



## Standard Local Constitution

### ARTICLE I

#### *Name*

SECTION 1. This local union shall be known as the American Federation of Government Employees, Local No. 424, AFL-CIO, Department of Veterans Affairs, Maryland as set forth in its charter. See AFGE National Constitution, Article XIX, Section 1.

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

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### ARTICLE II

#### *Objectives and Methods*

SECTION 1. This local does not advocate the overthrow of the Constitutional form of government in the United States. The local does not discriminate with regard to race, creed, color, national origin, sex, age, political affiliation, disability, marital status, sexual orientation, or preferential or nonpreferential civil service status; and is not subject to corrupt influences or influences opposed to basic democratic principles.

SEC. 2. In the event any member(s) of the local is employed within a unit represented by an AFGE national bargaining council, the local shall affiliate with the national council(s). See AFGE National Constitution, Article XXI. The local shall pay dues and/or per capita tax to the national council for those members of the local employed within the unit represented by the council, as may be prescribed by the constitution of the council. See AFGE National Constitution, Article XXI, Section 1.

SEC. 3. This local is a separate, independent organization functioning in conformance with the AFGE National Constitution. Neither the local nor its officers, employees, members, or other persons has the authority to act, nor shall it be deemed to act on behalf of or as agent for the Federation or any of its other affiliates, unless such authority as applicable is expressly granted by the Federation by written authorization of the National President, or by an affiliate by written authorization in accordance with its governing procedures.

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### ARTICLE III

#### *Membership*

SECTION 1. All persons eligible for AFGE membership as prescribed by Article III of the AFGE National Constitution and who come within the local's jurisdiction as defined by its charter shall be eligible for membership in this local.

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ARTICLE IV  
*Dues and Initiation Fees*

SECTION 1. Dues shall be established and adjusted as may be necessary to ensure that they allow adequate funds for the payment of per capita tax and sufficient funds for the operating expenses of the local. See AFGE National Constitution, Article XIX, Section 4(a)(6) and 4(b)(6). Any change in the dues structure shall be accomplished by:

- (a) 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
- (b) By majority vote of the members in good standing voting in a membership referendum conducted by secret ballot.

SEC. 2(a). The local shall establish in its bylaws the amount of its initiation fee and the amount of its membership dues. See AFGE National Constitution, Article XIX, Section 4(a)(4)-4(a)(6) and 4(b)(4)-4(b)(6). Dues may be paid by payroll deduction or by advance payment for such intervals as prescribed by the local: quarterly, semiannually, or annually. If payroll deduction is available, a local may adopt a bylaw requiring payment of dues by this method. The local may establish a separate dues rate for retired members.

SEC. 2(b). Members may be dropped if dues are not paid by Tuesday of the last full workweek of the month, provided, however, that a reasonable amount of time after notice of delinquency is given.

SEC. 2(c). Local representatives, collectors, and shop stewards shall make remittance of all dues and initiation fees collected to the Treasurer within ten days and no later than the Tuesday of the last full workweek of the month.

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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.

SEC. 2. The Treasurer shall sign and the President shall countersign checks covering proper expenditures for the local. In the absence of either the Treasurer or the President, such other officer as prescribed by the local's bylaws may sign in place of the absent officer.

SEC. 3. The officers, agents, shop stewards, or other representatives or employees of this local who handle funds or property thereof shall be bonded in accordance with law and applicable regulations. See AFGE National Constitution, Article XXIV, Section 8.

SEC. 4. In order for the bond to be effective, the local shall file with the National Secretary-Treasurer a copy of its annual audit in the format prescribed by Article XXIV, Section 8(d) of the AFGE National Constitution.

SEC. 5. All books, records, and financial accounts at all times shall be open to the inspection of the national officers or accredited representative of the National Executive Council and any duly authorized and accredited representative of the local. See AFGE National Constitution, Article XXIV, Section 9.

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ARTICLE VI  
*Elected Officers*

SECTION 1(a). The general officers shall be elected by the total membership and shall constitute the Executive Board of this local, and shall consist of the President, Treasurer, and Secretary and such others as the local's bylaws may prescribe. The local may adopt a bylaw combining the offices of Treasurer and Secretary.

SEC. 1(b). The local may establish bylaws 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.

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

SEC. 3. The President shall be the executive officer of this local; he or 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 local Constitutions; keep the membership apprised of the goals and objectives of the Federation; serve as an 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 gave rise to the charges; automatically serve by virtue of election to office as a local delegate to the district caucus, 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 or her regular duties because of sickness, leave, TDY, or for some other legitimate reason, he or she shall delegate the responsibilities of that office to the officer designated in the local's bylaws as provided for in Section 4 of this Article.

SEC. 4. The local shall prescribe in its bylaws that the Treasurer or Secretary (or such other officer as the local may establish) shall assist the President in performing the duties of that office. If the President is absent from a local meeting, the officer so designated will preside. In the absence of the President and the officer so designated to assist him or her, a chair will be chosen by the members from among those in attendance.

SEC. 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 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 per capita tax, and approved budgeted expenditures) shall be approved by the local.

SEC. 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 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.

SEC. 7. No officer 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.

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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.

SEC. 2(a). In accordance with Appendix A, Part I, Section 1(e) of the AFGE National Constitution, the minimum 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 or to unit-specific positions in new units; and
- (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).

SEC. 2(b). Candidates shall not run for more than one office in the same local election; however, candidacy as a delegate shall not be considered to be covered by this provision.

SEC. 2(c). 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.

SEC. 3. The local shall prescribe in its bylaws the manner by which its elections will be conducted (*choose one*): manual ballot *or* mail ballot *or* secure and electronic option(s).

SEC. 4. In the case of a vacancy in the office of President, such officer as may be prescribed by the local's bylaws shall fill the office for the unexpired term. Vacancies in any other office unless otherwise prescribed by the local's bylaws shall be filled for the unexpired term by appointment by the Executive Board.

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ARTICLE VIII  
*Executive Board and Committees*

SECTION 1. The Executive Board shall meet at the call of the President.

SEC. 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.

SEC. 3. Expenditures by the Executive Board in excess of \$500 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. Upon request a copy of such report will be made available to any member in good standing of the local.

SEC. 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.

SEC. 5. Standing and special committees may be established in the manner prescribed by a local's bylaws.

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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.

SEC. 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.

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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.

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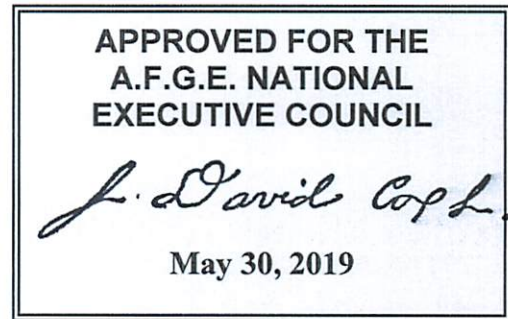
ARTICLE XI  
*Bylaws*

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.

SEC. 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.

SEC. 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. Locals shall send a copy of their bylaws, the notice and membership meeting minutes to the district office.

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



AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES  
LOCAL 424 BYLAWS

THE CONSTITUTION OF AFGE LOCAL 424  
IS SET FORTH IN APPENDIX B OF THE AFGE NATIONAL CONSTITUTION

SECTION 1. The headquarters of the local is Baltimore, Maryland. The mailing address 10 North Greene Street, Baltimore Maryland 21001.

SECTION 2. Meetings:

(a) Regular meetings of the local shall be held on the third Thursday of each month. Meetings may be cancelled by the President or the Executive Board in case of an emergency or bad weather.

(b) The February, May, August, and November meetings will be held at a time and place set by the Executive Board; and all other meetings will be held at Baltimore, Maryland.

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 of the membership. Five 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 5. The regular order of business will be:

- (a) Roll call of officers and stewards
- (b) Reading of the minutes of the previous meeting
- (c) Report of financial condition by local Treasurer
- (d) President's report
- (e) Chief Steward's Report
- (f) Reports of committees
- (g) Unfinished business
- (h) New business
- (i) Comments for the good of the local

(j) Adjournment

SECTION 6. A quorum of this local shall consist of 12 members in good standing. Any meeting held outside Baltimore, Maryland would require a quorum of 10 members in good standing.

SECTION 7. 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 8. The time allotted for debate of any particular issue before the local including the time allowed for speeches or commentaries will be governed by the circumstances and by majority vote of those present.

SECTION 9. The general officers of this local will comprise the Executive Board are as follows:

President	Executive Vice President	1 <sup>st</sup> Vice President
2 <sup>nd</sup> Vice President	3 <sup>rd</sup> Vice President	4 <sup>th</sup> Vice President
Chief Steward	Treasurer	Secretary
		Sergeant-at-Arms

(a) The Executive Vice President shall assist the President in administering the affairs of the local. If the President is unable to perform the duties of his/her office, he/she shall delegate the authorities of his/her office to the Vice President.

(b) The President, Executive Vice President, Vice Presidents, and Treasurer are the financial officers of the local. They are ex-officio members of the Budget and Financial Committee. The Executive Vice President may countersign checks in the absence of the President.

SECTION 10. A Chief Steward shall be elected by vote of the local's membership. Other stewards will be appointed by the Chief Steward, subject to approval of the Executive Board, whose responsibility will be to investigate candidate's qualifications before confirming appointments. The Chief Steward shall monitor the activities of the stewards; coordinate training activities, and keep the local informed of matters of interest brought to the attention of stewards by the members.

SECTION 11. The Sergeant-at-Arms shall attend the outer door to see that no one enters the meeting 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; ascertain that a quorum is present; provide a roll to call, should the recording of individual votes be necessary; and perform such duties as may be assigned.

SECTION 12. The Executive Vice President shall assist the President in administering the affairs of the local.

SECTION 13. The Secretary will record, transcribe, and present the minutes to the local membership; he/she will perform assigned duties.

SECTION 14. Standing Committees:



- (a) Budget and Finance Committee;
- (b) Grievance Committee;
- (c) Special committees may be established as the local may direct;
- (d) The membership of all committees, with the exception of the Election Committee and the Budget and Finance Committee, shall be appointed by the President; and
- (e) A quorum of any committee shall consist of a majority of the members thereof.

SECTION 15. The duly elected officers shall hold office until their successors have been elected and installed. However, any officer who moves beyond the jurisdiction of the local during his/her term of office or who ceases to be a member in good standing shall thereby automatically forfeit said office. The vacancy shall be filled under the provisions of these Bylaws.

SECTION 16. In the case of a vacancy in the office of President, the Executive Vice President shall fill the office for the unexpired term, until the next regularly scheduled election.

SECTION 17. In the case of a vacancy in any office, the President with the approval of the Executive Board may appoint an officer to serve until the next regularly scheduled election.

SECTION 18. The officers shall be elected by secret ballot by majority vote of valid ballots cast. All officers must be elected in accordance with the election provisions of the AFGE National Constitution.

(a) The election shall be conducted in accordance with Appendix A (mail ballot) of the AFGE National Constitution.

(b) Nomination of officers shall be held in September; election shall be held in October, and installation shall be held as soon after the election as practical.

(c) Candidates for office shall be members in good standing. All voters must be members in good standing.

(d) The following officers may be members in good standing from any component:

President, Vice President, Vice President, Professional Employees, Chief Steward, Treasurer, Secretary, and Sergeant-at-Arms. All members in good standing, including retired members, shall be given an opportunity to vote for these officers in accordance with the applicable election guidelines.

SECTION 19. The membership shall elect an Election Committee that will conduct all aspects of the election, including the posting of the election notices, printing, distributing, and counting ballots, and adjudicating all conflicts, which may arise during the election procedure. The Committee shall consist of not less than three members, and if a larger Committee is required, it shall contain an odd number of members. No member of the Committee may be an incumbent of or candidate for the office for which the election is being conducted. If a member is disqualified, a successor shall be appointed in accordance with the next highest number of votes received in the August election for Election Committee members. Members elected to this committee will stand as incumbents for a minimum of two years from date elected.

SECTION 20. All candidates for office must be treated equally with respect to the availability of lists of members and mailing of campaign literature. Upon request of a candidate, the local shall comply with all reasonable and timely requests of the candidate to distribute to its members at the candidate's expense, by mail or otherwise, campaign literature in aid of his/her candidacy, provided the same opportunity is provided to all candidates.

SECTION 21. No monetary or other resources of AFGE or any employer 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, publications, facilities, office equipment, union or employer email, stationery or other supplies. While the preceding restrictions apply to use of AFGE 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.

SECTION 22. The President by virtue of election to office is automatically a delegate to all AFGE National Conventions, district caucuses, council meetings, and other meetings. Members of the Executive Board, by virtue of their election to the offices, are automatically delegates and alternate delegates in the following order:

**DELEGATES**

1. President
2. Executive Vice President
3. 1<sup>st</sup> Vice President
4. 2<sup>nd</sup> Vice President
5. 3<sup>rd</sup> Vice President
6. 4<sup>th</sup> Vice President

**ALTERNATE DELEGATES**

- Treasurer
- Secretary
- Sergeant-at-Arms
- Chief Steward

SECTION 23. The term of office shall be three years. No term shall exceed three years.

(a) The President, Executive Vice President, 1st-4th Vice Presidents, Chief Steward, Treasurer, Secretary, and Sergeant-at-Arms shall be elected October 2019 and every three years thereafter.

(b) All officers will be administered the "Oath of Union Officers" contained in the AFGE National Constitution upon their installation in office.

SECTION 24. The revenues of this local shall be obtained from membership dues. The dues for active members shall be \$14.50 biweekly; \$203 semi-annually; and \$377 annually. The dues for retired members shall be \$50 annually. The dues for active members shall automatically increase by 50% of the amount of any per-capita increases enacted by AFGE National Conventions and National AFGE Veterans Affairs Bargaining Council Conventions. Dues must be paid in advance, through payroll deduction, or through procedures established by the Executive Board.

SECTION 25. Expenditures:

(a) The Executive Board will be guided by the budget. Expenditures, with the exception of budgeted items, by the Executive Board in excess of \$500 per month must have prior approval of the local membership. All expenditures must be reported in writing at the next regular meeting of the local.

(b) The Budget Committee shall be responsible for preparing the annual budget and meeting at regularly scheduled intervals during the year to ensure operating expenses remain within the dollar figure allotted or take appropriate steps to propose adjustment. In order for the Budget and Finance Committee to fulfill its fiduciary responsibilities and ensure that operating expenses remain within the projected annual budget, any proposed unbudgeted expenditure in excess of \$500 per month must be submitted in writing to the Budget and Finance Committee for its recommendation prior to requesting approval of the local membership.

(c) Unbudgeted expenditures in excess of \$5,000 must be brought before the local membership in two consecutive membership meetings with a vote by the general membership at the second meeting.

(d) Elected officers, stewards, and members who perform a service to the local shall be entitled to per diem, lodging costs and other reasonable incidental costs, provided they furnish receipts to the local Treasurer. The per diem rate for Local 424 will be the General Services Administration rate for the area for which travel is designated.

(1) Where travel does not exceed one day, the employee will use his or her own transportation with the local providing gas fund.

(2) Where travel is overnight the employee may elect to use his or her own transportation with gas funds payment, or the employee may elect to use a rental car if approved by the Executive Board.

(3) Public transportation, i.e., train, airplane, or bus for convenience may be utilized if approved by the Executive Board.

(4) All ticket purchases and hotel accommodations will be made by the Treasurer prior to the trip and when feasible will be paid in advance of travel.