

**AMERICAN FEDERATION OF
GOVERNMENT EMPLOYEES, AFL-CIO**

FOUNDING LOCAL CONSTITUTION

**U.S. Department of Homeland Security
Transportation Security Administration
Local 2617**

ARTICLE I

Name

SECTION 1. This local union shall be known as the American Federation of Government Employees, AFL-CIO, U.S. Department of Homeland Security Transportation Security Administration, Local 2617, 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, handicapped condition, marital status, sexual orientation, or preferential or non-preferential 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.

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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 7(a)(7) and 7(b)(7). 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 7(a)(5) and 7(b)(5); see also Article III, Section 5. 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 Treasurer within ten days and no later than the Tuesday of the last full workweek of the month.

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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 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.

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(a).

SEC. 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 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, Treasurer, Secretary, Womens/Fair Practices Coordinator, and, such others as the local's bylaws may prescribe. The local may adopt a bylaw combining the offices of 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.

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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 office as a local delegate to district caucuses, 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 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 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 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 initiation fees, per capita tax, and approved budgeted expenditures) shall be approved by the local.

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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 sole qualifications for candidacy to local office are that a member must:

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

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.

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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. The Executive Board can vote to create or dissolve any Local committee.

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.

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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.

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
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**U.S. Department of Homeland Security
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LOCAL 2617**

BYLAWS

SECTION 1. The headquarters shall be the duty station of the Local President.

SEC. 2(a). Regular meetings of the local shall be held quarterly, in person or by electronic means.

SEC. 2(b). Regular meetings at each airport shall be held at a time and place selected by the Principle Representative [President].

SEC. 3. Special meetings may be called by the President, majority 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 a majority of the currently seated executive board plus 1. 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 by voice or by an electronic vote.

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SEC. 8. The time allowed for debate of any particular issue before the local and the time allowed for speeches will be governed by circumstances and majority vote of those present and voting. 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 will comprise the Executive Board are as follows:

President

Treasurer

Secretary

Women's/Fair Practices Coordinator

Vice President – Massachusetts (elected from and by members working in the Commonwealth of Massachusetts)

Vice President – New Hampshire (elected from and by members working in the State of New Hampshire)

Vice President – Vermont (If later allowed to fall under our charter by AFGE, and, must be elected from and by members working in the State of Vermont)

Vice President – Maine (If later allowed to fall under our charter by AFGE, and, must be elected from and by members working in the State of Maine)

SEC. 10. The duties of the President, Secretary, Treasurer, Women's/Fair Practices Coordinator are set forth in Article VI of the Founding Local Constitution and Article XVII and XVIII of the National Constitution, respectively. The Vice Presidents shall assist the President in the performance of the duties of that office.

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

SEC. 12. The duties of the Vice Presidents MA and NH are to coordinate the activities of the Stewards, Women's Coordinators, in their respective geographic jurisdiction under the direction of the Local President.

SEC. 13. The Vice President for each state shall appoint Stewards and Women's Coordinators as appropriate. All appointees serve at the pleasure of the appointing authority. The Stewards and Women's Coordinators shall provide representation to employees of TSA at their worksite, via helping them complete agency or federal forms, file for worker's compensation, mediation, filed grievances and appeals. They shall provide all member case copies and all case status updates to the Local, and, they to AFGE national for insertion into Casetrack records system.

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SEC. 14. A Sergeant-at-Arms shall be appointed by the President. The Sergeant-at-Arms shall ensure that no one participates in 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. 15. Effective 2011, nominations of officers shall be held by mail in November and elections by mail ballot shall be held in December of this and other subsequent three later odd numbered years, after proper notice to local members. Installation shall follow immediately. 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 as soon as possible.

SEC. 16. The President shall appoint an Election Committee preceding the start of the nomination procedure. See AFGE National Constitution, Appendix A, Part I, Section 2.

SEC. 17. 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 a three year term, beginning on January 1, 2009, following the nomination and election of officers on December 5, 2008. Except for Sec. 11, all Local Officers, must be member nominated then member elected.

SEC. 18. 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 founding local constitution, the AFGE National Constitution, or these bylaws.

SEC. 19. The local's delegates to the 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, excepting the local's Executive Board, who if elected to those offices serve by virtue of office.

SEC. 20. 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). The funding of delegates, if not addressed in the annual budget, shall be authorized by mail ballot.

SEC. 21. There shall be no initiation fee for members. See AFGE National Constitution, Article XIV, Sections 7(a)(5) and 7(b)(5).

SEC. 22. The dues shall be \$15.00 per pay period or \$390.00 per year. The amount for retired members shall be \$15.00 per year. The local's dues shall be automatically increased by the amount, if any, by which the National Convention increases the per capita tax, and this shall occur soon after we are properly notified. See founding local constitution, Article IV, Section 1 and Article XI, Section 3.

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SEC. 23. At its last quarterly meeting each year, the members shall adopt a budget for the next year.

SEC. 24(a). Gifts: The Local as approved by a majority membership vote, authorizes that \$75 may be spent to send congratulatory, get well, sympathy condolences to any member, District 2, AFGE staff, AFL-CIO affiliated officer or member. Payment for the amount may also be paid.

SEC. 24(b). The Local as approved by a majority membership vote, authorizes "Member Care Allowance" of (2) \$400 payments for any suspended without pay, indefinitely suspended, or terminated member, whom is still being defended by the Local, District 2, national, or legal counsel. This gift is considered a benefit of being a member in good standing with the Local.

SEC. 24(c). The Local as approved by a majority membership vote, authorizes that any member elected Local Officer serving for more than (1) year's time into their term, is allowed to retain their Local purchased and issued laptop, or, netbook. These will be replaced and issued new Officers whom replace them through the normal member election of Officers process.

SEC. 25. Protection of the Local's Operation: The Local as approved by a majority membership vote, authorizes that whenever a Local Officer is being represented by the Local, District, national, or legal counsel, and, is agency suspended without pay, on indefinite suspension, or terminated, they may retain their elected position and serve, until the employer decision has been upheld in a manner whereby that Local Officer is terminated. In the latter event, the Board will call for nominations through the normal member election of Officers process. In the event that Local Officer does not wish to retain their Officer position and resigns, the Board will call for nominations through the normal member election of Officers process.

SEC. 26. Executive Board meetings: A Vice-president for any state represented by the Local, may allow for that state's Local designated Chief Steward or Steward to attend an Executive Board meeting in place of the Vice-president whom cannot attend [regardless of the reason] and will represent that state's Local division, even so far as, being allowed to cast votes at the meeting. This provides for the insuring that every Local division has a voice and that it is heard.

SEC. 27. TSA Agency Election: The Local as approved by a majority membership vote, authorizes that any elected Officer may attend out-of-state events aimed at helping insure the Local's business and political interest are not harmed via A.F.G.E. losing the elections. Those attending TSA Agency Election events, will be given a Per Diem of \$75 per day, and shall have their subway, taxi, shuttle van or bus, airfare, train, bus, vehicle, travel and hotel expenses paid from the Local's account provided they provide the Local's copies of any self-paid sales receipts.

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SEC. 28. Business Agent: The Local as approved by a majority membership vote, authorizes that any former Local President may be retained by the Executive Board voting, to serve as the Local's Business Agent and be paid a fee of up to \$1000 monthly from the Local's account.

SEC. 29. Retired Members: The Local will pay \$15 annual dues for all members whom retired from the TSA while in good standing. This allowance need not occur via the retiring member making a request for such to occur.

SEC. 30. Training: The Local authorizes that all training attended by Officers, Stewards, and all other volunteers, will provide for their being paid \$25 per hour attended. Any Officer, Steward, Women's Coordinator, or other volunteer, will be required by the Local, to agree to participate in the Local's, District's, or AFGE national's, offered evolving union training. Whenever possible, this training will be provided around the schedule of the person(s) that shall receive it.

SEC. 31. Home Union Business Use Office Supplies: The Local authorizes for the reimbursement of any Officer, Steward, Women's Coordinator, or volunteer, whom provides the Local a copy of their self-paid sales receipt(s) for office supplies, including a printer, scanner, replacement paper and inks.

SEC. 32. Working Meals: The Local authorizes for the reimbursement of any Officer, Steward, Women's Coordinator, or volunteer, participating in a meal where union business is discussed, whose participants provide the Local their copies of any self-paid sales receipt for such. This includes any meal participated in during the business of representing Local members. A set maximum of \$30 will be reimbursed per meal per person's submitted sales receipt.

SEC. 33. The Local as approved by a majority membership vote, authorizes that up to \$800 monthly can be issued out as a "Volunteer Bonus" to Officers, Stewards, and/or, volunteers. This bonus money will be reportable to the Internal Revenue Service by any issued it, for the purpose of later paying taxes for getting it.

SEC. 34. The Local as approved by a majority membership vote, authorizes that up to \$2000 monthly may be used for a AFGE national approved retaining of legal counsel to serve in a representational counsel capacity, after being approved by the AFGE National entity which reviews and certifies any Local's legal counsel retainer contracts. This allowance is granted as an option for a "pilot" program of (6) months maximum and is meant to be a benefit for those joining the Local. Should the Local exercise this allowance, AFGE national's Office of General Counsel will serve as the initial point-of-contact thru whom the Local shall first initiate and have review this Local business transaction request. Note: Any changes to this allowance are to be adhered to whenever AFGE national convention delegates vote on any similar retained legal counsel policy, which might void this being allowed as a transaction.