

LOCAL 618 BYLAWS

AFGE Local 618 is covered by the standard constitution found in the American Federation of Government Employees National Constitution, at appendix B, and as such upon approval, as prescribed within that constitution all provisions not in conflict with that constitution shall take effect immediately.

SECTION 1. The headquarters of the local shall be the Indianapolis International Airport.

SEC. 2 a. Regular meetings of the local shall be held on the first Monday of the Quarter.

SEC. 2 b. The meetings shall be held at a location to be decided at the previous meeting, commencing at 10:00am.

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 (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.

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 (5). 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 3 (three) minutes. The time allowed for debate may be extended by a majority of those present and voting.

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

President

Secretary/Treasurer

Executive Vice-President

Vice-President Indianapolis Airport

Vice-President South Bend Airport

Vice-President Fort Wayne Airport

Vice-President Evansville Airport

Sec 9b. The President shall be the executive officer of this local; he/she shall exercise general supervisory authority over the affairs of this local and see that other officers comply with the responsibilities of the office and keep their membership apprised of the goals and objectives of the Federation; the president serves as an ex-officio member of all committees except the Election Committee.

Sec 9c. Duties and responsibilities of the Secretary/Treasurer shall be as described in the National Constitution and the Standard Constitutions and as supplemented herein. The Secretary/Treasurer shall be responsible to maintain a system of records, to maintain general correspondence of the Local and have such correspondence available to those individuals who have a need to know. The Secretary/Treasurer shall record and maintain the minutes of quarterly membership meetings, and such minutes shall be available to the officers of the Local and representatives of the Federation. The minutes shall also be available to the general membership at each meeting.

Sec 9d. The duties of the Vice Presidents shall be to represent the members of their respective airports on the Executive Board. The Vice Presidents shall be elected by the members located at their respective airports. Vice Presidents shall coordinate organizing, litigation, representation and committee activities at their respective airports with the President and the Executive Board. Vice Presidents shall also be responsible to advise the members of their respective airports on issues and policies of the federation. Vice-Presidents shall be responsible for submitting an annual organizing plan to the executive board for approval and implementation.

Sec 10. The Executive Vice-President shall assist the President in the performance of the duties of that office.

See standard local constitution, Article VI, Sections 3, 4.

Sec 11. In the case of a vacancy in the office of President, the Executive Vice-President shall fill the office for the unexpired term.

See standard local constitution, Article VII, Section 4. SEc.

Sec 12 a. Sergeant-at-Arms shall be Appointed.

Sec 12b. The Sergeant-at-Arms shall ensure that no one enters the meetings without proper authority.

Sec12 c. Assist the presiding officer in the maintenance of order.

Sec 12 d. Welcome and introduce guests; see that each member's presence is recorded in a log.

Sec 12 e. Provide a roll to call should the recording of individual votes be necessary.

Sec12 £ Perform other duties as may be assigned by the presiding officer.

SEc. 13a. Nominations of officers shall be held in November and elections and installation shall be held in December after proper notice to local members. A quorum is not required for nominations and/or elections. The regular nomination shall be conducted by mail, e-mail or electronically and election of officers shall be conducted by mail ballot or on-line election using secured electronic ballots.

See AFGE 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 by mail following the certification of the election.

Sec 13 b. Offices not filled during the regular election or that become vacant between elections shall be appointed by the Executive Board and serve at the pleasure of the Executive Board

SEC. 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 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 3 (three) year terms.

SEc. 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.

SEc. 17. The local's delegates to the National Convention, district caucus and national council meetings, after proper notice to the local's members, shall be elected at a meeting of the local, excepting the local's President and Executive Vice 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 with advice and consent of the Executive Board (except for the Election Committee) *or* elected by the local's members.

See Section 14 of these bylaws.

Sec. 19a. The Chief Stewards and such other stewards as may be necessary shall be appointed by the President with advice and consent of the Executive Board.

Sec 19b. The duties of the Chief Stewards will be, but are not limited to, supervising representation activities of the stewards with their respective Vice Presidents and/or the Executive Board if the Vice President is not available on a weekly basis and more often should a unusual situation arise. The Chief Stewards will be given assistance when requested and available. The Chief Stewards will identify the training needs of the stewards and submit training requests and suggestions to the Vice President and or Executive Board if the Vice President is not available.

Sec 20. Local 618 shall not collect an initiation fee.

Sec 21a. The dues shall be \$20.00 for full time member per pay period. The dues for part time members shall be \$15.00 per pay period. The amount for retired members shall be \$25.00 per year.

Note: a full-time member is a member working 40 hours per week; a part-time employee is an employee scheduled to work less than 40 hours on a regular basis.

Sec 21 b. The dues rate shall be adjusted at a rate equal to the amount of adjustment at the AFGE National Convention.