

NOTE: The Local By-laws are an extension of the Local Constitution found in the Appendix of the National Constitution and should be coordinated, when necessary, so that there is no repetition or conflict with the Local Constitution in the Appendix of the National Constitution.

- **Section 10 – Added Appointed Positions**
- **Section 16 -- Added Appointed Position duties**
- **Section 38 - increase in DUES paid by each member**
- **Updated the signature block.**

Dated: _____

Vincent Castellano
National Vice President
AFGE 2nd District

**American Federation Government Employees (AFGE)
Local 200 By-Laws**

SECTION 1

Headquarters of the AFGE Local 200 is Atlantic City, NJ: The mailing address is AFGE Local 200, William J. Hughes Technical Center (WJHTC), Atlantic City, NJ 08405.

SECTION 2

- a. Regular meetings of the Local will be held when needed or as needed.

SECTION 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 (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.

SECTION 4

Only members of the Local in good standing shall be allowed to vote.

Section 4(a) Individuals who are not members and who wish to participate in any election/vote must deliver a signed SF- 1187 to the Treasurer or his/her designee by the close of business two workdays prior to the election/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 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 5 members. 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 governed by circumstances and by majority vote of those present. The time allowed for debate may be extended by a majority of those present and voting.

ELECTED OFFICERS-QUALIFICATIONS, EXECUTIVE BOARD STRUCTURE AND DUTIES**SECTION 9**

To be qualified as a candidate for Local office/Local delegate, 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. 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. 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 this Local.

SECTION 10

The general officers, elected by the majority vote of the total membership present, shall constitute the Executive Board of this Local and shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- Chief Union Steward

Appointed Positions:

- Sergeant-at-Arms
- Local Women's Coordinator
- Local Fair Practices Coordinator
- Veterans Issues Coordinator
- Legislative Coordinator
- Stewards

SECTION 11

The duties of the President and the Executive Officer of this Local, shall be to; exercise general supervision over the affairs of the Local and see that other officers comply with responsibilities of the office and Constitutional duties; authorized and empowered to act on recommendations of the Executive Board, 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; preside at all Local meetings; sign all appertaining documents to the office; make appointments of 2 committees established by the Local, provided that all appointments, if made between Local meetings, shall be subject to approval at the next meeting of the Local following such appointments; and by virtue of office, shall automatically serve as a Local delegate to the National Convention/District Caucus, Council meetings and other meetings participated in by this Local as the Local may be entitled. If the President is unable to perform his/her regular duties, either because of sickness, leave, Temporary Duty Travel (TDY) or for some other legitimate reason, the responsibility of that office will be fulfilled by the Vice President.

SECTION 12

The duties of the Vice President shall be to assist the President through his/her direction in performing the duties of the office of President. If the President is absent from a Local meeting, the Vice President will preside. In the absence of the Vice President, the Secretary/Treasurer will preside. The Vice President will also be assigned duties regarding issues of global interest to the Local such as negotiating the contract, overtime issues, personnel safety, etc. The Vice President will assist the Chief Union Steward in appointing and facilitating stewards.

SECTION 13

The duties of the Secretary/Treasurer shall be to 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 addresses of all new members or members who have severed their affiliations with this Local; to forward initiation fees and per capita tax to the National Headquarters in accordance with the requirements of the National Constitution, specifically the dues of members of the Local that are payable before the end of each month and all monies owed the Federation must be forwarded to the National Secretary/Treasurer not later than the 20th day of each month, and to perform additional duties and responsibilities as outlined in the AFGE Financial Officers' Manual. Disbursements for payment of current bills, (other than initiation fees, per capita tax and approved budgeted expenditures) shall be authorized by the Local. Maintain all election-related documents (including copies of those pertaining to nominations, notices of meetings and the minutes of any meetings) which must be sealed and preserved for one year after the election of officers and delegates; to keep up-to-date the official copy of the By-laws of the Local; to conduct correspondence when directed by the President; and send out notices of meetings when required. To perform other duties as assigned by the President

SECTION 14

Sergeant-at-Arms is an appointed position. A 2/3 majority of the Executive Board will select an appointee when felt necessary for a period or an event. One of the elected officers may be appointed as the Sergeant-at-Arms. The duties of 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.

SECTION 15

The duties of the Chief Union Steward shall have the responsibility of assuring that an adequate number of trained stewards are available in the local to meet representational requirements, direct the assignment of stewards to areas to organize, as well as to maintain a communication link between the membership and the local officers.

Section 15(a) Stewards shall be appointed to perform in specialized areas of FAA's Air Traffic Organization (ATO):

- En route and Oceanic area
- Terminal Field Operations Support area
- Technical Operations Support area

A person within a specified area, e.g., En Route and Oceanic, is preferred for the position of Steward of the area because their greater familiarity with business and issues in that area should enable them to most effectively represent the union in meetings, discussions and negotiations with management in that area. However, a person from outside the specified area may be appointed as Steward for that area.

SECTION 16

Section 16 (a) Local Women's Coordinator (LWC)

The Local Women's Coordinator (LWC) is an appointed position. A 2/3 majority of the Executive Board will select an appointee when felt necessary for a period or an event. LWC will address issues that have an adverse impact on women in the workforce. The main objective of the LWC is to advocate for the rights of bargaining unit members and to ensure that the agency maintains policies and practices that support women's progress in the workplace.

Section 16 (b) Local Fair Practices Coordinator (LFPC)

The Local Fair Practices Coordinator (LFPC) is an appointed position. A 2/3 majority of the Executive Board will select an appointee when felt necessary for a period or an event. LFPC will advocate for Equal Employment Opportunity and Affirmative Action in the workplace. His or her primary role is to provide direct assistance and/or counseling to members with inquiries or complaints of discrimination. Both

coordinators are involved in mobilizing members in grassroots efforts in support of legislative and agency practices that advance human, civil, and workers' rights.

Section 16 (c) Legislative Coordinator

The Legislative Coordinator is an appointed position. A 2/3 majority of the Executive Board will select an appointee when felt necessary for a period or an event. The Legislative Coordinator will advocate legislative concerns as directed by the Executive Board. His or her primary role is to provide direct assistance and/or counseling to members with inquiries related to legislative issues.

Section 16 (d) Veterans Issues Coordinator (VIC)

The Veterans Issues Coordinator (VIC) is an appointed position. A 2/3 majority of the Executive Board will select an appointee when felt necessary for a period or an event. The VIC will advocate for Veterans in the workplace. His or her role is to provide direct assistance and/or counseling to members and to support Veteran issues and to communicate benefits.

SECTION 17

Nominations of officers shall be held in April. Elections and installation of officers shall be held in May. Elections will be held every third year.

SECTION 18

The officers shall 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. If an officer, by virtue of the respective office, is to serve as a delegate, then members shall be so informed as part of the notices of nomination and election as well as the election ballot. All election protests must be filed in accordance with the provisions of the AFGE National Constitution.

SECTION 19

An Election Committee shall be constituted to conduct each election. The Committee shall consist of not less than three (3) members; and if a larger Committee is required, it shall contain an odd number of members. Its members shall be selected by majority vote of the membership of the Local in attendance at the regularly scheduled meeting preceding the nomination meeting. No member of the Committee may be an incumbent of, nor candidate for the office for which the election is being conducted. The Secretary/Treasurer shall furnish to the Election Committee the names and addresses of all members in good standing. It shall be the responsibility of the Committee to conduct all aspects of the election, including the mailing of notices of nomination and election to all members in good standing; preparing, distributing and tallying the ballots, preparing a written report and informing the members of the results immediately following the tally of ballots, and adjudicating all conflicts which arise out of the election procedure.

SECTION 20

The Local's elections shall be conducted in accordance with the AFGE National Constitution and AFGE rules of conduct for an election. The Manual Ballot procedures will be used.

SECTION 21

All candidates for office must be treated equally with respect to the availability of lists of members and mailing of campaigning literature. Upon request of a candidate and at the candidate's expense, the Election Committee shall comply with all reasonable and timely requests of the candidate to distribute to the Local's members, by mail or otherwise, campaign literature in aid of his/her candidacy, provided the same opportunity is extended to all candidates. Each candidate shall be afforded an opportunity to have a reasonable number of observers, who are members, present throughout the election procedure, including the tally of ballots. The election will be held by secret ballot. Every member in good standing and otherwise qualified shall be eligible to be a candidate and to hold office and shall have the right to vote for or otherwise support the candidate or candidates of his/her choice, without being subject to penalty, discipline, improper interference, reprisal of any kind by the Local or any member thereof.

Section 21 (a) Notice of nomination and election must be mailed to each member at his or her last known address not less than fifteen (15) days prior to the date of the election. The notice shall specify the positions to be filled in the election and the time, date, place and manner of election (i.e. Manual Ballot). The Local's newsletter is an acceptable method to provide notice of nomination and election. This newsletter must be mailed to the members at least fifteen (15) days prior to the date of the nomination and election. No member whose dues have been withheld by the employer for payment to the Local pursuant to voluntary authorization provided for in a collective bargaining agreement shall be declared ineligible to vote or be a candidate for office by reason of alleged delay or default in the payment of dues. The candidates for all offices will be listed on the ballot in order of nomination. Any runoff election shall immediately follow the announcement of the election results and will be conducted regardless of any protests. A majority of the valid votes cast is required for election to any office. If warranted, a runoff election shall be held the same day.

At the conclusion of the balloting, the Election Committee shall tally;

- a. The total ballots cast;
- b. The ballots challenged;
- c. The ballots voided;
- d. The number of valid ballots cast for each candidate; and
- e. The total number of valid ballots cast.

Section 21(b) Immediately following the tally of ballots, the Election Committee shall prepare a written report and inform the members of the results of the election. The Secretary/Treasurer shall maintain all election-related documents (including copies of those pertaining to nominations, notices of meetings and the minutes of any meetings) which must be sealed and preserved for one year after the election.

No monetary or other resources of the Local shall be contributed or applied to promote the candidacy of any candidate in an election. Resources include, but are not restricted to, dues monies and assessments, publication, facilities, office equipment, stationary or other supplies. While the preceding restrictions apply to the use of the AFGE Local resources to promote the candidacy of any candidate, such resources may be used for such things as notices, factual statements of issues not involving the candidates and other expenses necessary to conduct an election. A majority of the valid ballots cast is required for election to office.

Section 21 (c) Any runoff election shall immediately follow the announcement of the election results and will be conducted regardless of any protests. The runoff shall be between the two candidates receiving the greatest number of votes for each office.

SECTION 22

The Election Committee shall furnish to each member voting one ballot. The Committee also will provide for sealed ballot boxes in which members may deposit the ballots. Each ballot box will be under the personal supervision of the Election Committee. The Committee will make appropriate arrangements to insure that a sufficient period of time to allow all members to vote is provided and to insure that each member votes a secret ballot such as, for example, individual booths, enclosures and areas which provide such privacy to each member while voting.

SECTION 23

The duly elected officers, delegate and alternate delegates will assume their responsibilities after their respective election and installation, regardless of whether the election has been protested. They will remain in their respective offices until their terms expire; unless newly elected officers are installed as a result of an ordered rerun election or a decision on a complaint or appeal by an Election Committee, a National Vice President or the AFGE National President.

SECTION 24

In the case of vacancy in the office of President, the Vice President shall fill the office for the unexpired term.

Section 24 (a) In the case of vacancy in any other office of this Local, other than the President, the Executive Board may appoint a temporary officer to fill such vacancy until a duly qualified successor is elected.

Section 24 (b) Interim vacancies shall be filled by special election after due notice to members at the first regular meeting following such notice, if the Executive Board votes to fill the position.

SECTION 25

Any officer who ceases to be a member in good standing shall automatically forfeit said office. The

vacancy caused thereby shall be filled under the provision of Section 24.

SECTION 26

All officers will be administered the "Oath of Union Officers" contained in the AFGE National Constitution upon their installation in office. Officers shall serve for three (3) years.

SECTION 27

Delegates to the National Convention/District Caucuses, Council meetings, other meetings participated in by this Local as the Local may be entitled, must be elected by secret ballot of the members on whose behalf they will serve as delegates. Delegates, alternate delegates and proxy delegates must be elected by name and in accordance with applicable provisions of the current AFGE National Constitution.

SECTION 28

Delegates will be elected in the following manner:

- a. Nominated and elected as part of a regular election of officers.
- b. The President, by virtue of the office, is automatically a delegate. The Vice President, by virtue of office, is automatically an alternate delegate.

SECTION 29

Expenditures by the Executive Board in excess of \$250.00 per 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 Section 30 (a) Local's members. All expenditures authorized by the Executive Board will be reported in writing at the next regular meeting of the Local.

SECTION 30

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 31

Special committees may be established as the Local may direct, and the membership of such committees shall be appointed by the President with the advice and consent of the Executive Board. The Election Committee shall be elected by majority vote of local members present and voting at a meeting preceding the start of the nomination procedure. Standing Committees shall be Audit, Fair Practices, Legislative, Organizing, Grievance and Entertainment.

SECTION 32

The Executive Board shall meet monthly or at the call of the President or by at least one-third of the

Executive Board.

SECTION 33

With the exception of a change in dues, the By-laws of this Local may be amended by a two-thirds 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. All amendments adopted by the Local shall become effective immediately, following notice of approval by the National Vice President of the District.

SECTION 34

A change in dues structure will be accomplished by 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 by majority vote of the members in good standing voting in a membership referendum conducted by secret ballot.

SECTION 35

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

SECTION 36

The By-laws of AFGE Local shall be consistent with the National Constitution of the American Federation of Government Employees.

SECTION 37

The Initiation fee for members shall be in accordance with the National Constitution.

SECTION 38

The dues shall be:

- \$9.00 per pay period for F Band and below;
- \$13.00 per pay period for G and H Band, and
- \$17.00 per pay period for I-Band and above.
- The amount for retired members shall be \$38.00 per year.
- The dues amount for associate members will be as mentioned above for each grade paid semi-annually.

The local's dues shall be automatically increased by the amount, if any, by which the National Convention increases per capita.

SECTION 39

The Local will pay for Legislative Action Fund per year as prescribed by the National Convention.

SECTION 40

The Local will maintain affiliation with the State AFL-CIO.

Copies of the By-laws shall be available to all members in good standing upon request to the Secretary/Treasurer.

Date Local Adopted By-Laws: _____

Signature of Local President: _____
Ron Consalvo, President
AFGE Local 200