

**American Federation of Government Employees, AFL-CIO
LOCAL 933
CONSTITUTION AND BY-LAWS
REGULAR LOCAL**

PREAMBLE

For the purpose of promoting unity of action in all matters affecting the mutual interests of government civilian employees in general, all other persons providing their personal service indirectly to the United States government, and for the improvement of government service, we, as members of the American, Federation of Government Employees, Local Number 933, adopt this Constitution and By-Laws.

**ARTICLE I
NAME**

Section 1. This local union shall be known as Veterans Affairs Medical Center, Local 933, American Federation of Government Employees, AFL-CIO.

Section 2. The headquarters of this local shall be Detroit. Michigan.

**ARTICLE II
OBJECTIVES AND METHODS**

Section 1. The objective of this local shall be to promote the general welfare of governmental civilian employees, promote efficiency, advance plans of improvement, and promote the full participation of women and minorities in APGE activities at all levels throughout the Federation.

Section 2. 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 and, excepting those over whom jurisdiction has been granted to other national or international unions by the AFL-CIO, all shall be eligible for full membership in this local.

Section 3. This local will comply with provisions of Public Law 95-454, where applicable, including but not limited to provisions regarding exclusive recognition.

**ARTICLE III
MEMBERSHIP AND REVENUES**

Section 1. Governmental civilian employees in general and all other persons providing their personal service indirectly to the United States government who are in the actual service area of Veterans Affairs Medical Center, Detroit, Michigan, shall be eligible for membership in this local as provided for in Article III of the AFGE National Constitution.

Locals shall have full power to elect or reject applicants for membership. However, locale holding units of exclusive recognition under Public Law 95-454 must accept membership applications in accordance with the law or regulation.

Section 2. Dues shall be established and adjusted, as may be necessary, to ensure that they allow adequate funds for the payment of per capital tax and sufficient funds for the operating expenses of the local.

Section 3. (a) Dues must be paid in advance or by payroll deduction, if available. The dues shall be \$10.50 biweekly.

(b) The dues for direct paying members shall be \$273.00 annually, to be paid January 1st of each year.

(c) The dues for retired members shall be \$9.00 annually.

Section 4. 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 one of the above-named officers, the First Vice President may sign checks, thus providing three authorized signatures. 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 5. All books, records and financial accounts shall be open at all times 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.

ARTICLE IV **ELECTED OFFICERS - QUALIFICATIONS, EXECUTIVE BOARD STRUCTURE, DUTIES**

Section 1. To be qualified as a candidate for local office/local delegate, a member must have been a Member of the AFGE local for at least one year immediately preceding the closing of the nomination process; be a member in good standing; and must not be a member in any labor organization not affiliated with the AFL-CIO. Candidates shall not run for more than one elected office; however the running as a delegate shall not conflict with an elected officer position. No person who is identified with corrupt influences or who is affiliated with the Communist party or other totalitarian movements may serve as an officer of this local.

Section 2. The general officers, elected by the total membership, shall constitute the Executive Board of this local and shall consist of.

President	First Vice President
Second Vice President	Treasurer
Recording Secretary	Financial Secretary
Trustees (3)	

Section 3. The President shall be the executive officer of this local; exercise general supervision over the affairs of the local and see the others comply with responsibilities of their office and constitutional duties; comply with the National and 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 and Audit Committees; by virtue of election to the office, serve automatically as a local delegate to the district caucuses, council meetings, other participated in by this local as the local may be entitled, or the AFGE National Convention; preside at all local meetings; sign all documents pertaining to the 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, 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; and, in the absence of the First Vice President, the Second Vice President shall preside.

Section 4. The First Vice President shall assist the President in performing duties of that office if the President is absent from a local meeting, the First Vice President will preside. In the absence of the First Vice President, the following chain of command shall prevail: Second Vice President, Treasurer, Financial Secretary, Recording Secretary, and Trustees (in alphabetical order according to last name).

Section 5. The duties of the Recording 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, notice of meetings and the minutes of any meetings) which must be sealed and pre-served for one year after the election of officers and delegates; keep up-to-date the official copy of the Constitution and By-Laws of the local; conduct correspondence when directed by the President; and send out notices of meetings when required.

Section 6. The duties of the Treasurer shall be to make a financial report at each regular meeting; keep an up-to-date roll of Ac 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 addressee of all new members or members who have severed their affiliations with this local; forward initiation fees and per capital tax to the National Headquarters in accordance with the requirements of the AFGE National Constitution (specifically the dues of members of a regular local are payable before the end of each month, and all monies owed the Federation must be forwarded to the National Secretary-Treasurer not later than the 20th day of the following month); and perform additional duties and responsibilities as outlined in the AFGE Financial Officers Manual. Disbursements for payment of current bills (other than

initiation fees, per capita tax, and approved budgeted expenditures) shall be authorized by the local.

Section 7. The Chief Steward shall have the responsibility of assuring that an adequate number of trained stewards are available in the local to meet the representation requirements; directing the assignment of stewards to areas to organize services in cooperation with the Organizing Committee; as well as maintaining a communication Uric between the membership and the local officers.

Section 8. The duties of the Sergeant-at-Arms shall be to attend the outer door to see 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; ascertain that a quorum is present; provide a roll to call should the recording of individual votes be necessary; and perform other duties as may be assigned.

Section 9. The duties of the Financial Secretary shall be to receive and record all funds paid to the local and rum the same over to the Treasurer. The Treasurer will give the Financial Secretary a receipt. He/she will prepare all vouchers of monies to be spent by Local \$33.

Section 10. The dudes of the Trustees shall be to oversee all financial aspects of the local; keep an up-to-date inventory of all union property and report at the quarterly meeting; and contact all members who have union property and arrange for return of the same and report at the quarterly meeting.

Section 11. 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 **ELECTION COMMITTEE AND ELECTION PROCEDURES**

Section 1. 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 2. An Election Committee shall be constituted to conduct each election. The Committee shall consist of not less than three members; and if a larger Committee is required, it shall contain an odd number of members. Its members shall be selected at the local's discretion, either 1) by majority vote of the membership of the local in attendance at the meeting preceding the nomination meeting, or 2) appointed by the President with the approval of the Executive Board at the meeting preceding the commencement of the nomination procedure. No member of the Committee may be an incumbent of or candidate for the office for which the election is being conducted. The Treasurer shall furnish to the Election Committee the names and addresses of all members in good standing. It shall be the responsibility of the Committee to conduct all aspects of the election, including the mailing of notices of nominations and elections to

all members in good standing, preparing the ballots, distributing the ballots, tallying the ballots, preparing a written report, and informing the members of the results as soon as possible, and adjudicating all conflicts which arise out of the election procedure.

Section 3. The election procedures shall be conducted in accordance with the provisions of this Constitution, as well as applicable provisions of the AFGE National Constitution, and specifically in accordance with the manual ballot procedures.

Section 4. In order to assure generic union representation across shifts and/or tours of duty, nominations of candidates will be received by the Election Committee, provided that individual has given written permission allowing his/her name to be placed in nomination in his/her absence from said nominating meeting.

Section 5. All candidates for office must be treated equally with respect to the availability of lists of members and mailing of campaign literature. Upon request of a candidate, the Election Committee shall comply with all reasonable and timely requests of the candidate to distribute to its members at the candidate's expense, by mail or otherwise, campaign literature in aid of his/her candidacy, provided the same opportunity is provided to all candidates.

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 an election held by secret ballot, members must be given a reasonable opportunity to nominate and elect 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.

Notice of nominations 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 nomination and elections, both the requirements relating to nomination and those relating to elections must be followed. Notice of election (whether the election is combined with the nomination or is a separate proceeding) must be mailed to each member at his/ her last known home address 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 (including split-polling times, if applicable), date, place, or manner of election (i.e., manual ballot), and provisions for run-off 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. If any APGE publication is to be used to provide notice of nominations or election, such notice must be printed in a conspicuous place on the first, page of the publication. If notice of the election is to be provided through publication, it must be mailed to the members at least 15 days prior to the date of the election.

No member whose dues have been withhold 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.

At the conclusion of the balloting the Election Committee shall tally the total ballots cast, the ballots challenged, the ballots voided, the number of valid ballots cast for each candidate, and the total number of valid ballots cast. The Election Committee shall prepare a written report and inform the members of the results as soon as possible.

A majority of the valid votes cast is required for election to any office, with the exception of delegates, alternate delegates, and proxy delegate, who are elected by plurality vote. If warranted, a run-off election shall be held as soon as possible. The runoff election should follow immediately the announcement of the election results and will be conducted regardless of any protests. For officers other than multiple same-type offices (e.g., trustees), 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- For the office of delegate, the procedures prescribed in Appendix A, Part I, Section 5(i) and Section 6 of the AFGE National Constitution shall be followed. For the office of multiple same-type positions, the procedures prescribed in Part I, Section 5(h)(2) shall be followed.

The Recording Secretary shall maintain all election-related documents (including copies of those pertaining to nominations, notices of meetings, and the minutes of any meetings) which must be sealed and preserved for one year after the election. No monetary or other resources of AFGE or any employer shall be contributed or applied to promote the candidacy of any candidate in an election. Resources include, but are not restricted to, dues monies and assessments, publication facilities, office equipment, stationery, or other supplies. While the preceding restrictions apply to use of the APGE local 933 resources to promote the candidacy of any candidate, such resources may be used for such things as notices, factual statements of issues not involving the candidates, and other expenses necessary to conduct an election.

Section 6. (a) The Election Committee shall furnish to each member voting one ballot.

The Committee also will provide for sealed ballot boxes in which members may deposit the ballots. Each ballot box will be under the personal supervision of the Election Committee. The Committee will make appropriate arrangements to insure that a sufficient period of time is provided to allow all members to vote, and to insure that each member votes a secret ballot by providing, for example, individual booths, enclosures, or areas which afford privacy to each member while voting.

(b) Members who are unable to attend the election polls, upon timely written request to the Election, Committee, shall be furnished absentee ballots and properly marked envelopes in which to return their ballots to the Election Committee. If timely returned, the absentee ballots shall be opened and counted with the remainder of the ballots.

Section 7. The duly elected officers and delegates/alternate delegates will assume their responsibilities after their respective elections and installation, regardless of whether the election has been protested, They will remain in their respective offices until their terms expire, or until newly elected officers are installed as a result of an ordered rerun election or a decision on a complaint or appeal by the Election Committee, a National Vice President, or the AFGE National President, or unless sooner disqualified under Section 9 of this Article.

Section 8. In the case of vacancy in the office of President, the First Vice President shall fill the office for the unexpired term, the Second Vice President shall fill the office of the First Vice President for the unexpired term, and a special election shall be held for the office of the Second 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 9. 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 thereby automatically shall forfeit said office. The vacancy caused thereby shall be filled under the provision of Section 8 of this Article.

Section 10. The AFGE Rules for Conduct of Election[^] Appendix A of the AJPGE National Constitution, are integral provisions. In the event any provision of this local Constitution is inconsistent with the AFGE National Constitution, the AFGE National Constitution shall control. If a provision within die Constitution or rules of the AFGE entity conducting the election concerns a matter also addressed by these Rules, to the extent that provision is inconsistent, the AFGE Rules for Conduct of Elections shall control.

ARTICLE VI **COMMITTEES AND DUTIES**

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 me local meetings, but such actions shall not be inconsistent with the objectives of the Federation and shall be subject to local approval, Expenditures by the Executive Board in excess of \$500 per month must have prior approval by the local membership. 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. 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 4. In the case of vacancy in any office of this local, other man the President, the Executive Board may appoint a temporary officer to fill such vacancy until a duly qualified successor is elected in accordance with me provisions of Article V, Section 8.

Section 5. Special committees may be established as the local may direct, and the membership of such committees shall be appointed by the President with the advice and consent of the Executive Board. The Election Committee will be established at the discretion of the local in compliance with applicable provisions of Article V, Section 2. Standing committees shall be Audit, Fair Practices, Legislative, Organizing, and Program.

ARTICLE VII **DELEGATES**

Section 1. Delegates to district caucuses, council meetings, other meetings participated in by this local as the local may be entitled, or the AFGE National Convention, must be elected by secret ballot of the members on whose behalf they will serve as delegates. Delegates, alternate delegates, and proxy delegate must be elected by name and in accordance with applicable provisions of the current AFGE National Constitution.

Section 2. Delegates shall be elected in a monthly membership meeting preceding the scheduled function. In instances where the function is a training, conference, or special meeting where no membership votes are being earned, the attendees will be appointed/selected by the Executive Board.

Section 3. The local must comply with applicable provisions regarding qualifications for candidacy to local delegate as provided in Article IV, Section 1 of this Constitution and as provided in the current AFGE National Constitution.

Section 4. Travel guidelines for AFGE Local 933 are as follows:

(a) When there is no free parking at the meeting place on union business, the local will reimburse the parking fee upon presentation of a proper receipt. When there is a toll involved, the fee also will be reimbursed upon presentation of a proper receipt.

(b) Wayne, Oakland, and Macomb County areas are considered local, and hence attendees will receive \$15 per diem. Payment for Wayne County will not be given/paid if the hosting site is the attendee's normal workstation.

(c) Single room occupancy rate plus taxes and \$40 will be paid to cover per diem.

(d) Coach air fare will be provided/paid for distances greater than 500 miles, one way return guaranteed. Ground transportation from airport to meeting/lodging site and back will be paid at a rate of \$30 (\$15 each way).

(e) Tuition and registration fees will be paid by the local. The local will pay the prevailing government mileage rate per mile for personal vehicle transportation up to 500 miles, or coach airfare, whichever is less/cheaper; coach air fare for more than 500 miles; \$15 per day for Wayne, Macomb, and Oakland Counties (except when the site is the attendee's normal workstation); \$40 per diem for all locations; parking fee when free parking is not available (excludes parking fee at a site of the attendee's normal workstation) upon presentation of a proper receipt; and tolls when they are required to get to or from a meeting/lodging site upon presentation of a proper receipt. In special circumstances when there is a medical condition/problem hindering an individual to travel by air, he or she will be sent by (and paid for) the cheapest route feasible/appropriate.

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. This Constitution and By-Laws of AFOE Local 933 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 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 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.

Section 4. Any member of AFGE Local 933 that cancels his/her membership from this organization Of his/her own free will and for whatever personal reasons will have to pay an initiation fee of \$15 to rejoin this local.

Section 5. Any member that cancels his/her membership from this AFGE Local 933 loses all privileges to any benefits offered by this local, such as the discount buying service, all of the insurance, use of the copying machine, free coffee and tea, free participation in any events such as picnics and Christmas parties, etc.

BY-LAWS

Section 1. Regular meetings of the local shall be held on the fourth Thursday of the month except for the months of March, June, September, and December. The quarterly meetings will be held on the fourth Thursday at 4:45 p.m. at a location designated 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.

Section 4. 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) Stewards reports
- (f) Unfinished business
- (g) New business
- (h) Comments for the good of the local
- (i) Adjournment

Section 5. A quorum of this local shall consist of not less than 12 members, A quorum of any committee shall consist of a majority of the members thereof.

Section 6. 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% of the members present.

Section 7. 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 8. Beginning in 2002, nomination of officers shall be held triennially (once every three years) in October, and elections shall be held on the first payday in December. Installation of officers shall be held during the December quarterly meeting. A quorum is not required for nominations and/or elections.

Section 9. All officers will be administered the "Oath of Union Officers" contained in the AFGS National Constitution upon their installation in office. The oath shall be administered by the outgoing President or his/her designee.

Section 10. 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 this Constitution and By-Laws.

Section 11. Copies of this Constitution and rules shall be available to all members in good standing upon request to the Recording Secretary.