

American Federation Government Employees (AFGE)

Local 200 Bylaws

NOTE: The Local Bylaws are an extension of the Standard Local Constitution found in the Appendix of the National Constitution and have been written to avoid repetition or conflict with the Local Constitution in the Appendix of the National Constitution.

CHANGE HISTORY

VERSION	CHANGES
JUNE 2017	<ul style="list-style-type: none">• Section 10 – Added Appointed Positions• Section 16 -- Added Appointed Position duties• Section 38 - Increase in DUES paid by each member• Updated the signature block.
JUNE 2019	<ul style="list-style-type: none">• General reorganization of Sections/Removal of redundant content• Removed Sections by incorporating 'like' content in existing Sections• Section 2.A. Distinguished between Officers, BUEs, Members and Associate Members• Section 4 – Meeting clarification and timing• Section 7 – Included allowance for “Absentee Voting”• Section 9 – Added reference and maintenance of AFGE LOCAL 200 Business Conduct Rules• Section 11 – Added responsibility for annual audit• Section 15 – Added responsibility for tracking representation issues• Section 16 – Added means to suspend or remove any appointed officer• Section 16 – Clarified Steward position• Section 17 – Added provision for Special Election(s)• Section 24 – Clarified how vacancies will be filled

NOTE: APPROVAL SIGNATURE ON LAST PAGE

SECTION 1

- A. Headquarters of the AFGE Local 200 is Atlantic City, NJ: The mailing address is AFGE Local 200, FAA William J. Hughes Technical Center (WJHTC), Atlantic City, NJ 08405.
- B. The Bylaws of AFGE Local shall be consistent with the National Constitution of the American Federation of Government Employees.
- C. The Local will maintain affiliation with the State AFL-CIO.

SECTION 2

DEFINITIONS:

- A. "Officers" refers to all Elected and Appointed positions
- B. Bargaining Unit Employees (BUEs) are all AFGE Local 200 employees assigned by virtue of the FLRA "Clarification of Consolidated Unit."
- C. Members are BUEs who pay dues.
- D. Associate Members
 - 1. Such Members may include Managers, other Union employees, other persons not eligible, etc.
 - 2. Associate Members gain the 'fringe benefits' of membership such as Dental insurance eligibility.
 - 3. Associate Members are not be eligible for representation or any terms of the AFGE 200 CBA.

SECTION 3

ELIGIBILITY TO VOTE:

- A. Only members of Local 200 in good standing as defined by the National Constitution shall be allowed to vote.
- B. BUEs who are not members and who wish to participate in any vote (meeting or election) 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 4

MEETINGS:

- A. The Executive Board should meet:
 - 1. Monthly
 - 2. At the call of the President
 - 3. By petition by at least one-thirds of the Executive Board.
- B. Regular meetings for Members should be held quarterly or as needed.
- C. A Budget Meeting should be held as early in the calendar year as practical for prior year financial report and new year budget approval.
- D. 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 5

The regular order of business for meetings will be (as required):

1. Roll call of officers
2. Reading of the minutes of the previous meeting
3. Report of financial condition by Local Treasurer
4. Reports of committees
5. Unfinished business
6. New business
7. Comments for the good of the Local
8. Adjournment

SECTION 6

A quorum of this Local shall consist of at least 5 members. A quorum of any Committee shall consist of a majority of the members thereof.

SECTION 7

All non-officer election related questions before the Local will be decided by a quorum vote. A quorum vote may be made in person or in written communication. All votes must identify the voting member for purposes of record.

For members present, questions before the local are decided by a vote of the members present by a show of hands. Absentee ballot votes are then announced for the record. An identified recording official will document the vote.

If discussions change the content of documentation being voted on, absentee voters will be notified for acceptance or rejection of quorum vote if their vote is needed to decide between approval or rejection.

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 AND APPOINTED OFFICERS - QUALIFICATIONS, EXECUTIVE BOARD STRUCTURE AND DUTIES

SECTION 9

- A. To be qualified as a candidate for elected 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: 1) 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.
- B. All officers must conduct themselves in accordance with the ***AFGE LOCAL 200 Business Conduct Rules***. Violations of these rules will be subject to discipline, including, but not limited to removal from office in accordance with the National Constitution.
- C. The ***AFGE LOCAL 200 Business Conduct Rules*** will be subject to change as follows:
1. Any Officer may make proposals for improvements.
 2. The Executive Board will appoint an Officer to solicit other improvements and draft a new version.
 3. The appointed Officer will forward the draft to the Executive Board.
 4. The Executive Board will review to ensure no conflict with the National Constitution and/or these Bylaws.
 5. The Executive Board will allow for a review by all Officers of not less than 3 weeks.
 6. After all comments are adjudicated, the new version will be adopted by majority vote of all Officers.
 7. The ***AFGE LOCAL 200 Business Conduct Rules*** will be released in the AFGE Local 200 Web Site Library and can be otherwise released publicly.

SECTION 10

Elected Officers, chosen by the majority vote of the membership participating in an election, shall constitute the Executive Board of this Local and shall consist of:

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

Appointed Officers:

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

SECTION 11

PRESIDENT AND THE EXECUTIVE OFFICER OF THIS LOCAL DUTIES SHALL BE TO:

- A. Exercise general supervision over the affairs of the Local and see that other officers comply with responsibilities of the office and Constitutional duties;
- B. Authorized and empowered to act on recommendations of the Executive Board,
- C. Comply with the National and Local Constitutions;
- D. Keep the membership apprised of the goals and objectives of the Federation;
- E. Serve as an ex officio member of all committees;
- F. Preside at all Local meetings; sign all appertaining documents to the office;
- G. Make appointments of 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;
- H. 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.
- I. Ensure the Audit required by the National Constitution is conducted and reported:
SEC. 5. Each local shall conduct an audit at least once a year and a certification made to the National Secretary-Treasurer (NST) that such an audit has been made. This certification shall indicate the current membership.
- J. If the President is unable to perform his/her duties, either permanently or temporarily, the responsibility of that office will be fulfilled by the Vice President. Notification of the absence and expected duration will be made to BUEs as soon as possible, but not more than five business days from Executive Board being advised.

SECTION 12

VICE PRESIDENT DUTIES SHALL BE TO:

- A. Assist the President through his/her direction in performing the duties of the office of President.
- B. If the President is absent from a Local meeting, the Vice President will preside. In the absence of the Vice President, the Secretary will preside.
- C. 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.
- D. The Vice President will assist the Chief Union Steward in appointing and facilitating stewards.

SECTION 13

SECRETARY DUTIES SHALL BE TO:

- A. 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;
- B. To keep up-to-date the official copy of the Bylaws of the Local;
- C. To conduct correspondence when directed by the President;
- D. Prepare and send out notices of meetings when required.
- E. To perform other duties as assigned by the President

SECTION 14

TREASURER DUTIES SHALL BE TO:

- A. To make a financial report at each regular meeting;
- B. To keep an up-to-date roll of the members. Functionality on AFGE Web Site MYLocal Area facilitates;
- C. To receive all monies and/or dues paid into the Local and receipt thereof;
- D. To keep records of all transactions;
- E. To deposit money in the bank to the credit of the Local;
- F. 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. Functionality on AFGE Web Site MYLocal Area facilitates;
- G. 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;
- H. Advise and cooperate with the Annual Year End Audit required by the National Constitution and report results;
- I. Perform additional duties and responsibilities as outlined in the AFGE Financial Officers' Manual;
- J. Ensure disbursements for payment of current bills, (other than initiation fees, per capita tax and approved budgeted expenditures) are authorized by the Local.

SECTION 15

CHIEF UNION STEWARD DUTIES SHALL BE TO:

- A. Assure that an adequate number of trained stewards are available in the local to meet representational requirements by actively recruiting and Appointing (with the Vice President) interested Members
- B. Direct the assignment of stewards to organizational or subject matter expertise areas with Steward input
- C. Maintain a communication link between the membership and the local officers
- D. Maintain the status of all Local 200 Organizational and Representational issues
- E. Ensure all Stewards are cognizant of ***A Steward's Twelve Steps To Success*** found in the ***Business Conduct Rules***

SECTION 16 - APPOINTED POSITIONS

The Executive Board, by unanimous vote, may suspend or remove any Appointed Officer. The suspension or removal of an officer shall operate only to suspend the right of such person to occupy any appointed office or position, or perform any of the functions thereof.

STEWARDS:

- A. Stewards shall be appointed by the Chief Union Steward in consultation with the Vice President. The Chief Union Steward and Vice President will inform the remaining Executive Board of Steward appointments. It is optimal to have Stewards in each NAS Operational Area to best ensure employees are represented equally.

- EnRoute and Oceanic Second Level Engineering
 - Terminal Second Level Engineering
 - Technical Operations
 - National Airway Systems Engineering
 - Communications, Flight Service & Weather
 - NAS Security and Enterprise Operations,
- B. A person in a specified area (e.g. EnRoute and Oceanic) may be preferred for representation in that area though a conflict of interest may prevent their participation. “Area Stewards” have awareness of business and issues which may enable effective representation in meetings, discussions and negotiations with ‘area’ management. Nothing in this section precludes the appointment of an “outside steward” to a specified area for representational purposes.
- C. Stewards are to inform the Chief Union Steward and, if necessary, the Executive Board, on the status of representational matters assigned to them.

LOCAL WOMEN’S COORDINATOR (LWC)

The Local Women’s Coordinator (LWC) is an appointed position, selected by a 2/3 majority of the Executive Board when 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.

LOCAL FAIR PRACTICES COORDINATOR (LFPC)

The Local Fair Practices Coordinator (LFPC) is an appointed position, selected by a 2/3 majority of the Executive Board when 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.

LEGISLATIVE COORDINATOR

The Legislative Coordinator is an appointed position, selected by a 2/3 majority of the Executive Board when 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.

VETERANS ISSUES COORDINATOR (VIC)

The Veterans Issues Coordinator (VIC) is an appointed position, selected by a 2/3 majority of the Executive Board when 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.

SERGEANT-AT-ARMS

Sergeant-at-Arms is an appointed position, selected by a 2/3 majority of the Executive Board when 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 be to:

- A. Ensure that no one enters the meetings without proper authority;
- B. Assist the presiding officer in the maintenance of order;
- C. Welcome and introduce guests;
- D. See that each member's presence is recorded in a log;
- E. 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.

AFGE LOCAL 200 OFFICER ELECTIONS AND VACANCIES

SECTION 17

ELECTION DEFINITIONS

- A. **“Normal Cyclic Elections”** are every 3 years in May per the below rules and the National Constitution. Nominations of officers shall be held in April. Elections and installation of officers shall be held in May unless all positions are uncontested and filled by acclimation at the Nomination Meeting.
- B. **“Special Elections”** may deviate from the National Constitution and these Bylaws. Local 200 will strive to avoid the need for Special Elections. In the event a Special Election is needed (except Proxy Delegate), at a minimum:
1. An Election Committee must be constituted
 2. Section 18 will be followed in its entirety
 3. The Election Committee will consult with AFGE National before and after making “deviation decisions” in this process.
 4. It will be the sole decision of the Election Committee to deviate from normal election procedures for a “Special Election”.
 5. The Election Committee will document any deviation(s) from Sections 19 through 23 and communicate the deviations to all Members prior to a nomination meeting.
 6. The Election Committee will conduct the Special Election in accordance with their documented deviations.
 7. In the event AFGE Local 200 cannot constitute an Election Committee for a Special Election, the Local will petition AFGE District 2 for assistance in the conduct of the election.

SECTION 18

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 a nomination meeting. No member of the Committee may be an incumbent of, nor candidate for the office for which the election is being conducted. When chosen, the Secretary and/or Treasurer shall furnish to the Election Committee the names and addresses of all members in good standing.

SECTION 19

The Local's elections shall be conducted in accordance with the AFGE National Constitution, these Bylaws and AFGE rules of conduct for an election. It shall be the responsibility of the Election 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

Officers shall be elected by secret ballot and by a majority vote of the valid ballots cast unless running unopposed and declared elected by acclamation. 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 21

A. EQUAL TREATMENT

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.

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.

B. NOTIFICATIONS

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.

C. NOMINATIONS

1. Normal Cyclic Election nominations will be at a meeting in April. A nomination may be made by any Member in good standing. The Election Committee will validate the person making the nomination, and the nominee, as members in good standing.
2. The Nominee must accept the nomination.
3. When at the close of nominations a candidate is unopposed for the office, the Election Committee will declare the candidate elected by acclamation and provide notice of such on the ballot.
4. The candidates for all contested offices will be listed on the ballot in order of nomination.

SECTION 22

ELECTION

- A. Normal Cyclic Elections will be at a meeting in May.
- B. 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. Individual booths, enclosures and areas which provide such privacy to each member while voting may be used.
- C. At the conclusion of the balloting, the Election Committee shall tally;
 - 1. The total ballots cast;
 - 2. The ballots challenged;
 - 3. The ballots voided;
 - 4. The number of valid ballots cast for each candidate; and
 - 5. The total number of valid ballots cast.
 - 6. A majority of the valid votes cast is required for election to any office.
- D. 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 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.
- E. If no candidate for an office has received the majority of votes cast, a 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.
- F. All officers will be administered the "Oath of Union Officers" contained in the AFGE National Constitution upon their installation in office. Officers will strive to serve for three (3) years.

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

EXECUTIVE BOARD VACANCIES

- A. In the case of vacancy in the office of President, the Vice President (if having been elected as Vice President) shall fill the office for the unexpired term. If the Vice President had been appointed as Vice President per paragraph D.1. (below), the Vice President will act as President pending a "Special Election" for President per 17.B. (above).
- B. In the case of vacancy in any other Executive Board position, the Executive Board may appoint a temporary officer to fill such vacancy until a duly qualified successor is elected.
- C. Temporary Vacancy – if an officer is expected to return to their position (e.g. sickness, temporary detail or temporary promotion), the position is temporarily filled by appointment by unanimous consent of the executive board.
- D. Permanent vacancies (officer will not return to position) will be filled by:
 - 1. Appointment by unanimous consent of the executive board if more than six months since the normal 3 year cyclic election has transpired.
 - 2. "Special Election" for only vacant position(s) if less than six months since the normal 3 year cyclic election has transpired. The election will be held per Section 17. B.
 - 3. Regardless of the method used to fill the vacancy, the appointed/elected officer will strive to fill the remainder of the unfilled term.

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

DELEGATES

- A. 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.
- B. Delegates will be elected in the following manner:
 - 1. Nominated and elected as part of a regular election of officers.
 - 2. The President, by virtue of the office, is automatically a delegate.
 - 3. The Vice President, by virtue of office, is automatically an alternate delegate.
 - 4. In the event Proxy Delegate(s) is/are needed to represent the Local, a special election will be held where:
 - a. A plurality of the valid votes cast is required for election of proxy delegates.
 - b. Candidate(s) for proxy delegate receiving the most number of votes will be elected to the position(s).
 - c. If the number of proxy delegate candidates exceeds the number of positions to be filled, then the candidates receiving the greatest number of votes will be elected as proxy delegates.

AFGE LOCAL 200 FINANCES AND MISCELLANEOUS CONTENT

SECTION 27

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 Local's members. All expenditures authorized by the Executive Board will be reported in writing at the next regular meeting of the Local.

SECTION 28

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 29

Special committees may be established as required. The membership of such committees shall be appointed by the President with the advice and consent of the Executive Board. Special Committees may include, but not be limited to: Audit, Fair Practices, Legislative, Organizing, Grievance and Entertainment. The Audit Committee will be constituted once per year as a minimum.

SECTION 30

With the exception of a change in dues, the Bylaws 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 to the National Vice President of the District.

NOTE: NVP Castellano informed President Robert Challender that District approval of Bylaws is no longer required (05-09-2019)

SECTION 31

A change in dues structure will be done 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 32

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

SECTION 33

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

SECTION 34

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 \$24.00 per year.
- The dues amount for associate members will be as mentioned above for each grade paid semi-annually.

Local 200 dues should be considered for increase by a vote of Members if the National Convention increases per capita fees.

SECTION 35

The Local will budget and pay for Legislative Action Fund (LAF) once per year as prescribed by the National Convention. Additional LAF payments requested by AFGE National (if any) will require a vote of Dues Paying Members.

SECTION 36

Copies of the Bylaws shall be placed in the AFGE Local 200 Web Site Library.

Date AFGE Local 200 Adopted Bylaws:

June 27, 2019

Signature of Local President:



Robert Challender, President
AFGE Local 200