

AFGE LOCAL 928 CONSTITUTION
ARTICLE I

Name

Section 1: This Local Union shall be known as the American Federation of Government Employees, Local No. 928, AFL-CIO, as set forth in its charter. **See National Constitution Article XIV, Section 1.**

Section 2: The headquarters and mailing address of this local shall be prescribed in the local's by laws.

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 or preferential on non preferential civil service status; and is not subject to corrupt influences or influences opposed to basic democratic principles.

Section 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 National Constitution, Article XVI.** The local shall pay dues and/or per capita 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 National Constitution, Article XVI, Section 1.

Section 3: This local is a separate, independent organization functioning in conformance with AFGE's National Constitution. Neither the local nor its officers, employees, members, or other person, 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

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 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.

Section 2(a): The local shall establish in its bylaws the amount of its initiation fee and the amount of its membership dues. **See 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.

Section 2(b): Members may be dropped if dues are not paid by Tuesday of the last full work week of the month, provided, however, that a reasonable amount of time after notice of delinquency is given.

Section 2(c): Local representatives, Collectors and shop stewards shall make remittance of all dues and initiation fees collected to the treasurer within 10 days and no later than the Tuesday of the last full work week 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.

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, such other officer, as prescribed by the local's bylaws may sign in place of the absent officer.

Section 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 National Constitution, Article XIX, Section 6 and 6(d).**

Section 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 National Constitution.**

Section 5: All books, records and financial accounts shall at all times 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 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.

Section 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.

Section 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 AFGF National Constitution, the local constitution and bylaws, official policies of the Federation, and, to the extent not inconsistent with the Federation, and, to the extent not inconsistent with the foregoing, all official policies of the local. **See National Constitution, Article XVIII, Section 2(b).**

Section 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 Local Constitutions; keep the membership apprised 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.

Section 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.

Section 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; 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 addressees of all new members who have severed their affiliations with the local and furnishing notification of changes in members; addressees; to forward to the National Secretary-Treasurer not later than the 20th day of the following month, **see National Constitution, Article XIX, Section 3(a)**; for death benefit local dues are payable in advance to the National Secretary-Treasurer before the first day of each month, **see National Constitution, Article XIX Section 3(b)**; and to perform additional duties and responsibilities as outlined in the AFGF 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.

Section 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 National Constitution, Appendix A, Part 1, Section 5.I**; 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.

Section 7: No officer or agent of the local shall engage in any business 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.

Section 2(a): In accordance with Appendix A, Part I, Section 1.E of the National Constitution, the sole qualifications for candidacy to local office are that a member must have been:

-a member of an AFGE local for at least one year immediately preceding the closing of the nomination process;

-be a member in good standing; and

-must not be a member in any labor organization not affiliated with the AFL-CIO.

See National Constitution, Appendix A, Part I, Section 1.E.

Section 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.

Section 3: The local shall prescribe its bylaws the manner by which its elections will be conducted: manual ballot or mail ballot.

Section 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.

Section 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.

Section 3: 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.

Section 4: Standing and special committees or sub-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 District Caucus, National Convention, and AFGE council meetings must be elected by name and in accordance with applicable provisions of the AFGE National Constitution. **See National Constitution, Article VI, Article VIII, and Appendix A, Part I, Section 6.**

Section 2: The local's President, if elected to that office, shall serve as a delegate to the District Caucus, National Convention, council meetings, and such other meetings at which the local is entitled to representation. If the local is entitled to additional delegates, as prescribed by **Article VI of the AFGE National Constitution**, 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 IX

Offenses, Trials, Penalties, Appeals

Section 1: All offenses, trials, penalties and appeals shall be accomplished in accordance with the AFGE National Constitution. **See National Constitution, Article XIV, Section 11; 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, establishing 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.

Section 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

Section 3: Bylaws shall be adopted and amended only after 30 day notice to the local's

membership and by two-thirds vote of members present and voting.

Section 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.

APPENDIX A

ELECTION BY MAIL BALLOT

1. The local shall give timely notice of nomination reasonable calculated to reach all members in good standing and informing such members of the offices to be filled, as well as the time, place, and form for submitting nomination.
2. At the regular meeting prior to the election, the local shall elect an Election Committee to conduct the election.
3. Nominations of candidates for officer and/or delegate positions shall also be made at this meeting.
4. The treasurer or secretary-treasurer shall furnish to the Election Committee the names and addressees of all members in good standing.
5. The Election Committee shall prepare ballots listing the candidates and shall mail to all such members ballots and properly marked envelopes in which to return their ballots to the Election Committee.
6. A deadline will be placed on the acceptance of ballots. The ballots shall be mailed to the members no later than fifteen (15) days prior to the deadline.
7. As soon after the deadline as possible, the Election Committee shall convene and count the ballots. The results will be reported to the local President and announced at the next regular meeting.
8. It shall require a majority vote for election.
9. If no candidate receives a majority of the votes cast, then a run-off election shall be conducted between the two candidates receiving the highest number of votes for each office until a candidate receiving the highest number of votes for each office until a candidate is elected by a majority of votes cast. At least fifteen (15) days notice must be given to the members of the runoff election.
10. Write-in candidates and write-in votes shall be prohibited.
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APPENDIX B

ELECTION BY MANUAL BALLOT

1. The local shall give timely notice of nomination reasonably calculated to reach all members in good standing and informing such members of the offices to be filled, as well as the time, place, and form for submitting nominations.
2. At the regular meeting prior to the election, the local shall elect an Election Committee to conduct the election.

3. Nominations of candidates for officer positions shall also be made at this meeting.
4. The treasurer or secretary-treasurer shall furnish to the Election Committee the names and addresses of all members in good standing. The Election Committee shall mail notices of election to all such members not less than fifteen (15) days prior to the election specifying the time, date, and place of the election and the offices to be filled and the time, date, and place of possible runoff elections.
5. The Election Committee will prepare ballots listing the candidates and will furnish to each member a ballot and an envelope in which the ballot should be placed. The Committee shall also provide locked ballot boxes in which members may deposit the envelopes containing the ballots. Each ballot box will be under the personal supervision of a member of the Election Committee. The Committee will make appropriate arrangements to insure that each member votes a secret ballot.
6. Members who, for acceptable reasons, will be unable to attend the election polls, shall, upon written request to the Chairperson of the Election Committee, be furnished ballots and properly marked envelopes in which to send their ballots to the Election Committee Chairperson. The absentee ballots shall be opened and counted with the remainder of the ballots.
7. The Election Committee will tabulate the ballots at the conclusion of the balloting and report the results to the local President. The results shall be posted on the union bulletin board.
8. A majority vote will constitute election.
9. If no candidate receives a majority of the votes cast, then a runoff election shall be conducted between the two candidates receiving the highest number of votes for each office until a candidate is elected by a majority of votes cast, provided the date, time, and place for such election were included in the original notice of election.

APPENDIX C

ELECTION BY MANUAL BALLOT AT REGULAR MEMBERSHIP MEETINGS

1. The local shall give timely notice of nomination reasonably calculated to reach all members in good standing and informing such members of the offices to be filled as well as the time, place, and form for submitting nominations.
1. At the regular meeting prior to the election, the local shall elect an Election Committee to conduct the election.
2. Nominations of candidates for officer positions shall also be made at this meeting.

3. The treasurer or secretary-treasurer shall furnish to the Election Committee the names and addresses of all members in good standing. The Election Committee shall mail notices of election to all such members not less than fifteen (15) days prior to the election specifying the time, date, and place of possible runoff elections.
4. The Election Committee will prepare ballots listing the candidates and will furnish to each member a ballot and an envelope in which the ballot should be placed. The Committee shall also provide locked ballot boxes in which members may deposit the envelopes containing the ballots. Each ballot box will be under the personnel supervision of a member of the Election Committee. The Committee will make appropriate arrangements to insure that each member votes a secret ballot.
5. The officers shall be elected by the members in good standing, present and voting, provided a quorum of the members in good standing is present. If a quorum is not present at this meeting, the election shall be held at the next regular meeting at which a quorum is present.
6. Members who, for acceptable reasons, will be unable to attend the election meeting, shall, upon written request to the Chairperson of the Election Committee, be furnished ballots and properly marked envelopes in which to send their ballots to the Election Committee Chairperson. The absentee ballots shall be opened and counted with the remainder of the ballots.
7. The Election Committee will tabulate the ballots at the conclusion of the election and report the results to the local President. The results shall be posted on the union bulletin board.
8. A majority vote will constitute election.
9. If no candidate receives a majority of the votes cast, then a runoff election shall be conducted between the two candidates receiving the highest number of votes for each office until a candidate is elected by a majority of votes cast, provided the date, time, and place for such election were included in the original notice of election.
10. Write-in candidates and write-in votes shall be prohibited.