Local 704
Chicago, Illinois

Standard Local Constitution and By-Laws

Affiliated with the American Federation of Labor and Congress of Industrial Organizations - AFL-CIO
Local 704, AFGE
Chicago, Illinois

Bylaws Committee

Richard E. Boice, Chair
Donald K. Anderson
Ethel L. Crisp
Ann Wentz
American Federation of Government Employees (AFGE)
Standard Local Constitution
(Appendix B of the AFGE National Constitution)

ARTICLE I
Name

SECTION 1. This local union shall be known as the American Federation of Government Employees, Local No. 704, AFL-CIO, as set forth in its charter. See AFGE National Constitution, Article XIV, 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, handicapped condition, marital status, sexual orientation, or preferential or nonpreferential 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 XVI. 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 XVI, 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 XIV, Section 7(a)(7) and 7(b)(7). 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 XIV, Section 7(a)(5) and 7(b)(5); see also Article III, Section 5. 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 XIX, Section 6(a).
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 XIX, Section 6(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 XIX, Section 7.

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 XV, 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 and the Audit Committee, and investigation or trial committees 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 office as a local delegate to district caucuses, council meetings, the 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, either 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 initiation fees and 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 XIX, Section 3(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 XIX, Section 3(b)); and perform additional duties and responsibilities as outlined in the AFGE Financial Officers Manual. Disbursements for payment of current bills (other than initiation fees, 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), 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 sole 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;
(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). 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: manual ballot or mail ballot.

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.

ARTICLE IX
Delegates

SECTION 1. Delegates, alternate delegates, and proxy delegates to the 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 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 their office.

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 XVIII.

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.

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.

MODEL LOCAL BYLAWS

NOTE: THESE MODEL BYLAWS ARE INTENDED TO SERVE AS A GUIDE FOR LOCALS; THEY WILL NOT APPLY UNLESS ADOPTED BY A LOCAL.

SECTION 1. The headquarters of the local is _____, _____, _____ (street or P.O. Box, city, state and zip code). [If different] The mailing address is _____, _____, _____ (street or P.O. Box, city, state and zip code).

SEC. 2(a). Regular meetings of the local shall be held on the _____ (first, second, third, last) _____ (day of week) of the _____ (month, quarter, year).
SEC. 2(b). The meetings shall be held at a time and place selected by the local or the meetings shall be held at _____ (location), commencing at _____ (time).

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. No business other than that specified in the notice will be discussed.

SEC. 4. Only members of the local in good standing shall be allowed to vote.

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

(a) Roll call of officers
(b) Reading of the minutes of the previous meeting
(c) Report of financial condition by 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 shall consist of _____ (number). 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, then 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 _____ (number of minutes or hourly fraction). The time allowed for debate may be extended by a majority of those present and voting.

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

President
Treasurer (local may choose to combine the office of Treasurer and Secretary)
Secretary
_____(other officer, title)
_____(other officer, title)
_____(other officer, title)

NOTE: For officers other than President, Treasurer or Secretary (whose duties are prescribed by the standard local constitution, Article VI), if the local decides to establish other offices, its bylaws
should reflect the duties to be performed by each, none of which should conflict with the duties prescribed in Article VI.

SEC. 10. The _____ (title of officer) shall assist the President in the performance of the duties of that office. See standard local constitution, Article VI, Sections 3, 4.

SEC. 11. In the case of a vacancy in the office of President, the _____ (title) shall fill the office for the unexpired term. See standard local constitution, Article VII, Section 4.

SEC. 12. A Sergeant-at-Arms shall be _____ (choose one: elected by vote of the local's membership or appointed by the President). 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 _____ (month) and elections and installation shall be held in _____ (month) after proper notice to local members. 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, the running as a delegate shall not be in conflict with an elected officer position. A runoff election, if necessary, shall be held at the same meeting.

SEC. 14. 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 AFGE National Constitution, Appendix A, Part I, Section 2.

SEC. 15. All officers will be administered the "Oath of Union Officers" contained in the AFGE National Constitution upon their installation in office. Officers shall serve for _____ year terms. (Note: Terms shall not exceed three years from installation.)

SEC. 16. 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 of the standard local constitution, the AFGE National Constitution, or these bylaws.

SEC. 17. The local's delegates to the 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 at a meeting of the local, excepting the local's President who if elected to that office serves by virtue of office. 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).
SEC. 18. 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 (except for the Election Committee) or elected by the local's members. See Section 14 of these bylaws.

SEC. 19. A Chief Steward and such other stewards as may be necessary shall be _____ (insert one: appointed by the Executive Board or elected by vote of the local's membership).

SEC. 20. The initiation fee for members shall be $____ (amount). See AFGE National Constitution, Article XIV, Sections 7(a)5 and 7(b)5.

SEC. 21. The dues shall be $____ (amount) or the dues shall be $____ (amount). The amount for retired members shall be $____ (amount).

NOTE: The AFGE National Constitution at Article XIV, Sections 7(a)7 and 7(b)7 and the standard local constitution at Article IV, Section 1 require that each local establish and maintain a dues level high enough to allow adequate funds for the payment for the per capita tax and to provide sufficient funds for the operational expenses of the local. It is strongly recommended that each local consider as a minimum dues level an amount such that biweekly dues are at least equal to monthly per capita tax. Locals are also encouraged to adopt a bylaw which prescribes that the local's dues shall be automatically increased 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.
BYLAWS OF THE
AMERICAN FEDERATION OF
GOVERNMENT EMPLOYEES
LOCAL NO. 704

ARTICLE I

Name

Section 1. This local union shall be known as the American Federation of Government Employees (AFGE), Local No. 704, AFL-CIO, as set forth in its charter. See AFGE National Constitution, Article IV, Section 1, and the Standard Local Constitution, Article 1, Section 1.

Section 2. The headquarters of the local is: AFGE Local 704 (AFGE-171) 77 West Jackson Boulevard, Room R1708 Chicago, Illinois 60604, v-mail (312)886-3575, fax (312)886-3582. The mailing address is: AFGE Local 704, P.O. Box 0799, Chicago, Illinois 60690-0799.

ARTICLE II

Membership Dues

Section 1. A member in good standing of a union is "any person who has fulfilled the requirements for membership in such organization and who neither has voluntarily withdrawn from membership nor has been expelled or suspended from membership after appropriate proceedings consistent with lawful provisions of the constitution and bylaws of such organization." (Labor Management Reporting and Disclosure Act of 1959, as Amended).

Section 2. Membership dues shall be in an amount 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.

Section 3. 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 or the intention to vote upon such question; or

(b) majority vote of the members in good standing in a membership referendum conducted by secret ballot.

Section 4. The local's membership biweekly dues for employed bargaining unit employees shall be $11.00, plus 50% of the increases in the National monthly per capita tax from $13.00. Adjustment of the local dues in response to increases in the National monthly per capita tax shall become effective on the sixth pay period after the per capita tax increase is approved by a National Convention.

Section 5. The local's membership dues for employed bargaining unit employees shall be paid by bi-weekly payroll deduction using Form 1187, Request for Payroll Deductions for Labor Organization
Dues.

Section 6. Members in good standing separated from employment, whether terms are suspension, furlough, Leave without Pay (LWOP), or Absent Without Leave (AWOL) will be given a 30-day grace period for dues payment, and will be responsible for notifying the local in writing immediately of such action, and his/her intent to continue as a member in good standing. Benefit entitlement will be subject to dues payment. All dues payments shall be as described in Section 3 and commence within 30 days (one calendar month) of such action.

Section 7. Members in good standing upon retirement may elect to continue membership in the local. Membership dues for retired members in good standing shall be $2.00 per month. Dues shall be paid by monthly allotment, if allowable, or semiannually (for no less than six consecutive months) on AFGE Form I Mem 1. Retired members shall have no right to hold office in the local. Retirees shall be given 30-day grace (one calendar month from date of retirement) to notify the local in writing of intent to continue membership.

Section 8. Non bargaining unit employees (supervisors and those funded by other sources) may elect to become a member of the local for the purposes of obtaining AFGE benefits. Membership dues for non bargaining unit employees that elect to become members shall be $11.00 per pay period and shall be paid semiannually (for no less than thirteen consecutive pay periods) on AFGE Form I Mem 1. Membership of non bargaining unit employees shall give its recipient no right to representation or to hold office in the local. Acting Supervisors and those temporarily promoted for a period greater than 120 days also meet the criteria of non bargaining unit employees. It will be the employee's responsibility to provide notification in writing to the local of his/her status change within 30 working days of the change in status.

Section 9. Local 704 is an uninsured local, i.e., no life insurance, nor does it impose any initiation fees.

ARTICLE III

Parliamentary Authority

Section 1. The current edition of Robert's Rules of Order 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.

ARTICLE IV

Meetings

Section 1. (a) Regular meetings of the local shall be held bimonthly (every other month) on the third Tuesday of the month. Where regular meetings fall on a holiday, the meeting will be held on the next full work day.

Section 1. (b) The meetings shall be held at a time and place selected by the local.

Section 2. The regular order of business will be:
(a) Roll call of officers (7)

(b) Reading and approval by majority of the minutes of the previous meeting

(c) Report of financial condition by local treasurer

(d) Reports of committees

(e) Unfinished business

(f) New business

(g) Comments for the good of the local

(h) Adjournment

Section 3. Only bargaining unit members of the local in good standing shall be allowed to vote or attend regular or special meetings (all meetings).

Section 4. All questions before the local will be decided by majority vote of the members present first by voice vote, then by a showing of hands.

Section 5. A quorum of this local shall consist of the number of people who attend. A quorum of any committee shall consist of a majority (two-thirds) of the members thereof.

Section 6. The time allowed for debate of any particular issue before the local and the time allowed for speeches will be five (5) minutes per speaker. By a two-thirds vote of those members present and voting, the assembly can change the rules about how often and how long members can speak during a debate. Every member present shall be entitled to speak once on a debatable motion unless the assembly has voted to end debate. Debating rights cannot be transferred. Every member present may speak a second time on the same question unless other members who have not already spoken wish to do so. In that case, the member cannot speak to the same question. Asking a question or making a suggestion is not considered to be speaking to the motion. Such actions are not counted against the time limit. If no one objects, members can speak a third time on the same question.

Section 7. Special meetings may be called by the president, as necessary, by two-thirds vote of the Executive Board or upon written petition of at least ten percent (10%) of the membership. Five (5) 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.
ARTICLE V

Committees

Section 1. Such standing and special or select 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 (except for the Election Committee). See Article VIII, Section 1. of these bylaws.

Section 2. Standing committees, i.e. Membership and Newsletter have a continued existence and function to handle routine duties that need to be carried out on a regular basis. A standing committee reports to the assembly. Standing committees shall be formed by a resolution passed by two-thirds majority vote, or for expediency by voluntary sign-up methods as provided by the Executive Board. Members on standing committees serve extended terms for the same period as those served by the officers in the local. New members of standing committees shall be appointed by the president subject to approval of the Executive Board, when new officers are elected to head the local.

Section 3. Special or select committees are appointed for a particular purpose and cease to exist once that purpose has been served. Special or select committees shall be formed by voluntary sign-up methods as provided by the Executive Board.

ARTICLE VI

Executive Board

Section 1. 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/her fiduciary obligations to the local.

Section 2. The general officers of this local who comprise the Executive Board, and are elected by the total membership, are as follows:

President
Executive vice president, membership and organization
Executive vice president, professional unit labor relations
Executive vice president, nonprofessional unit labor relations
Treasurer
Secretary
Sergeant-at-Arms

Section 3. The president shall be the executive officer Of this local, he/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 AFGE National Constitution, the National EPA Council
Constitution and Local Constitutions; keep the membership apprized of the goals and objectives of the Federation, serve as an ex-officio member of all committees; automatically serve by virtue of office as a local delegate to district caucuses, council meetings, the 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/her regular duties, either because of sickness, leave, TDY or for some other legitimate reason, he/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. Vacancies in any other office shall be filled for the unexpired term by appointment by the president subject to the approval of the Executive Board.

Section 4. The executive vice president, membership and organization is also the officer delegated the responsibilities of the president when the president is unable to perform his/her regular duties, either because of sickness, leave, TDY, Or for some other legitimate reason. In the absence of the executive vice president membership and organization and the president, the president's responsibilities are further delegated to the executive vice presidents) of the professional and nonprofessional units respectively in rotation. (See Sections 5 and 6). The executive vice president, membership and organization shall also perform the duties relating to membership and organization concerns of the office. These duties include managing and coordinating activities of the local, including, Union Fairs, Metro Lunch & Learn, Town Hall meetings. The vice president membership and organization shall serve as the principal local contact for and work closely with the National Office of AFGE Membership and organization Department, at 80 F Street, N.W., Washington, D.C. 20001, telephone (202)639-6410. The vice president membership and organization shall serve as the local's committee chair for the membership and organization committee and as the local's activities committee chair (e.g., Christmas, etc.). The vice president of membership and organization shall assist the treasurer where necessary on resolving matters and issues that arise regarding payroll deduction Forms 1187. Other responsibilities include managing and maintaining the posting of up-to-date local and other AFGE information on agency bulletin boards regarding membership and organization matters. The vice president of membership and organization also serves as the local's contact person and coordinator for the AFGE Women's and Fair Practices Departments.

Section 5. The executive vice president, professional unit labor relations, shall serve as the principal contact for the Professional unit, and shall also serve as the Chief Steward for the professional unit. Such other stewards, as may be necessary, shall be selected on a voluntary basis from members of the professional unit and appointed by the president subject to the approval of the Executive Board. The duties of the chief steward are to direct the activities of stewards; assign the areas in which they will be responsible for membership increase; and to keep the local informed of matters of interest brought to the attention of the stewards by the member. Stewards may however, act on a unit-wide basis. Further, with the
consent of the president, the vice president, Professional unit may conduct unit meetings; recommend appointments of committees established by the local; plan and pursue policies with the assigned unit, within the framework of this Constitution, and which will promote the welfare of the federation and the local; and such other duties as may be assigned by the Executive Board. Duties also include serving as the ex-officio co-chair of the grievance committee for the professional unit. On rotation with the executive vice president, nonprofessional unit, the executive vice president, professional unit, will carry out the duties of president in the absence of the executive vice president, membership and organization and the president.

Section 6. The executive vice president, nonprofessional unit labor relations, shall serve as the principal contact for the nonprofessional unit, and shall also serve as the Chief Steward for the nonprofessional unit. Such other stewards, as may be necessary, shall be selected on a voluntary basis from members of the nonprofessional unit and appointed by the president subject to the approval of the Executive Board. The duties of the chief steward are to direct the activities of stewards; assign the areas in which they will be responsible for membership increase; and to keep the local informed of matters of interest brought to the attention of the stewards by the member. Stewards may however, act on a unit-wide basis. Further, with the consent of the president, the vice president, nonprofessional unit may conduct unit meetings; recommend appointments of committees established by the local; plan and pursue policies with the assigned unit, within the framework of this Constitution, and which will promote the welfare of the federation and the local; and such other duties as may be assigned by the Executive Board. Duties also include serving as the ex-officio co-chair of the grievance committee for the nonprofessional unit. On rotation with the executive vice president, professional unit, the executive vice president, nonprofessional unit, will carry out the duties of president in the absence of the executive vice president, membership and organization and the president.

Section 7. The duties of the treasurer shall be to maintain a bookkeeping system as prescribed by the National Secretary-Treasurer, to make a financial report at each regular meeting; to keep an up-to-date roll of the members; to receive all monies and/or dues paid into the local and receipt thereof; to keep records of all transactions; to deposit money in the bank to the credit of the local; to make regular monthly reports to the National Secretary-Treasurer which includes furnishing names and addresses of all new members or members who have served their affiliations with the local and furnishing notification of changes in member addresses to forward per capita tax due to the AFGE National Headquarters, that may not be included the direct payment of dues from the Agency, in accordance with the requirements of the AFGE National Constitution (for regular locals dues are payable before the end of each month and all monies owed the Federation must be forwarded to the National Secretary-Treasurer not later than the 20th day of the following month). See National Constitution, Article XIX, Section 3(a). The treasurer shall assist the president in the performance of the duties of that office.
Section 8. The Secretary of the local is the official keeper of the local's records. The official records of the local are the minutes of all meetings (general membership, executive board, and special local meetings). All motions, including motions regarding approval of expenditures by the general membership, are the official actions of the local, and must be recorded in the minutes. The secretary shall also 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), see National Constitution, Appendix A, Part I, Section 5.1; to keep up-to-date the official copy of the bylaws of the local; to conduct correspondence when directed by the president and to send out notices of meetings when required. The secretary shall assist the president in the performance of the duties of that office.

Section 9. The sergeant-at-arms shall: (1) establish written security procedures for the local office and meetings, subject to the approval of the Executive Board; (2) ensure that no one enters the meetings without proper authority; (3) assist the presiding officer in the maintenance of order; (4) welcome and introduce guests; (5) see that each member's presence is recorded in a log; (6) and 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. Other duties may include securing and setting up meeting room(a), securing and checking the working order of audiovisual equipment for meetings.

ARTICLE VII

Code of Ethics

Section 1. Annually the Executive Board shall review this code of ethics.

Section 2. Personal Conduct: Officers of the Executive Board shall conduct themselves in such a way as not to convey the impression to any person that they can be influenced into giving favors that conflict with their personal duties.

Section 3. (a). Personal Gain: Officers of the Executive Board shall not get economic benefit as a result of a contract with outside sources secured to assist in local business.

Section 3. (b). Personal Gain: Officers of the Executive Board shall publicly disclose any of the following interests that they may have with a company doing business with the local. For the purposes of this code, an interest shall be any of the following:

- Employment with said company
- A financial interest in said company
- A business relationship with said company
- Being related to any of the owners or employees of said company

Public disclosure of any such business dealings shall be made to the Officers of the Executive Board at a regular open meeting within the time the officer learns of any of the preceding interests. Included in the
public disclosure shall be the name of the company intending to contract business with the local and the interest in the company that the officer currently has. This disclosure is a matter of public record.

Section 3. (c). Personal Gain: officers of the Executive Board then have the right to make an official motion that the disclosure be sent to the local's legal counsel, for advice as to whether the disclosure does indeed present a conflict of interest, that is prohibited by law or by this code of ethics. The lawyer's advice shall be entered into the minutes as part of the legal record of the Executive Board.

Section 4. Other Censurable Activities: The following activities by the Officers of the Executive Board are also censurable under the guidelines of this code of ethics:

a. Investing in any company that will result in a conflict of interest with their duties on the Executive Board.

b. Being part of any board transaction in which they have a direct or indirect financial interest.

c. Entering into relationships with vendors for pay in matters that are currently being considered by the Executive Board.

d. Being part of legal negotiations with any firms that are doing business with the local without the knowledge and authorization of the Executive Board.

e. Using their position on the Executive Board to obtain employment for their friends or family members.

f. Accepting a job that conflicts with their duties as an officer of the Executive Board and can prevent them from carrying out their responsibilities to the local.

g. Asking for or accepting any gift under any circumstances in which people might construe that the gift was intended to influence or reward the officer for a particular action(s).

h. Disclosing any confidential information about the workings of the local.

i. Using confidential information about the workings of the local in such a way as to advance their personal interests.

Section 5. Removal from Office - See AFGE National Constitution,

Section 6. In the event the officer is found to have violated the code of ethics, 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 XVIII.

Section 7. This code of ethics shall be amended by a majority vote of the Executive Board after
the amendment has been considered at three (3) regular meetings. In addition, the amendment must be stated in the call for the meeting.

ARTICLE VIII

Election Procedures

Section 1. An Election Committee shall be elected by majority vote of the local members present and voting at a meeting preceding the start of the nomination procedure. No member of the Committee may be an incumbent of or candidate for the office for which the election is being conducted. See AFGE National Constitution, Appendix A, Part I, Section 2.

Section 2. The local's elections shall be conducted in accordance with AFGE National Constitution and Appendix A thereof. Officers shall be elected to office and serve for a term of two (2) years.

Section 3. The local's elections shall be conducted by mail ballot. Write-in ballots are not allowed.

Section 4. Nominations of officers from members in good standing shall be held in November or December and elections and installation shall be held in January after proper notice to local members. 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 that one elected office; however, the running as a delegate shall not be in conflict with an elected officer position. A runoff election, if necessary, shall be held at the same meeting.

Section 5. All elected Officers will be administered the "Oath of Union Officers," contained in the AFGE National Constitution upon their installation in office.

ARTICLE IX

Delegates

Section 1. Pursuant to the National Constitution, the President is automatically one of the local's delegates to the National Convention, the district cause, and the national council meetings. If the Local is entitled to more than one delegate, the responsibility to serve as a delegate at these conventions and meetings will be the following elected officers in order of priority:

Executive vice president, membership and organization
Executive vice president, professional unit labor relations
Executive vice president, nonprofessional unit labor relations
Treasurer
Secretary
Sergeant-at-Arms

Serving as delegate, if necessary for the local to complete its full allotment of delegates (see Article VI of the National Constitution), will be part of the duties for which these officers will be elected. Because the National Constitution requires that delegates be elected by secret ballot, appointed officers are not eligible to be delegates. In the event that the local does not authorize funds sufficient to send a full allotment of delegates, then the funded delegates shall be selected in accordance with the above listed order of priority, but this does not preclude the unfunded delegates from participating as delegates at their own expense. If the full allotment of delegates includes an officer or officers who can not or will not attend a meeting or convention, then the next lower elected officers or officers in the order of priority will become a delegate(s). If additional delegates are needed, they shall be elected in accordance with Article IX of the Standard Local Constitution (Appendix B to the National Constitution).

ARTICLE X

Financial Records and Reporting

Section 1. Expenditures by the Executive Board in excess of $250 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. See Standard Local Constitution, Article VIII, Section 3. 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.

Section 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, the Executive vice president membership and organization may sign in place of the absent officer.

ARTICLE XI

Miscellaneous Provisions

Section 1. The Executive Board may meet by conference call rather than getting together in person, as the need arises. A conference call meeting may be convened if Board members are given sufficient advance notice and at least a majority of the Board members participate in the conference call meeting.
ARTICLE XII

Amendment of Bylaws

Section 1. Bylaws shall be adopted and amended only after thirty (30) days notice to the local's membership and by two-thirds vote of members present and voting.

Section 2. Copies of the local's bylaws shall be available upon request to the secretary to all members in good standing of the local.

Section 3. No Bylaws shall conflict with the provisions of the AFGE National Constitution, this constitution or, the constitution of the national bargaining council.