

## **AFGE/ NBPC LOCAL 2544 BY-LAWS**

Section 1. The scope of active membership in the Local shall be all persons employed by the Chief Patrol Agent, U.S. Border Patrol, Tucson Sector, who are not prohibited by law from being members of a labor organization. The scope of retired membership of the Local shall be those persons who at the time of their retirement from federal service were active members of Local 2544 and have remained members in good standing of an AFGE Local since their date of retirement.

Section 2. Regular meetings of the Local will be held on the second Wednesday of every even month. The time, location, and date to be announced by the President and posted on the Union's website and/or bulletin boards at all stations at least fourteen (14) days prior to the meeting date. Reasonable efforts will be made to hold meetings, as needed, on odd months at locations designated by the Executive Board.

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 the Local treasurer;
- (d) Report 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 not less than the number of members of the executive board plus one. 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 majority 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 8. The time allowed for debate of any particular issue before the Local shall be limited to twenty (20) minutes and the time allowed for individual

speeches shall be limited to four (4) minutes. Any limitation as to the time allowed for debate may be extended by a majority of those members present and voting.

Section 9. Nomination for Executive Board Officers shall be held in October of every third year with elections, if necessary, held in November of an election year and installation of officers taking place at the December meeting of each election year. Notification of contested elections shall be posted on the local's website no later than September 1st of each election year. The Local will also employ reasonable efforts to inform members at station musters of any upcoming nominations and elections.

Section 10. Candidates shall meet all requirements as stipulated in the A.F.G.E. national constitution. Only current members shall serve as President. Retired members may be candidates for any office. A member of the Local may be a candidate for only one executive office.

Section 11. Elections of the Executive Board Officers will be by mail ballot mailed to each eligible member's last known address or by in-person balloting completed by eligible members at polling places set up at each of the stations within the Tucson Sector. An Election Committee shall be elected by majority vote of the Local members present and voting at a meeting prior to the start of the nomination procedure. The Election Committee will be responsible for selecting the balloting method to be used and for establishing the rules that will govern the actual balloting. The Election Committee may elect to use stewards as polling place monitors to facilitate having polling places at each of the stations in the Tucson Sector. The National Border Patrol Council may be asked to provide any additional election assistance that may be needed. Executive Board members will be elected if they receive a majority of the member votes submitted by a deadline set by the Election Committee. If there are more than one candidate for a particular office and no candidate receives a majority of member votes, then the two candidates receiving the highest number of votes will have a run-off election with the candidate receiving the majority of member votes submitted by a deadline set by the Election Committee being declared the winner. Candidates may provide a one-page attachment listing qualifications for the position.

Section 12. No monies received by way of dues, assessment, or similar levy, shall be contributed or applied to promote the candidacy of any person in a Local election. The election committee will provide a list of members to any candidate for election upon written request.

Section 13. All officers will be administered the "Officer's Obligation" contained in the AFGE National Constitution upon their installation in office. Officers shall serve three-year terms.

Section 14. The officers of this Local that comprises the Executive Board is as follows:

- President
- Treasurer
- Secretary
- Executive Vice-President
- 1st Vice-President
- 2nd Vice-President
- 3rd Vice-President

Section 15a. The Vice-Presidents shall assist the President in the performance of the duties of that office.

Section 15b. If the Treasurer retires from law enforcement duties after having been elected or is elected after retiring, the Treasurer shall be paid at a rate to be determined by the Board. Any such pay will be incorporated into the Local's budget. This compensation will ensure continuity in the Local's bookkeeping functions and alleviate the need to pay a third party for such services. Any member in good standing may inquire and be told the rate of pay for the Treasurer.

Section 16. In the case of a vacancy in the office of President, the Executive Vice President shall fill the unexpired term. If the Executive Vice-President is unable or unwilling to serve, the First, the Second and then the Third Vice-President, in order, will then fill the vacancy. If the executive board is notified by all the Vice-Presidents that they are not able to serve, the Treasurer will serve as temporary President. The Treasurer will call a meeting for Nominations for President not less than twenty days or more than forty-five days from receiving the declination of office. Notice of Call for Nominations will be posted on the local's website and an email will be sent to all chief stewards directing that members be notified of the nomination process. Nominations will be accepted at the meeting and balloting will be conducted pursuant to Section 11. Upon completion of the election process, the Election Committee will notify the Executive Board. The Executive Board will hold a special session to receive the results of the election and administer the Oath of Office to the newly elected President.

Section 17. 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 by-laws.

Section 18. The Local's delegates to the National Convention, District Caucus, National Border Patrol Council Convention, or any other meeting where delegates might be required, will be the Local's elected officers in the following order:

1. President
2. Treasurer
3. Executive Vice-President
4. Secretary
5. 1st Vice-President
6. 2nd Vice-President
7. 3rd Vice-President

Should an officer accept a different position within the Executive Board, that officer will remain an elected delegate in line with the order of the office that the officer is currently filling.

If additional delegates are authorized, after proper notice to the Local's members, they shall be elected at a meeting of the local. The actual number of funded delegates attending any function will depend upon funding authorized by a vote at a regular meeting. Additional unfunded delegates who are elected may attend at their own expense.

Any delegate is authorized to cast all the votes carried by the local. However, if more than one delegate is present at any official function, then the local's votes will be apportioned on a pro rata basis among all delegates in attendance.

Section 19. There shall be no initiation fee to the Local. AFGE initiation fees will be paid by the Local from Local funds in the name of the new member.

Section 20. The dues shall be payable bi-weekly by payroll deduction for those members eligible for such deduction. Dues shall be paid quarterly, in advance, by those members not eligible for payroll deduction. An initial payment of an amount equal to one year's current dues shall be made by those wishing to join the Local who are not eligible for payroll dues deduction, with quarterly adjustments for any dues changes. The bi-weekly rate for active members shall be at the rate of a GS-12, Step 2, LEO, Rest of US which is set by OPM. This amount shall cover one-half of the monthly AFGE per-capita tax, plus one-half of the N.B.P.C. per-capita tax, plus one-half of the monthly PORAC dues, and the Legal Services Plan. Changes shall be effective with the first full pay-period of a calendar year.

Section 21. The dues for retired members shall be paid annually prior to the last day of January for the current year. The rate for retired members shall be the annual AFGE tax, plus the annual N.B.P.C. per-capita tax plus \$10.00. Members who retire during any month except January will have retired dues waived until the beginning of the next calendar year.

Section 22. A chief steward and such other stewards as may be necessary shall be appointed or removed by the Executive Board.

Section 23. The Treasurer shall sign and the President shall, when practical, countersign checks covering the proper expenditures of the Local. In the absence of either the Treasurer or the President, the Executive Vice-President may sign checks covering proper expenditures of the local. Three credit/debit cards will be authorized by the local and issued to the President, Executive Vice-President, and Treasurer. All customary and routine expenses in maintaining the business of the local will be authorized including the care and use of Local 2544 Union vehicles.

Section 24. 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. The findings, recommendations or plans of any special committee shall be forwarded to the Executive Board for final review and adoption.

Section 25. Expenditures of 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.

Section 26. The Treasurer shall review the list of membership dues on at least a monthly basis. Any member whose dues have not appeared on dues deduction for two consecutive pay-periods will be notified by the treasurer by email or by any other verifiable means, that there is a problem with dues. The member will be advised that the membership in good standing will be in jeopardy. Any member who does not respond within fourteen (14) days of the mailing will be considered not in good standing.

Section 27. A member whose dues are not being received by the Local will advise the treasurer as to the reason for dues stoppage. Members whose dues are stopped because of involuntary reasons: Involuntary Leave Without Pay, Disciplinary Time Off, Involuntary Activation to Guard/Reserve, Extended Medical/Workman Compensation; will remain in good standing. Members whose dues have stopped because of involuntary dismissal will remain in good standing pending completion of all appeals. Members whose dues have stopped because of voluntary reasons: Voluntary Extended Leave Without Pay, Voluntary Activation for an extended period to the Guard/Reserve; will be advised as to the procedures for making direct payment of dues. Such members will not be considered members in good standing until such payments and back payments are made and are current.

Section 28. A Sergeant-at-Arms shall be appointed to a three-year term by the President. The Sergeant-at-Arms' term of office will run concurrently with that of the President. The Sergeant-at-Arms shall ensure that no one enters the meetings without proper authority; assist the presiding officer in maintenance of order; welcome and introduce guests; see that each member's presence is

recorded in a log; provide a roll call should the recording of individual votes be necessary and perform other duties as may be assigned by the presiding officer.

The above Local 2544 By-laws were approved by the membership at a special election on Sept, 3, 2014 in Tucson, Arizona.