



American Federation of Government Employees

LOCAL 2199 - AFFILIATED WITH THE AFL-CIO

"To Do All For That Which None Can Do For Himself"

DEPARTMENT OF VETERANS AFFAIRS

V.A. MEDICAL CENTER

SALT LAKE CITY, UT 84148

American Federation of Government Employees Local 2199, AFL-CIO BYLAWS Amended on 2/28/2025

AFGE Local 2199 has adopted the Standard Local Constitution as set forth
in Appendix B of the AFGE National Constitution

ARTICLE I

Local Membership Meetings

SECTION 1: The headquarters of this local is the Department of Veterans Affairs VHA and VBA Salt Lake City, Utah and the mailing address of the local is 590 Foothill Blvd. Salt Lake City, Utah 84108

SECTION 2: Regular Membership Meetings shall serve as the only official business meeting of the Local and shall be held monthly on the 2nd Wednesday of the month. If the scheduled membership meeting falls on a Holiday, the meeting will be held the following day. Membership meetings are internal union business, attendance should be in a non-duty status. BUE's in a non-member status are welcome to attend however, will be ineligible to vote and have a voice. They will be in an observation status only.

SECTION 2 (a): The meeting shall be held at the union conference room and convene at 1500.

SECTION 2 (b): The Executive Board shall convene on 1st Wednesday of the month and convened at 1500. The agenda for the meeting will be provided to the Executive Board members five (5) days in advance of the meeting. E-board meetings are internal union business; attendance should be in a non-duty status.

SECTION 3: Special meetings may be called by the President, two-thirds (2/3) vote of the Executive Board or upon written petition of at least ten percent (10%) of the membership. Five calendar days written notice of the specific purpose of the meeting must be given to the membership, unless a longer period of notice is required by the specific purpose of the special meeting. No business other than that specified in the notice will be discussed.

SECTION 4: A quorum of this local shall consist of 5 members in attendance. A quorum of any committee shall consist of a majority of the members thereof.



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SECTION 5: The regular order of business will be:

1. Call to order
2. Roll call of officers
3. Pledge of Allegiance
4. Reading of the code of conduct
5. Reading of the minutes of the previous meeting
6. Report of financial condition by Local Treasurer
7. Reports of committees
8. Unfinished business
9. New business
10. Comments for the good of the local
11. Adjournment.

SECTION 6: Unless otherwise specified by law (e.g., secret ballot election or dues) or by Constitution, all questions before the local will be decided by vote of the members present; first by voice vote, then by a more definitive means such as a showing of hands or roll call as needed.

SECTION 7: Only members of the local in good standing shall be allowed to vote. Members may not proxy their vote to other members.

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 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 the Standard Local Constitution, the AFGE National Constitution, or these Bylaws.

ARTICLE II

Objectives and Methods

SECTION 1: Copies of this Local's Constitution and Bylaws shall be available to all members in good standing upon request to the Secretary.

SECTION 2: The objective of this Local shall be to promote the general welfare of civilian governmental employees.



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SECTION 3: The Local shall strive to promote the efficiency of governmental service and shall advance plans of improvement to be secured by legislative enactment through cooperation with governmental officials and by other lawful means.

SECTION 4: This Local will comply with provisions of Public Law 95-454, where applicable.

SECTION 5: 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 (i.e., the State AFL-CIO and the (city) Area Labor Federation). a) The Local will affiliate with the appropriate District 13 Charter 219 in the geographical area and will remain current in its per capita obligations to that body.

SECTION 6: Local Code of Conduct – Officers, Stewards, and Representatives of the Local, whether elected or appointed, will comply with the provisions of the Local Code of Conduct:

The Officers, Stewards and Representatives of the Union are the “face of the Union” and have a fiduciary responsibility to members of the Union, the Agency, and the public.

The conduct and behavior of the Officers, Stewards and Representatives of the Union impact directly on the members of the Union, on the Agency, and the public’s perception of the Local, therefore the Officers, Stewards and Representatives shall always put the interests of the bargaining unit employees they serve ahead of their own personal interests or personal gains. In regard to this an Officer, Steward, or Representative will not act as an Official Representative of the Union in negotiations/grievance/appeals in which they are the primary recipient or benefactor of the outcome/resolution.

The Officers, Stewards and Representatives of the Local will comply with the AFGE Policy.

SECTION 7: Methods or Policies and Procedures - The methods used by the Local in conducting the routine business of the Local will be captured to the greatest extent possible as AFGE Local 2199 Policies and Procedures. Any member of the local may propose a motion to adopt a Local Policy or Procedure. Local Policies and Procedures are subordinate to and therefore may not conflict with any provision of the National Constitution, the Local Constitution, or these Bylaws.

Local Policies and Procedures may not be used as an authorizing authority for expenditure of funds. They may be used as the procedure to expend funds, once those funds have been either approved by the membership as a line item in the Annual Budget, or by direct authorization for expenditure by a specific motion approved by the membership. The E Board to make small dollar decisions of \$500.00 or less, to include but not exclusively to nonprofit organizations.



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Local Policies and Procedures only require a majority vote for adoption. All membership approved Policies and Procedures will be codified into a single collection and will be provided to any member in good standing upon request.

ARTICLE III ***Membership***

SECTION 1: Membership shall be in accordance with the provisions of the National Constitution, Article III provisions. Where the Local has been accorded exclusive recognition rights, it will abide by the provisions of Public Law 95-454.

SECTION 2: A member will be considered in 'good standing' only when dues and assessments are in an up-to-date paid status. See ARTICLE IV, SECTION 2 (H) below.

ARTICLE IV ***Dues***

SECTION 1: The membership dues shall not be less than the minimum as set forth in the National Constitution and nothing shall prohibit this Local from charging higher dues if so indicated by existing conditions.

SECTION 2: Dues amounts shall be set as follows:

- A) Dues for members on regular biweekly payroll deduction will be set at a minimum rate equivalent to that of the monthly per capita as set by the Federation in accordance with the AFGE National Constitution.
- B) Dues will increase automatically by the amount, if any, by which the National Convention increases the per capita.
- C) Dues for retired members shall be \$100.00 annually.
- D) Special retiree affiliation members must pay an affiliation fee in addition to their dues. See AFGE National Constitution for current fee.
- E) All members will pay their dues-by-dues payroll deduction when available.
- F) Direct payment of dues will normally be remitted annually and calculated at the rates provided for in sections (A), (B), and (C) above. In circumstances where there is an



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interruption of payroll deducted dues; dues may be remitted as necessary until the interruption is resolved.

- G) Direct payment of dues should be paid in advance, and members may be dropped from membership after reasonable notice, if dues are not paid current by the period provided in the notice.

ARTICLE V

Financial Records and Reporting

SECTION 1: The Treasurer shall sign, and the President shall countersign checks covering proper expenditures for the Local. In the absence of either officer, a Vice President may sign.

SECTION 2: This Local will comply with the reporting requirements of Public Law 95-454 and Internal Revenue Service requirements.

ARTICLE VI

Officers and Duties

SECTION 1: The officers of this Local who comprise the Executive Board is as follows:
The general officers of this Local elected by the total membership and who serve as members of the Executive Board are:

- | | |
|----------------------------|-----------------------|
| • President | • Treasurer/Secretary |
| • Executive Vice President | • Chief Steward |
| • VBA Vice President | • Sergeant at Arms |
| • VHA Vice President | |

The following positions are considered Officers of the Local for the provisions of this Article, but do not serve on the Executive Board:

- | | |
|--|---------------------------|
| • Women's and Fair Practices Coordinator | • B.L.A.C.K Coordinator |
| • Legislative Political Coordinator | • A.P.O.W.E.R Coordinator |
| • Stewards | • H.I.S.C.O Coordinator |
| • Y.O.U.N.G. Coordinator | • P.R.I.D.E Coordinator |



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NOTE: If the Local decides to establish officers other than those identified above, the Local's Policies and Procedures will state the duties to be performed by each, none of which should conflict with the duties prescribed in this Article.

SECTION 2: In the case of a vacancy in the office of President, the Executive Vice President shall fill the office for the unexpired term.

SECTION 3: Vacancies in any other office will be filled by special election if the vacancy occurs in the first six (6) months of a regular term's cycle. For vacancies that occur outside of this period or occur due to a lack of any candidate vying for the office, the vacancy shall be filled for the remainder of the unexpired term by appointment by the Executive Board. The appointment process is a two-part process consisting of nomination by the President subject to approval by the Executive Board.

SECTION 4: Officer's Duties and Position Descriptions:

The Local President shall fulfill all duties of the office as prescribed in the Standard Local Constitution, Local 2199; keep the membership informed of the goals and objectives of the Federation and of the Local; provide a communication link between the members, the National Office, the District Office, National Councils, and the AFL-CIO; lead the Local; plan and chair Local Membership Meetings and Executive Board meetings; be the authority for approving training needs for officers and stewards (subject to the authorization of the membership); be responsible for developing new leadership within the Local; assume direct responsibility for the execution of recruitment and external organizing; make worksite visits with the objective of getting members involved in the Union through mobilization; execute all Local programs as established by the membership; build coalitions for the purpose of advancing the Local's issues – by participating with community, national, and AFL-CIO constituency groups that have a shared interest with the objectives of the Local; be responsible for oversight of Labor/Management interactions for all recognitions assigned to the Local including remote sites of the Local; have a working knowledge of the Local's collective bargaining agreement(s); supervise and execute collective bargaining as needed and as authorized; at all times be accountable to the Executive Board, and the Local membership.

The Executive Vice President shall assist the Local President in the performance of the duties of that office; assume the duties and responsibilities of the Office of Local President during any formal absence of the Local President; automatically serve by virtue of election to office as the second 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 to additional delegates; attend Labor/Management meetings; serve as the Chairperson for the Grievance



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Board/Committee of the Local; make worksite visits to encourage member participation in Union activities; attend all Local Membership Meetings, Executive Board meetings and all assigned Committee meetings; accept and comply with all appropriately assigned tasks by the Local President, at all times be accountable to the Local President, Executive Board, and the Local membership.

The Secretary/Treasurer shall fulfill the duties of the office as prescribed in the Standard Local Constitution, Local 2199; automatically serve by virtue of election to office as the third 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 to additional delegates; assist in the preparation of the annual Local budget, including but not limited to providing reports for the full income/expenditures for the previous budget cycle; inform the President and Executive Board of any changes in National or District procedures directed to the office; make worksite visits to encourage member participation in Union activities; attend all Local Membership Meetings, Executive Board meetings and all assigned Committee meetings; accept and comply with all appropriately assigned tasks by the Local President, at all times be accountable to the Local President, Executive Board, and the Local membership.

They shall fulfill the duties of the office as prescribed in the Standard Local Constitution, Local 2199; automatically serve by virtue of election to office as the fourth 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 to additional delegates; preserve the records of the local in compliance with all regulatory authorities; maintain a system of records of all documents of importance, including but not limited to: Standard Local Constitution, Local 2199, Local 2199 Bylaws, Local 2199 Policies and Procedures, Collective bargaining agreement(s), all adjustments thereof (Memorandum of Agreement, Memorandum of Understanding, Letters of Intent, etc.), records of negotiations (minutes and notes of all Local negotiators), and provide copies of same when requested by members in good standing; assist in the publicizing of member meetings, activities, and member actions; assist in the preparation of meeting agendas and other announcements; cooperate with other Officers of the Local and the Federation in accomplishing necessary reporting requirements; make worksite visits to encourage member participation in Union activities; attend all Local Membership Meetings, Executive Board meetings and all assigned Committee meetings; accept and comply with all appropriately assigned tasks by the Local President, at all times be accountable to the Local President, Executive Board, and the Local membership.



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The VBA and VHA Vice President(s) shall assist the Local President in the performance of duties of that office; attend regional Labor/Management meetings; serve as the primary communication link between the designated Unit/Work-Area and Local 2199; serve as the Unit/Work-Area's point of contact and chief representative for representational purposes; conduct official business of the Local within the limitations and scope of delegated authority as so granted by the Local President or so authorized by the Membership; conduct regional steward meetings; coordinate with the Chief Steward to provide regional Steward Training opportunities; coordinate and maintain an active steward program that meets and facilitates the needs of the local Unit/Work-Area; be responsible for the distribution of Union communications to Unit/Work-Area stewards and representatives; assist in defining, implementing, and supporting the goals and plans of the Local in collaboration with the Executive Board; facilitate Unit/Work-Area meetings, small group discussions, and/or one-on-one forums for the purpose of organizing new membership, retaining membership, and for the general wellbeing and advancement of Local 2199 presence; build coalitions for the purpose of advancing the Local's issues – by participating with community, national, and AFL-CIO constituency groups that have a shared interest with the objectives of the Local; make worksite visits to encourage member participation in Union activities; attend all Local Membership Meetings, Executive Board meetings and all assigned Committee meetings; accept and comply with all appropriately assigned tasks by the Local President, all times be accountable to the Local President, Executive Board, and the Local membership.

The Sergeant at Arms shall ensure that no one enters the Local's 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; serve as Local Parliamentarian for conducting meetings in compliance with Roberts Rules of Order; perform other duties as may be assigned by the presiding officer; make worksite visits to encourage member participation in Union activities; attend all Local Membership Meetings, Executive Board meetings and all assigned Committee meetings; accept and comply with all appropriately assigned tasks by the Local President, all times be accountable to the Local President, Executive Board, and the Local membership.

The Chief Steward shall be elected to the Executive Board by the Local elections every three years with concurrence of the Executive Board. The Chief Steward shall in consultation with the Local President, exercise general supervision over the affairs of the Local's Steward Cadre; develop and implement a steward training program; plan and schedule Steward committee meetings; provide oversight for the processing of grievances and appeals at the local level, up to and including arbitration issues for all bargaining units



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assigned to the Local; develop and maintain a record of representation by the local, capturing:

- A. grievances
- B. arbitrations
- C. EEOC appeals
- D. MSPB appeals
- E. OWCP appeals
- F. ULPs

And present a monthly report of the steward cadre's activities of the Local at the Local membership meeting; maintain recorded data for training and Official Time usage of Stewards; make worksite visits to encourage member participation in Union activities; attend all Local Membership Meetings, Executive Board meetings and all assigned Committee meetings; accept and comply with all appropriately assigned tasks by the Local President, at all times be accountable to the Local President, Executive Vice President, Executive Board, and the Local membership. **Stewards as necessary will be appointed by the President subject to the approval of the Executive Board.**

The Coordinator's shall be appointed by the Local President with concurrence of the Executive Board;(the coordinators are allowed to be at board meetings but have no vote and are there to advise the Executive board) advance AFGE members' interest focusing on family/medical leave, equal pay, child care, sexual harassment, domestic violence (and its impact on the workplace), advocacy and training; be instrumental in redefining the childcare debate to address the fundamental affordability concern of government employees; advise local union Coordinator's issues that impact the bargaining unit; serve as Co-Chairpersons for the EEO Committee of the Local; Local Union members on specific problems that adversely affect employment; examine the Agency's Affirmative Employment Plan (AEP) or diversity plan and report agency failures in meeting plan goals; advise and assists Local Officers in contract negotiations and contract language affecting women and minorities; and recruit members to serve on said committee; participate with Community, National, and AFL-CIO constituency groups make worksite visits to encourage member participation in Union activities; attend all Local Membership Meetings, Executive Board meetings and all assigned Committee meetings; accept and comply with all appropriately assigned tasks by the Local President, at all times be accountable to the Local President, Executive Board, and the Local membership.

The Legislative Political Coordinator shall be appointed by the Local President with concurrence of the Executive Board; advance AFGE members' interest in the legislative arena by, remaining updated on legislative and political issues in the district and nationally; working extensively to build relationships with their Members of Congress (MOC) and



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their Congressional Staff; meeting with and contacting by phone their MOC and their staff whenever needed; staying connected with AFGE National Office and District staff; working to increase PAC contributions in the Local; participating in political events in support of AFGE endorsed candidates; and within two years of appointment as LPC, attend a Legislative and Political Training Institute (LPTI).

ARTICLE VII ***Elections and Committees***

SECTION 1: Election activities will be in accordance with the AFGE National Constitution, Article VII and Appendix A, the AFGE Election Manual, and AFGE Local 2199 Bylaws. Nominations of Officers shall occur at the Local Membership Meeting in September and the election will take place in November. Officers elected by acclamation will be installed during the same November membership meeting. Installation of officers requiring contested elections will occur at the next membership meeting that results are announced. Appeals of elections do not affect the installation of officers. A quorum is not required for nominations and/or elections. Candidates shall not run for more than one elected office; however, the running as a delegate shall not conflict with an elected officer position. A runoff election, if necessary, shall be held in accordance with the rules authored by the election committee governing that election.

SECTION 2: The Election Committee shall be formed in accordance with Appendix A of the AFGE National Constitution. It shall be the responsibility of the committee to conduct all aspects of the election, including the mailing of notice of election to all members in good standing, printing the ballots, distributing the ballots, counting the ballots and adjudicating all conflicts which arise out of the election procedure.

SECTION 3: All officers will be administered the "Oath of Union Officers" upon installation into office. Officers shall be elected for a three (3) year term.

SECTION 4: The local's delegates to the AFGE National Convention, district caucus, and national council meetings, after proper notice to the local's members (see AFGE National Constitution, Appendix A, Part I, Section 3), will be executive board members by oath of office. Executive Vice President who if elected to said 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 AFGE National Constitution, Appendix A, Section 6(d).



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SECTION 5: Such committees as may be established by the local shall be comprised of members appointed by the President with the approval of the Executive Board, or as designated by these Bylaws, except for the Election Committee.

SECTION 6: Local 2199's Fiscal year will run from January 1st to December 31st. A budget committee will be established during the July membership meeting. The committee will prepare a proposed budget for the next fiscal year which will be presented at the October membership meeting for approval.

ADDENDUM 1

Reimbursement for Personal Time

SECTION 1: Local 2199 Officers and Stewards will be reimbursed at 20.00hr for all personal time regarding duties performed for the AFGE Local 2199 Union that is not being reimbursed through Official Time filed through VATAS. Retired members will be given a monthly stipend to be determined by the Executive board.

SECTION 2: Local 2199 Officers and Stewards will be reimbursed for only the actual time participating in New Employee Orientation (NEO) Meetings, Fact-Finding Meetings, research and writing of grievances, responses, or Arbitration. This clock does not start from home. The clock starts at the time of the meeting. If you are on Official Union Time away from your VA Position, you are being paid by the VA to be at this meeting already and will not be reimbursed by the AFGE Local 2199.

SECTION 3: Local 2199 Officers and Stewards will be reimbursed at the, GSA rate, for round trips from their home to the Salt Lake VA Medical Center or VA CBOCs for all personal time regarding duties performed for the AFGE Local 2199 Union.

SECTION 4: The AFGE Local 2199 Expense Report must be completed for all reimbursements for mileage or personal time devoted to duties of the AFGE Local 2199. Receipt and copy of time sheet is needed.

SECTION 5: If out of pocket expenses for the AFGE Local 2199 are experienced, the AFGE Local Reimbursement of Funds form must be completed and submitted to the Treasurer.

SECTION 6: This Addendum was ratified at the AFGE Local 2199 Membership on 1/8/2025.



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ADDENDUM 2

Amendments to Addendum 1

Section 1: Under Article 1, Section 2(a) of this Local 2199 By-Laws, we hereby change the wording "the meeting shall be held on media sites so as to reach as many members as possible, or in person concerning elections, at 1500."

Section 2: To amend addendum 1, Section 1, from reading "Local 2199 officers and steward shall be reimbursed at their regular federal government hourly rate of pay for all personal time regarding duties performed for AFGE Local 2199 for AFGE Local 2199 Union that is not being reimbursed through official time filed through VATAS. Retired members will be given a monthly stipend to be determined by the Executive board."

Section 3: Amend the "VBA and VHA Vice-Presidents shall assist the Local President and Executive Vice President, in performance of duties of that office; attend regional Labor/Management meetings; serve as the primary communication link between the designated Unit/Work-area and Local 2199; serve as the Unit/Work-area's point of contact and the chief representational purposes; conduct official business of the Local within the limitations and scope of delegated authority as so granted by the Local President or so authorized by the Membership; conduct regional steward meetings; coordinate with the Chief Steward to provide regional Steward Training opportunities; coordinate and maintain an active steward program that meets and facilitates the needs of the local Unit/Work-area; be responsible for the distribution of Union communications to the Unit/Work-area stewards with all appropriate assigned tasks by the Local President, at all times be accountable to the Local President, Executive Vice President, Executive Board, and the local membership. Stewards, as necessary, will be appointed by the Local President, subject to the approval of the Executive Board."