

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) Approval 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.
- (g) Perform other tasks for the benefit of the Local and/or the bargaining unit as assigned by the President.

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.
- (i) Perform other tasks for the benefit of the Local and/or the bargaining unit as assigned by the President or Vice President.

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.
- n) Perform other tasks for the benefit of the Local and/or the bargaining unit as assigned by the President or Vice President.

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.
- (n) Perform other tasks for the benefit of the Local and/or the bargaining unit as assigned by the President or Vice President.

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.
- (h) Perform other tasks for the benefit of the Local and/or the bargaining unit as assigned by the President or Vice President.

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.
- (e) Perform other tasks for the benefit of the Local and/or the bargaining unit as assigned by the President or Vice President.

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.

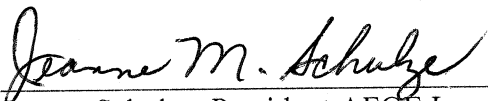
Section 26. There will not be an initiation fee. The dues shall be \$12.61 per pay period and shall automatically increase by the amount, if any, the National convention or the National Council of Locals increase their per capita tax. Dues shall be collected via payroll deduction, except when payroll 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: May 12, 2015



Jeanne Schulze, President AFGE Local 1003



Cheryl M. Scott, Secretary AFGE Local 1003