

American Federation of Government Employees
Affiliated with the AFL-CIO
Local 2107
North Chicago, IL 60064

BYLAWS

PREAMBLE

For the purpose of promoting unity of action in all matters affecting the mutual interests of government civilian employees in general, all other persons providing their personal service indirectly to the United States government, and for the improvement of government service, we, as members of the American Federation of Government Employees, Local Number 2107, adopt these Bylaws.

Article I

Section 1. The headquarters of the local is the Captain James A. Lovell Federal Health Care Center, 3001 Green Bay Road, North Chicago, IL 60064.

Section 2:

- (a) Regular meetings of the local shall be held on the first Wednesday of the month.
- (b) The meetings shall be held either at the Captain James A. Lovell Federal Health Care Center, in Bourke Hall in Bldg. 4 at 4:45 p.m., on the West Campus, or virtually at 6:00 p.m.(flexible) or at a suitable replacement venue as directed by the President and approved by the Executive Board.

Section 3: Special meetings may be called by the President, or by a two thirds vote of the Executive Board, or upon written petition of at least 10% of the membership. Five days written 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 4: Only members of the local in good standing shall be allowed to vote.

Section 5: The regular order of business will be:

- a. Pledge of Allegiance
- b. Roll call of officers
- c. Reading of the minutes of the previous meeting
- d. Report of financial condition by Local Treasurer
- e. Reports of Officers/Committees
- f. New Business
- g. Unfinished Business
- h. Comments for the good of the local
- i. Adjournment



Section 6: A quorum of this local shall consist of thirteen (13) members. A quorum of any committee shall consist of a majority of members thereof. Number for a quorum will be adjusted as attendance increases as approved by the Executive Board.

Section 7: Unless otherwise specified by law (e.g., secret ballot election or dues) or by constitution, all questions before the local will be decided by a vote of the members present first by voice vote, then by showing of hands.

Section 8: The time allowed for debate of a particular issue before the local and time allowed for speeches will be three (3) minutes. The time allowed for debate may be extended by a majority of those present and voting.

Section 9: The **General Officers** of this local who comprise the Executive Board are as follows:

- a. President
- b. Treasurer
- c. First Executive Vice President
- d. Second Executive Vice President
- e. Secretary
- f. Chief Steward
- g. Sergeant- at- Arms

Section 10: The Executive Vice Presidents shall assist the President in the performance of the duties of the office.

Section 11: In the case of a vacancy in the office of President the 1st Executive Vice President shall fill the office for the unexpired term.

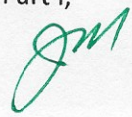
Section 12: Nominations of officers shall be held in the month of May and elections and installation shall be held in the month of June after proper notice to local members. A quorum is not required for nominations and/or elections. (See AFGE National Constitution, Appendix A, Part I, Section 3). Candidates 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 options.

Section 13: An Election Committee shall be constituted at a meeting preceding the start of the nomination procedure. (See AFGE National Constitution, Appendix A, Part I, Section 2).

Section 14: All officers will be administered the "Oath of Union Officers" contained in the AFGE National Constitution upon their installation in office. Officers shall serve a 3 year term, as established in 1996. Terms shall not exceed three years from installation.

Section 15: The current edition of 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 standard local constitution, the AFGE National Constitution, or these Bylaws.

Section 16: 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 who if elected to the office serves 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)).

Section 17: Such committees as may be established by the local shall be comprised of members appointed by the President subject to the approval of the Executive Board (except for the Election Committee). The Election Committee will be elected by the local's membership. (See Section 15 of these Bylaws).

Section 18: The dues shall be \$22.41 per pay period. The amount for retired members shall be \$26.00 annually.

Note: The AFGE National Constitution Article XIX, Sections 4 (a) (6) and 4 (b) (6) and the standard local constitution Article IV, Section 1 require that each local establish and maintain a dues level high enough to allow adequate funds for the payment for the per capita tax and provide sufficient funds for the operational expenses of the local. It is strongly recommended that each local consider as a minimum dues level an amount such that biweekly dues are at least equal to monthly per capita tax. The local's dues may be increased automatically by the amount, if any, by which the National Convention increases the per capita tax. (See standard local constitution, Article IV, Section 1, and Article X, Section 3).

Article II

Section 1: All receipts, checks, and cash disbursements shall be properly recorded and accounted for in the financial records of this local. The Treasurer shall sign and the President shall counter-sign checks covering proper expenditures for the local. In the absence of one of the above-named officers one of the Executive Vice Presidents may sign checks, in consultation with and as authorized by the President, thus providing two authorized signatures. The Treasurer may obtain ONE credit card for the Local choosing the best flat-rate cash back card available at the time of application. The credit card must be issued from a bank that is not affiliated with the account where the local does its banking. The credit limit of the card shall not exceed \$20,000. The balance on the card shall be paid in full monthly by check. The officers, agents, stewards or other representatives or employees of this local who handle funds or property thereof shall be bonded in accordance with Public law 95-454 and regulations issued by the Assistant Secretary of Labor pursuant thereto. In order for the bond to be effective, the local shall provide the National Secretary-Treasurer a copy of its annual audit in the format prescribed by Article XXIV, Section 8 (d) of the AFGE National Constitution.

Section 2: All books, records and financial accounts shall be open at all times to the inspection of the National Officers or accredited representative of the National Executive Council and any duly authorized and accredited representative of the local. Any member in good standing shall have the right to review any of the local's kept records upon appropriate request to the President (or Executive Vice Presidents in the absence of the President and if authorized by the President).



Article III

Duties of Officers and Stewards

Section 1: The **President** shall be the Executive Officer of this local and will have the appropriate latitude to effectively manage/supervise the Local's affairs and resources. The President shall be elected by vote of the Local's membership. The President's duties include:

- a. Exercise general supervision over the affairs of the local and to insure that the other officers comply with the National and Local Constitutions.
- b. Keep the membership apprised of the goals of the local.
- c. Monitor Election and Audit Committees, Committees of Investigation, and Trial Committees.
- d. By virtue of election to the office, serve automatically as a local delegate to district caucuses, council meetings, and other meetings as the local may be entitled to participate in, and meetings at the AFGE National Convention.
- e. Preside at all local meetings, or delegate/defer to one of the Executive Vice Presidents in the absence of the President.
- f. Sign all documents pertaining to the office, or delegate/defer to one of the Executive Vice Presidents in the absence of the President.
- g. Make appointments of Committees established by the local, provided that all appointments, if made between local meetings, shall be subject to approval at the next meeting of the local following such appointments.
- h. If the President is unable to perform his/her regular duties, because of sickness, leave, TDY, or some other reason, he/she may delegate/defer the responsibilities of the Office to the First Executive Vice President or to the Second Executive Vice President, until such time as the President is once again able to perform the duties of the President's Office.

Section 2: The **Vice Presidents**:

- a. The Executive Vice Presidents shall assist the President in the Executive Control and administration of the local and in the general supervision over the affairs of the local.
- b. The Executive Vice Presidents will be elected by the members of the Bargaining Unit.

Section 3: The **Secretary**:

The Secretary shall be elected by vote of the local's membership. The duties of the Secretary shall be:

- a. Keep a complete record of the minutes of all meetings. The Secretary may hire a professional service to assist in the acquisition and recording of meeting minutes if approved by the President and the Executive Board
- b. Keep an up-to-date official copy of the local Constitution and Bylaws.
- c. Conduct correspondence when directed by the President or Executive Vice Presidents.



- d. Send out notices of meetings when required.
- e. Other administrative tasks as assigned by the President or Executive Vice Presidents.

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) throughout the protest period and after the protest period will turn over the election records to the Secretary and be held in the files for one year after the election, unless the records are requested by higher authority in the appeal process, or are still relevant.

Section 4: The Treasurer:

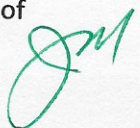
The Treasurer shall be elected by vote of the local's membership. The duties of the Treasurer shall be:

- a. Make a financial report at each regular meeting.
- b. Keep an up to date roll of the members.
- c. Receive all monies and/or dues paid into the local, and receipt thereof.
- d. Keep records of all transactions.
- e. Deposit money in the banks or financial institutions to the credit of the local and not to exceed deposits of more than \$250,000 in any one account in order to comply with FDIC Insurance Coverage Limits, and the SIPC, Securities Investor Protection Corporation limits.
- f. Make regular monthly reports to the National Secretary-Treasurer, which includes furnishing names and addresses of all new members or members who have severed their affiliations with this local.
- g. Forward per capita tax to the National Headquarters in accordance with the requirements of the AFGE National Constitution (specifically the dues of members of a regular local are payable before the end of each month, and all monies owed the Federation must be forwarded to the National Secretary-Treasurer no later than the 20th day of the following month).
- h. Perform additional duties and responsibilities as outlined in the AFGE Financial Officers Manual. Disbursements for payment of current bills (other than initiation fees, per capita tax, and approved budgeted expenditures) shall be authorized by the local.

Section 5: The Chief Steward:

The Chief Steward shall be elected by vote of the local's membership. The Chief Steward shall have the responsibility of:

- a. Assuring that an adequate number of trained stewards are available in the local to meet the representation requirements.
- b. Directing the assignment of stewards to areas to organize services in cooperation with the Organizing Committee.
- c. Maintaining a communication link between the membership and the local officers.
- d. Maintain a log of all cases.
- e. Counsel with the President or designees on union activities.
- f. Actively seek new members.
- g. Perform other duties as may be assigned by the President or designees.
- h. Keep the President informed of his or her activities especially as it relates to the filing of grievances, unfair labor practices and/or labor disputes.



Section 6: The **Stewards**:

Stewards shall:

- a. Provide representation on labor relations matters and grievances to employees as per their assigned cases.
- b. Keep the members informed about local policy and activities.
- c. Actively seek to sign up new members in their areas.
- d. Perform such other duties as may be assigned by the Chief Steward, President, or Executive Vice Presidents.

Section 7: Stewards shall be appointed by the President with the final approval of the Executive Board.

Section 8: Stewards may be removed by the President for cause, including poor performance, after a written specific notice from the President, training designed to correct deficiencies, and a failure to improve within a reasonable time. Cause is defined as a failure to reasonably perform any of the duties enumerated in this document and also would include a failure to attend membership and Steward's meetings, a failure to keep confidentiality and a failure to keep the President and/or Chief Steward apprised of their activities. A removed Steward may appeal removal to the Executive Board, but the Board's decision on such appeal is final and limited to whether the Steward's deficiencies meet the factual standard of causes as enumerated in this section.

Section 9: The **Safety and Health Officer, Workers Compensation Officer, Women and Fair Practice Officer** is appointed by the President and approved by the Executive Board.

1. The duties of the Safety and Health Officer are:

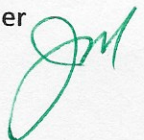
- a. Conduct joint inspections and issue joint reports regarding inspection findings to the Executive Board and subsequently to the BUEs.
- b. Participate as appropriate in inspections conducted by governmental authorities outside the department's control including Joint Commission.
- c. Receive and investigate employee reports of unsafe or unhealthy conditions (employees should submit such reports to both the local union and their department's representatives).
- d. Receive all reports of security incidents involving threats to employees, their offices, and property (such reports may be sanitized as appropriate) and kept in a binder.
- e. Investigate, research, and report to the Executive Board on all matters falling under the responsibilities of their respective appointed positions.

2. Duties of the Workers Compensation Officer and Women and Fair Practice Officer will be added via a Bylaws addendum when those positions are filled.

Section 10: The **Sergeant-at-Arms**:

The Sergeant-at-Arms shall be elected by a vote of the local's membership.
The duties of the Sergeant-at-Arms shall be:

- a. Attend to the outer door/entrance to see that no one enters the meetings without proper authority and/or screen member attendance at virtual meetings, with the assistance of other officers or stewards as needed.



- b. Assist the presiding officer in the maintenance of order.
- c. Welcome and introduce guests.
- d. See that each member's attendance is recorded in a log.
- e. Ascertain that a quorum is present.
- f. Provide a roll call should the recording of individual votes be necessary.
- g. Tally votes on all issues requiring a vote, first by voice vote followed by a showing of hands of the voting members.

Section 11: The Social Outreach Coordinator is appointed by the President and approved by the Executive Board.

The duties of the Social Outreach Coordinator shall be:

- (a) Developing the local's websites.
- (b) Maintaining and updating those websites.
- (c) Maintaining online contact with the membership of the local.
- (d) Offering suggestions to the Local on communication improvements.

Section 12: Retired members who are Officers will receive hourly compensation of \$25.00. Timesheets will be submitted to the Treasurer by the third week of the month and payment will be during the first week of the following month.

Section 13: Travel Guidelines for AFGE Local 2107 are as follows:

- a. When there is no free parking at the meeting place on union business, the local will reimburse the parking fee upon presentation of a proper receipt. When there is a toll involved, the fee also will be reimbursed upon presentation of a proper receipt.
- b. Lake, Cook, and McHenry County areas are considered local and hence members attending official functions in these areas will receive flat \$60 per diem, except when it is a District meeting, District training, and/or District caucus with an overnight stay it will be paid at the government rate (www.gsa.gov).
- c. Single room occupancy rate plus taxes and a daily per Diem at the prevailing government rate will be paid. This daily per diem rate is only for locations outside the Lake, Cook, and McHenry Counties, which require either an overnight stay or a function lasting 5 hours or over in duration.
- d. Coach air fare will be provided/paid for distances greater than 250 miles, one way, return guaranteed.
- e. Ground transportation from airport to meeting/lodging site and back will be paid at a reasonable rate using the most economical and appropriate method available.
- f. The local will pay the prevailing government mileage rate per mile for personal vehicle transportation up to 250 miles, or coach airfare, whichever is less/cheaper.
- g. Tuition and registration fees will be paid by the local.
- h. Travel for official AFGE business by National Representatives residing in Local 2107 will be paid in accordance with the above guidelines at the discretion of the President.

Section 14: Copies of these Bylaws and rules shall be available to all members in good standing upon request to the Secretary.

Section 15: These Bylaws, once approved, supersede all prior renditions of Local 2107 Bylaws.

RATIFIED 5/3/2024

J. Martin

JAMES MARTIN, M.D.

PRESIDENT, AFGE LOCAL #2107