



AFGE LOCAL 4200 BYLAWS

As Adopted October 25, 2023

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AFGE Local 4200 Bylaws

All bylaws of the National AFGE Convention will be adhered to. The following additions and addendum's pertain to AFGE Local 4200 members. These additions are due to the unique situations of many of the members being in different localities within DHAHQ.

SECTION 1. The headquarters of the local is:

Local 4200,
% AFGE National Office
80 F Street
NW Washington, DC 20001

The mailing address is:

Local 4200
PO BOX 340881
Fort Sam Houston, Tx 78234

SECTION 2. The headquarters address for this local can be added/changed as an addendum to the Bylaws of this document by majority vote of the Executive Board.

SECTION 3. 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.

SECTION 4. This Local shall affiliate with any and all Central Labor Councils having jurisdiction over its members.

Membership and Dues

SECTION 5. There shall be no initiation fee for members.

SECTION 6. The dues shall be \$20.91 per pay period. The amount for retired members shall be \$2.00 per month.

SECTION 7. The Local's dues shall be increased automatically by the amount, if any, by which the National Convention increases the per capita tax. This provision cannot be removed without the approval of the National Executive Council.

SECTION 8. To be approved for membership of any class, or to remain a member, a person must be in good standing as follows:

1. Submit a complete 1187 to the local for processing and pay dues through paycheck deduction, or directly to AFGE through E-dues. Dues cannot be in a pending or delinquent status.
2. Agree to be bound by and comply with these bylaws, AFGE national bylaws and the written policies of the organization.
3. Not take any action to infringe upon the logo, seal, or emblem of Local 4200 or AFGE; or otherwise use, display, or publish the logo, seal, or emblem or any intellectual property of AFGE without the express authorization of the Union.

SECTION 9. Only members of the local in good standing shall be allowed to attend general membership meetings and to vote.

Local Union Officers

SECTION 10. 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 three (3 year terms, beginning in FY 2023.

SECTION 11. The general officers of this local who comprise the Executive Board are as follows:

1. President
2. Executive Vice President
3. Secretary
4. Treasurer
5. Chief Steward

SECTION 12. Additional officers of the Local who are not included in the Executive Board are as follows:

1. Local Vice President East (East of the Mississippi River)
2. Local Vice President West (West of the Mississippi River)

Local Vice Presidents must be from their region.

Local Vice Presidents are appointed by the President, with majority approval of the Executive Board. The Local Vice President position can be left vacant at the discretion of the President.

SECTION 13. Any Stewards, other than the Chief Steward, as may be necessary shall be appointed by the President, with majority approval of the Executive Board.

SECTION 14. Such other officials of the Local (e.g., Case Manager, Administrative Assistant to the President, Recording Secretary, and Sergeant-at-Arms) as are deemed necessary for the effective conduct of business shall be appointed by the President, with majority approval of the Executive Board. Such appointed officials shall have no voting power in Local proceedings, and all activities of such appointed officers shall be under the strict control of the Executive Board. Appointed officials shall serve the Local during the term(s) of office of the appointing authority, unless sooner relieved by the President with approval of the Executive Board.

SECTION 15. Appointed positions, including stewards, will be sworn in only after the Treasurer has confirmed that the candidate is a current dues paying member. Anyone in appointed positions may be removed from their position at the discretion of the president with approval from the executive board.

DUTIES

SECTION 16. In addition to the duties as outlined in Article VI, Section 3 of the Constitution, duties of President shall include, but are not limited to: calling meetings, plan and pursue policies and goals which will promote the welfare of the Local; to keep the Executive Board advised of his/her activities; to preside at Local meetings and meetings of the Executive Board. The President shall have the authority to appoint, hire and fire employees of this Local, with approval of the Executive Board. The President shall sign, and the Treasurer shall countersign, checks covering proper expenditures of the Local. The President is empowered to bind the entire bargaining unit of DHAHQ on all nationwide issues. The President shall also devise and promote policies which address the interests of the Local.

SECTION 17. The Executive Vice President shall assist the President in the performance of the duties of that office, at the direction of the President, including, but not limited to, presiding at any meeting from which the President is absent (in accordance with the local constitution, Article VI, Section 4). The Executive Vice President, at the direction of the President, shall develop, prepare, and present national grievances, arbitration cases, and other appeals to appropriate management officials; and assist the President in preparing Unfair Labor Practice charges. In the absence of the President or Treasurer, the Executive Vice President shall sign all checks covering proper expenditures of the Local. The Executive Vice President shall keep the President advised of his/her activities.

In the case of vacancy in the office of the President, the Executive Vice President shall fill the office for the unexpired term (in accordance with local constitution, Article VII, Section 4).

SECTION 18. In addition to the duties as outlined in Article VI, Section 5 of the Constitution, duties of the Treasurer shall include, but are not limited to: preside at any meeting for which the President and Executive Vice President are absent. In the absence of all three, a temporary chairperson will be elected by a majority of the body present.

SECTION 19. In addition to the duties as outlined in Article VI, Section 6 of the Constitution, duties of the Secretary shall include, but are not limited to: 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. The presiding officer has the authority to delegate in the event the Secretary is not in attendance.

SECTION 20. The Chief Steward will manage workloads and provide training and technical assistance to stewards in developing and preparing grievances and cases for arbitration; coordinate with Local Vice Presidents to keep them informed of all relevant cases in their regions; report to the President and Executive Vice President as necessary to provide case information and documentation; work with President and Executive Vice President regarding final decisions on grievances; ensure that all documents are uploaded to relevant central case tracking software in order to meet all document retention requirements. Concerning matters that affect terms and conditions of employment, they shall consult with the President before providing guidance and advice to the members. The Chief Steward shall keep the President fully advised of his/her activities.

SECTION 21. The Local Vice Presidents (LVPs) shall serve as assistants to the President, performing his/her duties at the direction of the President. LVPs will complete projects assigned by the President and serve on committees appointed by the President; act as liaisons between the President and the members in the areas which they serve; coordinate and be responsible for distributing information to and from the members in their areas; and plan, coordinate and implement recruiting activities in their region. The LVP's may delegate the recruiting activities to other local officers within specific areas. The LVPs have the responsibility of keeping the members in their geographic areas fully advised of the Local's activities. The LVPs will also work with the Chief Steward on specific cases in their region. Concerning matters that affect terms and conditions of employment, they shall consult with the President before providing guidance and advice to the members. The LVPs shall keep the President fully advised of his/her activities.

Elections

SECTION 22. Nominations of officers shall be held in February and elections and installation shall be held in April after proper notice to local members. A quorum is not required for nominations and/or elections. See AFGE National Constitution, Appendix A, Part I, Section 3. Candidates shall not run for more than one office in the same election; however, candidacy as a delegate shall not be considered to be covered by this provision. A runoff election, if necessary, shall be held as soon as possible at the same meeting or by mail ballot or secure and electronic option(s).

SECTION 23. No member shall be allowed to cast a proxy vote.

SECTION 24. Elections shall be conducted by one of the following methods: manual ballot, mail ballot, or secure electronic ballot option(s).

SECTION 25. The procedures set forth at Appendix A, Part I, Sections 3 and 5 of the AFGE National Constitution shall be followed.

SECTION 26. To be eligible for candidacy of any office, the candidate must submit a written agreement that they have read the National constitution and by-laws, as well as the constitution and by-laws of this local. Candidates cannot run for office if they were terminated with cause from an elected, interim, or appointed position in the local within the last 3 years. Candidates for office must also be in “good standing” with the local.

SECTION 27. If an officer will be unavailable, and unable to fulfill the duties of officer for 6 months or more, said officer shall resign their position for the betterment of the Local. A replacement will be appointed by the president, with executive board approval, for the duration of the term.

Meetings

SECTION 28. General membership meetings of the local shall be held monthly. Members shall be able to attend and fully participate in monthly meetings via a conference call line or other electronic means established by the Local. The general membership meetings shall be held at a time and place selected by the President with at least 30 days’ notice.

SECTION 29. The time allowed for debate of any single issue before the local and the time allowed for speeches will be 8 minutes. The time allowed for debate may be extended by a majority of those present and voting.

SECTION 30. 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, and optionally by a roll call of all members present.

SECTION 31. A quorum for the general membership meetings shall consist of ten members in “good standing”. A quorum of any committee consists of a majority of the members thereof. If there is a failure to meet a quorum when a vote is required, the meeting shall be adjourned for a minimum of 48 hours and maximum of 10 days.

SECTION 32. The Current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of all meetings with local members, when not inconsistent with the provisions of the standard local constitution, the AFGE National Constitution, or these bylaws.

SECTION 33. 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 and recorded in the minutes of that meeting. No business other than that specified in the notice will be discussed.

SECTION 34. The regular order of business will be as follows:

- (a) Roll call of officers
- (b) Approval of the minutes of the previous meeting
- (c) Report of financial condition by Local Treasurer
- (d) Report of committees
- (e) Unfinished business
- (f) New business
- (g) Call for statements or comments
- (h) Adjournment

Committees

SECTION 35. In addition to the committees prescribed herein, other committees may be established as the President may direct. The membership of such committees, with the exception of the Election Committee, Audit Committee, and Negotiation Committee, shall be appointed by the President and subject to majority approval of the Executive Board.

SECTION 36. An Audit Committee shall consist of three members in good standing appointed by majority vote of the Executive Board. No executive board member may serve on the Audit Committee. Vacancies on the Audit Committee shall be filled by appointment of the President subject to the approval of the Executive Board. The Committee shall be responsible for evaluating on an annual basis the assets and liabilities of the Local on AFGE Form 41. To this end, the Committee shall conduct an annual audit within two (2) months after the close of the Local's fiscal year and ensure that each audit, together with all Local records furnished, returned in a timely manner to the Local Treasurer for the purpose of filing LM reports with the Department of Labor and Form 990 to the Internal Revenue Service, and any other forms as may be required by law or AFGE policy. In lieu of an Audit Committee, the Executive Board may decide to have the audit performed by an independent entity.

SECTION 37. The President, Executive Vice President, Secretary, Treasurer, and Chief Steward shall be members of the Local's Contract Negotiation Committee/team. Other members of the Negotiation Committee/team shall be designated by a majority vote of the Executive Board. The Chief Negotiator for contract negotiations shall be the President of the Local or his/her designee. The Local may request AFGE National to assign a Chief Negotiator.

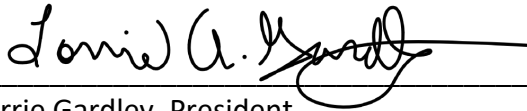
SECTION 38. An Election Committee shall be voted on by membership at a meeting preceding the start of the nomination procedure. See AFGE National Constitution, Appendix A, Part I, Section 2.

Conventions & Caucuses

SECTION 39. The Local's delegates to the AFGE 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 at a meeting of the local, excepting the local's President, Executive Vice President, Secretary, Treasurer, and Chief Steward, who if elected to those offices serve 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).

APPROVED

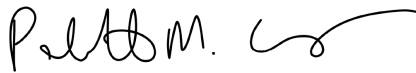
These Bylaws were adopted by the general membership by unanimous vote on 25 October 2023.



Lorrie Gardley, President
AFGE Local 4200

10/25/2023

Date



Paulette Charles, Secretary
AFGE Local 4200

10/25/2023

Date