

**CONSTITUTION AND
BYLAWS OF THE
AMERICAN FEDERATION OF
GOVERNMENT EMPLOYEES
LOCAL 2222**

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PART I
Constitution

The Constitution of the American Federation of Government Employees as amended at the last National Convention is hereby adopted as the Constitution of this Local.

The Founding Local Constitution as set forth in Appendix B of the AFGE National Constitution shall serve as the Constitution of the Local except as modified and/or changed by these Bylaws.

The Bylaws of this Local contained herein set forth rules for the local administration and functions of this Local. No part of these Bylaws shall be in force if they are contrary to or in conflict with the provisions of the AFGE National Constitution and Bylaws.

Copies of the By-laws shall be available to all members in good standing upon request to the Secretary

PART II

Name, Headquarters—Jurisdiction and Fiscal Year

Section 1. Name

This organization shall be known as the American Federation of Government Employees, Local 2222

Section 2. Headquarters and Jurisdiction

The headquarters of the Local shall be the physical office of the President of Local 2222.

Section 3. Fiscal Year

The fiscal year of the Local shall be from January 1 to December 31.

PART III
Membership

Section 1.

Any person who is presently employed by the TSA within the Local's jurisdiction as defined in Part II, Section 2, or any former employee of the TSA who was employed within the Local's jurisdiction is eligible for membership in this Local, regardless of race, color, religion, sex, national origin, age, disability, marital status, or sexual orientation.

Section 2.

A member of the Local is defined as one who is eligible for membership pursuant to Article III of AFGE National Constitution. Only members of the Local in good standing shall be allowed to vote.

Section 3.

Classification of membership in the Local shall mean:

(A) Active employee member – any member presently employed by the TSA in the jurisdiction of the Local.

(B) Retired member – any member who is a former employee of the TSA whose last assigned post of duty was in the jurisdiction of the Local and was a member of Local 2222 and who is drawing an annuity under the U.S. Civil Service Retirement System or the Federal Employees Retirement System.

Section 4.

The executive board shall have the full power to elect or reject applicants for membership.

Section 5. January shall be "Update Month" during which the local shall engage in a concerted effort to gather current contact information including addresses , emails and phone numbers.

PART IV

Dues and Funds

Section 1. Revenue

(A) How prescribed—The revenue of the Local shall be obtained from the membership dues paid by each member and from other activities as may be determined by the members of the Local Executive Board.

(B) Amount of dues—Unless modified by Section 2, (A) below, the per capita payment from each active employee member and new member shall be the national per capita plus local dues in an amount to be approved by the Local, and from each retired member or former member or member-at-large, as prescribed by these Bylaws.

Section 2. Method of Payment

(A) The per capita payments shall be made to the National Headquarters Office at the National Headquarters Office at the beginning of each fiscal year except for those members who are on dues withholding. The Local shall issue renewal bills to all members who are not on dues withholding at the beginning of each year. All not on withholding members will be permitted to pay dues on annual basis with payment due on January 1 or on a quarterly basis, with payment due on January 1, April 1, July 1 and October 1 of each fiscal year. Per capita payments collected by the Local shall be forwarded to the National Headquarters Office.

(B) Dues withheld for members on a dues withholding program will be paid directly to the National Headquarters Office, which then remit to the Local its share.

Section 3. Increase in Dues

(A) For each increase in the National per capita dues, the Local shall automatically increase its dues to reflect the increase.

(B) An increase in Local dues, which is not tied to an increase in National per capita dues, shall occur only by secret ballot in a, general or special meeting for which at least fifteen (15) days notice has been given to all members, The Local President shall issue the notice for an annual, general or a special meeting, which may be called pursuant to Part V, Section 2 and 3 of these Bylaws. The meeting notice shall state the amount and the effective date of proposed increase. Notice shall be made to all members via email, social media and airport bulletin boards.

(C) The dues increase shall be levied after a majority vote of the members of the Local at an annual, general or special meeting as described above.

PART V
Local Meetings

Section 1.

The Local shall hold at least four meetings per year with one meeting considered as the annual meeting. All meetings shall be conducted in person and/or by electronic means. Meeting times and locations shall be scheduled in such a way to allow maximum attendance. The President shall determine the dates and times to accomplish this provision.

Section 2.

The meeting place will be designated by the President and notice given to the members at least fifteen (15) calendar days prior to the meeting date.

This notice shall include the date(s), time(s) location(s) and method (in person or electronic means) and shall be communicated via email, social media and airport bulletin boards.

Section 3.

Special meetings of the Local may be convened by:

- (A) Written call by the President; or
- (B) Written call by two-thirds of the Executive Board; or
- (C) Written petition of at least ten percent (10%) of the membership.

Section 4.

(A) All members of the Local shall have equal rights to attend and participate in all Local meetings.

(B) Each member shall be entitled to one (1) vote at any annual, general or special meeting, and in the election of officers.

(C) In case a member's right to vote is challenged, the Local President shall rule on the member's right to vote at said meeting. The member shall have a right to challenge this decision to the Local Executive Board, and then may make an appeal pursuant to the applicable provisions of the AFGF National Constitution and Bylaws.

Section 5.

A quorum at any meeting of the Local shall consist of 5 members present and in good standing.

Section 6.

Each member shall be entitled to full discussion at any meeting of the Local on those matters relating to the national or local organization.

PART VI
Local Executive Board

Section 1.

The Local Executive Board shall be composed of five (5) members; President, Executive Vice President, Secretary/Treasurer, 2nd Vice President, 3rd Vice President .

Section 2.

The Local Executive Board shall have jurisdiction over all matters not specifically reserved to the members, and shall have authority to:

- (A) Authorize necessary Local expenditures under \$500.00 and establish Procedures by submitting to the membership for approval a budget which will include for payment of authorized Local expenditures over \$500.00; and
- (B) Fill an office vacancy by a majority vote of the Board.

Section 3.

A quorum for the purpose of an Executive Board meeting shall consist of a majority of its members.

Section 4.

The Local Executive Board shall convene for regular meetings at a time and place designated by the President.

Section 5.

Special meeting of the Executive Board may be convened by:

- (A) Written call of President; or
- (B) Written call of a majority of the Executive Board. Such special meeting must be within thirty (30) days after receipt of the request by the President.

Section 6.

All actions and minutes of the Executive Board will be reported by the Secretary at the next annual or general meeting of the Local.

PART VII

Local Officers

Section 1. Officer Designations

The officers of this Local shall be those designated in Part VI, Section 1, of these Bylaws.

Section 2. Qualifications

Any members of this Local as set forth pursuant to Part III, Section, 3 (D) and as set forth pursuant to Part IX, Section 1 may be elected to any office. "Retired members" must be retirees from Local 2222.

Section 3. Elections

- (A) Terms of office for the Local officers shall be three (3) years. The election to office of all officers shall follow the procedures provided for in the AFGE National Constitution and Bylaws. The election process shall begin on or about October 1, and the officers will assume their elected positions at the beginning January 1, of the following year. All officers will be administered the "Oath of Union Officers" contained in the National Constitution upon their installation.
- (B) The Local President and Executive Vice President, by their election, are considered ex officio delegates to the AFGE National Convention conducted during their terms of office.
- (C) The election of any additional delegates to the AFGE National Convention shall be conducted pursuant to the AFGE National Constitution and Bylaws

Section 4. Duties

- (A) The President, Executive Officer of the Local, duties shall be to:
 - exercise general supervision over the affairs of the Local and see that other officers comply with responsibilities of their office and constitutional duties; authorizes and empowered to act on recommendations of the Executive Board, comply with the National and Local Constitutions, shall serve as Local delegate to the National Convention/District Caucus, Council meetings and other meetings participated in by this Local and ;
 - (1) to issue proper notice calling meetings of the Local and the Executive Board pursuant to Part V, Section 3 and Part V, Sections 2 and 3 of these Bylaws;
 - (2) to preside at all regular and special meetings of the Local and Executive Board;
 - (3) to appoint chairpersons of all standing committees pursuant to Part X of these Bylaws;

- (4) to appoint all committee members and maintain ex officio membership of each;
 - (5) to represent and act as spokesperson for the Local in all matters;
 - (6) to sign all documents pertaining to official business of the Local;
 - (7) to name a Chairperson of the Membership Committee;
 - (8) to name a Chairperson of the Legislative Committee;
 - (9) to appoint an Editor of the Local newsletter; and
 - (10) to perform all other duties as are necessary to protect and advance the interests of the membership and to keep the membership apprised of the goals and objectives of the Federation
 - (11) Countersign all checks drawn against the funds of the Local;
- (B) The duties of the Vice Presidents shall be:
- (1) to serve as an assistant to the Executive Vice President.
 - (2) to contribute information and articles to the Local newsletter editor;
 - (3) to coordinate the activities of the membership committee under the direction of the President, and to build membership to the highest possible level;
 - (4) to report directly to the President any an all problems if the members and to keep the President informed as to the progress in solving these problems; and
 - (5) to distribute information and assist the President as his/her spokesperson.
- (C) The duties of the Executive Vice President shall be:
- (1) to serve as the Executive Assistant to the President;
 - (2) to serve as a delegate to the AFGF National Convention/District Caucus;
 - (3) to coordinate grievances and disciplinary representation for the members;
 - (4) to attend Labor Management meetings with TSA when requested by the President;
 - (5) to oversee all activities of membership and membership retention;
 - (6) to suggest to the Executive Board the names of Airport Officers to be appointed;
 - (7) to suggest names of Stewards to be appointed;
 - (8) to oversee the dissemination of appropriate information to the membership by use of website , social media, email blasts, flyers, newsletters and letters;

- (9) to coordinate union events, seminars and informational meetings at Airports;
 - (10) to suggest to the Executive Board the names of Airport Officers to be appointed;
 - (11) be authorized to act as a co-signer of checks drawn on the funds of the local in place of the President or Treasurer.
- (D) The duties of the Secretary/Treasurer shall be:
- (1) to receive and deposit all funds of the Local in depository approved by the Executive Board;
 - (2) to make payments from funds as authorized by the President and/or Executive Board, and to maintain a petty cash fund in an amount as determined by the Executive Board and prepare and sign checks for such purposes as required by the constitution or are authorized by the Executive Board;
 - (3) to remit promptly to the Administrative Controller of the National Headquarters Office, as provided by the National Constitution, per capita dues collected from the members of the Local and to send an accompanying list of those members;
 - (4) to submit financial reports and other reports as requested by the Executive Board, or AFGF National Office;
 - (5) to maintain an updated membership roster;
 - (6) to submit the Local books and accounts for audit on the demand of the Executive Board;
 - (7) to furnish a surety bond to the Local, the premium of such bond to be paid by the Local;
 - (8) to prepare and file Internal Revenue Form 990 and Department of Labor LM forms;
 - (9) to keep an accurate and current record of all receipts and expenditures of the Local, according procedures;
 - (10) to act as co-signer of checks drawn on the funds of the local;
 - (11) to record and keep minutes on all meetings of the Local and the Executive Board;
 - (12) to conduct each correspondence as may be necessary or as the President shall direct; and maintain copies in a permanent file;
 - (13) to maintain custody of all books, records, papers and effect of the Local and transfer these items to his/her successor at termination of his/her tenure of office;
 - (14) to maintain a correct and current record of the membership with the name, address and dues status of each member.

PART VIII

Airport Officers

Section 1.

The Executive Board at its discretion may appoint one or more Airport Vice Presidents(Chief Stewards) for any airport.

Section 2.

It is the intent of the Executive Board that members at each airport shall make advisory recommendations by vote as to the persons to be appointed to act as Airport Officers.

Section 3.

- (A) The Airport Vice President shall exercise general supervision over the affairs of the members at his/her airport;
- (B) Shall work with the members relating to all workplace issues, assist with grievances and disciplinary problems;
- (C) Report to the Executive Board on the affairs of the members at the airport and coordinate with the Executive Board on all issues which affect the membership.

PART IX

Local Elections

Section 1. Candidates for Election

Any candidates for election to any office of the Local must be a member in good standing of the Local immediately preceding the closing of the nominating process and must not be a member of any labor organization not affiliated with the AFL-CIO to be qualified as a candidate for Local office/Local Delegate.. No person shall be a candidate for, or to be elected to the Executive Board of the Local unless he or she has been a member in good standing of an AFGE local for at least one year, immediately preceding the closing of the nomination process to be qualified for local office/delegate. 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.

Section 2. Eligibility of Local Officers

All elected Local officers shall be selected in the following manner:

(A) No less than thirty (30) days prior to the scheduled election, the Local must mail to each member at his/her last known address, a Notice of Nominations and Notice of Election which shall:

- (1) Identify the offices to be filled;
- (2) Specify the date, time and place for any special meeting for the purpose for nominations for office or state that nominations must be submitted to the Chairperson of the Elections and Nominations Committee in writing (15) days prior to the scheduled special meeting date; and
- (3) The Chairperson of the Elections and Nominations Committee shall notify all nominees of their nominations for office in writing.

(B) A member otherwise eligible to run for office shall become a bona fide candidate only upon his/her nomination for office and acceptance of the nomination. Acceptance of a nomination must be in writing no later than five (5) days prior to the scheduled election date, unless the Locals Executive Board has authorized nominations from the floor on the date of the election.

(C) The election shall be held on the date, time and place specified in the Notice of Election, and the election shall be by secret ballot to be placed in boxes, unless the Local Executive Board has authorized the use of a mail ballot election.

(D) The candidate for each office who receives a plurality of members

votes cast for that office shall be selected thereto. Where the nominee is unopposed, there shall be no necessity for the election of such nominee, and he/she shall be declared duly elected, effective as of the conclusion of the term of the previous incumbent.

(E) The Local Secretary shall maintain for one (1) year all used, unused, and challenged ballots, envelopes used to mail marked ballots in the case of a mail ballot election, tally sheets and related documents.

Section 4. Challenges to Elections

Any person who wishes to challenge an election conducted under these Bylaws must do so pursuant to Appendix A of the AFGE National Constitution.

PART X

Committees

The President shall appoint, within thirty (30) days after assuming office, a Chairperson and the members of the following standing committees, and the President shall publish for the information of the membership the names of the Chairpersons and the members of each committee. These appointees shall serve for one (1) year.

Section 1. Classification and Responsibilities

(A) Committee on Election and Nominations – shall consist of at least three(3) members and a Chairperson for the purpose of conducting a democratic election of officers as provided in the AFGE Constitution.

(1) This Committee shall conduct the election of Local officers pursuant to Appendix A, of the AFGE National Constitution.

(2) This Committee shall count the ballots, and post the results of the election and mail results to all posts of duty. The newly elected officers shall be notified in writing by the Chairperson of the Election and Nominations Committee of their election.

(3) The Chairperson shall immediately make a written report on the results of the election to the AFGE National Headquarters Office.

(B) Committee on Membership—shall consist of a Chairperson and at least two (2) additional members, for the purpose of increasing and retaining the number of active employee members eligible for membership in the Local, and shall:

(1) devise a program of membership and insurance recruitment of all employees in the Locals jurisdiction in order for an effective membership program to be conducted on continual basis;

(2) accept and promptly forward to the Treasurer the dues collected along with the applications for cash dues paying membership;

(3) report to the President the format of the membership program and its status; and

(4) distribute and accept membership applications, requests for transfers of memberships from other Local or to of Locals, assist with execution of Forms for dues withholding and promptly forward such items to the Treasurer.

(C) Legislative Committee—shall consist of at least two (2) members and a Chairperson for the purpose of ensuring Local participation on ongoing legislative efforts being conducted by the National Headquarters Office.

(1) This Committee shall keep abreast of all legislative issues as they apply to TSA employees.

- (2) Coordinate lobbying efforts designed to inform Members of Congress of the Local's views on an issue of legislative proposal. These lobbying efforts should include, but not limited to:
 - (a) Personal visits;
 - (b) Community group meetings;
 - (c) Personal letters;
 - (d) Telephone calls.
- (3) Conduct "legislative seminars" annually in an effort to educate the membership about the importance of legislative activity;
- (4) To organize any informational picketing to be engaged in by the Local.
- (D) Newsletter/Publicity Committee—shall consist of an Editor-in-Chief and additional editors as required, and a necessary number of writers and assistants.
- (E) Other such committees as are deemed necessary to accomplished the aims of the Local may be appointed by the President. The number of members shall be the number considered practical and necessary by the President. Such appointed committees shall serve until discharged by the President or until the end of the fiscal year.

PART XI

Delegates

Section 1. Delegates to National Convention, 2nd District Caucus, AFGE TSA Council Convention

(A) The Executive Board at a meeting not less than thirty (30) days prior to the National Convention shall determine the amount of delegate expense that will be paid by Local funds. Each delegate must receive an equal amount of reimbursement.

(B) The President and Executive Vice President respectively shall serve as delegates unless unable to attend. If the Executive Board determines that additional delegates may attend at Local expense, such delegates will be elected pursuant to the AFGE National Constitution and Bylaws.

(C) Any member who wishes to attend the National Convention as a delegate at his/her own expense must be elected pursuant to the AFGE Constitution and Bylaws as part of the a regular election of officers

(D) The Chairperson of the delegation will be the President or in his/her absence, the highest ranking officer who is a delegate.

(E) If no Local officer is a delegate, the Executive Board will appoint the Chairperson and define the succession of authority in the delegation.

Section 2. Proxies

For the purpose of representation at the National Convention, the Local may designate by proxy any member of AFGE elected pursuant the AFGE National Bylaws on a form prescribed by the Administrative Controller of AFGE. There shall be the statement made that the authority to issue and assign a proxy is given pursuant to a motion duly passed at regular or special Local meeting. The member of AFGE to whom the proxy is assigned shall be named therein and it shall be signed by the President and Secretary of the Local.

PART XII
Business Procedure

Section 1. Executive Board—Order of Business

(A) At each annual or general meeting of the Executive Board as provided by Part V, the following order of business shall be observed:

- (1) call to order;
- (2) roll call of officers
- (3) reading of the minutes of previous meeting
- (4) report of President;
- (5) report of Vice President;
- (6) report of Executive Vice President/Treasurer including report of financial condition;
- (7) report of Chairpersons of standing committees;
- (8) unfinished business;
- (9) new business;
- (10) comments for the good of the local;
- (11) adjournment.

(B) The above order of business may be suspended at any time by a majority vote of the Executive Board members present at the meeting. In case of a special meeting of the Board, the President's call for the meeting set forth the business to be transacted and the order of it.

PART XIII

Miscellaneous

Section 1. Rules of Order

- (A) In the absence of any provisions to the contrary in the AFGE National Constitution and these Bylaws, all meetings of the Executive Board, Committees and Local meetings shall be governed by the parliamentary rules and usages contained in the then current edition of *Robert's Rules of Order*, Revised.
- (B) All questions before the Local will be decided by a majority voice vote unless a roll call vote is required
- (C) The time allowed for debate will be 5 minutes unless extended by a majority of those present and voting.

Section 2.

Copies of these Bylaws shall be available to all members of the Local and to the National Headquarters Office.

Section 3. Amendments

- (A) Proposed Amendments to these Bylaws shall be submitted in writing to the Local Executive Board for their recommendations and consideration. The President will then report the recommendations of the Executive Board to the next annual, general or special Local meeting which may adopt such amendments by a majority of vote, provided notice of the proposed amendment was given in writing at a previous meeting and/or all members were notified at least fifteen (15) days before such meeting.
- (B) These Bylaws shall become effective at midnight on the day on which they are approved.

Section 4. Challenges and/or Appeals

A member who wishes to Challenge an alleged denial of a right under this Local Union or the International Union Constitution or that the Officers of this Local Union have allegedly not properly applied the terms and conditions of the Local Union By-laws or of the International Constitution in the conduct of this Local's election procedure or the general business of the Local must first appeal to the Executive Board of this Local. Failing to get a Satisfactory disposition of the matter, he/she then must appeal the Executive Board's decision or failure to decide to the International Office, before instituting any action or proceeding relative thereto before a court or government agency. This provision shall only require resort to internal remedies for a period not exceeding four (4) months, with the exception of an election challenge which shall only require resort to internal remedies for a period not exceeding three (3) months. Any member violating this provision, shall, in addition to penalties described in these By-laws, be subject to a fine equal to the full amount of the costs incurred in the defense of any such action by the Union, together with such costs additional as the court may fix or assess against said member.

Signature of AFGE Local 2222 President

Date

Signature of AFGE Local 2222 Secretary Treasurer

Date