

APPENDIX B

AFGE Local 1969 Constitution

Article I Name

Section 1. This Local Union shall be known at the U.S. Department of Veterans Affairs as Local Number 1969, American Federation of Government Employees, AFL – CIO.

Section 2. The headquarters of this Local shall be the American Federation of Government Employees (AFGE), Local 1969, Veterans Administration Medical Center, 1 Veterans Drive, Minneapolis, MN 55417.

Section 3. Regular meetings of the Local shall be held on the third Thursday of the month at 5:00 P.M. at the Employees Club,

Article II Objectives

Section 1. This Local does not advocate the overthrow of the constitutional form of government in the United States. This Local does not discriminate with regard to race, creed, color, national origin, sex, age, political affiliation, handicapping condition, marital status, sexual orientation, or preferential civil service status, and is not subject to corrupt influences or influences opposed to the basic democratic principles.

Article III Membership

Section 1. Government civilian employees in general and all other persons providing their personal service indirectly to the United States Government and for the improvement of government service who are in actual service areas of the Veterans Administration Medical Center, Veteran Benefits Administration office and Insurance Center, Debt Management Center, Fort Snelling National Cemetery, Minneapolis and St. Paul, MN, shall be eligible for membership in this Local as provided for in Article III of the AFGE National Constitution. AFGE, Local 1969, shall have full power to elect or reject applicants for membership.

Section 2. All persons eligible for AFGE membership as prescribed by Article III of the AFGE National Constitution and who come within the local's jurisdiction.

Article IV Dues and Initiation Fees

Section 1. The initiation fee to be charged to a new member shall be determined by the Executive Board, not to exceed two (2) months dues, provided it shall not be less than provided for in the National Constitution.

Section 2. Dues Payment

- A. Dues shall be established and adjusted as may become necessary, to ensure that they allow adequate funds for the payment of per capita tax and to provide for the operational expenses of the Local.
- B. The dues of bargaining unit members must be paid by payroll deduction, if available.
- C. Dues for direct paying members shall be paid, in advance, semi-annually.
- D. Dues of retired members will be paid one (1) year in advance. Payment is due in the month of January.

Section 3. Dues Increases

- A. Proposed change or increase of by-weekly dues, for operational expenses, shall be accomplished by a majority vote of Local 1969 members in good standing. This vote shall be completed by secret ballot. The proposed change to the amount of dues for operational expenses will be announced thirty (30) days prior to the actual vote.
- B. Any per capita increase, mandated by AFGE National Headquarters, National V.A. Council, 8th District Council 259, Minnesota State AFL-CIO, shall be collected automatically with notification, by mail, to the membership of Local 1969.
- C. The President of Local 1969 is responsible for notification to all appropriate agencies concerning new dues increases.

Section 4. Members shall be dropped in the event their dues are in arrears a minimum of one (1) full month. If a member is placed in a non-pay status, and the Union has been advised by the member, that member shall be placed in deferred status until such time as the member is again placed in a pay status.

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. Per Diem shall be paid for all expenses incurred by members who are authorized by Local 1969. Per Diem will be paid in accordance with the U.S. General Services Administration rates. In the event an authorized member is required to use her/his personal leave, in the amount of eight (8) hours or more, to attend Local business that person will be compensated by the Local in the amount of \$50. for each day of leave used.

Section 3. The Treasurer shall sign and the President shall counter sign checks covering proper expenditures for the Local.

Section 4. All authorized expenses incurred by the officers of Local 1969 shall be paid monthly. All claimed expenses should be accompanied with proper receipts detailing the amount of the funds expended.

Section 5. A committee comprised of three (3) members shall inspect the financial records semi-annually (prior to January 30th and July 30th), or at the discretion of the President. The three (3) members shall be comprised of one (1) non-signatory Executive Board member and two (2) members of the body as determined by the body at a monthly meeting. The committee will make a report, of their findings, to the body at the next regularly scheduled monthly meeting.

Article VI Elected Officers

Section 1(a). The general officers shall be elected by the total membership and shall constitute the Executive Board of the Local. Officers shall consist of the President, 1st Vice President, 2nd Vice President, 3rd Vice President, 4th Vice President, Treasurer, Secretary and Sergeant-at-Arms.

Sec. 1(b). The Local may establish by-laws which provide for the election of officers who are elected solely by members of a particular unit or work area and may provide that these officers will serve on the Executive Board.

Section 2. It shall be the duty and obligation of all local officers and other official representatives of the local, whether elected or appointed, to support, advance, and carry out all provisions of the AFGE National Constitution, the standard local constitution and by-laws, official policies of the Federation and, to the extent not inconsistent with the foregoing, all official policies of the local. See AFGE National Constitution Article XX, Section 2.

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 standard constitutions; keep the membership apprised of the goals and objectives of the Federation; serve as ex-officio member of all committees except the Election Committee, Audit Committee, and committee of investigation. Or trial committee when he or she is

bringing the charges or is directly or indirectly involved in the matter which gives rise to the charges; automatically serve by the virtue of office as a local delegate to district caucuses, council meetings, the AFGE National Convention, and such other meetings participated in by this local as the local may be entitled; preside at all local meetings; and sign all documents pertaining to the office. If the President is unable to perform his/her regular duties because of sickness, leave, TDY, or for some other legitimate reason, he/she shall delegate the responsibilities of that office to the officer designated in the local's by-laws as provided for in Section 4 of this Article.

Section 4. The Local shall prescribe in its by-laws that the Vice President, 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 Vice President will preside. In the absence of the President and the Vice President to assist him/her, a chair will be chosen by the members from among those in attendance.

Section 5. The duties of the Treasurer shall be to maintain a bookkeeping system as prescribed by the National Secretary-Treasurer; make a financial report at each regular meeting; keep an up-to-date roll of the members; receive all monies and/or dues paid into the local and receipt thereof; keep records of all transactions; deposit money in the bank to the credit of the local; make regular monthly reports to the NST, 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 in members' addresses; forward initiation fees and per capita tax to the National Headquarters in accordance with the requirements of the AFGE National Constitution (For regular locals per capita tax is payable before the end of each month, and all monies owed the Federation must be forwarded to the NST not later than the 20th day of the following month. See AFGE National Constitution, Article XXIV, Section 5(a). For insured locals per capita tax is payable in advance to the NST before the first day of each month. See AFGE National Constitution, Article XXIV, Section 5(b).); and 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 approved by the local.

Section 6. The duties of the Secretary shall be to keep a complete record of the minutes of all meetings; maintain all election related documents (including copies of those pertaining to nominations, notices of meetings, and the minutes of any meetings, all of which must be sealed and preserved for one year after the election unless the records are requested by a higher authority in the election appeal process or are still relevant), See AFGE National Constitution, Appendix A, Part I, Section 5(j); keep up-to-date the official copy of the bylaws of the local; conduct correspondence when directed by the President; and send out notices of meetings when required.

Section 7. No office or agent of the local shall engage in any business or financial activities with or on behalf of this local which conflict with his or her fiduciary obligation to the local.

Article VII Election Procedures

Section 1. The local's elections shall be conducted in accordance with the AFGE National Constitution and Appendix A thereof. Officers shall be elected for such terms as prescribed by the local's bylaws. No term shall exceed three years.

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

- (1) Be a member in good standing;
- (2) Be a member for one year of an AFGE local, immediately preceding the closing of the nomination process. This requirement does not apply to newly created locals;
- (3) Not be a member in any labor organization not affiliated with the AFL-CIO.

See AFGE National Constitution, Appendix A, Part I, Section 1(e)

Section 2(b). No person who is identified with corrupt influences or who is affiliated with the Communist party or other totalitarian movements may serve as an officer of the local.

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

Section 4. In the case of a vacancy in the office of President, the Vice President 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 of 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. Expenditures by the Executive Board in excess of \$500.00 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 and 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 4. 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 5. Standing and special committees may be established in the manner prescribed by a local's bylaws.

Article IX Delegates

Section 1. Delegates, alternate delegates, and proxy delegates to the AFGE National Convention, district caucus, and council meetings must be elected by name and in accordance with applicable provisions of the AFGE National Constitution. See AFGE National Constitution, Article VI, Article VIII and Appendix A. Part I, Section 6.

Section 2. The local's President if elected to that office shall serve as a delegate to the AFGE National Convention, district caucus, council meetings, and such other meetings at which the local is entitled to representation. If the local is entitled to additional delegates, the additional delegates shall be elected by an election called for that purpose, unless the local's bylaws prescribe that the local's other officers shall serve as delegates by virtue of election to their office. In filling a vacancy without an election, only a person who is appointed or succeeds from a position in which the person was a delegate by virtue of election to the office may be a delegate by virtue of office in the new position.

Article X Offenses, Trials, Penalties, Appeals

Section 1. All offenses, trials, penalties and appeals shall be accomplished in accordance with the AFGE National Constitution. See AFGE National Constitution, Article IX, Section 5 and Article XXIII.

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, a regular order of business, provisions for a quorum, the date, manner and location of nominations and elections, and other operating procedures of the local.

Section 2. No bylaw shall conflict with the provisions of the AFGE National Constitution, this constitution or, if applicable, the constitution of a national bargaining council.

Section 3. Bylaws shall be adopted and amended only after a one month notice to the local's membership and by two-thirds vote of members, either present at a membership meeting and voting, with provision for absentee vote, or by mail ballot. Such bylaws do not require NEC approval.

AFGE LOCAL 1969 BYLAWS

Section 1. This Local Union shall be known at the U.S. Department of Veterans Affairs as Local Number 1969, American Federation of Government Employees, AFL – CIO.

Section 2. The headquarters of this Local shall be the American Federation of Government Employees (AFGE), Local 1969, Veterans Administration Medical Center, 1 Veterans Drive, Minneapolis, MN 55417.

Section 3. Regular meetings of the Local shall be held on the third Thursday of the month at 5:00 P.M. at the Employees Club,

Section 4. Special meetings may be called by the President, two-thirds vote of the Executive Board or upon written petition of at least ten (10) percent 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. Only members of the local in good standing shall be allowed to vote.

Section 6. The regular order of business shall 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 7. A quorum of the local shall consist of ten (10) members. A quorum of any committee shall consist of a majority of the members thereof.

Section 8. Unless otherwise specified by law (e.g.; secret ballot election or dues) or by constitution, 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 9. 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 10(a). The general officers of this Local will comprise the Executive Board are as follows:

President

1st Vice President

2nd Vice President

3rd Vice President

4th Vice President

Treasurer

Secretary

Sergeant-at-Arms

(b). The 1st Vice President shall assist the President in the performance of the duties of that office. See standard local constitution, Article VI. Sections 3 and 4.

©. In the case of a vacancy in the office of President, the 1st Vice President shall fill the office for the unexpired term. See standard local constitution, Article VII, Section 4.

Section 11. A Sergeant-at-Arms shall be elected by vote of the local's membership. 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.

Section12. The Chief Steward shall be appointed by the President, subject to approval of the Executive Board, and shall be directly responsible to the President. The appointment will be made within thirty (30) days after the election of officers. Stewards of the local will be appointed by the President, with concurrence of the Executive Board. The Chief Steward shall trained stewards are available in the Local to meet the representational needs of the Local, direct assignment of stewards to areas to organize in cooperation with the Organizing Committee, and other duties as assigned by the President.

Section 13. 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. The Election Committee shall be made up of an odd number of members and from that number a chair person will be elected. See AFGE National Constitution, Appendix A, Part I, Section 2. Duties of the committee will include; mailing of notices of nominations and elections to all members in good standing, preparing the ballots, distribution of ballots, tallying the ballots, preparing a written report and informing the membership of the results.

Section 14. Nomination of officers shall be held in the month of October. The election of officers shall be held in the month of November after proper notice has been given to all members of the local. A quorum is not required for nomination and/or elections. Candidates shall not run for more than one elected office; however, running as a delegate shall not be in conflict with an elected officer position. Terms of office shall not exceed three (3) years. A runoff election, if necessary, shall be held as soon as possible at the same meeting, or by mailed ballot. See AFGE National Constitution, Appendix A, Part I,

Sections 1, 3 & 4. The election procedure shall be conducted in accordance with the Mail Out Ballot procedures.

Section 15. All candidates for office shall be treated equally with respect to the availability of lists of members. Each candidate shall be afforded an opportunity to have an observer, who is a member in good standing, present throughout the election procedure, including the tallying of ballots.

Section 16. All officers will be administered the “Oath of Union Officers” contained in the AFGE National Constitution upon their installation in office.

Section 17. The current edition of Robert’s Rules of Order Newly Revised shall govern the proceedings of all meetings of the local, when not inconsistent with the provisions of the standard local constitution, the AFGE National Constitution, or these bylaws.

Section 18. The local’s delegates to the AFGE National Convention, District caucus, and national council meetings shall be the local President who, if elected to that office, serves by virtue of office. Up to three (3) alternate delegates shall be nominated and elected in conjunction with officer elections. The local shall vote at regular monthly meetings upon the number of delegates to attend the National Convention, caucus, or council meetings and authorization of funds for the delegates’ attendance at such sessions prior to the commencement of such sessions. See AFGE National Constitution, Appendix A, Section 6(d). If the local is entitled to additional delegates, the additional delegates shall be elected by an election called for that purpose.

Section 19. Expenditures by the Executive Board in excess of \$500.00 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 members. See Standard Local Constitution, Article VIII, Section 3. All expenditures authorized by the Executive Board will 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 20. Such committees as may be established by the local shall be comprised of members appointed by the President, subject to approval of the Executive Board (except for the election committee) or elected by the local’s members.

Section 21. Times of scheduled meetings:

- (a) Officers Meeting – 2nd Wednesday of the month
- (b) Stewards Meeting – 1st Tuesday of the month

Section 22. The dues shall be \$13.25 per pay period. See AFGE National Constitution, Article XIX, Sections 7(a) 7 and 7(b) 7; and Standard Local Constitution, Article IV, Section 1.

