

AFGE Local 2001 Bylaws

Section 1. The Headquarters of this Local will be the Federal Correctional Institution, Fort Dix, New Jersey.

Section 2. Regular meetings of this Local will be held the first Tuesday of each month at the Local 2001 Union Office, Bldg. #5744, at 4:15 pm. The Executive Board will meet on the day prior to each regular meeting primarily to establish their monthly agenda. Notice of membership meetings will be posted via the Local's webpage, voice mail and LAN. Regularly scheduled monthly meetings will not be canceled or postponed unless there is a majority vote by the Executive Board. The results of the Executive Board vote must be documented in the minutes of the Executive Board meeting.

Section 3. Special meetings may be called by the Local's President, Vice Presidents, two thirds vote of the Local's Executive Board, or upon written petition of at least 10% of the Local's total membership. Five (5) days posted notice of the meeting must be given to the membership.

Section 4. Minutes of any regular, special, or Executive Board meetings will be typed by the Secretary and presented for approval to the Executive Board within one week. Any discrepancies will be corrected and the minutes will be signed by the President and the Secretary to verify accuracy. Minutes of any regular or special meetings will be read at the following meeting.

Section 5. The current edition of *Robert's Rules of Order* will govern the proceedings of all meetings of the Local, when not inconsistent with the provisions of the standard Local constitution, the AFGE National Constitution, or these bylaws.

Section 6. The regular order of business will be:

- The Pledge of Allegiance
- Roll Call of Officers
- Reading of the minutes of the previous meeting
- Report of financial condition by the Treasurer
- Reports of committees
- Unfinished Business
- New Business
- Comments for the good of the Local
- Adjournment

Section 7. A quorum of this Local will consist of six (6) members to hold a meeting. A quorum of any committee will consist of a majority of the members thereof.

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Section 8. (a) All questions before the Local will be decided by majority vote of the members present and voting.

(b) Any motions made for gifts of over five hundred (500) dollars will be tabled until the next meeting in order to make all members aware of this issue. This will provide opportunity for the entire membership to discuss and vote on the question. The membership will be notified by phone, website, and bulletin boards.

Section 9. The time allowed for individual speeches on debates on any particular issue on the floor will be five (5) minutes. This time allotment may be extended by a majority vote of those present.

Section 10. The officers of this Local who comprise the Executive Board are as follows:

President
Vice President
Vice President
Secretary
Treasurer

The non-voting members of the Executive Board are:

Chief Stewards (2)
Sergeant at Arms

Section 11. (a) The President will function as the presiding officer of the Local and will exercise supervision of the Local in accordance with the mandates of the Local. Additional duties of the President will be to plan and pursue policies which will promote the welfare of the Local; to keep the membership fully advised of his/her activities; to preside at Local meetings and meetings of the Local's Executive Board; to sign all documents pertaining to his/her office; and be responsible for Local budget expenditures, monthly and annual reports required of the Local's Treasurer.

(b) The Vice Presidents of the Local will be charged with the responsibility of correlating the Local's affairs. The Vice Presidents of the Local will assist the President in the performance of the duties of that office and preside at Local meetings and Executive Board meetings in the absence of the President. The Vice Presidents will also chair all grievance committees in the Local, and maintain a library for grievance, arbitration, ULP, and MSPB for case preparations. Copies of all grievances, arbitrations, ULPs, or MSPB cases are to be provided to the Council Vice President.

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(c) In the case of a vacancy of the office of Vice President, Treasurer, or Secretary, the Local's President and Executive Board (by majority vote) will fill the vacancy by appointment until the normal election is held. If the office of President becomes vacant, the senior elected Vice President (senior being defined as time in the Union) will assume the position for the unexpired term not to exceed two years without an election being held.

(d) In the case of a temporary vacancy of the office of President during normal working hours, the following succession will be used to determine who will be acting President:

Senior elected Vice President (seniority being defined as time in the Union)
Vice President
Treasurer
Secretary
Chief Steward
Any remaining Steward

The President will verbally inform the Executive Board and the Institution's Administration of who the acting President will be, and post such information via Voice mail and LAN to apprise the membership.

Section 12. (a) The offices of Chief Stewards will be appointed by the President with the approval of the Executive Board. The Chief Stewards will direct the activities of stewards; assign the areas in which they will be responsible for organizing; train stewards in handling grievances; and inform the Local of matters of interest brought to their attention by members. The Chief Stewards are also Chief organizers of the Local.

(b) The President will appoint a reasonable number of stewards of the Local as required, with approval of the Local's Executive Board, to cover all shifts and/or departments within the institution. Although stewards are the primary organizing committee members, the Chief Stewards, with approval of their respective Local's Executive Board, have the authority to appoint other members on the organizing committee. The stewards and organizing committee members will meet monthly prior to the regular monthly union meeting and will report to the body at the meetings.

Section 13. The duties of the Secretary of this Local will be to take minutes at each regular or special meeting; maintain the minutes of the Local; keep the bylaws updated; and assist the Vice Presidents with the Union's legal library. The Secretary is also responsible for the publishing of a Local newsletter at least quarterly. The Secretary will relieve the Treasurer when necessary, and be responsible for other duties assigned by the President or Vice Presidents.

Section 14. The duties of the Treasurer of this Local will be to prepare financial reports at each

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regular or special meeting, and keep an up-to-date roll of the membership. The Local's Treasurer will receive all monies and/or dues paid into the Local; keep records of all transactions; and maintain direct deposits of bi-monthly membership dues from justice payroll and/or other deposits. These monies will be placed only in Federally Insured Banks, Credit Unions, or Savings and Loan Institutions. The Treasurer will relieve the Secretary when necessary.

Section 15. (a) All officers will be administered the "Officer's Obligation" contained in the AFGE National Constitution upon their installation in office at the first meeting in January. Elected officers will serve for two years. Appointed officers will Serve until the next scheduled election is held.

(b) Any officer of this Local missing three (3) or more consecutive regularly scheduled monthly union meetings may be subject to removal under Article 18 of the National Constitution.

Section 16. The Sergeant-at-Arms will be appointed by the presiding officer prior to the meeting. The Sergeant-at-Arms will ensure that no one enters the meeting 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 individual votes be necessary; and perform other duties as may be assigned by the presiding officer.

Section 17. An Election committee will be constituted to conduct each election. The committee will consist of not less than (3) members, and if a larger committee is required it will contain an odd number . Its members will be selected at the September regular meeting. The committee will be supplied with a copy of the AFGE Election manual. The committee will be reimbursed the hourly wage for annual leave taken to perform its duties.

Section 18. Nomination of officers will be held by the Election committee of the Local during the November regular meeting of the election year. The Election committee will properly notify the Local's membership by mail prior to nominations and elections. The notice of nominations and elections will be in accordance with the AFGE National Constitution, Appendix A, Part I, Section 3 (10 day minimum for nominations, 15 day minimum for elections). The nomination/election notice will specify the positions to be filled, time, date, place, manner of the election, and the provisions for run-off elections if required. Notice will also be made that an individual may be nominated to run for only one office. Elections of officers within the Local will be held one week after the December regular meeting by secret ballot.

Section 19. (a) The elected officers of this Local will be empowered to serve as delegates and/or alternates to the National conventions, Council conventions, or to Regional caucuses by virtue of their election to these offices. Appointed officers may become delegates or alternates only after a separate delegate/alternate election by the membership in accordance with Appendix A, Part I of the AFGE National Constitution.

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(b) Union officials selected to attend Union funded training, caucuses, and/or conventions will be required to attend all classes, meetings, related training, and sessions.

Section 20. (a) Expenditures by the Local's Executive Board in excess of \$500 per month must have prior approval of the Local's membership, either as authorized by the approved budget or by separate vote of the Local's members. Line item budget expenditures will be approved by majority vote of the Executive Board and documented in the Executive Board meeting minutes. All expenditures authorized by the Local's Executive Board up to \$500 will be approved by majority vote, documented in the Executive Board meeting minutes, and reported in the financial report at the next regular meeting of the Local. Upon request, a copy of such minutes and reports will be made available to any member in good standing of the Local.

(b) The Local's monies and property will only be used for the benefit of the Local or its members.

(c) This Local will contribute annually to the Legislative Action Fund (LAF). The amount will be the total of two (2) dollars per member.

(d) The Annual Audit Committee members will be reimbursed their hourly wage for annual leave taken to perform their duties.

(e) Union credit cards issued to any Executive Board member will be used for authorized expenditures only. Any personal use of Union credit cards is explicitly prohibited and any Executive Board member in violation of this provision of these Bylaws will be subject to removal under Article 18 of the National Constitution.

(f) Any member in good standing who signs up a new member to the Local will be given a ten (10) dollar sign up bonus.

Section 21. Such other committees not previously mentioned may be established by the Local's President. They will be comprised of members appointed by the Local's President subject to the approval of the Executive Board of the Local, except for the election committee.

Section 22. The initiation fee for active members will be waived in lieu of the member signing a dues deduction form.

Section 23. (a) Dues for active members will be \$12.43 a pay period or \$24.38 a pay period if the member elects to enroll in the Healthplex dental plan.

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(b) The dues for retired members will be \$.50 a month or \$26.40 a month if the retired member elects to enroll in the Healthplex dental plan. The monthly dues for retired members will be the sum of the amount paid in AFGE National per capita and Council of Prison Locals per capita tax. Retired members' dues must be paid 6 to 12 months in advance.

(c) When there is an increase in National per capita, Council per capita tax, and/or Healthplex dental insurance premiums, the dues of the membership will automatically be increased to offset the per capita or premium increases. Increases in dues will become effective the first pay period in January.

Section 24. Copies of these by-laws will be available to any member in good standing upon request to the Local's Secretary.

Adopted: _____

President

Vice President

Vice President

Treasurer

Secretary