

January 2007 Draft

**American Federation of Government Employees
Local 1309**

BYLAWS

Section 1. LOCATION: The headquarters of the Local is 12201 Sunrise Valley Drive, Reston, Virginia, 20192. The mailing address is P.O. Box 8262, Reston, Virginia 20195.

Section 2. MEETINGS:

A. PARLIAMENTARY AUTHORITY: The current edition of *Robert's Rules of Order* shall govern the proceedings of all meetings of the Local, where not inconsistent with the provisions of the Local constitution, the AFGE National Constitution, or these bylaws.

B. QUORUM: A quorum of this Local shall consist of four regular members in good standing, including at least one Executive Board Member. A quorum of any committee or the Board shall be a majority of its members.

C. DEBATE: The time allowed for debate of any particular issue before the Local shall be no more than five minutes and the time allowed for speeches will be no more than three minutes. The time allowed for debate or speeches may be extended by a majority of regular members present and voting.

D. Executive Board Meetings: The Executive Board meeting will be held once each month on the third Thursday at 12:00 a.m. or at the call of the Present or a majority of executive board members.

E. REGULAR MEETINGS: The regular meetings will be held at 12 a.m. on the first Tuesday of each month, unless otherwise ordered by the Local or the Executive Board. The regular meeting in June shall be known as the annual meeting and shall be for the purpose of installing officers and conducting regular Local business.

1. An agenda and minutes from the previous month's meeting shall be distributed to the officers on or before the Thursday prior to the regular meeting.

2. The regular order of business shall be:
- a. Call meeting to order
 - b. Approval of the Agenda
 - c. Approval of the previous months minutes
 - d. Correspondence
 - e. Treasurer's Report
 - f. Committee Reports
 - g. Unfinished Business
 - h. New Business

- i. Good of the Order
- j. Adjournment.

F. SPECIAL MEETINGS: A special meeting may be called by the President or by two-thirds vote of the Executive Board or upon written petition of at least five members or for appeal of a Grievance Committee decision. Five (5) days written notice (except in the case of an emergency) 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.

Section 3. VOTING:

A. Only regular members of the local in good standing who are not supervisors or managers shall be allowed to vote.

B. Unless otherwise specified by law (e.g. secret ballot election) or by constitution, all questions before the Local will be decided by vote of the regular members present first by voice vote then by a showing of hands.

Section 4. OFFICERS AND EXECUTIVE BOARD

A. GENERAL OFFICERS: The General officers of this Local are the President, Vice President, and Secretary/Treasurer.

B. EXECUTIVE BOARD: The Executive Board of this Local shall consist of the General Officers.

C. A Sergeant of Arms may be appointed by the President and approved by the Executive Board. The Sergeant at Arms shall ensure that no one enters the meeting 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.

D. Stewards shall be appointed by the President and subject to the approval of the Executive Board. There shall be one steward per twenty employees or at least one steward per bargaining unit.

Section 5. COMMITTEES: Committees established by the Local shall consist of regular members appointed by the President and subject to the approval by the Executive Board except for the Election and Audit Committee.

A. STANDING COMMITTEES: The standing committees of this Local shall be:

1. Finance: Chaired by the Secretary/Treasurer. This committee shall coordinate, plan and develop a proposed annual budget and investments strategy and plan for audits.

2. Grievance: This committee's purpose is to represent employees and the union in informal complaints, grievances, and third party proceedings. This includes determining whether to arbitrate a case.

3. Health & Safety: This committee represents the union on agency safety committees, and advises the local and management on all workplace safety and health issues. The

4. Legislative: The local's congressional action committee. It monitors the status of legislation affecting Federal employees, attends the legislative conference, informs members of Congress about issues affecting Bargaining Unit employees and coordinates grass roots lobbying efforts when needed.

5. Membership: This committee plans the local's membership drives.

6. Training (Union): This committee promotes the continuation of training, development, and career opportunities of bargaining unit employees as well as union representatives.

B. SPECIAL COMMITTEES: The special committees of this Local shall be:

1. Elections/Nominations: This committee conducts the nominations and elections for the local and reports the results to the membership.

C. AD HOC COMMITTEES: Ad Hoc committees may be appointed as necessary for specific purposes.

Section 6: ELECTIONS:

A. Nominations of officers shall be held in April, elections in May and installation in June after proper notice to Local members. The votes of the election will be held by manual secret ballot. However, an officer may be elected by acclamation if the no other nominations are received. A quorum is not required for nominations and/or elections. A runoff election, if necessary, shall be held at the same meeting.

B. The term of office shall be two years or until a successor is elected.

C. Local's Delegates to the National Convention, District Caucus and Council meetings. The Local President shall serve as delegate by virtue of office. The Vice President will service as the first alternate delegate by virtue of office, and the Secretary/Treasurer will serve as the second alternate delegate by virtue of office. The membership will vote whether to fund all, some, or none of the expenses for delegates to the National Convention before the event. If the membership votes to fund some but not all of the delegates, the funding will be disbursed by rank order, e.g., Local President first, Vice President, second, and Secretary/Treasurer third.

D. All officers shall be administered the Oath of Union Officers contained in the AFGE National Constitution upon their installation in office.

Section 7. FINANCES:

A. **ARBITRATION FEE:** The arbitration fee for regular members shall be \$.50 per pay period. The fee is part of the regular membership dues. The fee will be deposited in the arbitration fund until it reaches a total of \$10,000.00. Thereafter, the fee will be deposited in the general fund.

B. **MEMBERSHIP DUES:** Membership dues for regular members, including per capita tax and arbitration fee, will be collected by payroll deduction. The membership dues for honorary members and retiree members shall be \$2.00 per pay period and collected in advance annually or semi annually. Membership dues can only be raised at a special meeting with prior written notice to the members except they can be raised automatically to cover increases in per capita taxes.

C. **GENERAL FUND:** The Local shall establish a checking account in order to deposit the membership dues of the Local and to conduct the business of the Local. The checking account shall establish three (3) authorized signatures. All checks shall be signed by the President and co-signed by the Treasurer. If either Officer is absent, the Vice President shall have the authority to sign checks.

Section 8. **ARBITRATION FUND:** The local shall establish an interest bearing investment account in order to deposit fees collected to finance the arbitration of grievances. The Local shall maintain a balance of \$10,000.00 in the fund. The finance committee shall investigate and recommend an investment strategy to the membership.

A. **INVOKING ARBITRATION:** The Grievance Committee will make the final decision on invoking arbitration. Meetings to discuss such questions will be open, during which the grievant as well as the steward or Local official who handled the case will be permitted to present his/her view. The committee will convene to a closed session in order to make its final decision. The committee will base its decision on:

1. The merits of the case;
2. How the case will effect the interest of the Local as a whole; and
3. The availability of funds to cover the cost of arbitration

B. **THE DECISION.** The committee will issue a written decision and explanation on either to invoke or not to invoke arbitration. The written decision and explanation will meet the time frames as outlined in the Collective Bargaining Agreement on grievances and arbitration.

C. **THE APPEAL.** The grievant may appeal the decision of the Committee by requesting the President call an emergency special meeting of the membership. The Grievant and then the Committee will have no more than 10 minutes each to present their case. The membership may ask questions for clarification. Regular members in good financial standings will cast their vote by secret ballot. A majority of two-thirds vote is required to overturn the Committee's decision.