



**AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES (AFL-CIO)**

## **LOCAL 2505 CONSTITUTION**

**A MINIMUM PLAN INSURED LOCAL**

### **PREAMBLE**

For the purpose of promoting unity of action in all matters affecting the mutual interest of civilian governmental employees in general and for the improvement of the governmental service, we, as members of Local 2505, American Federation of Government Employees, adopt this Constitution and Bylaws.

### **ARTICLE I NAME**

Section 1. This organization shall be known as Social Security Administration Field Office Local Number 2505, American Federation of Government Employees.

Section 2. The headquarters of this local shall be in Oklahoma.

### **ARTICLE II OBJECTIVES AND METHODS**

Section 1. The objective of this local shall be to promote the general welfare of civilian governmental employees.

Section 2. The local shall strive to promote efficiency in the governmental service and shall advance plans of improvement to be secured by legislative enactment through cooperation with governmental officials and by other lawful means.

Section 3. This local does not advocate the overthrow of the Constitutional form of government in the United States and is not subject to corrupt influences or influences opposed to basic democratic principles. In terms of membership, the local will not discriminate because of race,

creed, color, national origin, sex, age, political affiliation, handicapped condition, marital status, sexual orientation, or preferential or nonpreferential civil service status.

Section 4. This local will comply with provisions of Public Law 95-454 where applicable.

### **ARTICLE III MEMBERSHIP, DUES, AND EXPENSES**

Section 1. Civil employees or retired civil employees of the Oklahoma Social Security Administration Field Offices in Oklahoma shall be eligible for membership in this local as provided for in Article III, Section 1 of the AFGE National Constitution. The local shall have full power to elect or reject eligible applicants for membership. However if the local has been accorded exclusive rights, it will abide by the provisions of Public Law 95-454. All membership applicants shall be voted on in regular local meetings.

Section 2. The local dues structure will be as follows:

(a) Dues for each member under the Insured Program shall be as follows:

(1) The monthly dues for direct-pay members shall be an amount equal to 150% of all per capita tax, dues, assessments and fees (including life insurance) for which the local is obligated, rounded off to the nearest 10¢ increment.

(2) The biweekly dues for members on dues check-off shall be an amount rounded off to the nearest 5¢ increment, which, when multiplied by 26 pay periods, will result in an amount equal to but not in excess to 12 months dues of the direct-pay member.

(b) The dues for retired members under the Insured program shall be an amount equal to the monthly AFGE per capita tax plus 35¢ per month.

(c) Dues must be paid in advance. Members desiring to be on direct-pay status will be required to pay at least six months dues in advance and thereafter will continue to pay dues in increments of no less than six months.

(d) Members may be dropped with reasonable notice if dues are not paid by Tuesday of the last full work week in the month.

(e) Local representatives, collectors, and shop stewards shall make remittance of all dues collected to the Secretary-Treasurer within seven days.

Section 3. All receipts, checks, and cash disbursements shall be properly recorded and accounted for in the financial records of the local. The Secretary-Treasurer shall sign and the President shall counter-sign checks covering proper expenditures for the local. In the absence of either officer, the Executive Vice President will sign. The officers, agents, shop stewards or other

representative or employees of this local who handle funds or property thereof shall be bonded in accordance with Public Law 94-454 and regulations issued by the Assistant Secretary of Labor pursuant thereto.

Section 4. This local will comply with the reporting requirements of Public Law 95-454.

#### **ARTICLE IV OFFICERS AND DUTIES**

Section 1. The elected officers of this local shall consist of:

- (1) President
- (2) Executive Vice President
- (3) Secretary-Treasurer
- (4) First Vice President
- (5) Second Vice President

Section 2. The officers shall be elected by secret ballot and by a majority vote of the valid ballots cast. All officers must be elected in accordance with the election provisions of the AFGE National Constitution. All election protests must be filed in accordance with the provisions of the AFGE National Constitution.

Section 3. To be qualified as an officer or candidate for office, an individual must meet the following qualifications: be a member in good standing; be a member for one year of an AFGE local, immediately preceding the closing of the nomination process; and must not be a member in any labor organization not affiliated with the AFL-CIO.

Section 4. No person who is identified with corrupt influences or who is affiliated with the Communist Party or other totalitarian movements or who maintains membership in any other organization not affiliated with the AFL-CIO may serve as an officer of this local.

Section 5. The membership shall elect an Election Committee to conduct the election. The Election Committee shall consist of not less than three members; and if a larger Committee is required, it shall contain an odd number of members. No member of the Committee may be an incumbent of or candidate for the office for which the election is being conducted. If a member is disqualified, a successor shall be selected from among those members of the local who are not an incumbent of or candidate for the office. It shall be the responsibility of the Committee to conduct all aspects of the election, including the mailing of notices of election to all members in good standing, printing the ballots, distributing the ballots, counting the ballots, and adjudicating all conflicts which arise out of the election procedure.

Section 6. The election shall be conducted in accordance with the procedure in Appendix A (Election By Mail Ballot).

Section 7. At the candidate's expense, the local Election Committee will comply with all reasonable requests to distribute, by mail or otherwise, campaign literature in aid of such person's

candidacy to all members in good standing. Whenever the local Election Committee authorizes such distribution of campaign literature on behalf of any candidate of the local, similar distribution at the request of any other bona fide candidate also shall be made, with equal treatment as to the expense of such distribution. The local will refrain from discrimination in favor of or against any candidate with respect to the availability of lists of members. Adequate safeguards to insure a fair election shall be provided. Each candidate shall be afforded an opportunity to have a reasonable number of observers, who are members, present throughout the election procedure, including the tally of ballots. In any election held by secret ballot, a reasonable opportunity shall be given for the nomination of candidates. Every member in good standing and otherwise qualified shall be eligible to be a candidate and to hold office and shall have the right to vote for or otherwise support the candidates of his/her choice, without being subject to penalty, discipline, or improper interference or reprisal of any kind by the local or any member thereof. Not less than 20 days prior to the election, notice thereof shall be mailed to each member at his/her last known address. Each member in good standing shall be entitled to one vote. No member whose dues have been withheld by the employer for payment to the local pursuant to voluntary authorization provided for in a collective bargaining agreement shall be declared ineligible to vote or be a candidate for office by reason of alleged delay or default in the payment of dues. The votes cast by members of the local shall be counted, and the results published separately. All election-related documents (including those pertaining to nominations and the minutes of any meetings) must be sealed and preserved by the Election Committee (who has authority to reopen the records) through the protest period and then turned over to the local secretary for one year after the election, unless the records are requested by higher authority in the appeal process or are still relevant. No monetary or other resources of AFGE or any employer shall be contributed or applied to promote the candidacy of any candidate in an election. Such moneys may be utilized for notices, factual statements of issues not involving candidates, and other expenses necessary for holding of an election.

Section 8. The duly elected officers shall have been elected and duly installed, unless sooner disqualified under Section 3 or 4 of this Article.

Section 9. In case of vacancy in the office of President, the Executive Vice President shall fill the office for the unexpired term, and a special election shall be held for the office of Executive Vice President. Interim vacancies in any other office shall be filled by special election after due notice to members by manual ballot at the first regular meeting following such notice or by mail ballot. The notice will specify the method of voting.

Section 10. Any officer who moves beyond the jurisdiction of the local or who ceases to be a member in good standing thereby automatically shall forfeit said office. The vacancy caused thereby shall be filled under the provision of Section 9 of this Article.

Section 11. The President shall be the Executive Officer of the local. He/she shall serve as an ex officio member of all committees, except the Audit or Election Committees, and the investigation or trial committees when he or she is bringing the charges or is directly or indirectly involved in the matter which gave rise to the charges. As President, he/she shall preside at all local meetings; plan and pursue policies, within the framework of the AFGE National Constitution which will promote the welfare of the local; sign all documents appertaining to his/her office; and make

appointments, with the exception of the appointment for labor relations activities which the President will have full authority. If the President is unable to perform his/her regular duties because of sickness, leave, TDY, or some other legitimate reason, he/she shall delegate the responsibilities of that office to the Executive Vice President.

Section 12. The Executive Vice President shall assist the President in performing the duties of that office. He/she shall serve as an ex officio member of all committees, except the Audit and Election Committees or a committee of investigation. If the President is not present at a meeting, the Executive Vice President will preside. In the absence of the Executive Vice President, a president pro tempore will be chosen by the members from those in attendance.

Section 13. The duties of the Secretary-Treasurer shall be to keep a complete record of the minutes of all meetings; keep up to date the official copy of the Constitution and Bylaws of the local and have custody of the local seal; conduct correspondence when directed by the President; and send out notices of meetings when required. He/she shall make a financial report at each regular meeting; keep an up-to-date roll of the members; receive all moneys 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 monthly reports to the National Secretary-Treasurer, which includes furnishing names and addresses of all new members or members who have severed their affiliation with this local; forward initiation fees and per capita tax to the National Headquarters; perform additional duties and responsibilities as outlined in the AFGE *Financial Officers Manual*; make regular reports, on either a monthly or quarterly basis, to the National Council of Social Security Field Operations Locals Treasurer, and transmit the required per capita tax payments. Disbursements for payments of current bills (other than initiation fees and per capita tax) shall be authorized by the Executive Committee.

Section 14. The First Vice President and the Second Vice President shall perform duties to assist the local as designated by the President.

Section 15. The duties of the Sergeant-at-Arms shall be to attend the outer door to see that no one enters the meetings without proper authority; assist the presiding officer in the maintenance of order; welcome and introduce guests; provide a roll to call should the recording of individual votes be necessary; and perform other duties as may be assigned.

Section 16. No officer or agent of the local shall engage in any business or financial activities with or on behalf of this Local that conflict with his/her fiduciary obligation to the Local.

## ARTICLE V COMMITTEES AND DUTIES

Section 1. The Executive Committee shall be the governing body of the local. It shall consist of the President, Executive Vice President, Secretary-Treasurer, First Vice President, and Second Vice President. The Executive Committee shall be responsible for setting policy, determining actions to be taken, approving a budget, and approving expenditures in accordance with the provisions of this Constitution and Bylaws. The Executive Committee shall meet as provided in the Bylaws. The Executive Committee also may make official decisions by mail or phone voting

in accordance with the Bylaws provisions. The Executive Committee also is charged with the responsibility of keeping the membership fully informed of actions taken by the local.

Section 2. Expenditures by the Executive Committee 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 Committee 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 3. In case of a vacancy of any office of this local, the Executive Committee may appoint a temporary officer to fill such vacancy until a duly qualified successor is elected in accordance with the provisions of Article IV, Section 9.

Section 4. Special committees may be established as the local may direct, and the membership of such committees, with the exception of the Election Committee, shall be appointed by the President with the advice and consent of the Executive Committee. Standing committees shall be Audit, EEO, Legislative, Organizing, and Program.

## **ARTICLE VI MEETINGS**

Section 1. Regular meetings of the local shall be held once a quarter at a time and place selected by the local.

Section 2. Special meetings may be called by the President or upon written petition of at least 10% of the membership. Five working days 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. Only members of the local in good standing shall be allowed to vote.

## **ARTICLE VII DELEGATES**

Section 1. Such delegates, alternate delegates, and/or proxy delegates to the AFGE National Convention, district caucus, council meetings, or other meetings participated in by this local, as the local may be entitled, shall be elected at a meeting called for such purpose by plurality vote by secret ballot of the members in good standing present and voting, providing proper notice of such election has been given. The elected officials, by virtue of their election to office, are automatic delegates and/or alternates, in the following priority:

- (1) President
- (2) Secretary-Treasurer
- (3) Executive Vice President

Section 2. To be qualified as a candidate for local delegate, an individual must meet the following qualifications: be a member in good standing; be a member for one year of an AFGE local, immediately preceding the closing of the nomination process; and must not be a member in any labor organization not affiliated with the AFL-CIO.

## **ARTICLE VIII OFFENSES, TRIALS, PENALTIES, APPEALS**

Section 1. All offenses, trials, penalties and appeals shall be accomplished in accordance with the AFGE National Constitution.

Section 2. The Constitution and Bylaws of AFGE Local 2505 shall not be inconsistent with the National Constitution of the American Federation of Government Employees.

## **ARTICLE IX AMENDMENTS**

Section 1. With the exception in the change of dues, the Constitution and Bylaws of this local may be amended by two-thirds vote of the members present at any regular meeting, provided the amendment to be voted on has been presented in writing and read at the preceding regular meeting of this local.

Section 2. All amendments adopted by the local shall become effective immediately, following notice of approval by the National Executive Council.

Section 3. A change in dues structure will be accomplished by majority vote by secret ballot of members in good standing at a general or special membership meeting, or mail ballot referendum, after reasonable notice of the intention to vote upon the question.

## **BYLAWS**

Section 1. Regular Executive Committee meetings will be held quarterly on a non-duty day. These meetings will be held at the time, date, and place as specified by the President. Special meetings may be called by the President or requested in writing by three members of the Executive Committee. Time and place will be announced ten days in advance of the meeting. These meetings will be open for the general membership. The Executive Committee may make decisions by mail or phone voting between meetings. Mail ballots will be used unless there is not enough time to make the decision by this method. If there is inadequate time to conduct a mail ballot vote, a decision may be made by phone vote. In such instances, Committee members subsequently will submit written verification of their decision. The Executive Committee will establish procedures to conduct mail and phone voting.

Section 2. Regular general membership meetings will be held quarterly on a non-duty day. The regular meetings will be held at the time, date, and place as specified by the President. The membership will be notified of the date, time, and place of the meeting by a notice being posted to the bulletin board at each work site at least 15 days prior to the date of the meeting.

Section 3. Special meetings may be called by the President when necessary in the interest of the local or when requested by the members as provided in Article VI, Section 2.

Section 4. 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 the Secretary-Treasurer
- (d) Reports of committees
- (e) Unfinished business
- (f) New business
- (g) Comments for the good of the local
- (h) Adjournment

Section 5. 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 then by roll call if requested by 25% of those present.

Section 6. The time allowed for debate of any particular issue before the local and the time allowed for speeches will be governed by circumstances and by majority vote of those present. Any time limitation allowed for debate may be extended by a majority of these present and voting.

Section 7. Nomination of officers shall be held in November and elections shall be held in December of every third year beginning with 1995. The installation shall be held in January at the regular scheduled naming or at the earliest practicable date after the elections are completed. The term of office shall be three years.

Section 8. All officers will be administered the "Oath of Union Officers" contained in the AFGE National Constitution upon their installation in office. The oath shall be administered by the outgoing President, the National Vice President, or his/her designee.

Section 9. *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 Constitution and Bylaws of the local.

Section 10. These Bylaws may be amended by two-thirds vote of members as provided Article IX of the Local Constitution.

Section 11. Copies of this Constitution and Bylaws shall be available to all members in good standing upon request to the Secretary-Treasurer.

Section 12. Meetings, Record-keeping, and Fiscal Policies

- (1) A back-up Secretary-Treasurer will be trained and the signature of the back-up replace Mitchell Edmondson.
- (2) The Secretary-Treasurer shall do a checking account reconciliation every month, print the report, and keep it in the binder with the monthly statement for future Audit Committee reviews.
- (3) The local shall authorize sufficient bond coverage for the sum of the local's savings and checking accounts.
- (4) The Secretary-Treasurer shall maintain a direct pay membership roster for its retired members (and other members outside the unit) which will have their last known home address.
- (5) All vouchers will be annotated with the budget category from which the funds are being drawn, or in the alternative, annotated with the date of the local meeting at which the expenditures were authorized. Those budget categories will be recorded on each check as it is entered in Quicken.
- (6) The Secretary-Treasurer shall record the source of the funds received (in whatever program is used): dues check from SSA, personal check from a member for retiree dues, repayment of an overpayment, refund from other source, etc., and reason.
- (7) The Secretary-Treasurer shall place a copy of the LM Report and Audit in the same binder with that year's bank statements.
- (8) The Secretary-Treasurer shall keep all receipts in the binder with the bank statements and filed with the month in which the local issued a check to pay the voucher.
- (9) The Secretary-Treasurer shall keep a copy of the local meeting minutes in the binder with the bank statements for that year so that the budget is available to future Audit Committees and so that expenditures not authorized by the budget can be found.
- (10) The Secretary-Treasurer shall type the minutes of all local meetings, which shall include a list of those present. The minutes shall include the notice and agenda for each meeting. Absent extraordinary circumstances, those typed minutes will be emailed or surface mailed to the attendees within 45 days.
- (11) The monthly Secretary-Treasurer's report shall no longer be oral. It must be typed and include copies of the bank statements and the number of the active, on-duty members.
- (12) The Secretary-Treasurer shall keep the carbonless copies of each check.

- (13) All expense vouchers must be approved by the President or Executive Vice President prior to the voucher being paid by the Secretary-Treasurer. That approval could be a copy of an email or an annotation of the time and date of a phone call for oral approval.
- (14) The Secretary-Treasurer shall print each month the Local 2505 national membership roster and filed in the binder with the SSA active duty membership report and the bank statements.
- (15) The local shall pay the National and council per capita tax for al retired members who wish to retain their membership. The Secretary-Treasurer, within 45 days of the members being dropped from the SSA active duty membership report, shall send a letter to retirees notifying them that, unless they decline, the local will continue their membership as retiree members. It also will notify them about how their heirs will file for the life insurance upon their passing.
- (16) The local shall purchase a locking, for drawer file cabinet. All Local Secretary-Treasurer records, including blank checks, shall be kept therein. The Local checkbook also should be kept therein.
- (17) The local will budget sufficient funds to have all future audits, beginning with the one for the calendar year 2006, be performed by a certified public accountant.
- (18) The Audit Committee sees the vouchers on which travel mileage is claimed as well as per diem. The Secretary-Treasurer shall keep in the binder a printed copy of the GSA authorized mileage rate and per diem rate.
- (19) The local should adopt in its Bylaws that the local will reimburse travel and per diem in accordance with GSA reimbursement rates and SSA travel policies (with the exception that the local will not pay for partial travel and per diem for travel that does not involve overnight stays).
- (20) When the local has surplus/outmoded computers, file cabinets, any equipment (this does not include food left over from lunch and learns and office visits), out of date books, buttons, stickers, etc., the local shall formally vote at a regular meeting to discard the property so that there is a record for future Audit Committees.
- (21) An inventory of local property will be requested from all local officers. Also, the Secretary-Treasurer every October (so the replies are received for the end of year audit) will send a letter to all individuals who have local property to inquire about the status.
- (22) The local shall reimburse Marie Penington \$10 since she repaid her \$10 overpayment twice.

- (23) After two and one-half years, this Audit Committee recommends that there be no further collection efforts and the monies paid to former EVP Robert R. Smith be written off.
- (24) The local shall get direct deposit for biweekly check SSA sends of the members' dues.
- (25) The Secretary-Treasurer shall request a copy of the backs of checks (#1309 and 1311) issued to Ralph de Juliis for \$321.08 to verify that he cashed one and AFGE National cashed the other.
- (26) Bills and receipts must have a voucher with them, explaining the purpose / why the bill was incurred. All vouchers for bills over three months old must be approved at a regular membership meeting. The memo line on the check shall be used and/or the memo field on checking program the Secretary-Treasurer uses be filled in with something to identify the voucher / budget category / etc., as space permits.
- (27) Absent a clear reason to use a personal credit card for local purchases (e.g., purchasing anything on-line), the local should pay for purchases with a local check.
- (28) The Secretary-Treasurer will compare the SSA and National lists and inform the Executive Board of discrepancies so that they can be resolved (and the Executive Board can decide who is going to work the discrepancies and when a report is due back to the Secretary-Treasurer).
- (29) The local will report its retired members as members to AFGE Council 220 and Council 220 Dallas Regional Council.
- (30) These resolutions, if adopted, shall become part of the local's Bylaws, entitled "Meetings, Record-keeping, and Fiscal Policies."
- (31) Local 2505 shall purchase the Secretary-Treasurer a laptop, printer, and software to maintain the records of the local electronically.
- (32) Local 2505 shall reimburse the five executive officers the cost of round-trip travel (including tolls) to local meetings. Travel will be reimbursed only in excess for 50 miles and only at a rate of 25¢ a mile.

#### **. APPENDIX A: ELECTION BY MAIL BALLOT**

1. The local shall give timely notice of nomination reasonable calculated to reach all members in good standing and informing such members of the offices to be filled, as well as the time, place, and form for submitting nominations.

2. At a regular meeting prior to the election, the local shall elect an Election Committee to conduct the election.
3. Nomination of candidates for officer positions also shall be made at this meeting.
4. The Secretary-Treasurer shall furnish to the Election Committee the names and addresses of all members in good standing.
5. The Election Committee shall prepare ballots listing the candidates and shall mail to all such members ballots and properly marked envelopes in which to return their ballots to the Election Committee.
6. A deadline will be placed on the acceptance of ballots. The ballots shall be mailed to the members no later than 15 days prior to the deadline.
7. As soon after the deadline as possible, the Election Committee shall convene and count the ballots. The results will be reported to the Local President and announced at the next regular meeting.
8. It shall require a majority vote for election, except that delegates, alternate delegates, and proxy delegates are elected by plurality vote.
9. If no candidate receives a majority of the votes cast, then a runoff election shall be conducted between the two candidates receiving the highest number of votes for each office until a candidate is elected by a majority votes cast.
10. Write-in candidates and write-in votes shall be prohibited.