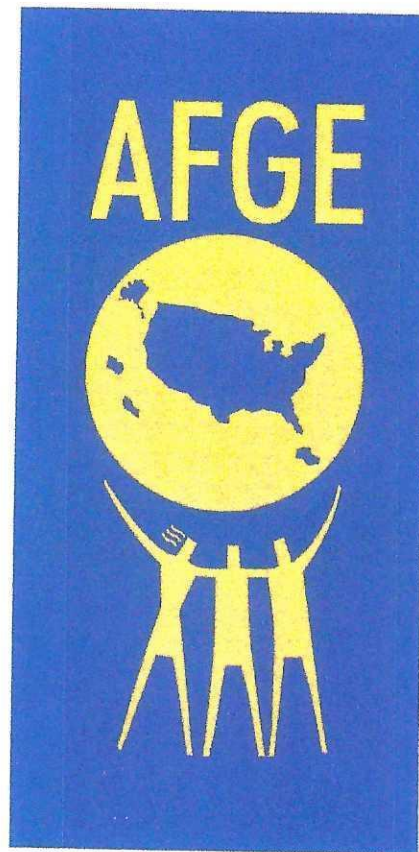


APPROVED FOR THE  
AFGE NATIONAL EXECUTIVE COUNCIL

*May 4, 2018*

*J. David Coplin*



AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES,  
**LOCAL 2325**

CONSTITUTION AND BYLAWS



# CONSTITUTION AND BYLAWS

## INSURED LOCAL

### 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 2325, adopt this Constitution and Bylaws.

### ARTICLE I

#### Name

Section 1. This local union shall be known as Food Inspectors Local Number 2325, American Federation of Government Employees, AFL-CIO.

Section 2. The headquarters of this local shall be the resident city of the Local President.

### ARTICLE II

#### Objectives and Methods

Section 1. The objective of this local shall be to promote the general welfare of governmental civilian employees, promote efficiency, advance plans of improvement and promote the full participation of women and minorities in AFGE activities at all levels throughout the Federation.

Section 2. 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, disability, marital status, sexual orientation, or preferential or nonpreferential civil service status, excepting those over whom jurisdiction has been granted to other national or international unions by the AFL-CIO, shall be eligible for full membership in this local.

Section 3. This local will comply with provisions of Public Law 95-454 where applicable, including but not limited to provisions regarding exclusive recognition.

### ARTICLE III

#### Membership and Revenues

Section 1. Governmental civilian employees in general and all other persons providing their personal service indirectly to the United States Government and for the improvement of Government service who are in the actual service area of U. S. DEPARTMENT of AGRICULTURE - F.S.I.S. - M.P.I. employed in the States of North Carolina and South Carolina

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shall be eligible for membership in this local as provided for in Article III of the AFGE National Constitution. Locals shall have full power to elect or reject applicants for membership. However, locals holding units of exclusive recognition under Public Law 95-454 must accept membership applications in accordance with the law or regulation.

Section 2. Dues shall be established and adjusted, as may be necessary, to ensure that they allow adequate funds for the payment of per capita tax and sufficient funds for the operating expenses of the local. Dues will increase automatically any time there is an increase in the National per capita tax. Any other increase in dues will require a vote of the membership.

Section 3. (a) The initiation fee shall be \$1.55.

(b) Dues must be paid in advance or by payroll deduction. The dues of each member insured under the Insured Program shall be: \$15.00 biweekly active member; \$31.00 per annum retired member.

(c) The dues for direct paying uninsured members shall be: active members - \$390.00 annually; retired members - \$31.00 annually.

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

Section 4. 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 countersign checks covering proper expenditures for the local. In the absence of either officer, the First Vice President may sign. The officers, agents, plant representatives 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.

Section 5. All books, records and financial accounts shall be open at all times to the inspection of the National Officers, National Joint Council of Food Inspection Councils, or accredited representative of the National Executive Council and any duly authorized and accredited representative of the local.

#### ARTICLE IV

#### Elected Officers - Qualifications, Executive Board Structure, Duties

Section 1. To be qualified as a candidate for local office/local delegate, a member must have been a member of an AFGE local for at least one year, immediately preceding the closing of the nomination process; be a member in good standing; and must not be a member in any labor organization not affiliated with the AFL-CIO. 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. No person who is identified with corrupt influence or who is affiliated with the Communist Party

or other totalitarian movements may serve as an officer of this local.

Section 2. The general officers, elected by the total membership, shall constitute the Executive Board of this local and shall consist of:

President	First Vice President	Second Vice President
Secretary	Treasurer	Assistant Secretary
Assistant Treasurer	Chief Representative	

Section 3. The President shall be the executive officer of this local; exercise general supervision over the affairs of the local and see that other officers comply with responsibilities of their office and constitutional duties; comply with the National and Local Constitutions; keep the membership apprised of the goals and objectives of the Federation; serve as an ex-officio member of all committees except the Audit and Election Committees or a committee of investigation; by virtue of election to office automatically shall serve as a local delegate to district caucuses, council meetings, other meetings participated in by this local as the local may be entitled, or the National Convention; preside at all local meetings; sign all documents appertaining to the office; and 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. If the President is unable to perform his/her regular duties, because of sickness, leave, TDY or for some other legitimate reason, he/she shall delegate the responsibilities of that office to the First or Second Vice President in succeeding order.

Section 4. The First Vice President shall assist the President in performing duties of that office and by virtue of election to office automatically shall serve as an alternate delegate to district caucuses, council meetings, other meetings participated in by this local as the local may be entitled, or the National Convention. If the President is absent from a local meeting, the First Vice President will preside. In the absence of the First Vice President, the Second Vice President will preside. In the absence of the Second Vice President, a president pro tempore will be chosen by the members from among those in attendance.

Section 5. The duties of the Secretary 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; conduct correspondence when directed by the President; and send out notices of meetings when required. 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.

Section 6. The Assistant Secretary shall have the duties of acting as the Secretary at any union function that the Secretary is unable to attend; and will assist in any and all duties of the Secretary and oversee the publishing and mailing of the Union Newsletter.

Section 7. The duties of the Treasurer shall be to make a financial report at each regular meeting;

keep an up-to-date roll of the members; receive all monies 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 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; forward initiation fees and per capita tax to the National Headquarters in accordance with the requirements of the National Constitution, specifically to forward the per capita tax of members of the Insured Local which are payable in advance to the National Secretary-Treasurer before the first day of each month, and to perform additional duties and responsibilities as outlined in the AFGE *Financial Officers Manual*. Disbursements for payment of current bills (other than expenditures) shall be authorized by the local.

Section 8. The Assistant Treasurer shall have the duties of acting as the replacement in case of the Treasurer's absence at any union function, and will assist in any and all duties of the Treasurer.

Section 9. The Chief Representative shall have the responsibility of assuring that an adequate number of trained plant representatives are available in the local to meet the representation requirements, and to maintain a communication link between the plant representatives, the membership and the local officers on a continuing basis.

Section 8. No officer or agent of the local shall engage in any business or financial activities with or on behalf of this local which conflict with his or her fiduciary obligation to the local.

## ARTICLE V Election Committee and Election Procedures

Section 1. 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 election provisions of the AFGE National Constitution. If an officer, by virtue of the respective office, is to serve as a delegate, then members shall be so informed as part of the notices of nomination and election as well as the election ballot. All election protests must be filed in accordance with the provisions of the AFGE National Constitution.

Section 2. An Election Committee shall be constituted to conduct each election. The Committee shall consist of not less than three members; and if a larger Committee is required, it shall contain an odd number of members. Its members shall be selected at the local's discretion, either (1) by majority vote of the membership of the local in attendance at the meeting preceding the nomination meeting, or (2) appointed by the President with the approval of the Executive Board at the meeting preceding the commencement of the nomination procedure. No member of the Committee may be an incumbent of or candidate for the office for which the election is being conducted. The Treasurer shall furnish to the Election Committee the names and addresses of all members in good standing. It shall be the responsibility of the Committee to conduct all aspects of the election including the mailing of notices of nominations and election to all members in good standing, preparing the ballots, distributing the ballots, tallying the ballots, preparing a written report and informing the members of the results as soon as possible, and adjudicating all conflicts which arise out of the election procedure.

Section 3. The election procedures shall be conducted in accordance with the provisions of this Constitution, as well as applicable provisions of the AFGE National Constitution and specifically in accordance with the Mail Ballot procedures.

Section 4. All candidates for office must be treated equally with respect to the availability of lists of members and mailing of campaigning literature. Upon request of a candidate, the Election Committee shall comply with all reasonable and timely requests of the candidate to distribute to its members at the candidate's expense, by mail or otherwise, campaign literature in aid of his/her candidacy provided the same opportunity is provided to all candidates. 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 an election held by secret ballot, members must be given a reasonable opportunity to nominate and elect 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 candidate or 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.

Notice of nominations only must be timely to provide members with a reasonable opportunity to nominate candidates. Such notice, at a minimum, must be given at least ten days prior to the date set for making nominations. If a single notice is used for nomination and elections both the requirements relating to nomination and those relating to election must be followed. Notice of election (whether the election is combined with the nomination or is a separate proceeding) must be mailed to each member at his or her last known home address not less than 15 days prior to the date of the election, or in the case of election by mail ballot, the date on which the ballot must be received to be counted. The notice shall specify the positions to be filled in the election, the time, date, place or manner of election (i.e., Mail or Manual Ballot), and provisions for runoff elections (including the same details as to procedures, time and place) as required for the initial election). If any AFGE publication is to be used to provide notice of nominations or elections, such notice must be printed in a conspicuous place on the first page of the publication. If notice of the election is to be provided through publication it must be mailed to the members at least 15 days prior to the date of the election, or, if the election is by mail ballot, the date on which the ballots must be returned. 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.

At the conclusion of the balloting the Election Committee shall tally the total ballots cast (or in an election by mail the ballots received), the ballots challenged, the ballots voided, the number of valid votes cast for each candidate, and the total number of valid ballots cast. The Election Committee shall prepare a written report and inform the members of the results as soon as possible. A majority of the valid votes cast is required for election to any office, except delegates, alternate delegates, and proxy delegate, who are elected by plurality vote. If warranted, a runoff election shall be held as soon as possible. The runoff election should follow immediately the announcement of the election results and will be conducted regardless of any protests. For offices other than

delegates the runoff shall be between the two candidates receiving the greatest number of votes, whose position on the ballot shall conform with the order of their nomination.

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. Resources include, but are not restricted to, dues monies and assessments, publications, facilities, office equipment, union or employer email, stationary or other supplies. While the preceding restrictions apply to use of the AFGE local resources to promote the candidacy of any candidate, such resources may be used for such things as notices, factual statements or issues not involving the candidates and other expenses necessary to conduct an election.

Section 5. Where an election is conducted by Mail Ballot:

(a) The Election Committee shall mail ballots by first-class mail (to insure delivery) to all members in good standing along with properly marked envelopes in which to return their ballots to the Election Committee. The mailing shall include instructions concerning the voting procedure and specify a deadline, by date and time, for the return of ballots to a specified location. The return envelope shall provide for the insertion of a blank envelope (containing the marked ballot) within another envelope bearing the voter's name so as to ensure voter secrecy.

(b) As soon after the deadline as possible, the Election Committee shall convene to tally the ballots. Any ballots either received after the deadline or in envelopes which do not identify the ballot as that of an eligible voter shall not be counted as valid ballots.

Section 6. The duly elected officers and delegates/alternate delegates will assume their responsibilities after their respective elections and installation, regardless of whether the election has been protested. They will remain in their respective offices until their terms expire, unless newly elected officers are installed as a result of an ordered rerun election or a decision on a complaint or appeal by an Election Committee, a National Vice President or the AFGE National President, or unless sooner disqualified under Section 8 of this Article.

Section 7. In the case of vacancy in the office of President, the First Vice President shall fill the office for the unexpired term, the Second Vice President shall assume the office of First Vice President, and a special election shall be held for the office of Second Vice President. Interim vacancies in any other office shall be filled by special election after due notice to members at the first regular meeting following such notice. Locals who use mail ballots for election of officers and/or delegates in the case of vacancies may elect their officers or delegates by manual ballot process at a regular membership meeting.

Section 8. Any officer who moves beyond the jurisdiction of the local during his/her term of office 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 7 of this Article.

Section 9. The AFGE Rules of Conduct for an Election, Appendix A of the National Constitution,

are integral provisions. In the event any provision of this Constitution is inconsistent with the AFGE National Constitution, the AFGE National Constitution shall control. If a provision within the Constitution or rules of the AFGE entity conducting the election concerns a matter also addressed by these Rules, to the extent that provision is inconsistent, the AFGE Rules of Conduct for an Election shall control.

## ARTICLE VI Committees and Duties

Section 1. The Executive Board shall meet at the call of the President. Two or more members of the Executive Board may cause an Executive Board meeting to be called by petitioning the President in writing.

Section 2. It shall be the duty of the Executive Board to devise and initiate such actions as may be necessary in the interim between the local meetings, but such actions shall not be inconsistent with the objectives of the Federation and shall be subject to local approval. Expenditures by the Executive Board in excess of \$500 per month must have prior approval by the local membership. All expenditures authorized by the Executive Board will be reported in writing at the next regular meeting of the local. Upon request, a copy of such report will be made available to any member in good standing in this local.

Section 3. The Executive Board shall prepare an annual budget, subject to the membership's approval, which shall ensure, at a minimum, that the local's revenues are sufficient to meet its financial obligations.

Section 4. In the case of a vacancy in any office of this local, other than the President, the Executive Board may appoint a temporary officer to fill such vacancy until a duly qualified successor is elected in accordance with the provisions of Article V, Section 7.

Section 5. Special committees may be established as the local may direct, and the membership of such committees shall be appointed by the President with the advice and consent of the Executive Board. The Election Committee will be established at the discretion of the local in compliance with applicable provisions of Article V, Section 2. Standing committees shall be Audit, Legislative, Organizing, Native American Affairs, and Women's Coordinating.

## ARTICLE VII Delegates

Section 1. Delegates to district caucuses, council meetings, other meetings participated in by this local as the local may be entitled, or the AFGE National Convention must be elected by secret ballot by the members on whose behalf they will serve as delegates. Delegates, alternate delegates and proxy delegates must be elected by name and in accordance with applicable provision of the



current AFGE National Constitution.

Section 2. Delegates may be elected in the following manner

- (a) Nominated and/or elected as part of a regular election of officers. The President, by virtue of election to the office, is automatically a delegate. The First Vice President, by virtue of election to the office, is automatically an alternate delegate.
- (b) May be elected in a separate proceeding.
- (c) If the number of delegate candidates exceeds the number of delegate positions to be filled, then the candidates receiving the greatest number of votes will be elected as delegates, and the remaining candidates will be elected as alternate delegates unless otherwise stated in local bylaws.

Section 3. The local must comply with applicable provisions regarding qualifications for candidacy to local delegate as provided in Article IV, Section 1 of this Constitution and as provided in the current AFGE National Constitution.

Section 4. Delegates will be reimbursed for travel expense in the following manner.

- (a) Travel by commercial modes will be reimbursed by actual expenses.
- (b) Travel by P.O.V. will be reimbursed by the per diem and mileage rates in effect for employing agency at time the travel is performed.
- (c) Travel vouchers will be submitted to Treasurer for repayment pending approval of Executive Board.

**ARTICLE VIII**  
**Affiliation**

Section 1. The local shall be affiliated with the Southern Council of Food Inspection Locals and pay per capita tax as required.

**ARTICLE IX**  
**Offenses, Trials, Penalties, Appeals**

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

Section 2. This Constitution and Bylaws of AFGE Local 2325 shall not be inconsistent with the National Constitution of the American Federation of Government Employees.

**ARTICLE X**  
**Amendments**

Section 1. With the exception of a change in dues, the Constitution and Bylaws of this local may

be amended by a 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 the 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 the members in good standing voting at a general or special membership meeting after reasonable notice of the intention to vote upon such question or by majority vote of the members in good standing voting in a membership referendum conducted by secret ballot. Any change in dues structure, other than a National per capita tax change, must be accomplished by a vote of the local's members in good standing.

## BYLAWS

Section 1. Regular meetings of the local shall be held on a Saturday in February, May, August, November at a time and place selected by the local at the previous meeting.

Section 2. Special meetings may be called by the President or upon written petition of at least ten percent 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 3. Only members of the local in good standing shall be allowed to vote.

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

Section 5. A quorum of this local shall consist of not less than six members. A quorum of any committee shall consist of a majority at the members thereof.

Section 6. 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 the members present.

Section 7. 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

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

Section 8. Nomination of officers shall be held in February and election by mail ballot, with installation of officers in May of each even numbered year.

Section 9. 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, an outgoing officer, the National Vice President or his/her designee.

Section 10. *Robert's Rules of Order Newly Revised* shall govern the proceedings of all meetings of the local when not inconsistent with the provisions of this Constitution and Bylaws.

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