



## AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES

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### Local 3313 Constitution and Bylaws



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## AFGE LOCAL 3313 STANDARD CONSTITUTION

### ARTICLE I - *AFGE LOCAL 3313*

SECTION 1. The American Federation of Government Employees (AFGE) granted a certificate of affiliation to constitute the Local known under the title of Department of Transportation, Local 3313 dated the First day of July One Thousand Nine Hundred and Seventy One, provided that Local 3313 conform to the Constitution, Laws, Rules and Regulations of the AFGE. Local 3313 shall be located at the U.S. Department of Transportation Headquarters, 1200 New Jersey Avenue, S.E., Washington, D.C. 20590, as set forth in its charter in accordance with the AFGE National Constitution Article XIX.

SECTION 2. The headquarters and mailing address of this local shall be prescribed in the local's bylaws.

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### ARTICLE II - *Objectives and Methods*

SECTION 1. The objective of this local shall be to promote the fair treatment and general welfare of the Department of Transportation's most important asset, its civilian employees.

SECTION 2. The local will work with management to promote efficient and effective governmental services and promote improvement in labor relations.

SECTION 3. This local does not advocate the overthrow of the Constitutional form of government in the United States and will defend and uphold the Constitution. 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 non-preferential civil service status; and is not subject to corrupt influences or influences opposed to basic democratic principles.

SECTION 4. 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.

SECTION 5. 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..



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#### 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.

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#### 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:

- (i) Majority vote by secret ballot of the members in good standing voting at a meeting after reasonable notice of the intention to vote upon such question; or
- (ii) By majority vote of the members in good standing voting in a membership referendum conducted by secret ballot.

SECTION 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.

SECTION 2(b). Members may be dropped if dues are not paid by the last workweek of the month, if a reasonable amount of time after notice of delinquency is given.

SECTION 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.

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#### 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.

SECTION 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.





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SECTION 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.

SECTION 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.

SECTION 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. 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.

- (a) The local may adopt a bylaw combining the offices of Treasurer and Secretary.
- (b) The local's bylaws may elect officers elected by members of a particular unit or work area and provide that these officers serve on the Executive Board.

SECTION 2. It shall be the 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.

SECTION 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, travel, or 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.



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SECTION 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 Executive Vice President will preside. In the absence of the President and Executive Vice President, an officer designated by the President shall preside. If the President, Executive Vice President and the designated officer are all absent, a chair will be chosen by the members from among those in attendance.

SECTION 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.

SECTION 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.

SECTION 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.

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**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.

SECTION 2. In accordance with Appendix A, of the AFGE National Constitution, the minimum qualifications for candidacy to local office are that a member must:





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- (a) Be a member in good standing;
  - (b) 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
  - (c) 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).
  - (d) 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.
  - (e) No person identified with corrupt influences or who is affiliated with the Communist party or other totalitarian movements may serve as an officer.

SECTION 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).

SECTION 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.

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### ARTICLE VIII - *Executive Board and Committees*

SECTION 1. The Executive Board 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.

SECTION 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.

SECTION 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.

SECTION 5. Standing and special committees may be established in the manner prescribed by a local's bylaws.

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#### 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.

SECTION 2. The local's elected 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.

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#### 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.

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#### 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.

SECTION 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.

SECTION 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 National Executive Council approval. Locals shall send a copy of their bylaws, the notice and membership meeting minutes to the district office.

SECTION 4. Copies of this local's constitution and bylaws shall be available upon request to the Secretary and all members in good standing of the local.



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## SECTION 1: AUTHORITIES

- 1) AFGE National Constitution;
- 2) AFGE Local 3313 Standard Constitution (Modified Standard Constitution);
- 3) AFGE Financial Officers Duties and Responsibilities - Copyright © 2012 American Federation of Government Employees; and
- 4) AFGE National Election Manual - Dated 2006.

## SECTION 2: LOCATION

- 1) The headquarters of the Local is U.S. Department of Transportation, 1200 New Jersey Avenue, S.E., Washington, D.C. 20590;
- 2) The mailing address for the Local is P.O. Box 23384, Washington, D.C. 20026; and
- 3) The Local's email address is afgelocal3313@gmail.com.

## SECTION 3: MEETINGS

- 1) Regular meetings of the Local shall be held a minimum of once every quarter at various locations at or near the Department of Transportation Headquarters. The Secretary, or other person designated by the President, will be responsible for coordinating conference room location/reservations and sending notification of scheduled meetings to members. The President chairs all meetings, but the Executive Vice President will preside in the absence of the President. In the absence of the President and Executive Vice President, the President may designate any voting board member to preside;
- 2) Special meetings may be called by the President. The membership shall be provided five (5) days written notice of the specific purpose for the meeting. No business other than that specified in the notice will be discussed;
- 3) Official meetings are regular or special meetings which satisfy the quorum requirement. A quorum shall consist of twelve (12) or more members. Only members of the Local in good standing (union dues are current) may vote during regular/special meetings or elections;
- 4) The regular order of business during official regular meetings should include:
  - 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 committees;
  - e) Unfinished business;
  - f) New business;
  - g) Comments for the good of the Local; and
  - h) Adjournment.
- 5) All properly placed motions will be decided by a vote of the members present;



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- 6) The time allowed for speeches during a discussion will normally be five (5) minutes; and
- 7) Parliamentary procedures shall be governed by the current edition of Robert's Rules of Order, but the Local's Constitution, the AFGE National Constitution and these Bylaws will take precedence over Robert's Rules.

## SECTION 4: ELECTED AND APPOINTED OFFICERS

The Executive Board shall include the following elected members: President, Executive Vice-President, Executive Treasurer, Executive Secretary, Operating Administration Vice-Presidents, and the following appointed members: Assistant Treasurer, Chief Steward, Human Rights and Youth Director, and Sergeant at Arms. All elected officers and the Human Rights and Youth Director are voting members.

- 1) President – Duties are found in Article VI Section 3 of Local 3313's Standard Constitution;
- 2) Executive Vice President - The Executive Vice President will assist the President in performing his/her duties of that office. The Executive Vice President shall oversee all administrative functions and provide oversight of the local's standing committees;
- 3) Treasurer - Duties are found in Article VI Section 5 of the Standard Constitution;
- 4) Assistant Treasurer - The duties of the Assistant Treasurer shall be to back-up the Treasurer, and provide support in the absence of the Treasurer. The Assistant Treasurer shall assist the Treasurer maintain the bookkeeping system; prepare financial reports for 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; and perform duties outlined in the AFGE Financial Officers Manual;
- 5) Secretary - The Secretary duties are found in Article VI Section 6 of Local 3313's Constitution;
- 6) Operating Administration Vice Presidents (Voting member) - The Operating Administration (OA) Vice Presidents shall be elected by the OA's own bargaining unit membership to champion specific OA interests. If the Operating Administration is newly certified, the President will make an interim appointment of the initial Operating Administration Vice President and set the term of office to expire no more than two years from the date of certification. The properly elected Operating Administration Vice President shall be granted the authority to appoint its own Stewards unless opposed by 2/3 majority of the Executive Board. The Operating Administration VP shall identify a steward as the Second Vice President (SVP.) In the absence of the Operating Administration VP, the SVP shall be afforded all voting rights and authorities of the Operating Administration VP;
- 7) Human Rights and Youth Director (Voting member) – The Director will be appointed by the President, and is responsible for the coordination and management of the Y.O.U.N.G., Local Fair Practices, and Local Women's Coordinator roles<sup>1</sup>. The Director shall execute the functions of the vacant coordinator and Y.O.U.N.G positions until filled;

<sup>1</sup> See job description in Section 9





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- 8) Chief Steward (CS) (Non-voting Executive Board member) - The Chief Steward shall assist and advise the Operating Administration Vice Presidents and Stewards with questions about processes, contract interpretation, and reports of workplace conflicts. The CS will be a subject matter expert on arbitration decisions, and review and track grievances and unfair labor practices. The CS will facilitate strong relationships with Labor Relations Officers; and
- 9) Sergeant-at-Arms (Non-voting appointed Executive Board member) - The duties of Sergeant-at-Arms shall ensure that no one enters the meetings without proper authority; assist the presiding officer in the maintenance of order; welcome and introduce guests; see that each member's presence is recorded in a log; provide a roll to call should the recording of individuals votes be necessary; and perform other duties as may be assigned by the presiding officer. This position is appointed by the President.

## **SECTION 5: OFFICER VACANCIES**

- 1) In the case of a vacancy in the office of President; the Vice President shall fill the office for the unexpired term. In the case of positions other than the President that become vacant within the first year of the office term; a special election will be held within sixty days of such vacancy. This election will be held using the same rules as any other official Executive Board election;
- 2) If no member is nominated or accepts the nomination for any position, other than the office of President, during the election period, then the President will have the right to appoint someone to this position, pending acceptance from the nominee; and
- 3) If a vacancy occurs after the first year of an elected term, the Local President will appoint someone to fulfill the vacated or unfilled positions on the Executive Board pending acceptance from the nominee for the remainder of the term.

## **SECTION 6: NOMINATIONS and ELECTIONS**

- 1) A notice specifying a meeting in which nominations will be held shall be sent to the membership at least 10 days prior to a meeting scheduled in November;
- 2) Elections will be held in December, and installation shall be held in January<sup>2</sup>;
- 3) Candidates must vacate any elected office they currently encumber to seek another position, and they shall not run for more than one (1) office in the same election. However, candidacy as a delegate shall not be considered to be covered by this provision;
- 4) A runoff election, if necessary, shall be held as soon as possible at the same meeting or by mail in ballot or secure secret ballot;
- 5) Officers shall be elected by secret or mail ballot. Any financial Bargaining Unit member may vote as long as they became members prior to the formal announcement of candidate nominations by the election committee;
- 6) Write-in candidates or write-in votes are prohibited and will not be counted as valid votes;

<sup>2</sup> See AFGE National Constitution, Appendix A, Part I, Section 3.





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- 7) Every effort shall be made to ensure the best candidates are identified for every position, but at any time prior to issuance of ballots that the position of President or Vice President are reduced to a single candidate; the membership shall be given 10 days' notice to nominate additional candidates -- if no candidate comes forth in ten days, the lone candidate wins by acclamation;
- 8) Officers or candidates for office must meet the minimum qualifications outlined in Article VII, Section 2 of the Standard Constitution.
- 9) All officers will be administered the "Oath of Union Officers" contained in the AFGE National Constitution upon their installation in office. Elected Officers shall serve for 3 year terms, not to exceed 3 consecutive terms. Once elected, the officer's first year shall be considered complete as of December 31st of the same year elected. There will be no term-limit for Operating Administration VPs. The Local President may appoint an Operating Administration VP to a vacant post, only after gaining reasonable assurance that no other candidates exist.
- 10) The Election Committee.
  - a) An Election Committee shall be constituted to conduct each election and meet at a reasonable time before the commencement of the nomination procedure;
  - b) An election committee chairperson shall be nominated and elected at a meeting preceding the start of the nomination procedure;
  - c) The National Constitution, these bylaws, the Conducting Local Union Officer Elections, A Guide for Election Officials - U.S. Department of Labor/Office of Labor-Management Standards, 2010, and the AFGE election manual – 2006 shall drive the process;
  - d) No member of the Election Committee may be an incumbent of or candidate for the office for which the election is being conducted;
  - e) Each Operating Administration Vice President has the right to submit one representative to sit on the election committee by a date established by the President;
  - f) Candidates for the position of election committee chairman may or may not be one of the submitted Operating Administration committee representatives;
  - g) The Committee shall be an odd number of members greater than one, but if the total number of members ends in an even number the President shall appoint another member; and
  - h) All protests challenging a candidate's eligibility or conduct which occurs during an election, or appropriateness of members included in the vote shall be submitted in writing to the Election Committee chairperson prior to, during, or within ten calendar days after the election.

## SECTION 7: DELEGATES and AFFILIATIONS

- 1) The Local's delegates to the National Convention, District Caucus, and National Council meetings shall consist of the President and any member in good standing elected for that purpose. The Local also shall vote upon the number of delegates, the number of alternates, and the amount of funds authorized for the delegates' attendance at the National Convention, caucus or council meetings.



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- 2) In the event that the membership does not authorize sufficient funds to send a full allotment of delegates, the delegates will be prioritized in accordance with the number of votes received. Unfunded potential delegates may participate as delegates at their own expense.
- 3) The Local will affiliate with the appropriate AFL-CIO bodies in the geographic area and will remain current in its per capita obligations to those bodies.

## **SECTION 8: BUDGET**

- 1) 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. The Executive Board shall prepare an annual budget for the Local's upcoming year to be presented during the final quarter of the year's regular membership meetings<sup>3</sup>;
- 2) The President shall be given the reprogramming authority to obligate up to an additional \$500.00 or 10 percent of a program/activity's annual budgeted funds, whichever is less, as long as the expenditure does not cause total expenditures to exceed the total authorized budget. For amounts above this limit, approval must be approved by the Executive Board by a 2/3rds majority;
- 3) Unbudgeted requirements in excess of the total budget must be approved by the Local's members by a majority vote before the Executive Board can make expenditures; and
- 4) Only the Local membership may increase the approved budget.

All expenditures authorized and paid by the Executive Board or any standing committee will be reported in writing at the next regular meeting of the Local. Upon request, a copy of the report will be made available to any member in good standing of the Local.

## **SECTION 9: FINANCES/CREDIT CARDS**

- 1) Finances.
  - a) The Fiscal Year for the Local shall be 1 January through 31 December;
  - b) There shall be no initiation fee required to join the Local, and the person must be identified as part of a bargaining unit within an affiliated agency of the Local;
  - c) The dues will be nineteen dollars and seventy-five cents (\$19.75) per pay period except for retired members, and a reduced rate may be authorized by a 2/3rds majority vote of the voting membership. Any rate increase from the AFGE National Convention will be considered by the Executive Board;
  - d) Loans to members are prohibited;
  - e) The Treasurer shall sign and the President shall countersign all checks covering proper expenditures for the Local. In the absence of either the Treasurer or the President, the Assistant-Treasurer may sign in place of the absent officer;

<sup>3</sup> National Constitution, ARTICLE VIII - Executive Board and Committees, paragraph 4



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- f) Financial reports should be prepared for and presented to those attending Executive Board and membership meetings. The report should include the current year to date financial status and a summary of transactions (receipts and disbursements) for the reporting period; and
  - g) Financial reports shall provide a comparison of the receipts and disbursements to the approved budget. These reports should be included as an attachment to the meeting minutes.
- 2) Credit Cards.
- a) The Treasurer and President shall be the only authorized credit card holders for the Local;
  - b) Credit cards may be authorized for use of Union business only, to the President, Treasurer, and Assistant Treasurer; and
  - c) Credit cards should be in the name of the individual authorized Local Officer(s).

3) Financial Standard Operating Plan

The Local shall endeavor to establish a financial standard operating plan that outlines the rules for establishing allowable and disallowable costs to include equipment and entertainment, processes for disbursing funds, and travel related procedures to name a few. The financial standard operating plan shall be approved by 2/3rds of the general membership present and voting and shall be considered to be a supplement to these bylaws.

## SECTION 10: COMMITTEES and COORDINATORS

- 1) Committees may be established by the Local and shall be comprised of members appointed by the President, subject to the approval of the Executive Board with the exception of the Election Committee which requires a vote from the membership. Standing Committees for this local are:
  - a) Audit Committee;
  - b) Elections Committee; and
  - c) Hospitality Committee.
- 2) Local Fair Practices Coordinator – The Local President shall appoint the Local Fair Practices Coordinator (LFPC) whose focus shall be to provide direct assistance and/or counseling to members with discrimination issues/concerns. The LFPC will provide updates to the Human Rights and Youth Director, and should:
  - a) Be familiar with EEO laws and regulations so they can take an active role in the complaint process by assisting stewards with strategies for winning complaints;
  - b) Assure that agency officials properly identify underrepresentation of minorities, women, and persons with disabilities;
  - c) Take actions to correct underrepresentation through the appropriate local channel; and
  - d) Work with AFGE National, District, Council, and Local officers to effectively work toward eliminating discrimination in the government.
- 3) Local Women's Coordinator – The Local President shall appoint the Local Women's Coordinator (LWC) whose duties shall include:





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- a) Addressing issues that have an adverse impact on women in the workforce -- the main objective of the LWC is to assure that the agency maintains policies and practices which are free from artificial barriers to the progress of women;
  - b) Submitting proposals and recommendations to management to adopt policies and programs within their agencies concerning childcare, gender-based wage discrimination, sexual harassment, alternate work schedules, upward mobility, career development, family friendly leave policies, health and safety matters, and leadership skills development; and
  - c) Stressing the importance of organizing members, recruiting new members, and working with the AFGE National, District, and local officers.
- 4) Y.O.U.N.G Coordinator –The Local President shall appoint the Young Organizing Unionists for the Next Generation (Y.O.U.N.G.) Coordinator whose duties shall include:
- a) Providing updates to the Human Rights and Youth Director;
  - b) Mobilizing young members to become leaders and activists for social change within AFGE and the community; and
  - c) Facilitating efforts to build lasting labor solidarity, advance issues of social and economic justice, and innovatively engage current and future generations in the Labor Movement.

## SECTION 11: TRAINING

All elected and appointed officials are expected to complete appropriate training within one year of taking office. If circumstances preclude the official from satisfying basic training requirements in a timely manner, then the President may be compelled to suspend or reduce the official's authority to represent the Union in an official capacity.

## SECTION 12: AWARDS and RECOGNITION

Recognition should be afforded to deserving individuals that promote the goals of the local. The Executive Board shall decide on whether to issue a given award as well as determine the winners. Awards may be issued for the following categories annually if properly budgeted:

- 1) Union Member of the Year Award: Union member that makes the greatest impact during the year;
- 2) Top Recruiter Award: Member who either recruits or supports the recruitment of members;
- 3) Most Improved Award: Awarded to a self-motivated and impactful supporter of the Union;
- 4) Unsung Hero Award: Non-union officer who contributes time and effort towards the Union's goals;
- 5) Union Member of the Quarter Award (Quarterly Certificate): The Union member that makes the greatest impact during the past quarter; and
- 6) Labor Partner Award: The official or manager who exemplifies the mutual goals of labor and management -- like promoting the development of employees and fair treatment.



**AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES**  
Affiliated with AFL-CIO  
**Local 3313 Constitution and Bylaws**



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## **SECTION 13: COLLECTIVE BARGAINING AGREEMENT**

Local collective bargaining or master labor agreements will include the following ratifying steps:

- 1) Bargaining unit employees will have 30 days to review a newly proposed agreement prior to voting;
- 2) Copies of the draft agreement shall be mailed to the last known address of each effected member;
- 3) A special meeting of the membership shall be held to discuss the content; and
- 4) A majority of the members present shall vote to approve the agreement.

## **SECTION 14: CHANGES TO THESE BYLAWS**

The process for changing these bylaws follows bellow:

- 1) Proposed changes must be submitted through a member of the Executive Board for consideration;
- 2) The Executive Board will vote on proposed changes and report the vote in the minutes;
- 3) The revised bylaws shall be delivered by hand, mail, or electronic mail to the members no less than 30 calendar days prior to holding a vote;
- 4) Changes to the bylaws require a 2/3rds majority vote of the members present to pass; and
- 5) The revisions become effective once they are received by 14th District.

**Approved**

**Eugene Johnson**  
**President**  
**AFGE Local 3313**

**Date:** December 8, 2015