



American Federation of Government Employees (AFGE)

Local 3283

Bylaws



Bylaws

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Article I: General

- Section 1. Headquarters Address: 1240 E. 9th Street
Cleveland, Ohio 44199
- Mailing Address: P.O. Box 99035
Cleveland, Ohio 44199
- Section 2. Regular Body Meetings of the Local shall be held on a monthly basis, but the actual date and room location is dependent on either GSA room availability or the need to utilize the virtual meeting platform. Body members should receive an email reminder confirming the date, place, and time before each Regular Body Meeting.
- Section 3. Special Body Meetings may be called by the President, two-thirds vote of the Executive Board, or upon written petition of at least ten percent (10%) of the membership. Five (5) days written notice of the specific purpose of the special meeting must be given to the membership. No business other than that specified in the notice will be discussed.
- Section 4. Only members of the Local in good standing shall be allowed to vote.
- Section 5. All applicants for membership must be covered under the Death Benefit Program if they meet the eligibility requirements.
- Section 6. The agenda at Regular Body Meetings will follow Parliamentary Procedure:
- (a). The Chair will Call To Order.
 - (b). The Secretary or designee will read the Minutes of the last meeting.
 - (c). The Treasurer or designee will read the Financial Report.
 - (d). Reports from permanent committees and then temporary committees.
 - (e). The Chair will introduce Special Orders and Unfinished Business.
 - (f). The Chair will introduce New Business.
 - (g). The Chair will inform of Announcements.
 - (h). The Chair will request motions for Adjournment.
- Section 7. A quorum at Regular Body Meetings shall consist of at least five (5) members present.
- Section 8. A quorum of any committee shall consist of the members present.

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Article I: General (continued)

- Section 9. All questions before the Local will be decided by the vote of the members present, first by voice vote and then by a showing of hands.
- Section 10. The time allowed for speeches or debates of any particular issue before the Local will be limited to two (2) minutes. The time limit may be extended by a majority of those present and voting.
- Section 11. The current edition of Robert’s Rules Of Order shall govern all Local meeting proceedings when not consistent with the provisions of the AFGE National Constitution, standard Local constitution, or these Local Bylaws.
- Section 12. The Local’s fiscal year begins January 1 and ends December 31.
- Section 13. The Local’s financial records will be audited on an annual basis by either AFGE-National or a hired independent auditor.
- Section 14. All proposed changes to the approved budget must be presented to and approved by the Body.

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Article II: Executive Board

- Section 1. The voting offices of the Executive Board shall be comprised of the elected offices of President, Executive Vice President, Secretary, Treasurer, and Chief Steward. The voting process shall be that the President's vote breaks a tie among the other Executive Board members. The Executive Board shall meet monthly, prior to the regular membership meeting.
- Section 2. In the case of a vacancy in the office of President, the Executive Board will fill the office if the unexpired term is less than one (1) year. If the unexpired term is more than one (1) year, a Special Election will be initiated that follows the guidelines in Article V: Election Procedures / Delegates.
- Section 3. Appointed Officers and Stewards may be invited by the Executive Board to attend Executive Board Meetings.
- Section 4. Committee Reports will be presented to the Executive Board for review. The recommended actions, if applicable, will be presented to the Local membership at the next Regular Body Meeting for adoption, modification or disapproval. However, such recommended actions may be subject to a notification process to the entire Body membership before being voted on by the Body members.
- Section 5. The President may call Special Executive Board Meetings to initiate such actions that may be necessary in the interim period between Regular Executive Board Meetings. Also, any Executive Board member may request and shall be granted a Special Executive Board Meeting to discuss any issues/concerns.
- Section 6. A quorum at Regular Executive Board Meetings shall consist of at least three (3) members present.
- Section 7. The Executive Board will determine the year-end bonus for each person listed on the Staff Roster as of November 1st.
- Section 8. The Executive Board shall be authorized to validly transact the business of the Local via electronic meetings such as teleconferences and video conferences. Any action taken based on the personal approvals obtained separately by telephone, individual interviews, or in writing shall be ratified at the next Regular Executive Board Meeting.

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Article III: Duties Of Officers And Stewards

Section 1. Duties of the President in addition to those prescribed in the AFGE – Local 3283 Constitution:

- (a). Certify any expense monies paid to Executive Board, Other/Appointed Officers, and Steward personnel in an attempt to compensate for the cost of gas, heat, telephone, electricity, off duty hours, etc., related to the operation of the Local.
- (b). Appoint the First Vice President, Education Coordinator, Sergeant At Arms, Office Administrator, Women And Fair Practices Coordinator, and Membership Coordinator subject to the approval of the Executive Board.
- (c). Designate in coordination with the Treasurer, if applicable, all authorized credit card users of the Local.
- (d). Receive a monthly \$400.00 stipend.
- (e). The incumbent President can be re-elected at the expiration of the office term. If the incumbent President is not re-elected, he/she may serve as an Advisor to the newly elected President for a period of one (1) year, after gaining Executive Board approval. The Advisor will have no voting privileges in Executive Board Meetings.

Section 2. All Officers and Stewards shall fully cooperate with the President and promptly inform him/her of all matters and communications that may come into his/her possession.

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Article III: Duties Of Officers And Stewards (continued)

Section 3. Duties of the Executive Vice President:

- (a). Assist the President in the performance of his/her duties.
- (b). Responsible for all matters deemed necessary by the President and shall report directly to the President on status/strategy of union affairs.
- (c). Assist in preparations for meetings and/or conferences that the President or Local Officers must attend. Attend meeting and/or conferences if the designated officer is unable to attend.
- (d). Will act as the President in the President's absence.
- (e). Coordinate with the Women & Fair Practices Coordinator.
- (f). Coordinate with the Legislative Committee.
- (g). Receive a monthly \$300.00 stipend.

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Article III: Duties Of Officers And Stewards (continued)

Section 4. Duties of the Secretary in addition to those prescribed in the AFGE – Local 3283 Constitution:

- (a). Maintain a complete and accurate file of all correspondence and minutes of all Regular Body Meetings (RBM), Special Body Meetings (SBM), Regular Executive Board Meetings (REBM), and Special Executive Board Meetings (SEBM).
- (b). Maintain custody of the Official copy of the Local's Constitution and Bylaws.
- (c). Compose correspondence and maintain a current record of Local Membership in order to send out notices of meetings and other correspondence to the Local's members.
- (d). Maintain a file with copies of incoming and outgoing correspondence.
- (e). Make an annual survey of files and place all obsolete materials in the inactive file.
- (f). Maintain a register or roll of officers and call the roll when required.
- (g). Maintain a record of the members in attendance at the Regular Body Meetings.
- (h). Maintain a file with all of the election materials and related products as specified in the AFGE National Constitution.
- (i). Secure all Regular Body Meeting locations and times.
- (j). Coordinate with the Office Administrator for Local's office supplies.
- (k). Coordinate the Local's Web Site/Newsletter efforts/maintenance.
- (l). Receive a monthly \$225.00 stipend.

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Article III: Duties Of Officers And Stewards (continued)

Section 5. Duties of the Treasurer in addition to those prescribed in the AFGE – Local 3283 Constitution:

- (a). Prepare the Annual Budget for the Executive Board’s review no later than six (6) weeks prior to the upcoming fiscal year beginning January 1st.
- (b). Prepare all Department Of Labor and Internal Revenue Service reports in conformance with the AFGE National Financial Officers Manual and meet Department Of Labor and Internal Revenue Service due dates.
- (c). Maintain financial records and reconcile the bank statement on a monthly basis.
- (d). Maintain membership joining process and roster.
- (e). Maintain possession of the Local Seal.
- (f). Coordinate with AFGE-National or a hired independent auditor for annual audit.
- (h). Coordinate any Sunshine Committee disbursement of funds.
- (i). Receive a monthly \$225.00 stipend.

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Article III: Duties Of Officers And Stewards (continued)

Section 6. Duties of the Chief Steward:

- (a). Chair the Stewards Meetings.
- (b). Monitor official time usage of Stewards and Officers.
- (c). Maintain the grievance files and ensure that grievance time frames are met.
- (d). Assist Stewards upon request.
- (e). Provide the Executive Board with annual appraisals of the Stewards by November 1st.
- (f). Receive a monthly \$275.00 stipend.

Section 7. Duties of a Steward:

- (a). Work all cases and assignments.
- (b). Provide a weekly Status Report to the Chief Steward by established due date.
- (c). Attend the weekly Stewards Meetings on established date(s).
- (d). Maintain proper timekeeping (official time usage) when fulfilling collateral duties.
- (e). Read and keep a copy of the Steward's Creed Of Conduct, Master Collective Bargaining Agreement (MCBA), and any other relevant regulations deemed necessary to perform his/her duties.
- (f). Ensure that all bulletin board space utilized by the Local within his/her area is maintained in current status, including a current listing of all Officers and Stewards.
- (g). Senior Stewards shall aid and assist other Stewards upon request.

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Article IV: Duties Of Special Appointments

Section 1. All Special Appointments shall fully cooperate with the President and promptly inform him/her of all matters and communications that may come into his/her possession.

Section 2. Duties of the First Vice President:

- (a). Assist the President in the performance of his/her duties.
- (b). Receive a monthly \$75.00 stipend.

Section 3. Duties of the Education Coordinator:

- (a). Coordinate with the Chief Steward on providing training for new Stewards.
- (b). Coordinate events/issues that constitute a learning benefit for the Local's Officers, Stewards and/or Members.
- (c). Provide the First Vice President with weekly status reports, if applicable.

Section 4. Duties of the Sergeant At Arms:

- (a). Ensure that no one enters a Regular Body Meeting without proper identification.
- (b). Assist the presiding officer in the maintenance of order.
- (c). Welcome and introduce guests.
- (d). Ensure that each member's presence is recorded in a log.
- (e). Collect any handouts, if applicable, at the end of Regular Body Meetings.
- (f). Provide a roll to call when recording of individual votes is needed.
- (g). Perform other duties as may be assigned by the presiding officer.

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Article IV: Duties Of Special Appointments (continued)

Section 5. Duties of the Office Administrator:

- (a). Shall be the Local's office point of contact for front office desk and telephone.
- (b). Maintain a record of office supply needs.
- (c). Handle travel arrangements for Executive Board members; travel opportunities include but are not limited to the following situations: National Convention, Legislative Conference, and Human Rights.
- (d). Perform other office duties as may be requested by an Executive Board member.

Section 6. Duties of the Women And Fair Practices Coordinator:

- (a). Ensure all Agency required reports are received timely, properly analyzed for accuracy, and promptly report any discrepancies to the President.
- (b). Handle EEO issues and reports.
- (c). Assist Stewards and Officers with any EEO complaints.
- (d). Provide EEO Training to Stewards and Officers.

Section 7. Duties of the Membership Coordinator:

- (a). Prepare new employee orientation packages.
- (b). Maintain a current list of Union benefits.
- (c). Order 1187 Forms and AFGE trinkets.
- (d). Point of contact for membership cards and life insurance/dental benefits.
- (e). Coordinate death benefit with member's family.

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Article V: Election Procedures / Delegates

- Section 1. An Election Committee shall be elected by majority vote of the Local members present and voting at a meeting preceding the start of the nomination procedure. For additional reference see the AFGE National Constitution, Appendix A, Part I, Section 2.
- Section 2. The Election Committee shall schedule a Nomination Of Officers / Delegates meeting to occur in September. 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. For additional reference see the AFGE National Constitution, Appendix A, Part I, Section 3.
- Section 3. The Election Committee shall schedule the Election Of Officers / Delegates event to be held in October. The results will be reported to the candidates with proper notice given to the Local's members via postings at the Local's Office and common break areas. The results shall be announced at the next Regular Body Meeting by the Election Committee Chairperson.
- Section 4. The Installation Of Officers shall occur by November 1st. All Officers will be administered the "Oath Of Union Officers" contained in the AFGE National Constitution. Officers shall serve for a three (3) year term ending October 31 of the third year.
- Section 5. Delegates to the District Caucus, National Convention, and National Council Meetings shall consist of the President and Executive Vice President, if elected, by virtue of office, as well as the remaining elected Delegates.

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Article VI: Dues And Expenditures

- Section 1. The dues for the Local’s members in good standing shall be \$21.96 bi-weekly in January 2021. The dues for the Local’s retired members shall be \$25.00 annually. All dues will automatically match the amount of the National Per Capita Tax established at the AFGE National Convention held every three years. Currently the per capita tax rate is set to remain \$21.96 bi-weekly in January 2022, January 2023, and January 2024.
- Section 2. Executive Board expenditures in excess of \$500.00 per month must have prior approval of the Local’s members either as authorized by the budget approved by the Local’s members or by a separate vote of the Local’s members. Upon request by any Local member in good standing, a report of Executive Board expenditures will be made available.
- Section 3. The Local shall be authorized, by a majority vote of its Executive Board, to establish credit card accounts for proper expenditures of the Local, and borrow funds from a financial institution for the benefit of the Local.

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Article VII: Committees

Section 1. Committees established by the Local shall be comprised of members appointed by the President subject to the approval of the Executive Board (except the Election Committee) or elected by the Local's members. The President is an Ex Officio member on all committees (except the Election Committee).

Section 2. Sunshine Committee:

- (a). Will give notice for the Treasurer to issue monetary benefits for the death of immediate family (spouse, parents, grandparents, guardians, siblings, and children) of \$40.00 for members in good standing and \$50.00 for Officers and Stewards. All notification must be received by the Sunshine Committee within thirty (30) days from date of death for benefit to be disbursed.
- (b). Will give notice for the Treasurer to issue monetary benefits for absences from work for ten (10) or more consecutive work days due to illness and/or maternity of \$40.00 for members in good standing and \$50.00 for Officers and Stewards. All notification must be received by the Sunshine Committee within five (5) days from date of return to work for benefit to be disbursed.
- (c). The Local and its Officers are in no way liable for any death or absence failing to meet the notification requirements established in Article VII, Section 2. (a) and (b).

Section 3. Other Committees of the Local shall be: Legislative, Grievance, Security, Communication/Social Media, Benefits/Orientation, Health And Safety, and any other situational or temporary committees deemed necessary by the President subject to the approval of the Executive Board.

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Article VIII: Becoming A Steward

- Section 1. Prospective Stewards must be a Local member in good standing and submit a completed application. Prospective Stewards will be recommended by the Chief Steward and First Vice President and then appointed by the President.
- Section 2. New stewards shall receive training as prescribed by the Education Coordinator and/or the Chief Steward and are expected to adhere to Article III, Section 6 of these Bylaws.
- Section 3. New stewards shall be under a six (6) month probationary period.
- Section 4. After the probationary period, the Chief Steward will meet with the First Vice President. If both are in agreement, the recommendation for full-fledged Stewardship will be presented by the Chief Steward to the President for approval.

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Article IX: Requirements Of Officers, Stewards, And Delegates

- Section 1. The duly elected officers shall hold office until their successors have been elected and installed.
- Section 2. Any officer who is no longer under the jurisdiction of the bargaining unit of this Local because of retirement during his/her term of office may continue to hold office as long as he/she is a member in good standing and also resides within the commuting distance of the Local office.
- Section 3. Any officer who is no longer under the jurisdiction of the bargaining unit of this Local because of resignation, termination, transfer or who ceases to be a member in good standing during his/her term of office shall thereby automatically forfeit said office.
- Section 4. Delegates or members representing the Local at conventions, caucuses, trainings, and meetings are expected to arrive on time each day and remain in attendance until dismissed. Any deviation from this expectation that is not expressly excused by the President (or excused by the Executive Board if it is the President deviating from this expectation) will cause the individual to be a member not in good standing unless funds provided by the Local for attendance at the late or missed sessions are returned. Any review or relief requested because of application of above will be made to and by the Executive Board.
- Section 5. For Delegate representing the Local at conventions and caucuses, if one or more of the Delegates does not attend then the Delegate(s) in attendance automatically carry the missing Delegate(s) vote.

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Article X: Miscellaneous

- Section 1. Loans from the Local are not permitted.
- Section 2. During a Regular Body Meeting, the members in attendance will be the quorum that votes on the Local's members receiving a holiday monetary bonus or holiday party/event.
- (a). If a holiday monetary bonus is approved, it will only be paid to members in good standing at the time the bonus is disbursed. The amount of the bonus will be determined by the Executive Board at the time the annual budget is prepared. The bonus will be disbursed first to members in attendance at the annual Holiday Event. The bonus will then be available for member pick up at the Local's office during hours communicated by the Executive Board. All bonuses not claimed by the following January 31st will be forfeited.
 - (b). If a holiday party/event is approved, the Executive Board will request a motion to establish a Holiday Committee that will coordinate the event and communicate event details to the Local's members.
- Section 3. A recruitment incentive of \$50.00 will be paid to members, including all Officers and Stewards, who recruit a new Local member. During organized drives the Executive Board will determine the incentive amount as well as who will be paid (the recruiter or the recruitee).
- Section 4. The Local's financial records will be audited upon resignation or termination of the Treasurer's position prior to the expiration of the term of office.
- Section 5. No funds of the Local will be expended for the defense of wrong doing or harm against the Local unless the charges shall be found to be fictitious or false. If found to be so, the member can petition the membership to recoup reasonable fees and expenses.
- Section 6. A Local representative will be reimbursed an amount equal to the lessor of the current Office of Personnel Management (OPM) General Schedule (GS) Grade 9 Step 1 or \$700 when that representative uses his/her own leave to travel to Union functions. If a Local representative uses leave without pay then he/she will be reimbursed at their Agency rate of pay. Any mileage reimbursements will be based on the current Internal Revenue Service (IRS) rate.

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Article X: Miscellaneous (continued)

- Section 7. All Officers and Stewards are responsible for obtaining and maintaining all receipts while on travel for union business. All receipts must be submitted to the Treasurer within three (3) working days of completion of travel.
- (a). For situations when an Officer or Steward needs to be reimbursed, there will be no reimbursement of funds without adequate receipts.
 - (b). For situations when an Officer or Steward has received a prepayment, all receipts must be submitted otherwise that Office or Steward will be restricted from further travel opportunities.
- Section 8. The Local's credit cards are issued in the name of the individual Officer. The Officer is responsible for ensuring that all charges are for authorized union business. The Officer is responsible for any unauthorized charges and any such occurrences will be reviewed by the Executive Board immediately with the Officer subject to the Executive Board's decision regarding the matter.
- Section 9. No incumbent is prohibited from being re-elected or re-appointed at the expiration of their term of office.
- Section 10. No information contained in its records will be made available to any person or organization outside of the Local unless said records are requested by duly constituted authority within the parent body of AFGE.
- Section 11. The Executive Board will review all grievances for arbitration consideration on the following basis: 1. Merits of the case, 2. The impact on the bargaining unit and/or the Local, and 3. The availability of funds.
- Section 12. AFGE-Local 3283 will not represent non-members in cases before the following: 1. The Merit System Protection Board, 2. The Department of Labor/Workers Compensation, 3. The Equal Employment Opportunity Commission, and 4. The Office of Personnel Management.

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Article X: Miscellaneous (continued)

Section 13. The Executive Board shall determine the need for any Executive Board, Other/Appointed Officer, or Steward personnel to work off the clock hours in order to benefit the Local. The opportunity for working off the clock hours will be on a volunteer basis but dependent on the person's skill set/ability matching the project/work needed to be completed. Any Executive Board member, Other/Appointed Officer, or Steward wanting to engage in off the clock hours work for compensation shall first request approval from the Executive Board. If the Executive Board approves the request then the requestor shall submit within five (5) calendar days of completing the request the total hours worked along with a brief summary to the Local's Treasurer in order to initiate compensation. Off the clock hours compensation will be equal to the current OPM GS Grade 9 Step 1.

Section 14. The Bylaws shall be reviewed every three (3) years for any needed updates.

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Appendix

Initial Bylaws Adopted January 7, 1988

Bylaws Amended February 6, 1997

Bylaws Updated August 5, 2010

Bylaws Updated August 11, 2021

Bylaws Updated October 19, 2022

Signature Of President

Signature Of Secretary