Standard Local Constitution

ARTICLE I
Name

SECTION 1. This local union shall be known as the American Federation of Government Employees, Local No. 0899 AFL-CIO, TSA, Minneapolis-St. Paul International Airport as set forth in its charter. See AFGE National Constitution, Article XIX, Section 1.

SEC. 2. The headquarters and mailing address of this local shall be prescribed in the local's bylaws.

ARTICLE II
Objectives and Methods

SECTION 1. This local does not advocate the overthrow of the Constitutional form of government in the United States. The local does not discriminate with regard to race, creed, color, national origin, sex, age, political affiliation, disability, marital status, sexual orientation, or preferential or nonpreferential civil service status; and is not subject to corrupt influences or influences opposed to basic democratic principles.

SEC. 2. In the event any member(s) of the local is employed within a unit represented by an AFGE national bargaining council, the local shall affiliate with the national council(s). See AFGE National Constitution, Article XXI. The local shall pay dues and/or per capita tax to the national council for those members of the local employed within the unit represented by the council, as may be prescribed by the constitution of the council. See AFGE National Constitution, Article XXI, Section 1.

SEC. 3. This local is a separate, independent organization functioning in conformance with the AFGE National Constitution. Neither the local nor its officers, employees, members, or other persons has the authority to act, nor shall it be deemed to act on behalf of or as agent for the Federation or any of its other affiliates, unless such authority as applicable is expressly granted by the Federation by written authorization of the National President, or by an affiliate by written authorization in accordance with its governing procedures.

ARTICLE III
Membership

SECTION 1. All persons eligible for AFGE membership as prescribed by Article III of the AFGE National Constitution and who come within the local's jurisdiction as defined by its charter shall be eligible for membership in this local.

ARTICLE IV
Dues and Initiation Fees

SECTION 1. Dues shall be established and adjusted as may be necessary to ensure that they allow adequate funds for the payment of per capita tax and sufficient funds for the operating expenses of the local. See AFGE National Constitution, Article XIX, Section 4(a)(6) and 4(b)(6). Any change in the dues structure shall be accomplished by:

(a) Majority vote by secret ballot of the members in good standing voting at a general or special membership meeting after reasonable notice of the intention to vote upon such question; or
(b) By majority vote of the members in good standing voting in a membership referendum conducted by secret ballot.

SEC. 2(a). The local shall establish in its bylaws the amount of its initiation fee and the amount of its membership dues. See AFGE National Constitution, Article XIX, Section 4(a)(4)-4(a)(6) and 4(b)(4)-4(b)(6). Dues may be paid by payroll deduction or by advance payment for such intervals as prescribed by the local: quarterly, semiannually, or annually. If payroll deduction is available, a local may adopt a bylaw requiring payment of dues by this method. The local may establish a separate dues rate for retired members.

SEC. 2(b). Members may be dropped if dues are not paid by Tuesday of the last full workweek of the month, provided, however, that a reasonable amount of time after notice of delinquency is given.

SEC. 2(c). Local representatives, collectors, and shop stewards shall make remittance of all dues and initiation fees collected to the Secretary-Treasurer within ten days and no later than the Tuesday of the last full workweek of the month.

ARTICLE V
Financial Records and Reporting

SECTION 1. All receipts, checks, and cash disbursements shall be properly recorded and accounted for in the financial records.

SEC. 2. The Secretary-Treasurer shall sign and the President shall countersign checks covering proper expenditures for the local. In the absence of either the Secretary-Treasurer or the President, such other officer as prescribed by the local's bylaws may sign in place of the absent officer.

SEC. 3. 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 law and applicable regulations. See AFGE National Constitution, Article XXIV, Section 8.

SEC. 4. In order for the bond to be effective, the local shall file with the National Secretary-Secretary-Treasurer a copy of its annual audit in the format prescribed by Article XXIV, Section 8(d) of the AFGE National Constitution.

SEC. 5. All books, records, and financial accounts at all times shall be open 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. See AFGE National Constitution, Article XXIV, Section 9.

ARTICLE VI
Elected Officers

SECTION 1(a). The general officers shall be elected by the total membership and shall constitute the Executive Board of this local, and shall consist of the President, Secretary-Treasurer, and Secretary and such others as the local's bylaws may prescribe. The local may adopt a bylaw combining the offices of Secretary-Treasurer and Secretary.

SEC. 1(b). The local may establish bylaws which provide for the election of officers who are elected solely by members of a particular unit or work area and may provide that these officers will serve on the Executive Board.

SEC. 2. It shall be the duty and obligation of all local officers and all other official representatives of the local, whether elected or appointed, to support, advance, and carry out all provisions of the AFGE National Constitution, the standard local constitution and bylaws, official policies of the Federation and, to the extent not inconsistent with the foregoing, all official policies of the local. See AFGE National Constitution, Article XX, Section 2.

SEC. 3. The President shall be the executive officer of this local; he or she shall exercise general supervision over the affairs of the local and see that other officers comply with the responsibilities of their office and constitutional duties; comply with the National and standard 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 Committee, Audit Committee, and committee of investigation, or trial committee when he or she is bringing the charges or is directly or indirectly involved in the matter which gave rise to the charges; automatically serve by virtue of election to office as a local 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; preside at all local meetings; and sign all documents pertaining to the office. If the President is unable to perform his or her regular duties because of sickness, leave, TDY, or for some other legitimate reason, he or she shall delegate the responsibilities of that office to the officer designated in the local's bylaws as provided for in Section 4 of this Article.

SEC. 4. The local shall prescribe in its bylaws that the Secretary-Treasurer or Secretary (or such other officer as the local may establish) shall assist the President in performing the duties of that office. If the President is absent from a local meeting, the officer so designated will preside. In the absence of the President and the officer so designated to assist him or her, a chair will be chosen by the members from among those in attendance.

SEC. 5. The duties of the Secretary-Treasurer shall be to maintain a bookkeeping system as prescribed by the National Secretary-Secretary-Treasurer; make a financial report at each regular meeting; keep an up-to-date roll of the 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 NST, which includes furnishing names and addresses of all new members or members who have severed their affiliations with the local and furnishing notification of changes in members' addresses; forward per capita tax to the National Headquarters in accordance with the requirements of the AFGE National Constitution (For regular locals per capita tax is payable before the end of each month, and all monies owed the Federation must be forwarded to the NST not later than the 20th day of the following month. See AFGE National Constitution, Article XXIV, Section 5(a). For insured locals per capita tax is payable in advance to the NST before the first day of each month. See AFGE National Constitution, Article XXIV, Section 5(b).); and perform additional duties and responsibilities as outlined in the AFGE *Financial Officers Manual*. Disbursements for payment of current bills (other than per capita tax, and approved budgeted expenditures) shall be approved by the local.

SEC. 6. The duties of the 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, notices of meetings, and the minutes of any meetings, all of which must be sealed and preserved for one year after the election unless the records are requested by higher authority in the election appeal process or are still relevant), see AFGE National Constitution, Appendix A, Part I, Section 5(j); keep up-to-date the official copy of the bylaws of the local; conduct correspondence when directed by the President; and send out notices of meetings when required.

SEC. 7. 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 or her fiduciary obligation to the local.

ARTICLE VII
Election Procedures

SECTION 1. The local's elections shall be conducted in accordance with the AFGE National Constitution and Appendix A thereof. Officers shall be elected for such terms as prescribed by the local's bylaws. No term shall exceed three years.

SEC. 2(a). In accordance with Appendix A, Part I, Section 1(e) of the AFGE National Constitution, the minimum qualifications for candidacy to local office are that a member must:

(1) Be a member in good standing;
(2) Be a member for one year of an AFGE local, immediately preceding the closing of the nomination process. This requirement does not apply to newly created locals; and

(3) Not be a member in any labor organization not affiliated with the AFL-CIO.

See AFGE National Constitution, Appendix A, Part I, Section 1(e).

SEC. 2(b). Candidates shall not run for more than one office in the same local election; however, candidacy as a delegate shall not be considered to be covered by this provision.

SEC. 2(c). 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 the local.

SEC. 3. The local shall prescribe in its bylaws the manner by which its elections will be conducted (*choose one*): manual ballot *or* mail ballot *or* secure and electronic option(s).

SEC. 4. In the case of a vacancy in the office of President, such officer as may be prescribed by the local's bylaws shall fill the office for the unexpired term. Vacancies in any other office unless otherwise prescribed by the local's bylaws shall be filled for the unexpired term by appointment by the Executive Board.

ARTICLE VIII
Executive Board and Committees

SECTION 1. The Executive Board shall meet at the call of the President.

SEC. 2. It shall be the duty of the Executive Board to devise and initiate such actions as may be necessary in the interim between the local's meetings, but such actions shall not be inconsistent with the objectives of the Federation and shall be subject to local approval.

SEC. 3. Expenditures by the Executive Board in excess of $500 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. 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.

SEC. 4. 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.

SEC. 5. Standing and special committees may be established in the manner prescribed by a local's bylaws.

ARTICLE IX
Delegates

SECTION 1. Delegates, alternate delegates, and proxy delegates to the AFGE National Convention, district caucus, and council meetings must be elected by name and in accordance with applicable provisions of the

AFGE National Constitution. See AFGE National Constitution, Article VI, Article VIII and Appendix A, Part I, Section 6.

SEC. 2. The local's President if elected to that office shall serve as a delegate to the AFGE National Convention, district caucus, council meetings, and such other meetings at which the local is entitled to representation. If the local is entitled to additional delegates, the additional delegates shall be elected by an election called for that purpose, unless the local's bylaws prescribe that the local's other officers shall serve as delegates by virtue of election to their office. In filling a vacancy without an election, only a person who is appointed or succeeds from a position in which the person was a delegate by virtue of election to the office may be a delegate by virtue of office in the new position.

ARTICLE X
Offenses, Trials, Penalties, Appeals

SECTION 1. All offenses, trials, penalties, and appeals shall be accomplished in accordance with the AFGE National Constitution. See AFGE National Constitution, Article IX, Section 5 and Article XXIII.

ARTICLE XI
Bylaws

SECTION 1. The local shall establish bylaws, establishing among other things the frequency and location of regular meetings, provisions for calling special meetings, a regular order of business, provisions for a quorum, the date, manner and location of nominations and elections, and other operating procedures of the local.

SEC. 2. No bylaw shall conflict with the provisions of the AFGE National Constitution, this constitution or, if applicable, the constitution of a national bargaining council.

SEC. 3. Bylaws shall be adopted and amended only after a one month notice to the local's membership and by two-thirds vote of members, either present at a membership meeting and voting, with provision for absentee vote, or by mail ballot. Such bylaws do not require NEC approval. Locals shall send a copy of their bylaws, the notice and membership meeting minutes to the district office.

SEC. 4. Copies of this constitution and the local's bylaws shall be available upon request to the Secretary to all members in good standing of the local.

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
BY-LAWS
LOCAL 899

THE CONSTITUTION OF AFGE LOCAL 899
IS SET FORTH IN APPENDIX B
OF THE AFGE NATIONAL CONSTITUTION

AFGE LOCAL 0899 BYLAWS

SECTION 1. The headquarters of the Local will be the home airport of the Local President. The official mailing address for the Local will not be linked to the home airport of the Local President and shall be authorized and made public by the Executive Board.

SEC. 2(a). Regular meetings of the local shall be held during the second full week of the month at a time and location determined by the Local President at the prior membership meeting. Alternatively, the Local President can schedule the meeting time and location after the prior meeting so long as it is done so no later than five days prior to the meeting.

SEC. 2(b). The meetings shall be held at a time and place designated by the Local President, with notification to the membership, advising them of the time and location, no later than five days prior to the meeting. Notification shall consist of sending an email, or other electronic

communication such as a text message, to membership advising them of the time and location. Additional notifications of meetings may also be posted on bulletin boards in break facilities at airports, sent via regular mail, or posted electronically as available. For example: Local's website or electronic folders provided on TSA networks as required.

SEC. 2(c). All meetings shall include teleconferencing capabilities, and each meeting notice that is sent by email shall include a call-in number for members to use to attend the membership meetings.

SEC. 3. Special meetings may be called by the President, two-thirds vote of the Executive Board 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.

SEC. 4. Only members of the local in good standing shall be allowed to vote.

SEC. 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 Treasurer
(d) Reports of committees
(e) Unfinished business
(f) New business
(g) Comments for the good of the local
(h) Adjournment

SEC. 6. A quorum of this local shall consist of five members, not including the present Executive Board members. Additionally, at least one half of the executive board must be present to conduct business. A quorum of any committee shall consist of a majority of the members thereof.

SEC. 7. 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 showing of hands.

SEC. 8. The time allowed for debate of any particular issue before the local and the time allowed for speeches will be 30 minutes. No single member may speak for more than 5 minutes, if others present wish to speak. The time allowed for debate may be extended by a majority of those present and voting.

SEC. 9(a). The general officers of this local who comprise the Executive Board are as follows:

President
Secretary
Treasurer
Vice President – MSP
Vice President – North Dakota
Vice President – South Dakota
Vice President – Greater Minnesota

The Vice Presidents will assist with the general business of running the Local, in addition to other tasks and responsibilities assigned by the Executive Board. Each Vice President should serve as the primary contact for the group of airports assigned (except for the MSP Vice President) and must be a Bargaining Unit Employee at an airport included in the group. For example, the Vice President – North Dakota must work at a North Dakota airport. The Vice President – Greater Minnesota should come from one of the Minnesota airports, excluding MSP.

In addition to the duties described in the AFGE Constitution, the Secretary shall be responsible for distributing the agenda and minutes of each meeting of the Local, in addition to coordinating the overall distribution of information relevant to the Local's business, organizing, political action, and other subjects deemed important to the education and mobilization of members. This Local recognizes the importance of transparency and the role that open and active communication plays in achieving that end.

SEC. 9(b). When official time positions are provided by an active Collective Bargaining Agreement and available to the Local, the President shall be required to hold such a position. If additional official time positions are available, the positions will be determined by appointment

by the Executive Board. ~~Discussion: Mark Johnson raised the comment that the president of the local needs to be a 100% official time recipient if offered through a Collective Bargaining Agreement. Mark also mentioned that as the current president his phone rings at all hours of the day including weekends.~~

SEC. 10. In the event of a vacancy in the office of President, the officer designated in writing by the President shall fill the office for the unexpired term. The named officer must be a current duly elected member of the Executive Board. The designation must be made in writing, signed by the President and the designated officer, and filed with the Secretary while the President is in office. If no such designation is on file, the Executive Board shall appoint an officer from among its members to fill the vacancy. Eligible Executive Board officers for this position shall include Secretary, Treasurer, Vice President – MSP, Vice President – North Dakota, Vice President – South Dakota, and Vice President – Greater Minnesota. The officer appointed by the Executive Board shall serve as President for the remainder of the unexpired term. See Standard Local Constitution, Article VII, Section 4.

SEC. 11. A Sergeant-at-Arms shall be appointed by the President, with approval of the Executive Board. 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.

SEC. 12. A Chief Steward and such other stewards as may be necessary shall appointed by the Executive Board.

SEC. 13. Nominations of officers shall be held in April and elections and installation shall be held in May after proper notice to local members. A quorum is not required for nominations and/or elections. See AFGE National Constitution, Appendix A, Part I, Section 3. Candidates shall not run for more than one office in the

same election; however, candidacy as a delegate shall not be considered to be covered by this provision. A runoff election, if necessary, shall be held as soon as possible at the same meeting or by mail ballot or secure and electronic option(s).

SEC. 14. An Election Committee shall be constituted at a meeting preceding the start of the nomination procedure. See AFGE National Constitution, Appendix A, Part I, Section 2.

SEC. 15. All officers will be administered the "Oath of Union Officers" contained in the AFGE National Constitution upon their installation in office. Officers shall serve for 3-year terms, beginning in 2013.

SEC. 16. 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.

SEC. 17. 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), 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 AFGE National Constitution, Appendix A, Section 6(d).

SEC. 18. 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 (except for the Election Committee). See Section 15 of these bylaws.

Sec. 19(a). The dues shall be twenty dollars ($20.00) per pay period for full-time employees and twelve dollars ($12.00) for part-time employees. The amount for retired members shall be ten dollars ($10.00) annually.

SEC. 19(b). Part-time employee’s dues shall be maintained at a level so that part-time employees' contributions to the per capita tax will not be subsidized by full-time employees. See AFGE National Constitution, Article XIX, Sections 4(a)(5)-(6).

SEC. 19(c). When the per capita tax increases through either a vote at the National Convention or by the Council 100, dues shall increase accordingly for all members (e.g. a one dollar increase in the per capita tax will increase dues for both full-time employees and part-time employees by one dollar). This provision may be amended only with the approval of the NEC.

SEC. 19(d). When dues obligations increase, either due to an automatic increase as required by Section 19(c) or other means, Section 19(a) shall be automatically amended to accurately reflect the dues amounts and effective dates.

SEC. 19(e). E-dues, or equivalent, shall be the preferred payment method of dues, when available. All general officers, Stewards, and other representatives of the Local shall be required to pay their dues through E-dues, or equivalent, when available.

SEC. 20. The Local shall require that all communication between management and the Local be sent or copied to each member of the Executive Board.