

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES, AFL-CIO

LOCAL 2883 BYLAWS

THE CONSTITUTION OF AFGE LOCAL 2883 IS SET FORTH IN APPENDIX B OF THE AFGE NATIONAL CONSTITUTION

LOCAL BYLAWS

S.1. The headquarters of the local is: 1600 Clifton Rd. NE, Atlanta, Georgia 30333. The mailing address is: AFGE Local 2883 (CDC), 3631 Chamblee Tucker Rd., PO Box 941025, Atlanta, GA 31141. The AFGE Local 2883 (CDC) general phone number is: (404) 618-3046. Emails for general inquiries can be directed to: info@afge2883ga.org. The AFGE Local 2883 (CDC) website is: www.afge2883ga.org.

S. 2(a). Regular meetings of the Local shall be held on the second Tuesday of the month, or as otherwise decided by the President. Reasonable efforts will be made to notify the membership one (1) week in advance before each regular monthly meeting.

S. 2(b). The meetings shall be held at a time and place designated via email communication distributed to the members' personal email addresses before each monthly meeting. Meetings will typically be held virtually, via Zoom or Microsoft Teams platforms, but may also be held in person. The meeting time will be scheduled to start at 12:00 p.m., ET, unless otherwise decided by the President.

S. 2(c). Special Meetings may be called by either the President or two-thirds vote of the Executive Board, or upon a written petition of at least ten (10%) percent of the membership in good standing. Special Meetings may be held virtually or in-person at a designated location to be determined by the President and/or Executive Board. Five (5) days' email notice sent to the membership's personal email addresses denoting the specific purpose of the meeting must be given to the membership. A meeting agenda will be distributed to the membership in advance of the Special Meeting. No business other than that specified in the Special Meeting Notice agenda will be discussed.

S. 3. Only members of the Local in good standing shall be allowed to vote. Managers and supervisors (e.g. any and all management officials) are excluded from voting on the nominations and elections processes.

S. 4. The regular order of business will be conducted at each monthly meeting as follows:

- (a) Roll call of officers;
- (b) Reading of the minutes of the previous meeting;
- (c) Reports of the Elected Officers;
- (d) Report of financial condition by the Local Treasurer;
- (e) Reports of the Committees, if applicable;
- (f) Unfinished Business;
- (g) New Business;
- (h) Comments for the Good of the Local;
- (i) Question & Answer (Q&A) Period; and

(j) Adjournment

S. 5. A quorum for the membership meeting of this Local shall be ten percent (10%) of the membership. A quorum for the Executive Board Meeting shall consist of a majority of four (4) Executive Board officers for any Executive Board meeting. A quorum of any Committee shall consist of a majority of the members thereof.

S. 6. Unless otherwise specified by law (e.g., secret ballot election or dues) or by the Standard Local Constitution, all questions before the Local will be decided by a vote of the members by a showing of hands, polls, or other virtual methods. Votes held during in-person meetings will be decided by a showing of hands.

S. 7. The time allowed for debate of any particular issue before the local and the time allowed for speeches will be three (3) minutes. The President or a member of his/her choosing will monitor the time limit of debates and speeches and will inform the speaking parties of the expiration of allotted time. The time allowed for debate may be extended by a majority of those present and voting.

S. 8(a). The Elected Officers of this Local who comprise the Local's Executive Board, along with their respective duties are as follows: **President; Executive Vice President; Vice President; Treasurer; Secretary; Chief Steward;** and **Sergeant-at-Arms**. All Elected Officers of this Local, time permitting, shall also serve as Stewards in addition to the respective duties of their elected position. All newly Elected Officers who have not previously served in a Steward capacity shall complete Steward training within 90 days of taking office, participate as an observer on a minimum of two (2) representational cases, and shall further be assigned by the Chief Steward and/or President to a minimum of two (2) cases requiring representation within the first six (6) months of taking office.

S. 8(b). The duties of the **Executive Vice President** are to assist the President as needed in performing the same duties as prescribed by the Standard Local Constitution, Article VI, Sections 3 and 4. The Executive Vice President will be kept informed of all Local business so that they are able to preside over any issues, concerns, or other important matters, if the President is unavailable or otherwise unable to fulfill the duties of that office.

S. 8(c). The duties of the **Vice President** as an Elected Officer, shall be subordinate to the President and Executive Vice President of the Local. They shall exercise general supervision over the affairs of the respective members of the Local, see that other Elected Officers under their jurisdiction comply with the AFGE National Constitution, Standard Local Constitution, and these Bylaws; keep the membership apprised of the goals and objectives of the Federation; assist the President, Executive Vice President, and Chief Steward with the intake and adjudication of *Matters of Representation* (e.g., Grievances, EEO Complaints, & Alternative Dispute Resolution) for members of the Local; and other duties as assigned by the President. Their authority with respect to Local member representation in internal Union and external Agency affairs, and Local Union policy implementation, is at the discretion of the Local President.

S. 8(d). The duties of the **Secretary** shall be to keep a complete record of the minutes of all meetings, maintain all Election-related documents for one year, make reports at each regular meeting, and otherwise coordinate all forms of communication to members of this Local—including but not limited to: scheduling and distribution of meeting invitations; sharing of important messages and updates; dissemination of the Weekly Newsletter; maintaining responsibility for and/or assisting with the procurement and distribution of union merchandise; and other duties as assigned by the President.

S. 8(e). 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; forward per capita tax to the National Headquarters in accordance with the requirements of the AFGE National Constitution; completion and submission of annual LM-3 report; and other duties as assigned by the President. (See *AFGE National Constitution, Appendix B, Article VI, Section 5*).

S. 8(f). The duties of the **Chief Steward** are to direct the activities of stewards in assigning cases; enforcement of the "Law of the Local" and its contract; and assigning the areas in which stewards will be responsible for the increase of membership. The Chief Steward shall oversee the intake and adjudication of *Matters of Representation* (e.g., Grievances, EEO Complaints, Alternative Dispute Resolution) for members of this Local; provide regular updates to the President regarding pending and resolved cases; keep the Local informed of other matters of interest brought to the attention of Stewards by members; and recruit and train new Stewards for the Local through the membership.

S. 8(g). The duties of the **Sergeant-at-Arms** shall be to assist the Executive Board in the performance of the duties of those offices and facilitate the function of monthly meetings including ensuring that no one enters the meetings without proper authority; assisting the presiding officer in the maintenance of order; welcoming and introduction of guests; recording each member's presence; providing a roll to call should the recording of individual votes be necessary; assisting the Secretary in the development and distribution of communication materials, and scheduling and securing of meetings and meeting sites; and other duties as assigned by the President or presiding officer.

S. 9. The Elected Officers of this Local shall be entitled to a monthly stipend of \$500 per month provided that the Elected Officers obligate a *minimum* of twenty (20) hours per month performing the duties of their elected office described herein. In order for the stipend to be disbursed, documentation of the hours worked including a description of the duties performed, shall be provided to both the President and the Treasurer for review and approval.

S. 10. In the case of a vacancy in the office of President, the Executive Vice President shall assume the office for the unexpired term. If the office of the Executive Vice President is vacated by assuming the office of President for the remainder of that unexpired term or because the President is otherwise unable to fulfill the duties of that office, the Vice President shall assume the role of the Executive Vice President for the remainder of the unexpired term. Interim vacancies in any other office shall be filled by an appointment of the President.

S. 11. The Executive Board shall meet once per month at the call of the President. Only elected officers of this Local shall constitute the Executive Board. An Officer may invite a member or outside person of this Local to the Executive Board meeting if information is needed on a specific matter.

S. 12. Stewards shall be appointed by the President in consultation with the Chief Steward. Stewards must be both members in good standing and Bargaining Unit Employees (BUEs). Training will be identified and provided for all appointed Stewards in order to fulfill their duties as a representative of this Local per the Local's Collective Bargaining Agreement (CBA).

S. 13(a). All the Officers of the Executive Board shall be elected for a three (3) year term by the membership at large.

S. 13(b). Officers shall be elected by secret ballot (*See AFGE National Constitution, Appendix A, Part I, Section 1(c)*).

S. 13(c). The election shall be conducted via a *secure and electronic platform* or secret mail-in ballot after members have been given a reasonable opportunity to nominate and elect candidates (*See AFGE National Constitution, Appendix A, Part I, Sections 3(a) & 5(a)*).

S. 13(d). At least three (3) months prior to the expiration of the term(s) of the currently elected Officers, nominations of Officers shall be called at the discretion of the Local President. Elections shall be held *no later than* two (2) months after the call for nominations, and the installation of newly elected Officers shall be held upon the conclusion of the Elections process after proper notice certifying the results of the election has been provided to Local members by the Election Committee.

S. 13(e). An Election Committee shall be constituted to conduct each election. The Committee shall consist of not less than three (3) members, and if a larger Committee is required, it shall contain an odd number of members. Its members shall be selected by the Local President in consultation with the rest of the Executive Board, and it shall meet at a reasonable time before the commencement of the nominating process. No member of the Committee may be an incumbent of, or candidate for, the office for which the election is being conducted. (*See AFGE National Constitution, Appendix A, Part I, Section 2*).

S. 13(f). To be qualified as an officer or candidate for any Local office an individual must be a member in good standing; be a member for one year of any AFGE Local immediately preceding the closing of the nomination process; must not be a member in any labor organization not affiliated with the AFL-CIO; and must also be a Bargaining Unit Employee (BUE) (e.g. BUS Code 1872) (*See AFGE National Constitution, Appendix A, Part I, Section 1(e)*).

S. 13(g). Candidates shall not run for more than one office in the same Local election (*See AFGE National Constitution, Appendix A, Part I, Section 1(f)*).

S. 13(h). A quorum is not required for nominations and/or elections, and when at the close of nominations a candidate is unopposed for the office, the Election Committee may choose to declare the candidate elected by acclamation and provide notice of such on the electronic or paper ballot (*See AFGE National Constitution, Appendix A, Part I, Sections 3(c) & 3(d)*).

S. 13(i). The Election Committee shall notify all members that nominations are invited; shall conduct the nomination and election process; and shall prepare the electronic or mail-in ballots. The candidates shall be listed either on the electronic or mail-in ballot, or if the election is conducted at a meeting and it proves necessary, by posting in the election area and/or a virtual meeting platform (e.g. Meeting Chat) (*See AFGE National Constitution, Appendix A, Part I, Sections 5(b) & 5(c)*).

S. 13(j)(1). Nominations and elections may be conducted either separately or combined at a Special Meeting called for such purpose, or via *secure and electronic platform* or via USPS mail as prescribed in these bylaws herein. Where nominations are conducted at a Special Meeting called for that purpose, provisions should be made for the making and acceptance of nominations by alternative means for members who are absent from the meeting. Where an election is to be conducted at a meeting, provisions should be made to both reasonably accommodate the work or shift assignments of members and to allow for absentee ballots (*See AFGE National Constitution, Appendix A, Part I, Section 3(a)(1)*).

S. 13(j)(2). Notices inviting members to submit nominations must inform all members of the offices to be filled, the time, date, place of the nomination meeting, if any, and the method for making nominations. If the nominations are to be made at a meeting, the notice also shall inform members of the manner whereby members who will be absent from the meeting may make and/or accept nominations (*See AFGE National Constitution, Appendix A, Part I, Section 3(a)(2)*).

S. 13(j)(3). Notice of nominations only must be timely to provide members with a reasonable opportunity to nominate candidates. Such notice, at a minimum, must be given at least ten days prior to the date set for making nominations. If a single notice is used for nominations and elections, both the requirements relating to nominations and those relating to elections must be followed (*See AFGE National Constitution, Appendix A, Part I, Section 3(a)(3)*).

S. 13(j)(4). Notices of election (whether the election is combined with the nomination or is a separate proceeding) must be sent to members not less than 15 days prior to the date of the election. The notice shall specify the positions to be filled in the election, the time, date, place, or manner of election (i.e., election via *secure and electronic platform* [e.g. Microsoft Forms]), and provisions for runoff elections (including the same details as to procedures, time, and place, as required for the initial election). The notice also must provide instructions for absentee ballot where the election is to be conducted at a meeting, except at a combined nomination/election meeting (*See AFGE National Constitution, Appendix A, Part I, Section 3(a)(4)*).

S. 13(k)(1). A majority of the valid votes cast are required for election to any office. If warranted, a runoff election shall be held as soon as possible (*See AFGE National Constitution, Appendix A, Part I, Section 5(h)*).

S. 13(k)(2). For a single office, a runoff election is warranted when none of the candidates for an office receives a majority vote. The runoff shall be between the two candidates receiving the greatest number of votes, whose position on the ballot shall conform with the order of their nomination (*See AFGE National Constitution, Appendix A, Part I, Section 5(h)(1)*).

S. 13(k)(3). All election-related documentation (including those pertaining to nominations and the minutes of any meetings) must be preserved by the Election Committee and then turned over to the Local Secretary for one year after the election, unless the records are requested by higher authority in the appeal process or are still relevant (*See AFGE National Constitution, Appendix A, Part I, Section 5(j)*).

S. 13(l). All officers shall be administered the "Oath of Union Officers" contained in the AFGE National Constitution upon their installation in office, (*See AFGE National Constitution, Appendix C – Convention Rules, Oath of Union Officers*).

S. 14. 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 these Bylaws, the Standard Local Constitution, or the AFGE National Constitution.

S. 15. The Local's Delegates to the AFGE National Convention, District Caucus, and/or National Council Meetings, after proper notice to the Local's members 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 (*see AFGE National Constitution, Appendix A, Part I, Section 3*). At that or a subsequent meeting, the Local shall vote upon the authorization of funds for the Delegates' attendance at the National Convention, District Caucus, and/or National Council meetings (*See AFGE National Constitution, Appendix A, Part I, Section 6(d)*).

S. 16. Such committees as may be established by the Local shall be comprised of members appointed by the President and subject to the approval of the Executive Board or may be elected by the Local's members, if applicable.

S. 17. Upon ratification of this Bylaws amendment, the dues for Members of this Local shall automatically become \$22.46 per pay period, with preferred collection via *E-dues*. The amount for retired members shall be \$75 annually, due by January 1 of each calendar year. When the AFGE National Convention approves a monthly increase in per capita tax, the dues of each member, with preferred collection via *E-dues*, shall be increased automatically per pay period by the exact amount of the monthly increase in per capita tax. In implementing the provisions of this section, the Local, by vote of the membership, may elect to absorb the increase in per capita tax in its existing dues structure. However, any action to absorb the increase must be undertaken not later than two months from the effective date of the per capita tax increase.

S. 18. Members requesting representational rights *must* be Members in good standing prior to the date of any incident requiring representation.

S. 19. With the exception of representational rights, all retired members of AFGE Local 2883 are eligible for the same rights and benefits as regular members.