

Local 1003 Constitution

ARTICLE I

Name

SECTION 1. This local union shall be known as the American Federation of Government Employees, Local No. 1003, AFL-CIO, U.S. Environmental Protection Agency Region 6, 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.

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.

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.

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.

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.

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.

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; 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.

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.

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.

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.

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.

Adopted this day, January 14, 2014 by a two-thirds vote of the members.

Jeanne M. Schulz
President

Cheryl M. Scott
Secretary

AFGE Local 1003 Bylaws

Section 1. The headquarters of the Local is 1445 Ross Avenue, Dallas, Texas. The mailing address is 2633 McKinney Avenue, #130-131, Dallas, Texas 75204.

Section 2(a). General meetings of the Local shall be held on the second Tuesday of each month. In the event of a conflict, it will be rescheduled as soon as possible, or, in exceptional circumstances the President or the Vice President acting in the President's absence, will cancel that month's meeting and resume meetings the following month.

Section 2(b). The meetings shall be held in a conference room of the U.S. Environmental Protection Agency Region 6, commencing at 11:45 a.m. and ending no later than 1 p.m.

Section 3. Special meetings may be called by the President, a vote of five officers of the Executive Board, or upon written petition of at least ten percent of the membership. Five days written notice via emails and/or bulletin boards 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. Unless otherwise specified by the AFGE and Local Constitutions, all questions before the Local will be decided by voice vote of the members present. Only members of the Local in good standing shall be allowed to vote. If the outcome of a voice vote is unclear, a vote will be conducted by a show of hands. If the outcome is still unclear, a vote will be conducted by a roll call of members present. A tally of any roll call votes will be maintained by the Secretary in the Local's official minutes.

Section 5. The regular order of business at general meetings will be:

- (a) Roll call of officers
- (b) Reading of the minutes of the previous meeting
- (c) Report of financial condition by Local Treasurer
- (d) Report of Chief Steward
- (d) Reports of committees
- (e) Unfinished business
- (f) New business
- (g) Comments for the good of the Local
- (h) Adjournment

Section 6. At general meetings a quorum of this Local shall consist of four Executive Board Officers. A quorum of any committee shall consist of a majority of the members thereof.

Section 7. Unless otherwise specified by law or the AFGE National or Local Constitutions, all questions before the Local will be decided by voice vote of the members present, and a show of hands if the voice vote is undetermined.

Section 8. The time allowed for debate of any particular issue before the Local and the time allowed for speeches will be three minutes. The time allowed for debate may be extended by a majority of those present and voting as specified in Section 7.

Section 9. The general officers of this Local who comprise the Executive Board shall be elected by members in accordance with the AFGE National Constitution, Appendix A, Part I, Section 3 and are as follows:

- President
- Vice President
- Secretary
- Treasurer
- Chief Steward
- Sergeant-at-Arms
- Librarian/Parliamentarian

Section 10. The Executive Board shall meet at the call of the President and:

- (a) Shall meet each week whenever practicable.
- (b) Special meetings may be called by the President or three officers in agreement.
- (c) A quorum shall be four officers

Section 11. The President will be the Executive Officer of this Local and will:

- (a) Participate in all Executive Board, General and other meetings as scheduled to the fullest extent possible.
- (b) Preside at all Local meetings and keep the membership apprised of the goals and objectives of the Federation;
- (c) Will exercise general supervision over the affairs of the Local and see that other officers comply with the responsibilities of their office and constitutional duties;
- (d) Serve automatically by virtue of office as a Local delegate to all district caucuses, the National Convention, seminars, EPA council meetings, and such other meetings participated in by this Local, as the Local may be entitled;
- (e) Comply with the National and Local Constitutions;
- (f) Plan and pursue policies within the framework of the National Constitution, Local Constitution and Bylaws and the Master Collective Bargaining Agreement.
- (g) Sign all documents pertaining to the office;
- (h) Serve as an ex-officio member of all committees, except the Election Committee and the Audit Committee, and on investigation or trial committees when he or she is bringing the charges or is directly or indirectly involved in the matter that gave rise to the charges;
- (i) Serve as Chairperson of the Membership Committee and as such be assisted by all officers;
- (j) If the President is unable to perform his or her regular duties the Vice President will perform those duties.

Section 12. The Vice President shall assist the President in the performance of the duties of that office and will:

- (a) Participate in all Executive Board, General and other meetings as scheduled to the fullest extent possible.
- (a) In the case of an absence of the President, assume the President's duties and responsibilities until the President returns.
- (b) In the case of a vacancy in the office of President, the Vice President shall fill the office for the unexpired term.
- (c) Serve as Career Development Coordinator of Local membership, keeping abreast of all training opportunities and laws and regulations pertaining to hiring and promoting;
- (d) Be able to assist in evaluating any changes in policy in regard to the merit promotion plan;

- (e) Serve as consultant on matters concerning compensation for employees who are injured on the job, or have job-related illnesses and keep apprised of all laws and regulations concerning these matters.
- (f) In the absence of either the President or the Treasurer, co-sign checks.

Section 13. The Secretary will:

- (a) Participate in all Executive Board, General and other meetings as scheduled to the fullest extent possible.
- (b) Keep a complete record of the minutes of all meetings;
- (c) Record and reduce to writing the minutes of all general meetings and present the same to members at the next regular monthly meeting for their approval of the content therein;
- (d) Keep custody of official membership register;
- (e) Have custody of the official copy of the Constitution and Bylaws of this Local;
- (f) Conduct correspondence and post notices of meetings as required which state the time and place of the meetings;
- (g) Prepare any informational bulletins;
- (h) Maintain all election related documents, including copies of those pertaining to nominations, notices of meetings, and the minutes of any meeting, all of which must be sealed and preserved for one year after the election. See AFGE National Constitution, Appendix A, Part I, Section 50.

Section 14. The Treasurer will:

- (a) Participate in all Executive Board, General and other meetings as scheduled to the fullest extent possible.
- (b) Serve as chairman of the Budget Committee of this Local;
- (c) Maintain a bookkeeping system that is acceptable to the National Secretary Treasurer;
- (d) Make a financial report at each regular meeting of this Local;
- (e) Promptly complete and mail proper forms to the National Office in case of the death of a member, payroll dues deduction or cancellations of payroll deduction received
- (f) Receive all monies paid into the Local and receipt thereof;
- (g) Keep records of all transactions and all dues paid;
- (h) Promptly deposit monies in the bank to the credit of the Local;
- (i) Make regular reports to the National Secretary-Treasurer, furnishing names and addresses of all new members or members who have severed their affiliation with Local;
- (j) Promptly, as authorized by the Local, make disbursements for all current and outstanding debts;
- (k) Arrange for two debit cards in the Treasurer's and President's names, to be used only for approved expenses;
- (l) Coordinate and assist with an annual audit of the Local's books. The President, with approval of the Executive Board, may select an auditor who is not an officer of the Local or appoint an Audit Committee comprised of at least three members and with an odd number of members. No officer may serve on the Audit Committee.
- (m) Perform other duties and responsibilities as outlined in the AFGE Financial Officers Manual.

Section 15. The Chief Steward will:

- (a) Participate in all Executive Board, General and other meetings as scheduled to the fullest extent possible.
- (b) Act as a clearing house for hearings and take action on grievances, complaints, and appeals of employees, including the presentation of cases that may be considered for arbitration and/or submission to the Merit Systems Protection Board. Arbitration may be invoked only after majority vote approval by the Executive Board of this Local;
- (c) Nominate stewards to serve for a two-year period, submitting recommendations to the Executive Board of the Local for approval; the stewards may be re-nominated at the end of the Chief Representative's two-year term of elected office;
- (d) Direct the activities of all stewards, assigning them to areas where they will be of the most value to the Local, with recommendations from the Executive Board;
- (e) Keep the Local informed of matters of interest brought to their attention by the stewards;
- (f) Provide at each monthly meeting a grievance/complaint status report. This report should be provided to the Secretary for record keeping;
- (g) Advise employees on regulations or the agreement and their rights as employees;
- (h) Investigate the facts surrounding grievances or problems submitted by employees;
- (i) Represent the employee and/or the Union in employee-supervisory discussion of grievances, at the employee's request;
- (j) Assist employees in preparing a written grievance;
- (k) Meet from time to time with supervisors to relate information on potential problem areas so as to prevent employee grievances wherever possible;
- (l) Shall inform at least the President or Vice President before meeting with senior management (the Regional Administrator, the Deputy Regional Administrator and/or the Assistant Regional Administrator) and shall inform the Executive Board about any meeting with senior management at the next Executive Board meeting.
- (m) In administering these responsibilities stewards will conduct their investigations in a fair and equitable manner to all concerned and present the employee with the facts so that he or she can decide which action to take.

Section 16. The Sergeant-at-Arms will:

- (a) Participate in all Executive Board, General and other meetings as scheduled to the fullest extent possible.
- (b) Ensure that no one enters the meetings without proper authority;
- (c) Assist the presiding officer in the maintenance of order;
- (d) Welcome and introduce guests;
- (e) Ensure that each member's presence is recorded in a log;
- (f) Provide a roll to call should the recording of individual votes be necessary;
- (g) Perform other duties as may be assigned by the presiding officer.

Section 17. The Librarian/Parliamentarian will:

- (a) Participate in all Executive Board, General and other meetings as scheduled to the fullest extent possible.
- (b) Aid and assist the presiding officer on any questions arising on parliamentary law or procedure;
- (c) Serve as Librarian and, as such, maintain the Local's library consisting of manuals, books and reference materials owned by the Local;
- (d) When possible, assist officers with research and preparation of representational documents.

Section 18. Nominations and elections shall be conducted in accordance with the AFGE National Constitution, Appendix A. Nominations of officers shall be held in February of even years and elections and installation shall be held no later than April of even years, after proper notice to Local members. Elections shall be held by manual ballot.

Section 19. An Election Committee shall be elected by a majority vote of Local members at a meeting preceding the start of the nomination process. See AFGE National Constitution, Appendix A, Part I, Section 2. The Committee shall consist of not less than three members, and shall, in any case, have an odd number of members. No member of the Election Committee may be an incumbent or candidate for an office for which the election is being held.

Section 20. All officers will be administered the "Oath of Union Officers" contained in the AFGE National Constitution upon their installation in office. Officers shall serve for two-year terms, beginning on their date of installation.

Section 21. Officers may be removed in accordance with the AFGE National Constitution, Article XXIII.

Section 22. Stewards will be nominated by the Chief Steward and approved by a majority vote of the Executive Board. Their terms will expire at the end of Chief Steward's term. The Stewards may be re-nominated at the end of the Chief Steward's two-year term. Stewards will:

- (a) Take an oath administered by any officer with a second officer as witness;
- (b) Advise employees on regulations or the agreement and their rights as employees;
- (c) Investigate the facts surrounding grievances or problems submitted by employees;
- (d) Represent employees and/or the Union in employee-supervisor discussions of grievances at employees' request and;
- (e) Assist employees in preparing written grievances.
- (f) In administering these responsibilities, Stewards will conduct their investigations in a fair and equitable manner to all concerned and present the employee with the facts so that he or she may decide which action to take.
- (g) The Stewards will meet from time to time with supervisors to relate information on potential problems so as to prevent employee grievances when possible.

Section 23. 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 AFGE National or Local Constitutions, or these Bylaws.

Section 24. 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 and Vice President who serve 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).

Section 25. 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 which is elected by the members.

Section 26. There will not be an initiation fee. The dues shall be \$12.61 per pay period and shall automatically increase by the amount, if any, the National convention or the National Council of Locals increase their per capita tax. Dues shall be collected via payroll deduction, except when payroll deduction is not available an annual lump sum shall be paid. Retirees shall pay a lump sum of \$30 annually.

Section 27. The Local's fiscal year shall be January through December.

Section 28. The Local Constitution will become effective when approved by a two-thirds vote of the members present and voting in a regular or special meeting and may be amended by a two-thirds vote of the members present and voting in a regular or special meeting.

Section 29. These Bylaws will become effective when approved by a two-thirds vote of the members present and voting in a regular or special meeting and may be amended by a two-thirds vote of the members present and voting in a regular or special meeting.

Adopted January 14, 2014

Jeanne M. Schulze
Jeanne Schulze, President AFGE Local 1003

Cheryl M. Scott
Cheryl M. Scott, Secretary AFGE Local 1003