

**American Federation of Government Employees**  
***LOCAL 503 BY-LAWS***

Sec. 1. The headquarters of the local shall be determined by the membership. The mailing address of the local is the address of the headquarters of the local.

Sec. 2. Regular meetings of the local shall be held on the second Tuesday of the month and shall start promptly at 4:30 pm at a place selected by the local.

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) Reviewing of the minutes from the previous meeting
- (c) Report of financial condition by Local Treasurer
- (d) Reports of committees
- (e) Old business
- (f) New business
- (g) Open Discussion for the good of the local
- (h) Adjournment

Sec. 6. A quorum of this local shall consist of five members. 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 by constitution, all questions before the local will be decided by a vote of the members present 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. The general officers of this local who comprise the Executive Board are as follows:

President  
Executive Vice-President  
Vice President, Professionals  
Vice President, Non-professionals  
Secretary/Treasurer

A. The President 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 office as a local delegate to district caucuses, council meetings, the AFGE National Convention and such other meetings participated in by this Local as the local may be entitled to vote; 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 Executive Vice President. If the Executive Vice-President is unable to assume the duties of the President, the President shall delegate the responsibilities of that office to the other Executive Board Members depending upon availability.

B. The Executive Vice President shall assist the President in the performance of that office. See standard local constitution, Article VI, Sections 3, 4.

C. The Vice President, Professionals, shall work in conjunction with the Executive Vice president to represent the best interests of the professional bargaining unit as a whole and the individual members of the bargaining unit in their dealings with management and the local.

D. The Vice President, Non-Professionals, shall work in conjunction with the Executive Vice president to represent the best interests of the professional bargaining unit as a whole and the individual members of the bargaining unit in their dealings with management and the local.

E. The duties of the Secretary/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 body and maintain My Local; 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 include furnishing names and addresses of all new members or members who have severed their affiliations with the local and furnishing changes in member's addresses; forward initiation fees and per capita tax to the National Headquarter in accordance with the requirements of the AFGE National Constitution; perform additional duties and responsibilities as outlined in the Financial Officers Manual Disbursements for payment of current bills (other than initiation fees, per capita tax and approved budgeted expenditures). Additionally, the Secretary/Treasurer shall keep a complete record of the minutes of all meetings; maintain all election related documents (including copies of those pertaining to nominations) and notices of meetings, all of which must be sealed and preserved for one year after the election unless the records are requested by higher authorities in the election appeal process; keep up-to-date the official copy of the by-laws of the local; conduct correspondence when directed by the President; and send out notices of meetings when required.

Sec. 10. In the case of a vacancy in the office of President, the Executive Vice President shall fill *the office the* unexpired term. See standard local constitution, Article VII, Section 4.

Sec. 11. A Sergeant-at-Arms shall be 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. 12. A Chief Steward and such other stewards as may be necessary shall be appointed by the Executive Board.

Sec. 13. Nominations of officers shall be held at the November meeting. Notice of nominations will be provided to members at least ten days prior to the nominating meeting and will inform members of the offices to be filled, date, place of the nominating meeting and the method of making nominations. Opportunity to make or accept nominations by mail will be afforded those who cannot for valid reasons attend the nomination meeting. Election will be conducted by manual ballot and held the second Tuesday in January after proper notice to local members. 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 manual ballot no later than 14 days after the initial election.

Sec. 14. An Election Committee shall be elected by majority vote of local members present and voting at the October meeting preceding the start of the nomination procedure. See AFGE National Constitution, Appendix A, Part I Section 2. The voting list shall be obtained from the National Office in Washington, D.C.

Sec. 15. The Women's Coordinator is primarily concerned with any issue that has an adverse impact on women in the workforce. The main objective of the LAC is to assure that the agency maintains policies and practices which are free from artificial barriers to the progress of women. Among the areas of concern are childcare, gender-based wage discriminations, sexual harassment, alternative work schedules, upward mobility, career development, family friendly leave policies, health and safety matters, and leadership skills development. These issues are but a few addressed by the coordinators. Actions to resolve issues may require you to pursue solutions within the agency, or seek legislative solutions. Finally, don't forget the importance of organizing members around these issues.

Sec 16. The Fair Practices Coordinator shall be principally concerned with Equal Employment Opportunity and affirmative employment in the workplace. The primary focus is direct assistance and/or counseling to members with inquiries or complaints of discrimination. A LFPC should be familiar with EEO laws and regulations so they can take an active role in the complaint process by assisting stewards with strategies for winning complaints. Another major focus is to assure that agency officials properly identify under representation of minorities, women and persons with disabilities. Once an under representation has been identified, the LFPC will take actions to correct the situation. These corrections may be addressed by working with the agency's EEO Committee and/or through the negotiation of strong contract language. The LFPC's activities should also include grassroots action on EEO or civil rights legislation.

Sec. 17. All officers will be administered the "Oath of Union Officers" and members the "Oath of Membership" contained in the AFGE National Constitution upon their installation in office. Officers shall serve for 3-year terms, beginning in 2007.

Sec. 18. 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. 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 member-approved budget, or by separate vote of the local's members. All expenditures authorized by the Executive Board will be reported in writing (Treasurer Report) 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. 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. 19. The current edition of *Roberts 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 by-laws.

Sec. 20. The local's delegates to the AFGE National Convention, district caucus, and state/national council meetings, after proper notice to the local's members, shall be elected at a meeting of the local (see AFGE National Constitution, Appendix A, Part I, Section 3). The local's President, who if elected to that office, serves by virtue of office. Any member in good standing at the time of the nomination is eligible to be a delegate. The process will require nominated individuals to depart the room until votes are counted. No further discretion is needed. The Sergeant-At-Arms or another designated individual in his/her absence will count and record the votes. 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, if not already determined. Meetings and other such events where no elections or special interest items are discussed do not require nominations or a vote and may be reported at the next general meeting. See AFGE National Constitution, Appendix A, Section 6(d).

Sec. 21. Such committees as may be established by the local shall be comprised of members appointed by the Executive Board. Duties and functions of approved committees will be addressed in a separate operating instruction.

Sec. 22. The initiation fee for members shall be \$1.00 amount, which may be absorbed by the local. Half of the fee is collected by NST. See AFGE National 1 Constitution, Article XIX, Sections 7(a) (5) and 7(b) (5).

Sec. 23. The local will 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. The dues for retired members shall be per year and may be absorbed by the local. The local's dues shall be increased automatically by the amount, if any, by which the National Convention increases the per capita tax. Semi-annual or annual dues shall be increased to ensure that the dues collected from these groups are exactly equal to the amounts collected from members in the same group on dues withholding. In implementing the provisions of this section, the local may elect, by vote of the membership, to absorb the increase in per capita tax in its existing dues structure. Any action to absorb the increase must be undertaken not later than two months from the effective date of the per capita tax increase. It shall be the obligation of the treasurer to inform the appropriate agency official of any such increase. This provision may not be removed without the approval of the National Executive Council.

Sec. 24. The local may employ a full-time or part-time employee to assist in the operation of the local only if absolutely necessary. The appointment is subject to E-Board approval and a membership vote.

Sec 25. These by-laws will be used in concert with the locally developed operation instruction and attached Local Meeting Rules. Formation of committees, expanded roles and duties, procedures for audits, and other administrative and internal functions will be contained in the operating instruction. By-laws 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.

E-BOARD SIGNATURES:

Meeting Date: \_\_\_\_\_

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## **LOCAL MEETING RULES**

RULE 1. All reports, main motions, substitute motions or amendments before the local shall be decided by a majority vote of the members present and voting, except: (1) amendments to the bylaws, which require a two-thirds vote of the members present and voting, or (2) where stated otherwise herein.

RULE 2. A member rising to address the local first shall announce his or her name.

RULE 3. If a member while speaking is called to order at the request of the chair, the member shall be seated until the question of order is resolved.

RULE 4. Should two or more members rise to speak at the same time, the chair shall decide who has the floor.

RULE 5. No member shall interrupt another in his or her remarks only to call a point of order.

RULE 6. Speeches from the floor shall be limited to three minutes, but may be extended by unanimous consent. Debate on any main motion, together with any secondary motions made during its discussion, shall be limited to thirty minutes to be divided equally between the proponents and the opponents of the pending question.

RULE 7. No member shall speak more than once upon a question unless all those who wish to speak have had an opportunity to do so.

RULE 8. A motion shall be open to discussion only after it has been seconded and stated from the chair.

RULE 9. A motion to reconsider shall be entertained only when made by a member voting in the majority, and in order to carry, must receive a two-thirds vote of the members.

RULE 10. A member discussing the pending motion may not close his or her remarks with an undebatable motion.

RULE 11. The reports of committees shall be subject to simple amendment from the floor.

RULE 12. Committees shall report on all subject matter presented to them for consideration.

RULE 13. The Chair of the Election Committee will preside over matters pertaining to the nomination and election of officers.