

AFGE LOCAL 903
CONSTITUTION
AND BYLAWS



AS AMENDED: MARCH, 2008

AFGE LOCAL 903

BYLAWS

JULY, 2004

SECTION 1:

Address:

The Headquarters of this local is Columbia, MO 65201
The mailing address is 800 Hospital Drive

SECTION 2:

Meetings:

Regular Meetings shall be held on the 3rd Wednesday of the second month of each quarter (ie.: February, May, August, November).

The meetings shall be held in room 542 of Harry S Truman Memorial Veterans Hospital in Columbia, Missouri – commencing at 4:30 p.m. or at a time and place selected by a majority of the members present at a regularly scheduled meeting.

The date, time and agenda of each meeting will be e-mailed to all members and posted on the union bulletin boards at least one week in advance of the meeting.

"Special Meetings" may be called by the President, two thirds of the Executive Board, or upon written petition of at least 10% of the membership, Five (5) days written (includes e-mail) 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 3.

Voting:

Only members in good standing will be allowed to vote.

SECTION 4.

Order of Business:

The regular order of business will be:

- ✓ **Roll Call of Officers**
- ✓ **Reading of the minutes of the previous meeting**
- ✓ **Treasurer's report**
- ✓ **Reports of Committees**
- ✓ **Unfinished Business**
- ✓ **New Business**
- ✓ **Comments**
- ✓ **Adjournment**

SECTION 5:

Quorums:

A quorum of the Executive Committee shall consist of a majority of the numbers thereof.

A quorum of any committee shall consist of the majority of the members thereof.

A quorum of the local needed to conduct business shall be 5 members with at least one being an executive board officer. Decisions will be on a majority vote.

SECTION 6:

Meetings

Roberts Rules of Order shall govern the proceedings of all meetings at the local when not inconsistent with the provision of the standard local constitution, the AFGE National constitution of these bylaws

All questions before the local will be decided by a vote of the members present by show of hands.

Secret ballots will be used to decide an issue if the majority present so desire by a show of hands.

The time allowed for debate of any particular issue before the local shall be 10 minutes.

The time allowed for speeches on any question shall be two minutes with equal time for pro and con members.

The time allowed for debate may be extended by a majority of those present and voting.

SECTION 7:

Officers:

The general officers of this local who compromise the Executive Board are as follows:

President
1st Vice President
2nd Vice President
Treasurer
Secretary

The Vice Presidents shall assist the President in the performance of the duties of that office.

In the case of a vacancy in the office of the president, the 1st Vice President shall fill the office for the un-expired term.

Officers to be nominated and elected consist of the President, 1st and 2nd Vice Presidents, Treasurer and Secretary.

Each member may hold only one (1) office.

Elections will be by manual ballot.

The nomination / election committee will be appointed or elected in September.

Nomination of officers shall be held in October.

A list of all nominees will be mailed or e-mailed to all members by the committee at least two (2) weeks prior to the election in December.

Installation of officers shall be held in January.

Officers will be elected by manual ballot.

All officers will be administered the Officer Obligations contained in the National Constitution upon their installation in office. Officers shall serve a three (3) year term.

All records pertaining to the election will be sealed and given to the Secretary or Treasurer.

SECTION 8:

Committees:

An election committee shall be appointed by the president with the advice and consent of the Executive Board or be elected by majority of the local members present and voting at a meeting preceding the nomination procedure.

Other committees may be established by the local shall be comprised of members appointed by the president with the advice and consent of the Executive Board or elected by their local members.

The president with advice and consent of the Executive Board may appoint members to hospital committees or they may be elected by the members present at a regularly-scheduled meeting.

SECTION 9:

Sergeant at Arms:

A sergeant at arms shall be appointed by the President. The sergeant at arms shall insure 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; provide a roll should the recording of individual votes be necessary; and perform other duties as may be assigned by the presiding officer.

SECTION 10:

Stewards:

A Chief Steward will be appointed by the President with advice and consent of the Executive Board. Other stewards will be appointed by the President with advice and consent of the Executive Board.

The Chief Steward will be responsible for reporting to the Executive Board and the members.

The Chief Steward will be responsible for assigning cases, tracking grievances so that they are handled in a timely manner, keeping records of grievances, time spent, and resolution of all grievances.

SECTION 11:

Delegates:

After proper notice to the local's members, delegates to the National convention, district Caucus, and National Council Meetings shall be elected at a meeting of the local. Exception: The president, if elected to that office, serves by virtue of the office. At the same or subsequent meeting, the local shall vote upon the authorization of funds for delegate's attendance.

SECTION 12:

Expenditures:

Expenditures by the Executive Board in excess of \$500.00 per month must have prior approval of the local's members. This approval can be obtained through a budget approved by the local or a separate vote of the local's members. The separate vote of the local's members can be at a regularly scheduled meeting or a message per e-mail one week in advance. A majority vote will rule. A copy of the e-mail message and responses will be saved in the minutes of the meetings.

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.

No other expenditures will be authorized without sufficient funds in the local's treasury.

Checks for the local must be signed by the President and the Treasurer. When both are absent, any one or two other Executive Board officers, so authorized, may sign checks in urgent situations to continue the business of the local. Signatures must be on file at the local banking institution.

SECTION 13:

Initiation Fee and Dues:

The initiation fee for members shall be \$0.00

Bi-weekly membership dues shall be an amount equal to the per capita tax paid by AFGE Local 903 to the national organization (AFGE) monthly. Any per capita tax increase properly voted on by the American Federation of Government Employees (National AFGE) at its Triennial Convention (and consequently published in the National Constitution) will be reflected in the bi-weekly dues paid by the Local's members. If the Local is required by the National Convention to pay a monthly increase in per capita tax, the member's biweekly dues will automatically increase in tandem with the National rate. No vote is required by the membership to initiate an increase when the increase is mandated by the National Constitution.

Membership for retired members shall be \$25.00 per year

Dues will be collected by deductions through the Fiscal Section of the Business Operations Service Line. Any retired members or member without sufficient funds in payroll must make arrangements with the Treasurer for payment of dues in advance of due date. Retired members will be expected to pay at least six (6) months in advance.

Members whose dues are not paid every two (2) weeks will be notified in writing (at their last known address) that they are delinquent. If no payment is made within two (2) weeks of this notice, they will be dropped from membership.

SECTION 14:

Grievances:

The grievant will complete the grievance form and sign the Election of Representation form before an investigation can be commenced by the representative of AFGE Professional Union Local 903.

See attached grievance forms.

AMENDMENTS

SECTION 2. AMENDED (BY A VOTE OF THE MEMBERSHIP) TO REFLECT A CHANGE IN THE FREQUENCY OF MEETINGS. PREVIOUSLY, MEETINGS WERE HELD ON THE THIRD WEDNESDAY OF EACH MONTH. (MARCH, 2008)

SECTION 13. MEMBERSHIP VOTED (ON THE RECOMMENDATION OF AFGE – NATIONAL) TO TIE MEMBER BI-WEEKLY DUES TO THE MONTHLY PER CAPITA TAX PAID BY THE LOCAL ON BEHALF OF THE MEMBER. WHEN PER CAPITA TAX IS INCREASED BY A VOTE OF THE CONVENTION, LOCAL 903 DUES WILL AUTOMATICALLY INCREASE BY AN EQUAL AMOUNT. (JULY, 2004)