

**AFGE
LOCAL 2152**

CONSTITUTION AND BYLAWS



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AFGE LOCAL CONSTITUTION
Pursuant to Appendix B of the National Constitution

ARTICLE 1

NAME

Section 1. This Local Union shall be known as the American Federation of Government Employees, Local No. 2152, AFL-CIO, as set forth in its charter. *See National Constitution Article XIV, Section I.*

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

ARTICLE 11

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 in regard to race, creed, color, national origin, sex, age, political affiliation, handicapping condition, marital - status, sexual orientation or preferential or 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 capita to the national council for those members of the local employed within the unit represented by at the council, as may be prescribed by the constitution of the council. *See National Constitution, Article XVI, Section I.*

Section 3. This local is a separate, independent organization functioning in conformance with the 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 111

,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 1V

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, Sections 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 in a general or special membership meeting after reasonable notice of the intention to vote upon such a 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, Sections 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,
- (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 the notice of delinquency is given.
- (c) Local representatives, collectors and shop stewards shall make remittance of all dues and initiation fees collected to the treasurer within 10 days and not 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.

Section 2. The Treasurer shall sign and the President shall countersign checks for 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, agent, 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 Sections 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).

Section 5. All books, records and financial accounts shall at all times be open to the inspection of the National Officers or accredited representatives 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 other officers as the local's bylaws may prescribe. The local may adopt a bylaw combining the offices of Treasurer and Secretary.
- (b) The local may establish bylaws that 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 other official representatives of the local, whether elected or appointed, to support, advance and carry out all provisions of the AFGE National Constitution, the 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 National Constitution, Article XVIII, Section 2(b)* and to perform additional duties and responsibilities as outlined in the AFGE Financial Officers Manual

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 National and Local Constitution; keep the membership apprized of the goals and objectives of the Federation; serve as an ex-officio member of all committees; automatically served by virtue of office, as a local delegate to district caucuses, council meetings, the National Convention, and such other meetings participated in by the local as the local may be entitled; preside over 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 some other legitimate reason, he/she shall delegate the responsibilities of the office to the officer designated 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, the members from those in attendance will choose a chair.

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 to 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 month reports to the National Secretary-Treasurer, 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 to members' addresses; to forward initiation fees and per capita tax to the National Headquarters in accordance with the requirements of the 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 no later than 20th day of the following month, *See National Constitution, Article HX, Section 3(a)*; for death benefit locals dues of the following month, *See National Constitution, Article XIV Section 3(b)*; and to perform additional duties and responsibilities as outlined in the AFGE Financial capita tax; the local shall approve 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 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.

Section 7. No officer or agent of the local shall engage in any business or financial activities with, or on behalf of, this local, which conflicts with his/her fiduciary obligations 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 the local's bylaws. No term shall exceed three years.

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

- A member of an AFGE local for at least one year, immediately preceding the close of the nomination process;
- Be a member in good standing; and
- Must not be a member of any labor organization not affiliated with the AFL-CIO

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

(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 in 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 members 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 may be established in a manner prescribed by a local's bylaws.

ARTICLE IX

DELEGATES

Section 1. Delegates, alternates, 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 I//, 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 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 prescribed that the local's other officers shall serve as delegates by virtue of their office.

ARTICLE X

OFFENSES, TRIAL, PENALTIES, APPEALS

Section 1. All offenses, trails, penalties and appeals shall be accomplished in accordance with the AFGE National Constitution. *See National Constitution, Article XIV, Section II; 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 bylaws shall conflict with the provisions of the AFGE National Constitution, this constitution, or, if applicable, the constitution of the national bargaining council.

Section 3. Shall be adopted and amended only after 30 days notice to the local's membership and by two-thirds vote of members present and voting.

Section 4. Copies of this constitution and bylaws shall be available upon request to the Secretary to all members in good standing in the local.

Bylaws for AFGE Local 2152

Section 1. The headquarters of the local is the Department of Veterans Affairs, Sierra Nevada Health Care System 1000 Locust Street, Reno, Nevada 89520. Employees represented by the local are stationed at the Sierra Nevada Health Care System in Reno Nevada; Auburn, California; Minden, Nevada; the VBA Regional Office in Reno and Las Vegas, Nevada.

Section 2. Regular meetings of the local shall be held on the third Wednesday of each month.

- (a) The local shall hold the meeting at a time a place selected by the local. A change in meeting location will be voted upon by the membership attending and voting at any regular meeting. Membership will be given at least 15 days notice of a change of meeting location by e-mail or such other means as the local determines most effective.

Section 3. Special meetings may be called by the President, two-thirds vote of the Executive board, or upon written petition of at least 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. (E-mail will be considered written notice).

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

Section 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 the local Treasurer.
- (d) Reports of committees.
- (e) Unfinished business.
- (f) New business.
- (g) Comments for the good of the local.
- (h) Adjournment.

Section 6. A quorum of this local shall consist of four (4). A quorum of any committee shall consist of a majority of the members thereof.

Section 7. All questions before the local will be decided by vote of the members present first by voice vote, then by a showing of hands.

Section 8. The time allowed for debate of any particular issue before the local, and the time allowed for speeches will be fifteen (15) minutes. The time allowed for debate may be extended by a majority of those present and voting.

Section 9. The general offices of this local that comprise Executive Board are as follows:

President
Executive Vice President
2nd VP for Title 5 employees
2nd VP for Title 38 Professional employees
Secretary
Treasurer
Chief Steward

Section 10. The Executive Vice President shall assist the President in the performance of the duties of that office. See Local Constitution, Article VI, Sections 3,4.

Section 11. In the case of a vacancy in the office of President, the Executive Vice President shall fill the office for the un-expired term. See Local Constitution, Article VII, Sections 3,4.

Section 12. The President shall appoint a Sergeant-at-arms. 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 members 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.

Section 13. Nominations of officers shall be held in May and elections and installations shall be held in June after proper notice to local members. *See 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's position. A runoff election, if necessary, shall be held at the same meeting. Elections shall be conducted by manual election methods.

Section 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 National Constitution, Appendix A, Part I, Section 3.* The election committee shall determine the method of election in compliance with the National Constitution.

Section 15. All officers will be administered the "Officers Obligation" contained in the National Constitution upon their installation in office. Officers shall serve for three (3) year terms.

Section 16. The current edition of Roberts Rules of Order shall govern the proceedings of all meetings of the local, when not inconsistent with the provisions of the local constitution, the AFGE National Constitution, of these bylaws.

Section 17. The local's delegates to the National Convention, District Caucus, and National VA Council meetings after proper notice to the local's members, *see 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 what 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. *National Constitution, Appendix A, Section 6.D.* Delegates to the AFL-CIO state convention and such other meetings as the local may wish to participate will be elected as needed on a yearly basis at a regular meeting. The election will be announced at the meeting previous to the election or at least 15 days in advance by e-mail.

Section 18. Expenditures by the Executive Board in excess of \$500 a 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 approving the financial report at the monthly meeting. See Local Constitution Article VIII, Section 3. All expenditures authorized by the Executive Board shall 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 19. 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.

Section 20. The President with approval of the Executive Board shall appoint a Chief Steward and other such stewards as may be necessary.

Section 21. The dues shall be \$12.55 pr biweekly pay period for regular members. Retired members will be billed \$30 a year at the beginning of the year for membership. Biweekly dues shall automatically increase by the amount monthly a National Convention increases per capita tax. Retired members dues shall automatically increase by the same amount that a National Convention increases per capita tax for retired members dues.

