

**By-laws  
Local 1764**

**DEATH BENEFIT LOCAL MINIMUM PLAN**

**PREAMBLE**

For the purpose of promoting unity of action in all matters affecting the mutual interest of civilian governmental employees in general and for the improvement of the governmental service, we as members of Local No. 1764, American Federation of Government Employees adopt these by-laws.

**ARTICLE I  
NAME**

**SECTION 1.** This organization shall be known as Travis Air Force Base Local No. 1764, American Federation of Government Employees.

**SECTION 2.** The headquarters of this local shall be Travis AFB, California.

**ARTICLE II  
OBJECTIVES AND METHODS**

**SECTION 1.** The objective of this local shall be to promote the general welfare of civilian governmental agencies.

**SECTION 2.** The local shall strive to promote the efficiency in the 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 3.** This local does not advocate the overthrow of the constitutional form of government in the United States and is not subject to corrupt influences or influences opposed to basic democratic principles. In terms of membership, the local will not discriminate because of race, color, creed, sex, age, political affiliation, disabling condition, marital status, preferential or non-preferential civil service status, or national origin.

**SECTION 4.** This local will comply with provisions of Public Law 94-454, where applicable.

**ARTICLE III  
MEMBERSHIP, DUES AND EXPENSES**

**SECTION 1.** Civil employees in the actual service of Travis Air Force Base, California, shall be eligible for membership in this local as provided for in Article III of the AFGE National Constitution. The local shall have full power to elect or reject eligible applicants for membership. However, if the local has been accorded exclusive recognition rights, it will abide by the provisions of Public Law 95-454.

**SECTION 2.** 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.

- a. Dues will be paid in advance, by automatic Payroll Deduction, except for retirees.
- b. In the event that the National Federation increases the amount of per capita, (for example \$.25) Local 1764 membership dues will automatically raise its dues (for example, \$.25) to match the same amount bi-weekly, excepting retirees. Local dues shall increase automatically by the amount, if any, by which the National Convention increases the per capita tax.

**SECTION 3.** All receipts, checks and cash disbursements shall be properly recorded and accounted for in the financial records of this local. The President shall sign and an Executive Board member shall counter-sign checks covering proper expenditures for the local. In the absence of the President, another Executive Board member shall co-sign checks. 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 Public Law 95-454 and regulations issued by the Assistant Secretary of Labor pursuant thereto.

**SECTION 4.** This local will comply with the reporting requirements of Public Law 95.454.

## **ARTICLE IV OFFICERS AND DUTIES**

**SECTION 1.** The elected officers of this local shall consist of three (3) positions: President, Vice President, and Secretary/Treasurer.

**SECTION 2.** No person who is identified with corrupt influences or who is affiliated with the Communist party or other totalitarian movements or who maintains membership in any labor organization not affiliated with the AFL-CIO may serve as an officer of this local.

**SECTION 3.** The duly elected officers shall hold office until their successors shall have been elected and duly installed, unless sooner disqualified under the National Constitution or Local Bylaws.

**SECTION 4.** In case of vacancy in the office of President, the Vice President shall fill the office for the unexpired term. Vacancies in any other office shall be filled for the unexpired term by appointment by the Executive Board

**SECTION 5.** Any officer who moves beyond the jurisdiction of the local during his/her term of office or who ceases to be a member of good standing shall there by automatically forfeit said office. The vacancy caused thereby shall be filled under the provision of Section 4 of this Article.

**SECTION 6.** The President shall be the executive officer of this local. As such, he/she shall preside at all local meetings. Shall plan and issue policies, within the framework of the National Constitution which will promote the welfare of the local. Shall sign all documents appertaining to his/ her office and shall make appointments of committees established by the local, provided that all appointments, if made between local meetings, shall be subject to approval at the next meeting of the local following such appointments.

If the president is unable to perform his/her regular duties either because of sickness, leave, TDY, or for some other legitimate reason, he/she shall delegate the responsibilities of that office to the Vice President.

**SECTION 7.** The Vice President shall assist the President in performing duties of that office. He/she shall serve as an ex-officio member of all committees, except the Election Committee.

If the President is not present at a meeting, the Vice President will preside. In the absence of the Vice President, a President pro-tempore will be chosen by the members from among those in attendance.

**SECTION 8.** The Secretary/Treasurer shall ensure that all duties described below are carried out. The duties of the Secretary/Treasurer shall be to keep a complete record of the minutes of all meetings; to keep up to date the official copy of the constitution and by-laws of the local and have custody of the local seal; to conduct correspondence when directed by the President, and to send out notices of meetings when required. The Secretary/Treasurer shall present a financial report at each regular meeting; to keep an up-to-date roll of the members; to receive all monies and/or dues paid into the local and receipt thereof; to keep records of all transactions; to deposit money in the bank to the credit of the local; to make regular monthly reports to the National Secretary/Treasurer, which includes furnishing names and addresses of all new members or members who have severed their affiliation with this local; to forward initiation fees and per capita tax to the National Headquarters; and to perform additional duties and responsibilities as outlined in the National Constitution and the AFGF Financial Officers Manual. Disbursements for payment of current bills (other than initiation fees and per capita tax) shall be authorized by the local.

**SECTION 9.** No officer shall engage in any business or financial activities on behalf of this local which conflict with his/her official duties.

## **ARTICLE V COMMITTEES AND DUTIES**

**SECTION 1.** Only elected officers of this local shall constitute the Executive Committee. They shall meet at the call of the President.

**SECTION 2.** It shall be the duty of the Executive Committee to devise and initiate such actions as may be necessary in the interim between the local meetings; but such actions shall not be inconsistent with the objectives of the Federation and shall be subject to local approval. Expenditures by the Executive Committee in excess of \$500.00 per month must have prior approval by the local membership or be authorized by the budget. All expenditures authorized by the Executive Committee 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 in this local.

**SECTION 3.** In the case of vacancy in any office of this local, the Executive Committee may appoint a temporary officer to fill such vacancy until a duly qualified successor is selected in accordance with the provisions of **Article IV, Section 4.**

**SECTION 4.** 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 Committee.

**SECTION 5.** A Chief Steward will be appointed by the Executive Board

## **ARTICLE VI MEETINGS**

**SECTION 1.** Regular meetings of the local shall be held once monthly on the second Thursday of each month at a designed place. The meetings are currently held at Bldg 380B 1<sup>st</sup> floor Union Conference Room at 4:30 PM.

**SECTION 2.** Special meetings may be called by the President, two-thirds vote of the Executive Board or upon written petition of at least 10 percent of the membership. Five (5) day 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 3.** Only members of the local in good standing shall be allowed to vote.

**SECTION 4.** 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

**SECTION 5.** A quorum of this local shall consist of not less than five (5) members. A quorum of any committee shall consist of a majority of the members thereof.

**SECTION 6** Unless otherwise specified by law (e. g. secret ballot elections or dues) or by the constitution, all questions before the local will be decided by vote of the members present first by voice vote, if the result of the vote isn't clear, then by a showing of hands, then by roll call if requested by 25 percent of members present.

**SECTION 7.** The time allowed for debate of any particular issue before the local and the time allowed for speeches will be governed by circumstances and by majority vote of those present. Any limitation as to time allowed for debate may be extended by a majority of those present and voting.

## **ARTICLE VII DELEGATES**

**SECTION 1.** Delegates to district caucuses, council meetings, other meetings participated in by this local as the local may be entitled, or the National Convention must be elected by secret ballot of the members on whose behalf they will serve as delegates. Delegates, alternate delegates and proxy delegates must be elected by name and in accordance with applicable provisions of the current AFGE National Constitution.

**SECTION 2.** Delegates may be elected in the following manner:

- a.** Nominated and/or elected as part of a regular election of officers. Officers are delegates by virtue of their election to office. If more delegates and or alternates are authorized based on membership, then members shall be so informed as part of the notices of nomination and election.
- b.** Delegates other than officers may be elected in a separate election from the General Election, but normally officers and all delegates are elected every three (3) years at the General Elections.

**SECTION 3.** The local must comply with applicable provisions regarding qualifications for candidacy to local delegate as provided in Article IV & X of this constitution and as provided in the current AFGE National Constitution.

**ARTICLE VIII  
OFFENSES, TRIALS, PENALTIES, APPEALS**

**SECTION 1.** All offenses, trials, penalties, and appeals shall be accomplished in accordance with the AFGE National Constitution.

**SECTION 2.** The constitution and by-laws of AFGE Local 1764 shall not be inconsistent with the National Constitution of the American Federation of Government Employees.

**ARTICLE IX  
AMENDMENTS**

**SECTION 1.** With the exception of a change in dues, the constitution and by-laws of this local may be amended by a two-thirds vote of the members present at any regular meeting provided the amendment to be voted on has been presented in writing and read at the preceding regular meeting of the local.

**SECTION 2.** All amendments properly adopted by the local shall become effective immediately. Copies of the amended bylaws should be sent to the AFGE National and 12<sup>th</sup> District Office.

**SECTION 3.** Any change in dues structure will be accomplished by 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 by majority vote of the members in good standing voting in a membership referendum conducted by secret ballot. This section applies only to Local 1764 raising its Dues, not to meet a Per-Capita increase.

**ARTICLE X  
Elections**

**SECTION 1.** The local shall give timely notice of nomination reasonably calculated to reach all members in good standing and informing such members of the offices to be filled as well as the time, place, and form of submitting nominations. Such notice, at a minimum, must be given at least (10) days prior to the date set for nominations.

**SECTION 2.** At a regular meeting prior to the election, the local shall select an Election Committee to conduct the election. The election committee will be in place prior to the Nomination of Officers.

**SECTION 3.** Nominations of candidates for officer and delegate positions shall be made at the December Union meeting one-month before the election at the January Union Meeting. Elections will be held in January every three (3) years. The Election Committee shall normally mail out a combined Nomination and Election notice to the membership. This Combined notice needs to be mailed out not less than ten (10) days before the December Nomination Union Meeting.

**SECTION 4.** The Secretary/Treasurer shall furnish to the Election Committee the names and addresses of all members in good standing. The Election Committee shall mail notices of election to all such members not less than fifteen (15) days prior to the election, specifying the time, date, and place of the election and the possible runoff elections. Local 1764 elections will be conducted by manual ballot.

**SECTION 5.** The Election Committee will prepare ballots listing the candidates and will furnish to each member voting, one ballot. The Committee shall also provide locked ballot boxes in which members may deposit the ballots. Each ballot box will be under the personal supervision of a member of the Election Committee. The Committee will make appropriate arrangements to insure that each member votes a secret ballot.

**SECTION 6.** The officers and delegates shall be elected by the members in good standing present and voting.

**SECTION 7.** Members, who, for acceptable reasons, will be unable to attend the election meeting, shall, upon written request to the Chairperson of the election committee, be furnished ballots and properly marked envelopes in which to send their ballots to the Election Committee Chairperson. The absentee ballots shall be opened and counted with the remainder of the ballots.

**SECTION 8.** The Election Committee will tabulate the ballots at the conclusion of the balloting and report the results to the local President. The results shall be posted on the Union Office Bulletin Board.

**SECTION 9.** A majority vote will constitute an election.

**SECTION 10.** If no candidate receives a majority of the votes cast, then a run-off election shall be conducted between the two candidates receiving the highest number of votes for each office until a candidate is elected by a majority of votes cast, provided the date, time and place for such election were included in the original notice of election.

**SECTION 11.** Write-in candidates and write-in votes shall be prohibited.

**SECTION 12.** Notices of nomination and election should state that the local President and other Union Officers are delegates by virtue of their election to office. They will serve as delegates to the National Convention, District Caucuses, Council meetings and other meeting's participated in by this local as provided for in these Bylaws.

**SECTION 13.** Qualifications for candidate for local office/ local delegate include membership of an AFGE local for at least one year, immediately preceding the closing of the nomination process; be a member in good standing; and must not be a member of any labor organization not affiliated with the AFL-CIO. 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. No person who is identified with corrupt influences or who is affiliated with the Communist party or other totalitarian movement may serve as an officer of this local.

**SECTION 14.** The officers shall be elected by secret ballot and elected in accordance with election provisions of the AFGE National Constitution. All election protests must be filed in accordance with the provisions of the AFGE National Constitution.

**a.** Stewards will be appointed or removed only by the Executive Board and Chief Steward.

**SECTION 15** An election committee shall be constituted to conduct each election. The Election Committee shall consist of not less than three (3) members; and if a larger Committee is required, it shall contain an odd number of members. No member of the Committee shall be a candidate for any local office. If a member is disqualified, a successor shall be selected from among those members of the local who are not candidates for office. It shall be the responsibility of the Committee to conduct all aspects of the election, including the mailing of notices of election to all members in good standing, printing ballots, distributing the ballots, counting the ballots. and adjudicating all conflicts which arise out of the election procedure.

**SECTION 16.** . At the candidate's expense, the local will comply with all reasonable requests to distribute, by mail or otherwise, campaign literature in aid of such person's candidacy to all members in good standing. Whenever the local or the officers authorize such distribution of campaign literature on behalf of any candidate of the local, similar distribution at the request of any other bona fide candidate shall also be made, with equal treatment as to the expense of such distribution. The local will refrain from discrimination in favor of or against any candidate with respect to the availability of lists of members.

Adequate safeguards to insure a fair election shall be provided, including the right of any candidate to have observers of his or her choice who are AFGE members at the polls and at the counting of the ballots. In any election held by secret ballot, a reasonable opportunity shall be given for the nomination of candidates. Every member in good standing and otherwise qualified shall be eligible to be a candidate, to hold office and shall have the right to vote for or otherwise support the candidate or candidates of his/her choice, without being subject to penalty, discipline, or improper interference or reprisal of any kind by the local or any member thereof. Not less than fifteen (15) days prior to an election, notice thereof shall be mailed to each member at his/her last known address. Each member in good standing shall be entitled to one vote. No member whose dues have been withheld by the employer for payment to the local pursuant to voluntary authorization provided for in a collective bargaining agreement shall be declared ineligible to vote or be a candidate for office by reason of alleged delay or default in the payment of dues. The Election Committee shall tally the ballots, prepare a written report, and inform the members of the results as soon as possible. The Secretary/Treasurer shall preserve for one (1) year the ballots and all other records pertaining to the election.

No monies received by way of dues, assessment or similar levy shall be contributed or applied to promote the candidacy of any person in an election. Such monies may be utilized for notices, factual statements of issues not involving candidates, and other expenses necessary for the holding of an election.

**SECTION 17.** Election and installation of officers shall be held in January every three (3) years.

**SECTION 18.** . All officers will be administered the "Officers' Obligations" contained in the AFGE National Constitution upon their installation in office. The oath shall be administered either by the outgoing President, the National Vice President or his/her designee.

## **BY-LAWS**

**SECTION 1.** Robert's Revised Rules of Order shall govern the proceedings of all meetings of the local, when not inconsistent with the provisions of the constitution and by-laws of the local.

**SECTION 2.** These by-laws may be amended by a two-thirds vote of members as provided in Article IX of the local constitution.

**SECTION 3.** Copies of this constitution and by-laws shall be available to all members in good standing upon request to the Secretary/Treasurer.

DATE OF ADOPTION October 11, 2012

John P Santry  
President

Cheryl J. Davison-Shaw  
Secretary/Treasurer