

APPENDIX A LOCAL 3614 BYLAWS

- SECTION 1. The headquarters of the local shall be the office of the President.
- SECTION 2. (a) Regular meetings of the local shall be held once a quarter in the district/area office by the respective Vice President/Steward.
- (b) The meetings shall be held at a time and place selected by the local district/area office Vice President/Steward.
- SECTION 3. Special meetings may be called by the President, two-thirds vote of the Executive Board, or upon written petition of at least 10% of the membership. Five (5) 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 4. Only members of the local in good standing shall be allowed to vote.
- SECTION 5. 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 Vice President
- (d) Reports of committees
- (e) Unfinished business
- (f) New business
- (g) Comments for the good of the local
- (h) Adjournment.
- SECTION 6. A quorum of this local shall consist of 20 members. A quorum of any committee shall consist of a majority of the members thereof.
- SECTION 7. All questions before the local will be decided by vote of the members present first by voice vote, then by a showing of hands.
- SECTION 8. The time allowed for debate of any particular issue before the local and the time allowed for speeches will be 2 minutes. The time allowed for debate may be extended by a majority of those present and voting.

SECTION 9. The general offices of the this local who comprise the Executive Board are as follows:

President
1st Vice President/Chief Steward
Secretary/Treasurer
Vice President/Steward of the district/area office

SECTION 10. The 1st Vice President/Chief Steward shall assist the President, in the performance of the duties of that office. *See* Local Constitution, Article VI, Sections 3 and 4.

SECTION 11. In the case of a vacancy in the office of President, the 1st Vice President shall fill the office for the unexpired term. *See* Local Constitution, Article VII, Section 4.

SECTION 12. A sergeant-at-arms shall be appointed by the President. The 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 individual votes be necessary; and perform other duties as may be assigned by the presiding officer.

SECTION 13. Nomination of officers shall be held in March, and elections and installation shall be held in April of the even year, biennially, after proper notice to local members. *See* National Constitution, Appendix A, Part I, Section 3. Candidates shall not run for more than one elected office; however, the running as a delegate shall not be in conflict with an elected officer position. A runoff election, if necessary, shall be held at the same meeting.

SECTION 14. An Election Committee shall be elected by majority vote of local members present and voting at a meeting preceding the start of the nomination procedure. *See* National Constitution, Appendix A, Part I, Section 1(B), 2.

SECTION 15. All officers will be administered the “Officers Obligation” contained in the AFGE National Constitution upon their installation in office. Officers shall serve for a two-year term from date of installation.

SECTION 16. The current edition of ROBERT'S RULES OF ORDER shall 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 17. The local's delegates to the National Convention, District caucus, and national council meetings, after proper notice to the local's members, *see* National Constitution, Appendix A, Part I. Section 3, shall be elected at a meeting of the local, excepting the local's President who if elected to that office serves by virtue of office. At that or a subsequent meeting, the local shall vote upon the authorization of funds for the delegates' attendance at the National Convention, caucus, or council meetings. *See* National Constitution, Appendix A, Section 6.D.

SECTION 18. Expenditures by the Executive Board in excess of \$250 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. *See* Local Constitution, Article VIII, Section 3. 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 19. Such committees as may be established by the local shall be comprised of members appointed by the President subject to the approval of the Executive Board. *See* Section 14 of these bylaws.

SECTION 20. A chief steward and such other stewards as may be necessary shall be elected by vote of the local's membership.

SECTION 21. The initiation fee for members shall be \$1.00. *See* National Constitution, Article XIV, Section 7(a)5 and 7(b)5.