



American Federation of Government Employees
District 14

80 F Street, N.W., Washington, D.C. 20001
(202) 639-6447 • (202) 639-6467 Fax

*Good
me*

18/Local 2782

February 4, 2000

Avis Buchanan, President
AFGE Local 2782
1270 Neal Street, N.E.
Washington, DC 20002

Dear Avis:

Enclosed is a copy of your approved Constitution and By-Laws. If you have any questions, please contact me or Rusty.

Sincerely and in solidarity,

David

David J. Schlein
National Vice President
AFGE District 14

Enclosures
DJS:aml

National Vice President
David J. Schlein

Administrative Assistant
Anna M. Leone

National Representatives
Harry F. Rager
Hugh "Rusty" Hassan
Nate Neison
Kofi A. N. Boakye

Coordinators
Marilyn Wiley
Jocelynn Johnson

Training Trustees
Michelle Tolson
Al Rowell

Political Chair
Avis Buchanan

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES

Affiliated with AFL-CIO

80 F St NW, Washington DC 20001-1583

MEMORANDUM: 7/ L-2782 /12831

DATE: February 1, 2000

TO: David J. Schlein
National Vice President

FROM: Bobby L. Harnage, Sr. *Bobby Harnage*
National President

SUBJECT: Approval of AFGE Local 2782 Constitution and By-Laws

Per your request, please find enclosed the National Executive Council (NEC) approved Constitution and By-Laws for AFGE Local 2782. In addition to the change in the term of office adopted by the Local 2782 membership in 1996, we have updated the Local's Constitution throughout from its NEC approval date 11 years ago. The Local 2782 leadership should familiarize itself with the changes.

Enc.

cc: ✓ Local 2782 Executive Board (with enclosure, via NVP Schlein)

4 Jan 21 - 11:00 AM



**AMERICAN FEDERATION OF GOVERNMENT
EMPLOYEES
LOCAL 2782
CONSTITUTION AND BYLAWS
REGULAR LOCAL**

PREAMBLE

For the purpose of promoting unity of action in all matters affecting the mutual interests of governmental civilian employees in general and for the improvement of the governmental service, we, as members of Local No. 2782, American Federation of Government Employees, adopt this Constitution and Bylaws.

**ARTICLE I
NAME**

Section 1. This organization shall be known as Bureau of the Census Local No. 2782, American Federation of Government Employees.

Section 2. The Headquarters of this Local shall be Suitland, Maryland.

**ARTICLE II
OBJECTIVES AND METHODS**

Section 1. The objective of this local shall be to promote the general welfare of civilian governmental employees.

Section 2. The local shall strive to promote the efficiency in the governmental service, and shall advance plans of improvement to be secured by legislative enactment through cooperation with governmental officials and by other lawful means.

Section 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,

creed, color, national origin, sex, age, political affiliation, handicapped condition, marital status, sexual orientation, or preferential or nonpreferential civil service status.

Section 4. This local will comply with provisions of Public Law 95-454, where applicable.

ARTICLE III

MEMBERSHIP, DUES AND EXPENSES

Section 1. Civil employees in the actual service of U.S. Bureau of the Census, Suitland, Maryland shall be eligible for membership in this local as provided for in Article III, Section 1 of the AFGE National Constitution. The local shall have full power to elect or reject eligible applicants for membership. However, if the local has been accorded exclusive recognition rights, it will abide by the provisions of Public Law 95-454. All membership applicants shall be voted on in regular local meetings.

Section 2.

- (a) A member in good standing is one whose dues are current, or who meets the following criteria: intermittent or mixed tour employees, employees on extended LWOP intending to return, and a new member whose application for dues deduction has been accepted by an officer of the Local.
- (b) The dues shall be \$5.50 per pay period for Grades 1-3; \$7.00 per pay period for Grades 4-6; \$8.75 for Grades 7-11; and \$10.50 per pay period for Grades 12 and above.
- (c) The dues for retired members shall be \$12.00 annually.
- (d) Dues must be paid in advance as specified by Bylaws, Section 9.
- (e) Members may be dropped if dues are not paid by Tuesday of the last full work week of the month.
- (f) Local representatives, collectors, and shop stewards shall make remittance of all dues collected to the Treasurer within 10 days and no later than the Thursday of the last full work week of the month.

Section 3. All receipts, checks, and cash disbursements shall be properly recorded and accounted for in the financial records of this local. The Treasurer shall sign and the President shall counter-sign checks covering proper expenditures for the local. In the absence of the Treasurer or the President, but not both, one of the following officers may counter-sign checks covering proper expenditures for the local: Assistant Treasurer or First Vice President. 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 Public Law 95-454 and regulations issued by the Assistant Secretary of Labor pursuant thereto.

Section 4. This local will comply with the reporting requirements of Public Law 95-454.

ARTICLE IV OFFICERS AND DUTIES

Section 1. The elected officers of this local shall consist of:

President	Second Vice President
First Vice President	Third Vice President
Secretary	Treasurer
Assistant Secretary	Chief Steward (2)
Assistant Treasurer	

Section 2. The officers shall be elected by secret ballot and by a majority vote of the valid ballots cast. All officers must be elected in accordance with election provisions of the AFGE National Constitution. All election protests must be filed in accordance with the provisions of the AFGE National Constitution.

Section 3. To be qualified as a candidate for local office or delegate, an individual must be a member in good standing of the local; must be a member of an AFGE local for one year immediately preceding the closing of the nomination process; and must not be a member in any labor organization not affiliated within the AFL-CIO.

Section 4. No person who is identified with corrupt influences or who is affiliated with the Communist party or other totalitarian movements or who maintains membership in any labor organization not affiliated with the AFL-CIO may serve as an officer of this local.

Section 5. The membership shall elect an Election Committee in December to conduct the election. The Election 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 a candidate for any local office. If a member is disqualified, a successor shall be elected from among those members of the local who are not candidates for or incumbents of the office. It shall be the responsibility of the Committee to conduct all aspects of the election, including the mailing of notices of election to all members in good standing, printing the ballots, distributing the ballots, counting the ballots, and adjudicating all conflicts which arise out of the election procedure.

Section 6. The election shall be conducted in accordance with a manual ballot.

Section 7. At the candidate's expense, the local will comply with all reasonable requests to distribute, by mail or otherwise, campaign literature in aid of such person's candidacy to all members in good standing. Whenever the local authorizes such distribution of campaign litera-

NO
VERY

ture on behalf of any candidate of the local, similar distribution at the request of any other bona fide candidate also shall be made, with equal treatment as to the expense of such distribution. The local will refrain from discrimination in favor of or against any candidate with respect to the availability of list of members. Adequate safeguards to insure a fair election shall be provided. Each candidate shall be afforded an opportunity to have a reasonable number of observers who are members present throughout the election procedure, including the tally of ballots.

In any election held by secret ballot, a reasonable opportunity shall be given for the nomination of candidates. Every member in good standing and otherwise qualified shall be eligible to be a candidate and to hold office and shall have the right to vote for or otherwise support the candidate or candidates of his/her choice, without being subject to penalty, discipline, or improper interference or reprisal of any kind by the local or any member thereof. Not less than 15 days prior to the election, notice thereof shall be mailed to each member at his/her last known address. Each member in good standing shall be entitled to one vote. No member whose dues have been withheld by the employer for payment to the local pursuant to voluntary authorization provided for in a collective bargaining agreement shall be declared ineligible to vote or be a candidate for office by reason of alleged delay or default in the payment of dues. The votes cast by members of the local shall be counted, and the results published separately. The Secretary shall preserve for one year the ballots and all other records pertaining to the election. No monies received by way of dues, assessment, or similar levy shall be contributed or applied to promote the candidacy of any person in an election. Such money may be utilized for notices, factual statements of issues not involving candidates, and other expenses necessary for holding an election.

Section 8. The duly elected officers shall hold office until their successors shall have been elected and duly installed, unless sooner disqualified under Section 10 of the Article.

Section 9. In the case of vacancy in the office of President, the First Vice President shall fill the office for the unexpired term, and a special election shall be held for the office of First Vice President. Interim vacancies in any other office shall be filled by special election after due notice to members at the first regular meeting following such notice.

Section 10. 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 caused thereby shall be filled under the provision of Section 9 of the Article.

Section 11. The President shall be the executive officer of this local. As such, he/she shall preside at all local meetings; plan and pursue policies, within the framework of the AFGE National Constitution, which will promote the welfare of the local; sign all documents appertaining to his/her office; and make appointments of committees established by the local, provided that all appointments, if made between local meetings, shall be subject to approval at the next meeting of the local following such appointments. If the President is unable to perform his/her regular duties either because of sickness, leave, TDY, or for some other legitimate reason, he/she shall delegate the responsibilities of that office to the First Vice President.

Section 12. The First Vice President shall assist the President in performing duties of that office. He/she shall serve as an ex-officio member of all committees, except the Audit and Election Committees. If the President is not present at a meeting, the First Vice President will preside. In the absence of the First Vice President, the Second or Third Vice President will preside. In the absence of the aforementioned officers, a chair will be chosen by the members from among those in attendance to act until the return of the President or the First, Second, or Third Vice President.

Section 13. (a) The duties of the Secretary shall be to keep a complete record of the minutes of all meetings; keep up to date the official copy of the Constitution and Bylaws of the local and have custody of the local seal; conduct correspondence when directed by the President and send out notices of meetings when required. 10/1/22

(b) The Assistant Secretary shall assist the Secretary in the performance of the above duties and shall serve in the Secretary's absence.

Section 14. (a) The duties of the Treasurer shall be to 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 National Secretary-Treasurer, which includes furnishing names and addresses of all new members, or members who have severed their affiliations with this local; forward per capita tax to the national headquarters, 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) shall be authorized by the local.

(b) The Assistant Treasurer shall assist the Treasurer in the performance of the above duties and shall serve in the Treasurer's absence.

Section 15. The duties of the two Chief Stewards are to direct the activities of stewards; assign the areas in which they will be responsible for the increase of membership and the collection of dues; and keep the local informed of matters of interest brought to the attention of stewards by the members.

Section 16. 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/her fiduciary obligation to the Local.

ARTICLE V COMMITTEES AND DUTIES

Section 1. Only elected officers of this local shall constitute the Executive Board. They shall meet at the call of the President.

Section 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. 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. Expenditures by the Executive Board in excess of \$500.00 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 in this local.

Section 3. In the case of vacancy in any office of this local, the Executive Board may appoint a temporary officer to fill such vacancy until a duly qualified successor is elected in accordance with the provisions of Article IV, Section 9.

Section 4. Special committees may be established as the local may direct, and the membership of such committees, with the exception of the Election Committee, shall be appointed by the President with the advice and consent of the Executive Board. Standing committees shall be as follows: Administrative Support; Arbitration and Contract Enforcement; Audit; Budget and Finance; Computer; Constitution and Bylaws; Equal Employment Opportunity; Handicap; Legislative and Political Action; Membership; Newsletter and Communications; Occupational Safety and Health; and Social and Benevolence. Other standing committees or special committees, as necessary, may be authorized by the membership and appointed by the President.

ARTICLE VI **MEETINGS**

Section 1. Regular meetings of the local shall be held once a month at a time and place selected by the local.

Section 2. Special meetings may be called by the President 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 3. Only members of the local in good standing shall be allowed to vote.

ARTICLE VII **DELEGATES**

Section 1. Such delegates and alternates to the National Convention, District Caucus, council meetings, or other meetings participated in by this local, as the local may be entitled, shall be elected at a meeting called for such purpose by plurality vote by secret ballot of the members in good standing present and voting, providing proper notice of such meeting has been given. The President, by virtue of election to his/her office, is automatically a delegate.

Section 2. To be qualified as a candidate for local delegate, an individual must be a member in good standing of the local; must be a member of an AFGE local for one year immediately preceding the closing of the nomination process; and must not be a member in any labor organization not affiliated within the AFL-CIO.

ARTICLE VIII **OFFENSES, TRIALS, PENALTIES, APPEALS**

Section 1. All offenses, trials, penalties, and appeals shall be accomplished in accordance with the AFGE National Constitution.

Section 2. The Constitution and Bylaws of AFGE Local 2782 shall not be inconsistent with the National Constitution of the American Federation of Government Employees.

ARTICLE IX **AMENDMENTS**

Section 1. With the exception of a change in dues, the Constitution and By-Laws of this local may be amended by a two-thirds vote of the members present and voting at any regular meeting, provided the amendment to be voted on has been presented in writing and read at the preceding regular meeting of the local.

Section 2. All amendments adopted by the local shall become effective immediately, following notice of approval by the National Executive Council.

Section 3. A change in dues structure will be accomplished by 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 by majority vote of the members in good standing voting in a membership referendum conducted by secret ballot.



BYLAWS

Section 1. Regular meetings of the local will be held monthly at 12:00 p.m. on the third Thursday or alternate date at a place to be determined by the local.

Section 2. Special meetings may be called by the President when necessary in the interest of the local or when properly requested by the members as provided in Article VI, Section 2.

Section 3. The regular order of business 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) Reports of committees.
- (e) Unfinished business.
- (f) New business.
- (g) Comments for the good of the local.
- (h) Adjournment.

Section 4. A quorum of this local shall consist of not less than 11 members. A quorum of any committee shall consist of a majority of the members thereof.

Section 5. Unless otherwise specified by law (e.g., secret ballot election or dues referendum) 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, and then by roll call if requested by 25 percent of members present.

Section 6. 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.

Section 7. Nomination of officers shall be held in January, elections shall be held in February, and installation shall be held at the March general membership meeting in the even numbered year. A quorum is not required for nominations and/or elections.

Section 8. All officers will be administered the *Oath of Union Officers* contained in the AFGE National Constitution upon their installation in office. The oath shall be administered either by the outgoing President, the National Vice President, or his/her designee.

Section 9. It is the policy of the National Office of the American Federation of Government Employees (AFGE) that each chartered local promptly pay its per capita assessment for the



continuing support of the Federation. It is the policy of this local that each member promptly pay his/her dues, and therefore contribute to the payment of the expenses of the local.

All new members, whether or not a part of the current bargaining unit(s), shall sign a Standard Form (SF) 1187 upon acceptance by the local as a member. The SF 1187 represents a year-to-year contract between the member and the local, and shall be automatically renewed each year unless the member takes affirmative action to disaffirm the automatic renewal provisions. This "affirmative" action by the member must conform to the requirements of the signed SF 1188, and shall include at a minimum: (1) separate notification to the Agency [if the member is part of the bargaining unit(s)] and the local (in any event) within 30 days prior to the anniversary date of the SF 1187 that the member wishes to terminate his/her membership in Local 2782; and (2) immediately makes arrangements to pay any other amounts due and otherwise payable to Local 2782. Such amounts shall include but not be limited to payments due the Dental Fund, payments for arbitration expenses, and expenses of like kind.

All members who are part of the bargaining unit(s), (as defined by the Federal Labor Relations Authority), shall pay dues through the automatic "checkoff" process provided by the SF 1187. If a unit employee elects not to utilize the automatic checkoff process, he/she, to become a member, and retain that status, can choose to pay dues in one of the same methods as those members who are not part of the bargaining unit.

All members who are not part of the bargaining unit(s) shall pay dues by one of the following methods or be terminated with reasonable notice.

- (a) Payment by cash or check of all dues for all the current calendar quarter (or the remainder thereof) within 30 days of January 1, April 1, etc. (for continuing members) or the acceptance date into the local (for new members); or
- (b) Executing a SF 1198 allotment form providing for biweekly payment of dues from the gross pay check of the member and the deposit of same into the designated Local 2782 bank account; or
- (3) Executing a similar agreement (including the provision of a specimen check) which results in the automatic transfer of funds from the designated member's bank account into the designated Local 2782 bank account.



APPENDIX B: ELECTION BY MANUAL BALLOT

1. The local shall give 15 days notice of nomination reasonably calculated to reach all members in good standing and informing such members of the offices to be filled, as well as the time, place, and form for submitting nominations.
2. At the regular or a special meeting in December, prior to the nomination of officers, the local shall elect an Election Committee to conduct the election. The elected committee members will decide among themselves who will be the chairperson of the Election Committee.
3. The Secretary or Treasurer shall furnish to the Election Committee the names and home addresses of all members in good standing. The Election Committee shall mail notices of election to all such members not less than 15 days prior to the election, specifying the time, date and place of the election and the offices to be filled and the time, date, and place of possible runoff elections.
4. The Election Committee will prepare ballots listing the candidates and will furnish to each member a ballot. The Committee also shall provide ballot boxes in which members may deposit the ballots. Each ballot box will be under the personal supervision of a member of the Election Committee. The Committee will make appropriate arrangements to insure that each member votes a secret ballot.
5. Members who, for acceptable reasons, will be unable to attend the election polls, upon written request to the Chairperson of the Election Committee, shall be furnished ballots and properly marked envelopes in which to send their ballots to the Election Committee Chairperson at a postal service box. The absentee ballots shall be opened and counted with the remainder of the ballots.
6. The Election Committee will tabulate the ballots at the conclusion of the balloting and report the results to the Local President. The results shall be posted on the union bulletin board.
7. A majority vote will constitute election, with the exception of delegates, alternate delegates, and proxy delegate, who are elected by plurality vote .
8. If no candidate receives a majority of the votes cast, then a runoff election shall be conducted between the two candidates receiving the highest number of votes for each office until a candidate is elected by a majority of votes cast, provided the date, time, and place for such election were included in the original notice of election.
9. Write-in candidates and write-in votes shall be prohibited.

