



CONSTITUTION AND BY-LAWS
AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
INTERDEPARTMENTAL LOCAL 1501

PREAMBLE

For the purpose of promoting unity of action in all matters affecting the mutual interest of civilian governmental employees in general, and for the improvement of the governmental service, we, as members of Local No. 1501, American Federation of Government Employees adopt this Constitution and By-Laws.

ARTICLE 1
NAME

Section 1. This organization is McChord AFB, Interdepartmental Local No. 1501, and American Federation of Government Employees.

Section 2. The headquarters of this Local is located at McChord AFB, Washington.

ARTICLE II
OBJECTIVES AND METHODS

Section 1. The objective of this Local is to promote the general welfare of federal employees.

Section 2. The Local will strive to promote partnership ideas in the government, and will work with government officials by lawful means to promote the efficiency and effectiveness of Government service.

Section 3. This Local does not advocate the overflow of the constitutional form of government in the United States, and is not subject to corrupt influences or influences opposed to basic democratic principles. The Local will not discriminate because of race, creed, color, national origin, sex, age, political affiliation, handicapped condition, marital status, sexual orientation, or preferential or nonpreferential civil service status.

Section 4. This Local will comply with provisions of Law 95-454, where applicable.

ARTICLE III
MEMBERSHIP, DUES AND EXPENSES

Section 1. Membership is limited to employees serviced by the Civilian Personnel Flight of McChord AFB, Mount Rainier National Park, DeCA McChord, DeCA Fort Lewis, DeCA Fairchild, AAFES, WADS, NAF and any other employees of any federal agency properly accepted by the membership in this Local, as provided for in Article III, Section 1 of the AFGE National Constitution. Such membership will not infringe on the jurisdiction of any chartered Local of AFGE and will be eligible for membership in this Local.

Section 2.

(a) Dues, other than those collected through automatic payroll deduction, must be paid in advance.

(b) Members may be dropped if dues are not paid by Tuesday of the last full work week of the month, provided, however, that they are notified in writing, by regular mail, of the delinquency and given thirty (30) days from the date of the letter to make payment in full.

(c) When the AFGE National Convention approves an increase in per capita tax, as soon as possible after the effective date of the increase, the biweekly dues of each affected member on dues withholding shall be automatically increased the exact amount of the increase in per capita tax. Affected members who pay dues in advance directly to the local on a quarterly, semi-annual, or annual basis also shall have their dues automatically increased in an amount equal to the biweekly increase

(d) Part time and intermittent employee's dues will be fifty percent (50%) of the approved per capita tax per pay period plus fifty cents (\$.50.)

(e) The dues for retired members will be equal to the amount set by AFGE.

Section 3. All receipts, check and cash disbursement will be properly recorded and accounted for in the financial records of this Local. The treasurer will sign and the President will counter-sign checks covering proper expenditures for the Local. In the absence of either officer (but not both), the Executive Vice President or Chief Steward may sign. The officers, shop stewards or other representatives or employees of this Local who handle funds or property thereof will be bonded in accordance with Public Law 95-454 and regulations issued by the Assistant Secretary of Labor. All checks will require two (2) signatures.

Section 4 Any member on Worker's Compensation will have his or her dues paid by the Local for the first thirty (30) days of compensation. For periods in excess of thirty (30) days, the member will be required to pay only the per capita tax requirement for the duration of the compensation period.

Section 5 This Local will comply with the reporting requirements of Public Law 95-454.

ARTICLE IV
OFFICERS AND DUTIES

Section 1 The elected officers of this Local will consist of:

President
Vice President
Chief Steward
Secretary
Treasurer

Sergeant-at-Arms

Elected officers will be elected by secret ballot and by a majority vote of the valid ballots cast. All officers must be elected in accordance with election provisions of the AFGE National Constitution.

Section 2. Appointed officers of the Local will consist of the following:

Legislative Director
Membership/Organizing Director
Human Rights Director
Retired Representative
Unit Vice President Mt. Rainier National Park
Unit Vice President DeCA McChord
Unit Vice President DeCA Ft Lewis
Unit Vice President DeCA Fairchild
Unit Vice President AAFES
Unit Vice President WADS
Unit Vice President NAF
Trustee (3)

Appointed officers will be appointed by the Executive Board and confirmed by the Membership at the regular membership meeting. No officer shall hold more than one position. The Trustees will be the only appointed officers who will not be members of the Executive Board. In the event than an election is to be used for an agency appointment, it will be conducted within that agency and according to appendix A of the Constitution.

Section 3. To be qualified as a candidate for Local officer or delegate, an individual must be a member in good standing of the Local; must be a member of an AFGE Local for one year immediately preceding the closing of the nomination process; and must not be a member in any labor organization not affiliated with the AFL-CIO.

Section 4. Any person who is identified with corrupt influences or who is affiliated with the Communist Party or other totalitarian movements, or who maintains membership in any labor organization not affiliated with the AFL-CIO, will not be eligible to serve as an officer of this Local.

Section 5. In September of each year, the membership will elect an Election Committee to conduct all elections during the following year. The Election Committee will consist of not lees than three (3) members, and if a larger committee is required, it will contain an odd number of members. No member of the Committee may be a candidate for the office for which the election is being conducted. If a member is disqualified, a successor will be elected from the general membership in attendance at the meeting, who is not a candidate for office. It is the responsibility of the Committee to conduct all aspects of the elections, including the ballots, counting the ballots, reporting the results to the membership, and adjudicating all conflicts which arise out of the election procedure.

Section 6. Election of officers will be conducted by mail ballot as outlined in Appendix A of the AFGE National Constitution and Appendix A of this Constitution. Interim vacancies will be filled by manual ballot as outlined in Appendix A of the AFGE National Constitution and Appendix B of this Constitution.

Section 7. The Local will refrain from Discrimination in favor of or against any candidate with respect to the availability of address labels for eligible voting members. Adequate safeguards to insure a fair election will be provided, including the right of any candidate to have a reasonable number of observers of his or her choice, who are AFGE members, throughout the election procedure, including the tally of ballots.

In any election held by secret ballot, a reasonable opportunity will be given for the nomination of candidates. Every member in good standing who qualifies, will be eligible to be a candidate and to hold office and will have the right to vote or otherwise support the candidate or candidates of his or her choice, without being subject to penalty, discipline, or improper interference or reprisal.

Not less than fifteen (15) days prior to the election, notice will be mailed to each member at his or her last known address. Each member in good standing will be entitled to one (1) vote. No member whose dues have been withheld by the employer for payment to the Local will be declared ineligible to vote or to be a candidate for office by reason of alleged delay or default in the payment of dues. Ballots must be received no later than ten (10) days prior to the December meeting. The votes will be counted by the Election Committee, and the results announced to the President immediately and again at the December membership meeting. If a majority is not received by any one candidate, a runoff will be conducted in accordance with Part I, Section 5(H) of Appendix A of the AFGE National Constitution.

The Secretary, will preserve the ballots (and all other records pertaining to the election) for one (1) year. No Local funds will be contributed or applied to promote any candidate in an election. Local funds will be used for notices, ballots, and other expenses necessary for holding an election.

Section 8. Elected and appointed officers will hold office until their successors have been elected or appointed and duly installed, unless sooner disqualified under Section 10 of this Article. The regular term of this office will be two (2) years.

Section 9. In case of vacancy in the office of President, the Vice President will fill the office for the unexpired term, and a special election will be held for office of Vice President. Interim vacancies in any other office will be filled by appointment of the Executive Board and confirmed at the next membership meeting. If there is no confirmation, a special election will be held.

Section 10. Any officer who has resigned or been removed from federal employment and exhausted all appeal rights, or who ceases to be a member in good standing, will automatically forfeit office. Any officer missing three (3) consecutive meetings without being excused prior to the meeting will be subject to removal from office. To be excused the individual must call the Union Office and leave a message with the reason for the absence. The vacancy will be filled under the provision of Section 9 of this Article.

Section 11. The President will be the executive officer of this Local and shall:

- Comply with the National and Local Constitutions
- Exercise general supervision over the affairs of the Local
- Keep the membership apprised of AFGE goals and objectives
- Automatically serve by virtue of office as a local delegate to the District caucus and AFGE National Convention.
- Preside at all Local meetings.
- Be accompanied by the Vice President or Chief Steward (or other Local official) to all negotiations or official meetings above Squadron level.

- Accompany the Unit Representative during negotiations or official meetings respective to that unit.
- Accompany the area steward or steward involved, to all negotiations or official meetings at squadron level or below.
- Ensure any agreement will be signed by the two union officials present.
- Report correspondence and actions taken at the Executive Board and Membership meetings.
- Membership must be kept informed.
- Co-chair McChord Partnership Committee.
- Submit a monthly column for inclusion in the newsletter, to inform the membership of upcoming events and items of interest.
- Oversee the administration of the Local Office.
- Assign and direct the work of the Office Secretary.

Section 12. The Vice President will assist the President in performing duties of that office and shall

- Serve as an ex-officio member of all committees, except the Audit and Election Committees.
- Preside at a meeting if the President is absent. (In the absence of the Vice President a president pro tempore will be chosen by the members in attendance.)
- Will accompany the president to all negotiations or official meetings above Squadron level.
- Serves as Training Director including assisting the Chief and Assistant Chief Steward in the coordination of the stewards training program.

Section 13. The Chief Steward shall:

- Administer or police the Collective Bargaining Agreement(s) with the employer.
 - Local Supplemental Agreement.
 - Unit Agreements.
- Be the first point of contact for coordination in all contract conflicts.
- Appoint an Assistant Chief Steward who will perform assigned duties and fill in for the Chief Steward in his absence.
- Assign and direct the activities of stewards.
 - Assist stewards in determining appropriate regulatory authority that applies to the issue.
 - Function as tester of merit when the steward presents investigation results, and issue a grievance number for those with merit.
 - Assist steward in preparation of grievance presentation to the employer.
 - Present (with the steward) the case desired to arbitrate to the Arbitration Committee for determination of arbitration merit and authority.
- Plan, track and implement steward training.
- Keep the Local informed of on-going conflict resolution.
- Along with the Steward, be a Union representative at all third step grievance meetings.
- In absence of the Vice President, accompany the President to all negotiations or official meetings above Squadron level.
- Administer the grievance files including:
 - Assignment of grievance numbers to completed steward investigations (issues with merit).
 - Maintain grievance calendar and track timelines of all grievances filed.
 - Maintain a record of resolved grievances (grievance file).
- Update the contract and supply all officers and stewards with any:
 - Negotiated memorandums of agreement (MOA's).
 - Settlements of grievances or arbitrations.
 - Any other appeals settlements affecting the contract (MSPB, EEOC, FLRA, etc.)
- Maintain contract negotiation files.

- Notes of bargaining team for interpretation and clarification of contract language.
- Proposal documents passed between parties for history of language development, interpretation and clarification.
- Maintain issue file for future contract negotiations; based on grievance and arbitration file, changes in law and regulation, and decisions of the FLRA on negotiability issues.

Section 14. The (Recording) Secretary shall:

- Keep a complete record of the minutes, both written and recorded, of all meetings, distributing them to the Executive Committee members one week after each meeting.
- Present the minutes at the Membership Meeting.
- Keep a current copy of the Constitution and By-Laws of the Local and have it at every Executive and Membership meeting.
- Custody of the Local seal.
- Will prepare correspondence as directed by the President and work on special projects.
- Will assist the Office Secretary in the editing of the newsletter, to include submission of an article once a month with the summary of the last month's meetings.
- Maintain all election related documents including copies of those records pertaining to: notices of meetings; minutes of any meetings; nominations and elections minutes; all of which must be sealed and preserved for one year after the election.
- Provide copies of all election records/meetings necessary for confirmation of the status of the Local's delegates.
- Send out notices of meetings when required.

Section 15. The Treasure shall:

- Maintain all financial reports and records for the local.
- Prepare and present financial report for the monthly Membership Meeting.
- Maintain an accurate database of all members' home addresses, work location and home and work phone numbers and provide a copy to the Membership Director monthly.
- Be proficient in computer systems used by the Local (i.e. Quicken, Excel, MS Word, etc.)
- Make bank deposits and/or transfers, receive all monies and/or dues paid into the local.
- Pay per capita and update monthly all rosters of new members or those that have recently severed their union affiliation and submit them to the office of the National Secretary Treasurer.
- Pay all financial obligations (telephone, etc.) in a timely manner.
- Prepare income tax, coordinate quarterly meeting with trustees and any/all duties required by the AFGE Financial Officers Manual.
- Prepare the payroll and pay officers monthly.
- Keep all financial records updated in finance software of the Local. Uses the software records to prepare Form 990 and LM-2/3 yearly.
- Receives all new member applications (1187) and Fax's to the appropriate Agency.
- Receives all Dental applications and Fax's to the proper insurance company and counsels members on the Dental Plans available.
- Be fiscally responsible in all aspects of the monies of the local.

Section 16. The Sergeant-at-Arms shall:

- Assist the presiding officer in the maintenance of order.
- Assure each member's presence is recorded in a log.
- Assure that a quorum is present; and verify membership if required.
- Welcome and introduce guests.

- Arrange access/transportation for all visitors/guests.
- Maintain information table at business meetings.
- Provide a roll to call should the recording of individual votes be necessary.
- Count votes and enlist help to count votes at the request of the President.

Section 17. The Legislative Director is responsible for the Legislative Program.

- Informing the Local about general information pertaining to federal, state, and local issues.
- Is the voter registration activist.
- Attends Pierce County Labor Council and other legislative agendas.

Section 18. The Membership/Organizing Director will chair the Membership and Organizing Committee and plan and implement an on-going membership drive.

- Plans and coordinates Lunch and Learns with the District Organizer.
- Monitors the add/drop list of members, ensuring personal contact with all members requesting an 1188 (request for drop from roll).

Section 19. The Human Rights Director will report issues of interest concerning pending legislation or case study to members and chair the Human Rights Committee. Will become the EEO and OWCP representative to provide assistance, guidance and support to bargaining unit employees needing assistance.

Section 20. The Retired Representative's duties are to represent retired members and must be the Political Action Committee (PAC) representative. This position is to be filled by a retired member. Will initiate and implement an on-going letter writing campaign to legislative representatives.

Section 21. One Unit Vice President will be appointed from qualified volunteers for each of the following agencies: Mt. Rainer National Park Service, McChord DeCA, Fort Lewis DeCA, Fairchild DeCA, AAFES, WADS, and NAF. These representatives are the liaison for their respective units. They will submit prospective stewards to the Chief Steward for appointment. They will participate, with the President, on any negotiations between Local and Unit management. They will be responsible for keeping the Local informed of on-going issues of their respective units, to include reports at Membership Meetings.

Section 22. The three Trustees will conduct an annual audit; account for and inventory all property of the Local; and provide an audit and property report to the membership semi-annually at the February and August general membership meeting. The Trustees will not be members of the Executive Board.

Section 23. No officer or agent of the Local will engage in any business or financial activities with, or on behalf of this Local, which conflict with his or hers fiduciary obligation to the Local.

ARTICLE V EXECUTIVE BOARD - COMMITTEES AND DUTIES

Section 1. The elected and appointed officers of this Local will constitute the Executive Board. They will meet at the call of the President.

Section 2. The duty of the Executive Board is to take all actions necessary between Local's Membership Meetings; but such actions will not be inconsistent with the AFGE National Constitution and will be subject to Local approval. The Executive Board may not spend more than \$500.00 per

month without prior approval by Local membership. All expenditures authorized by the Executive Board will be reported in the Executive Board minutes at the next regular Membership Meeting of the Local.

Section 3. In case of a vacancy on the Executive Board of this Local, the Executive Board may appoint a temporary officer to fill such vacancy in accordance with the provisions of Article IV, Section 9.

Section 4. Special committees may be established, and the membership of such committees will be appointed by the President with the approval of the Executive Board.

Section 5. Standing committees will be as followed: Audit, Election, Health and Safety, Human Rights, Legislative, Legislative Acton Fund Organizing, and Political Action Committee.

Section 6. The Executive Board will have the responsibility to make sure all officers are completing their assigned tasks according to their respective job descriptions.

Section 7. A log for official time will be established in the Local Office and all officers using official time will keep track in the log. Mileage will not be paid for official duties that are not tracked in the log book. All time in the log must be annotated on the officer's time card and vis-à-vis. The log book will be kept in the local office and available only to the officers of the local.

Section 8. Any meetings or negotiations between Management and the Local will be attended by at least two Local Officers. Any documents or agreements will be signed by at least two Local Officers and will be briefed at the following Executive Board Meeting.

ARTICLE VI MEETINGS

Section 1. Regular meetings of the Local will be held once a month at a time and place selected by the Local.

Section 2. A special meeting may be called by the President 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 mailed to the membership. No business other than that specified in the notice will be discussed.

Section 3. Only members of the Local in good standing will be allowed to vote.

ARTICLE VII DELEGATES

Section 1. Delegates and alternates to the National Convention, district caucus, council meetings, or other meetings participated in by this Local, will be elected at a regular membership meeting by a majority vote of the members in good standing present and voting by secret ballot. Proper notice of the election must be given. The President, by virtue of his or her election to office, automatically is a delegate.

Section 2. To be qualified as a candidate for Local Delegate, an individual must be a member in good standing of the Local: must be a member of an AFGE Local for one year immediately preceding the

closing of the nomination process; and must not be a member in any labor organization not affiliated with the AFL-CIO.

ARTICLE VIII
OFFENSES, TRIALS, PENALTIES, APPEALS

Section 1. All offenses, trials, penalties and appeals will be accomplished in accordance with the AFGE National Constitution.

Section 2. The Constitution and Bylaws of AFGE Local 1501 will be consistent with the National Constitution of the American Federation of Government Employees.

ARTICLE IX
AMENDMENTS

Section 1. With the exception of a change in dues, the Constitution and By-Laws of this Local may be amended by a two-thirds (2/3) vote of the members present at any regular meeting, provided the amendment to be voted on has been presented in writing and read at the preceding regular meeting of the Local.

Section 2. All amendments adopted by the Local will become effective immediately, following notice of approval by the National Executive Council.

Section 3. A change in dues structure will be accomplished through a secret ballot by majority vote of the members in good standing, during a general or special membership meeting. A notice of the intention to vote upon a change in dues structure will be given a minimum of fourteen (14) days prior to the membership meeting.

BY-LAWS

Section 1. The regular Membership Meeting of the Local will be held monthly on the third Thursday, at a place and time to be determined by the Local.

Section 2. Special meeting may be called by the President when necessary in the interest of the Local, or when properly requested by the members as provided in Article VI, Section 2.

Section 3. 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

Section 4. A quorum of this Local will consist of not less than ten (10) members. A quorum of any committee will consist of a majority of the members thereof. A quorum of the Executive Board will consist of four (4) elected officers.

Section 5. 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 6. The time allowed for debate of any particular issue before the Local and the time allowed for speeches will be two (2) minutes per speaker. Any limitation as to time allowed for debate may be extended by a majority of those present and voting.

Section 7. Nomination of officers will be held in November. Elections and installation will be held in December every two (2) years, beginning in 2006. A quorum is not required for nomination and/or election.

Section 8. All officers will be administered the "Oath of Union Officers" contained in the AFGE National Constitution upon their installation in office. Officers will serve for three year term. Officers of the Local are: President, Vice President, Chief Steward, Legislative Director, Membership Director, Retired Representative, Unit Vice President, Secretary, Treasurer, Human Rights Director, Sergeant-at-Arms, and the three Trustees.

Section 9. The current edition of *Robert's Rules of Order* will govern the proceeding of all meetings of the Local, when not inconsistent with the provisions of the Constitution and By-Laws of the Local or the AFGE National Constitution.

Section 10. These By-Laws may be amended by a two thirds (2/3) vote of members as provided in Article IX of the Local Constitution.

Section 11. Copies of this Constitution and By-Laws will be available to all members in good standing upon request to the Secretary.

DATE OF ADOPTION 15 January 2004

President

Secretary

APPENDIX A: ELECTION BY MAIL BALLOT

1. The Local will 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. An Election Committee will be elected in September prior to the election of officers every two years.
3. Nominations of candidates for officer positions will be made at the November membership meeting during the election year.
4. The Treasurer will furnish to the Election Committee the names and address of all members in good standing and all labels required for mailing.
5. The Election Committee will prepare ballots listing the candidates and will mail to all members the 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 will 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 will convene and count the ballots. The results will be reported to the Local President and at the December membership meeting. Results also will be published in the Local newsletter.
8. If no candidate receives a majority of the total votes cast, then a runoff election will 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. At least fifteen (15) days notice must be given to the members of the runoff election.
9. Write-in candidates and write-in votes will be prohibited.

APPENDIX B: ELECTION BY MANUAL BALLOT FOR INTERIM VACANCIES

1. To fill interim vacancies of officers, Article IV, Section 9 will be followed. If a nominee from the Executive Committee is not confirmed, an election will be held by the membership.
2. The standing Election Committee will conduct the election.
3. Nominations of candidates for the vacant officer position will be made at the regular membership meeting.
4. The Election Committee will prepare ballots. A list of the candidates will be posted. To allow for secret ballot, individual members will be provided a ballot and appropriate arrangements, such as individual booths or areas which provide privacy to the member while voting.
5. The Election Committee will count the ballots. The results will be reported to the Local President and announced at the same regular meeting.
6. If no candidate receives a majority of the total votes cast, then a runoff election will be conducted between the two candidates receiving the highest number of votes for each office until a candidate is elected by majority of votes cast.
7. Write-in candidates will be prohibited.