

**AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
LOCAL 376 BY-LAWS
THE CONSTITUTION OF AFGE LOCAL 376
IS SET FORTH IN APPENDIX B
OF THE AFGE NATIONAL CONSTITUTION**

- SECTION 1. The headquarters of the Local is Phoenix, Arizona. The mailing address is P.O. Box 43225, Phoenix, Arizona, 85080.
- SEC.2. (a) Regular meetings of the Local shall be held on the last Monday of the quarter commencing at 4:30 p.m. If this date conflicts with a religious or federal holiday, the meeting date will be changed to a date not in conflict.
- (b) The meetings will be held at varying locations in an attempt to accommodate membership from multiple offices, and the membership will be notified of each meeting location.
- 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 eligible members of the local in good standing shall be allowed to vote.
- SEC.5. The regular order of business will be:
- (a) Call to Order by the President
 - (b) Roll call of Officers
 - (c) Reading of the Minutes of the Previous Meeting
 - (d) Reading of the Minutes of the Executive Board Meetings
 - (e) Report of Financial Condition by Local Treasurer
 - (f) President's Report
 - (g) Reports of Committees
 - (h) Unfinished Business
 - (i) New Business
 - (j) Comments for the Good of the Local
 - (k) Adjournment
- SEC.6. A quorum of this local shall consist of five members in good standing. 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, if necessary, by a showing of hands.

- SEC.8. The total time allowed for debate of any particular issue before the Local and the time allowed for speeches will be 30 minutes. The time allowed for debate may be extended by a majority of those present and voting.
- SEC.9. The general officers of this Local who comprise the Executive Board, each of whom shall be provided a monthly stipend of \$25 (the sum of which may not be increased to not more than \$50 monthly), are as follow
- President
 - Executive Vice President for BLM
 - Executive Vice President for BOR
 - Secretary/Treasurer
 - Sergeant-At-Arms
- (a) The designated Executive Vice President shall assist the President in the performance of the duties of that office. If the President is unable to perform the duties of his/her office, the authority of his/her office will be assumed by the Executive Vice President representing the agency with the most members.
- (b) The President, Executive Vice Presidents, and Secretary/Treasurer are the financial officers of the Local and are members of the Budget and Financial Committee. The Executive Vice President may countersign checks in the absence of the President.
- SEC.10. The Sergeant-at-Arms shall be elected by vote of the Local's membership. 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 call should the recording of individual votes be necessary and perform other duties as may be assigned by the presiding officer. In the absence of the Sergeant-at-Arms, the President shall appoint an individual to act in that capacity.
- SEC.11. (a) Standing committees shall be the Budget and Grievance Committees.
- (b) Special committees may be established as the Local may direct.
- (d) The membership of all committees, with the exception of the Election Committee, shall be comprised of members appointed by the President, subject to the approval of the Executive Board.
- SEC.12. The duly elected officers shall hold offices until their successors have been elected and installed. However, any officer who moves beyond the jurisdiction of the Local during his/her term of office or who ceases to be a member in good standing shall thereby automatically forfeit said office. The vacancy caused shall be filled under the provisions of these By-Laws.
- SEC.13. In the case of a vacancy in the office of President, the Executive Vice President shall fill the office for the unexpired term, until the next regularly scheduled election.
- SEC.14. In the case of a vacancy in any office, the President with the approval of the Executive Board may appoint an officer to serve until the next regularly scheduled election.

SEC.15. The officers shall be elected by secret ballot by majority vote of valid ballots casts. All officers must be elected in accordance with the election provisions of the AFGE National Constitution.

(a) The election shall be conducted in accordance with Appendix A (mail ballot) of the AFGE National Constitution.

(b) Nominations of officers shall be held in September and elections and installation shall be held in December after proper notice to local members.

(c) Any elected officer who wishes to run for an officer position other than the one he/she currently holds must serve such notice to the Executive Board by August 31. The Election Committee will then include the office currently held in the September nomination notice and the December election. A candidate may accept only one nomination for office. No member may hold two offices concurrently.

SEC.16. All officers will be administered the "Oath of Union Officers" contained in the AFGE National Constitution upon their installation to office. Officers shall serve for 3-year terms.

SEC.17. All candidates for office must be treated equally with respect to the availability of lists of members.

SEC.18. The AFGE or an employer shall not contribute monetary or other resources to promote the candidacy of any candidate in an election.

SEC.19. The President by virtue of election to office is automatically a delegate to all National Conventions, district caucuses, council meetings, and other meetings. Members of the Executive Board, by virtue of their election to the offices, are automatically delegates and alternates in the following order:

President
Executive Vice President s
Secretary/Treasurer
Sergeant-at-Arms

SEC.20. 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 By-laws.

SEC.21. A Chief Steward and such other stewards as may be necessary shall be appointed by the Executive Board. The Chief Steward shall have approval authority over stewards' appointments.

SEC.22. The Executive Board and the Local will be guided by the budget.

SEC.23. The dues for active members shall be \$10.00 biweekly. The biweekly dues amount shall be subject to increase upon approval by the general membership, which shall result in an amendment to these Bylaws. Dues may be paid for through payroll deduction, via quarterly advance payments, or through procedures established under the Constitution.