AFGE National Executive Council; (c) Work with locals in their district to ensure Local Women's Coordinators are appointed or elected; (d) Serve as the catalyst to disseminate information affecting women's issues throughout the district; (e) Inform the NVP and National Vice President for Women and Fair Practices of local women's issues with the potential of having a national impact; (f) Participate in leadership training seminars or other skill building opportunities in their districts annually; (g)

Lobby and engage local legislators on issues that impact women and their families; (h) Work with local community, women's, religious, and AFL-CIO constituency groups on women's issues that affect AFGE members; (i) Work closely with the National Vice Presidents for their respective districts and their district Y.O.U.N.G. Coordinators; (j) Maintain accurate financial and travel records for their district activities; and (k) Serve as a member of the National Human Rights Committee.

Article VIII - Amendments

All amendments to these Bylaws must be voted on and approved by a majority vote of the NHRC Members present during the meeting.

Approved by NHRC Date: 03-26-2022

Approved by NEC Date: 06-16-22