

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEE, LOCAL 3347

RESEARCH TRIANGLE PARK, NC 27709-2591

CONSTITUTION and BYLAWS

PREAMBLE

For the purpose of promoting unity of action in all matters affecting the mutual interest of government civilian employees in general, all other persons providing their service indirectly to the United States Government and the improvement of government service, we as members of the American Federation of Government Employees, Local 3347 (AFLCIO) adopt this Constitution, Rules, and Bylaws.

ARTICLE I

Name

Section 1. This local union shall be known as the American Federation of Government Employees, Local No. 3347, AFL-CIO, as set forth in its charter. See National Constitution, Article XIX, Section 1.

Section 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.

Section 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 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.

Section 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 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.

Section 2(a). The local shall establish in its bylaws the amount of its initiation fee and the amount of its membership dues. See 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, via electronic payment system (e.g., e-dues), 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's dues for current bargaining unit members and retirees shall be increased automatically by the amount, if any, by which the National Convention or Council increases the per capita tax. The local may establish a separate dues rate for retired members. Section 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.

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.

Section 2. The Treasurer shall sign and the President shall countersign checks covering proper expenditures for the local. In the absence of either the Treasurer or the President, such other officer as prescribed by the local's bylaws may sign in place of the absent officer. The President, Vice President, and/or Treasurer shall manage the bank account of the union and shall serve as signatories of any expenditures of the union. A minimum of three Officers or those appointed by the Officers shall manage the union's bank account.

Section 3. The officers, agents, 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 National Constitution, Article XXIV, Section 8.

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

Section 5. All books, records, and financial accounts shall at all times 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 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, Treasurer, and Secretary and such others as the local's bylaws may prescribe. The local may adopt a bylaw combining the offices of Treasurer and Secretary.

Section 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.

Section 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 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 National Constitution, Article XX, Section 2.

Section 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 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, either 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.

Section 4. The local shall prescribe in its bylaws the officers that 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.

The vice presidents shall act as the chief officer in the jurisdiction assigned to them by the president. As such, with the consent of the president, they may conduct unit meetings; recommend appointments of committees established by the local; plan and pursue policies with the assigned unit, within the

framework of this Constitution and which will promote the welfare of the local; and such other duties as may be assigned by the Executive Board. The treasurer or secretary (or such other officer as the local may establish) shall assist the executive vice president in performing the duties of that office. If the executive vice 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.

Section 5. The duties of the chief steward are to direct the activities of stewards; assign the areas in which they will be responsible for membership increase, collection of dues; and to keep the local informed of matters of interest brought to the attention of stewards by the member. However, stewards may act on a unit-wide basis.

Section 6. The duties of the Treasurer shall be to maintain a bookkeeping system as prescribed by the National 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 initiation fees and per capita tax to the National Headquarters in accordance with the requirements of the AFGE National Constitution (For regular locals dues are payable before the end of each month and all monies owed the Federation must be forwarded to the National Secretary-Treasurer no later than the 20th day of the following month. See AFGE National Constitution, Article XXIV, Section 5(a). For insured local's 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.

Section 7. 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.

Section 8. 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.

Section 9. The President and Treasurer (or Secretary-Treasurer) of the local are required to attend the Financial Officers Training class within 60 days of assuming office, whether elected or appointed, or the first available Financial Officers Training class if one is not available within 60 days of assuming office. Also, after taking the initial Financial Officers Training class, the President and Treasurer (or Secretary-Treasurer) are required to take the Financial Officers Training class every two years while holding office.

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 (3) years.

Section 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 or to unit-specific positions in new units; 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).

Section 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.

Section 2(c). No person who is identified with corrupt influences or who is affiliated with the Communist party or other totalitarian or insurrectionist movement may serve as an officer of the local.

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

Section 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.

Section 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.

Section 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.

Section 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.

Section 5. Standing and special committees may be established in the manner prescribed by the 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.

Section 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. Section 2. No bylaws shall conflict with the provisions of the AFGE National Constitution, this constitution, or, if applicable, the constitution of the National EPA Bargaining Council. Section 3. Bylaws shall be adopted and amended only after thirty (30) days' notice to the local's membership and by majority vote of members present and voting. 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. Section 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. ARTICLE XII *Meetings* Section 1. Meetings to address any and all local business may be held and conducted using any virtual/video/telephonic platform or method the local deems appropriate, in lieu of or in conjunction with any in-person meetings, so long as the meetings provide, at a minimum, conditions of opportunity for simultaneous communication among the participating members equivalent to those of meetings held in one location. Section 2. Where some local bylaws may require meetings of the local to occur at a specific physical location, it will be within the local president's authority, with the consent and advice of the local executive board, to call for a meeting to be held and conducted using any virtual/video/telephonic platform, in lieu of or in conjunction with any in-person meetings, so long as the members receive notice, at least 5 days in advance of the meeting, to every member of the local.

APPENDIX A

BYLAWS

Section 1. The headquarters of the local is at the U. S. Environmental Protection Agency (MD-6), Research Triangle Park, NC 27711, the mailing address is P.O. Box 12591, Research Triangle Park, NC 27709-2591.

Section 2. Regular meetings of the local shall be held on the first Thursday of each month. The meetings shall be held at 11:30 AM.

Section 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.

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 local treasurer
- d. Reports of committees
- e. Unfinished business
- f. New business
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- g. Comments for the good of the local
- h. Drawing for door prize
- i. Adjournment

Section 6. A quorum of this local shall consist of 10. 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 vote of the members present first by voice vote, then by a showing of hands.

Section 8. The time allowed for debate of any particular issue before the local and the time allowed for speeches will be 3 minutes. The time allowed for debate may be extended by a majority of those present and voting.

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

- a. President
- b. Executive Vice President

- c. Treasurer
- d. Secretary
- e. Vice President(s)
- f. Chief Steward
- g. Sergeant at Arms
- h. Parliamentarian

Section 10. The Executive Vice President shall assist the president in the performance of the duties of that office. See local constitution, Article VI, Sections 3, 4.

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Section 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 local constitution, Article VII, Section 4.

Section 12. The Vice President(s) shall act as the chief officer in the jurisdiction assigned to them by the President with the approval of the Executive Board. As such, with the consent of the president, they may conduct unit meetings; recommend appointments of committees established by the local; plan and pursue policies with the assigned unit, within the framework of this Constitution and which will promote the welfare of the local; and such other duties as may be assigned by the Executive Board. The Vice President(s) shall be stewards of the local union and shall perform the duties in Section 22 of the local bylaws.

Section 13. The Treasurer or Secretary (or such other officer as the local may establish) shall assist the Executive Vice President in performing the duties of that office. If the Executive Vice 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.

Section 14. The duties of the chief steward are to direct the activities of stewards; assign the areas in which they will be responsible for membership increase, collection of dues; and to keep the local informed of matters of interest brought to the attention of stewards by the member. However, stewards may act on a unit-wide basis.

Section 15. The Local Treasurer is responsible for protecting the funds and assets of the local. The Treasurer shall sign and the President shall countersign checks covering proper expenditures for the local. All L3347 officers may sign in place of the Treasurer or the President if they are absent. See Section 6 of the local Constitution.

Section 16. The Local Union Secretary serves as the formal communications link between the members and the President of the local union. See Section 7 of the local Constitution.

Section 17. A sergeant-at-arms shall be appointed by the president. 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. See National Bylaws, Section 12.

Section 18. Nomination of officers shall be held in March and elections and installation shall be held in April after proper notice to local members. See National Constitution, Appendix A, Part I, Section 3. Candidates shall not run for more than one elected office; however, running as a delegate shall not be in conflict with an elected officer position. A runoff election, if necessary, shall be held at the same meeting.

Section 19. 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 National Constitution, Appendix A, Part I, Section 2.

Section 20. All officers will be administered the "Oath of Union Officers" contained in the AFGE National Constitution upon their installation in office. The term of office shall be three (3) years.

Section 21. 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.

Section 22. The local's President, Executive Vice President, and Vice President(s), if elected to their office serve as a delegate to the National Convention, district caucus, and national council meetings by virtue of their office. The local shall vote upon the authorization of funds for the delegates' attendance at the National Convention, caucus or council meetings. All travel expenses shall be reimbursed in accordance with Federal Travel Regulations. See National Constitution, Appendix A, Section 6(d).

Section 23. 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. See local constitution, Article VIII, Section 3. 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.

Section 24. 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) or elected by the local's members. See Section 14 of these bylaws.

Section 25. Stewards as may be necessary shall be appointed by the President subject to approval of the Executive Board. Stewards take on a number of roles in the workspace – reaching out to new members, settling grievances, generating member awareness and support on issues, educating and mobilizing members, organizing internally, and listening to workers' concerns. The stewards shall perform other duties as required by the President.

Section 26. Non-bargaining unit employees are not permitted to be members of L3347 however they may voluntarily contribute dues. The amount for retired members shall equal AFGE's National per capita rate. The local's dues for current bargaining unit members and retirees shall be increased automatically by the amount, if any, by which the National Convention or Council increases the per capita tax. The initiation fee for members shall be \$0. See National Constitution, Article XIX, Section 4(a)(4)-4(a)(6) and 4(b)(4)-4(b)(6).

Section 27. The local's dues shall be paid on a bi-weekly basis in accordance with the amounts set by the board and adopted by the membership. The local's dues shall be automatically increased by the amount, if any, by which the National Convention increases the per capita tax unless other amounts are approved by the membership after reasonable notice (15 days minimum). The AFGE National Constitution at AFGE National Constitution, Article XIX, Section 4(a)(6) and 4(b)(6) and the local constitution at Article IV, Section 1 require that each local establish and maintain a dues level high enough to allow adequate funds for the payment for the per capita tax and to provide sufficient funds for the operational expenses of the local.

Section 28. This Local shall affiliate with any and all Central Labor Councils having jurisdiction over its members.

Section 29. The Local will be encouraged to develop a strategic action plan each year to include goals in all of, but not limited to, the following areas: Organizing and Workplace Representation to include Legislative and Political Mobilization, Strengthening the Local, Education, and Communications.

ADOPTED

2/1/24

Holly Johnson

President

Tanya Ah

Secretary