

AFGE LOCAL 3908 CONSTITUTION AND BYLAWS

Adopted: October 13, 2022, pending AFGE approval

Amended: November 10, 2022, section 9.3 retired member definition and voting rights

In Effect: January 26, 2023, replacing the 1981 local constitution and bylaws, reviewed and approved by AFGE Office of the General Counsel

ARTICLE 1.0 LOCAL CONSTITUTION

1.1 The Standard Local Constitution as set forth in Appendix B of the AFGE National Constitution shall serve as the Constitution of the Local.

1.2 Local 3908 is an autonomous Local union joined in federation with other Local unions forming the American Federation of Government Employees (AFGE). We are governed by the democratic principles embodied in the AFGE National Constitution and the Standard Local Constitution at Appendix "B" of the AFGE National Constitution.

1.3 The bylaws of this Local contained herein set forth rules for the local administration and functions of this Local. No part of these bylaws shall be in force if they are contrary to or in conflict with the provisions of the AFGE National Constitution.

1.4 Any rules and/or functions of the local that are silent within these bylaws shall refer to the Local Constitution as set forth in Appendix B of the AFGE National Constitution. Any unresolved rule or function, final interpretation shall be made by the Executive Board.

ARTICLE 2.0 OBJECTIVES AND METHODS

2.1 The objective of this local shall be to promote the general welfare of civilian governmental employees.

2.2 The local shall strive to promote efficiency and improvement in the governmental service and shall advance this objective to be secured by legislative enactment through cooperation with governmental officials and by other lawful means.

2.3 This local does not advocate the overthrow of the constitutional form of government in the United States and is not subject to corrupt influences or influences opposed to basic democratic principles. In terms of membership, the local will not discriminate because of race, color, creed, sex, age, political affiliation, handicapping condition, marital status, preferential or non-preferential civil service status, or national origin.

ARTICLE 3.0 NAME AND HEADQUARTERS

3.1 This Local, as set by its charter, shall be known as: American Federation of Government Employees (AFGE) Local 3908.

3.2 The jurisdiction of the Local shall be in accordance with its charter.

3.3 The headquarters of the Local is National Oceanic and Atmospheric Administration Great Lakes Environmental Research Laboratory (NOAA GLERL), 4840 S. State Road, Ann Arbor, MI 48108-9719. The mailing address of the Local is American Federation of Government Employees Local 3908, PO Box 652, Saline, MI 48176-0652.

ARTICLE 4.0 MEETINGS

4.1 Regular meetings shall be held at noon on the second Thursday of the month, or at an alternative time and place selected by the Executive Board with timely notification to membership.

4.2 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. Three 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.

4.3 Only active members of the Local in good standing shall be allowed to vote. Active members are defined in Article 9.3

4.4 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. All meetings shall be presided by the President or their designee. The regular order of business will be:

- a) Roll call of officers
- b) Review 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

4.5 A quorum of a regular or special meeting shall consist of five members. A quorum of any committee shall consist of a majority of the members thereof.

4.6 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 in a regular or special meeting first by voice vote, then by a showing of hands, and then by roll call if requested by 25 percent of the members present.

4.7 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. Any limitation as to time allowed for debate may be extended by a majority of those present and voting.

ARTICLE 5.0

EXECUTIVE BOARD AND GENERAL OFFICERS

5.1 The general officers of this local who comprise the Executive Board, and are elected by vote of the local's membership, are as follows. The duties of officers described in these bylaws are in addition to the duties described in the AFGE National Constitution and the Local Constitution.

- a) President
- b) Vice-President
- c) Treasurer
- d) Secretary
- e) Sergeant-at-Arms

5.2 In addition to the General Officers, a Chief Steward (see Article 7) shall attend all meetings of the Executive Board. The Chief Steward may offer motions and participate in debate, but may not cast votes.

5.3 The Executive Board shall meet as necessary, as provided in Article VIII of the AFGE Standard Local Constitution. In addition, the Executive Board shall meet at the call of a majority of the members thereof. Reasonable notice will be provided to those required to attend. Decisions of the Executive Board shall be made by majority vote of the members thereof, in a meeting, by email or other secure electronic means.

5.4 The Vice-President shall assist the President in the performance of the duties of that office. See standard local constitution, Article VI, Sections 3, 4.

5.5 In the case of a vacancy in the office of President, the Vice-President shall fill the office for the unexpired term. If the Vice-President cannot fill the vacancy, then the Executive Board shall appoint a President. See standard local constitution, Article VII, Section 4.

5.6 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 and provided to the Secretary; 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. The local may choose to combine the roles of Sergeant-at-Arms and Secretary.

5.7 The Executive Board, as the Arbitration Committee of the Local, will vote on whether to take a case to arbitration. After approval of the Local's Executive Board, arbitration expenses shall be paid under this authority. The Secretary shall notify the grievant and the steward handling the case of the Executive Board decision.

5.8 All General Officers, the Chief Steward, and election committees may request assistance from AFGE District 7 staff for guidance in carrying out their duties.

ARTICLE 6.0

ELECTION PROCEDURES

6.1 Nomination of officers shall be held in December, elections shall be held in January, and installation shall be held in January of each year, after proper notice to local members. A quorum is not required for nominations and/or elections. See AFGE National Constitution, Appendix A, Part I,

Section 3. Further guidance is provided in the AFGE Election Manual. Candidates shall not run for more than one office in the same election; however, candidacy as a delegate shall not be considered to be covered by this provision. The notice of election and nomination period, and the election shall be conducted by U.S. mail ballot. A runoff election, if necessary, shall be conducted by mail ballot, after proper notice to membership.

6.2 An Election Committee shall be constituted at a meeting preceding the start of the nomination procedure. Elections shall be conducted in accordance with the AFGE National Constitution Appendix A. Additional guidance is provided in the AFGE Election Manual.

6.3 All officers will be administered the "Oath of Union Officers" contained in the AFGE National Constitution upon their installation in office, and their duties shall be read as listed in the AFGE National Constitution, Local Constitution, and bylaws. Officers shall serve for one-year terms, beginning in January.

6.4 In the case of an elected office vacancy, the Executive Board may appoint an officer from the active members of the Local to complete the term.

6.5 Executive Board officers shall not serve more than three consecutive one-year terms in any given office. Interim appointments to fill vacancies do not count against the term limit.

ARTICLE 7.0 CHIEF STEWARD, COMMITTEES, AND DELEGATES

7.1 A Chief Steward and such other stewards as may be necessary shall be appointed by the Executive Board.

7.2 The duties of the Chief Steward shall be to assist the Executive Board and Stewards with questions about processes, contract interpretation, and reports of workplace conflicts and issues; advise on arbitration decisions; be accessible to members and officers by telephone or in person; assist in resolving conflicts between members, stewards or between members and the employer; judge whether a complaint is a grievance; write and investigate grievances and unfair labor practices properly and in consultation with the Executive Board; maintain a permanent record of filed grievances and unfair labor practices; and such other duties as assigned by the Executive Board. See AFGE Steward's Manual for additional guidance.

7.3 Such committees as may be established by the Local shall be comprised of members appointed by the President subject to the approval of the Executive Board (except for the Election Committee). See Article 6.2 of these bylaws.

7.4 The Local's delegates to the AFGE National Convention, district caucus, and national council meetings, after proper notice to the local's members (see AFGE National Constitution, Appendix A, Part I, Section 3), shall be elected at a meeting of the local, excepting the local's President who if elected to that office serves by virtue of office. At that or a subsequent meeting, the local shall vote upon the authorization of funds for the delegates' attendance at the National Convention, caucus, or council meetings. See AFGE National Constitution, Appendix A, Section 6(d).

ARTICLE 9.0 MEMBERSHIP AND DUES

9.1 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. Please refer to Article 4.3 for eligibility in voting.

9.2 It shall be the responsibility of members to keep current their mailing address and personal email address with the local. This can be accomplished via AFGE's National website or by providing it to the Treasurer. The month of October shall be "Update Month", during which the local shall engage in even greater concerted effort to gather current contact information for members to include mailing address, emails, and home, office, and work telephone numbers. All efforts shall be made to keep your personal information confidential. This data is essential so the Local can effectively communicate with its members.

9.3 Classification of membership in the Local shall mean:

- a) Active member: Any dues paying member presently a bargaining unit employee at NOAA GLERL. An eligible member becomes active upon filing the required paperwork, or electronic forms, for enrollment and dues with the Treasurer. The Treasurer will inform the membership upon receipt of new member paperwork. An active member may maintain active member status upon retirement if membership in good standing is maintained without an interruption of more than two months.
- b) Special retiree affiliate: A former bargaining unit employee of NOAA GLERL who was not a member of Local 3908 at the time of retirement, or who had an interruption in membership after retirement of more than two months, may join as an affiliate member (see Article III of the AFGE National Constitution). Affiliate members cannot serve on the Executive Board and do not have voting rights.

9.4 The dues shall be \$15 per two-week pay period.

9.5 The dues amount for retired members shall be equal to 12 times the monthly per capita tax owed on such members and shall be payable in January of each year. If a member retires during the year, then annual dues shall be prorated based on the remaining months of the year.