

**American Federation of Government Employees (AFGE) Affiliated with the American
Federation of Labor (AFL)
and Congress of Industrial Organizations (CIO)**

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PREAMBLE

For the purpose of promoting unity of action in all matters affecting the mutual interest of government civilian employees in general, all other persons providing their personal service indirectly to the United States Government and for the improvement of the government service, we as members of the American Federation of Government Employees Local No. 1916, adopt this Constitution and Bylaws.

ARTICLE I

Name

Section 1. This local union shall be known as the American Federation of Government Employees, Local No. 1916, AFL-CIO, DOE and NIOSH, South Park, PA, as set forth in its charter. See AFGE National Constitution, Article XIX, Section 1.

Section 2. The Headquarters and mailing address of this Local shall be prescribed in the local's bylaws.

ARTICLE II

Objectives and Methods

Section 1. This local does not advocate the overthrow of the constitutional form of government in the United States. The local does not discriminate with regard to race, creed, color, national origin, sex, age, political affiliation, handicapped condition, marital status, sexual orientation, or preferential or non-preferential civil service status; and is not subject to corrupt influences or influences opposed to basic democratic principles.

Section 2. In the event that any member(s) of the local are employed within a unit represented by an AFGE national bargaining council, the local shall affiliate with the national council(s). See AFGE National Constitution, Article XXI. The local shall pay dues and/or per capita tax to the national council for those members of the local employed within the unit represented by the council, as may be prescribed by the constitution of the council. See AFGE National Constitution, Article XXI, Section 1.

Section 3. This local is a separate and independent organization, functioning in conformance with the AFGE's National Constitution. Neither the local nor its officers, employees, members, or other persons has the authority to act, nor shall it be deemed to act on behalf of or as an agent for the Federation or any other of its affiliates, unless such authority as applicable is expressly granted by the Federation by written authorization of the National President, or by an affiliate by written authorization in accordance with its governing procedures.

ARTICLE III

Membership

SECTION 1. All persons eligible for AFGE membership as prescribed by Article III of the AFGE National Constitution and who come within the local's jurisdiction as defined by its Charter shall be eligible for membership in this local.

ARTICLE IV

Dues and Initiation Fees

Section 1. Dues shall be established and adjusted as may be necessary to insure that they allow adequate funds for the payment of per capita tax and sufficient funds for the operating expenses of the local. See AFGE National Constitution, Article XIX, Sections 4(a)6 and 4(b)6. Any change in the dues structure shall be accomplished by:

(a) 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

(b) by majority vote of the members in good standing voting in a membership referendum conducted by secret ballot.

Section 2.

(a) The local shall establish in its bylaws the amount of its initiation fee and the amount of its membership dues. See AFGE National Constitution, Article XIX, Section 4(a)4, 4(a)6, 4(b)4 and 4(b)6. Dues may be paid by payroll deduction or by advance payment for such intervals as prescribed by the local: quarterly, semi-annually or annually. If payroll deduction is available, a local may adopt a bylaw requiring payment of dues by this method. The local may establish a separate dues rate for retired members.

(b) Members may be dropped if dues are not paid by Tuesday of the last full workweek of the month, provided, however, that a reasonable amount of time after notice of a delinquency is given.

(c) Local representatives, collectors and shop stewards shall make remittance of all dues and initiation fees collected to the treasurer within ten (10) days and no later than the Tuesday of the last full workweek of the month.

ARTICLE V

Financial Records and Reporting

Section 1. All receipts, checks and cash disbursements shall be properly recorded and accounted for in the financial records.

Section 2. The treasurer shall sign and the president shall countersign checks covering proper expenditures for the local. In the absence of either the treasurer or the president, such other officer as prescribed by the local's bylaws may sign in place of the absent officer.

Section 3. The officers, agents, shop stewards or other representatives or employees of this local who handle funds or property thereof shall be bonded in accordance with law and applicable regulations. See AFGE National Constitution, Article XXIV, Section 8.

Section 4. In order for the bond to be effective, the local shall file with the National Secretary-Treasurer a copy of its annual audit in the format prescribed by Article XXIV, Section 8 of the National Constitution.

Section 5. All books, records and financial accounts at all times shall be open to the inspection of the national officers or accredited representatives of the National Executive Council and any duly authorized and accredited representative of the local. See AFGE National Constitution, Article XXIV, Section 9.

ARTICLE VI

Elected Officers

Section 1.

(a) The general officers shall be elected by the total membership and shall constitute the Executive Board of this local and shall consist of the president, treasurer, and secretary and such others as the local's bylaws may prescribe. The local may adopt a bylaw combining the offices of treasurer and secretary.

(b) The local may establish bylaws which provide for the election of officers who are elected solely by members of a particular unit or work area and may provide that these officers will serve on the Executive Board.

Section 2. It shall be the duty and obligation of all local officers and all other official representatives of the local, whether elected or appointed, to support, advance and carry out all provisions of the AFGE National Constitution, the standard local constitution and bylaws, official policies of the Federation and, to the extent not inconsistent with the foregoing, all official policies of the local. See AFGE National Constitution, Article XX, Section 2.

Section 3. The president shall be the executive officer of the local; he or she shall exercise general supervision over the affairs of the local and see that other officers comply with the responsibilities of their office and constitutional duties; comply with the National and standard 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 Election Committee and the Audit Committee, and investigation or trial committees when he or she is bringing the charges or is directly or indirectly involved in the matter which gave rise to the charges; automatically serve by virtue of office as a local delegate to district caucuses, council meetings, the National Convention and such other meetings participated in by this local as the local may be entitled; preside at all local meetings; and sign all documents pertaining to the office. If the president is unable to perform his or her regular duties, either because of sickness leave, TDY or for some other legitimate reason, he or she shall delegate the responsibilities of that office to the officer designated in the local's bylaws as provided for in Section 4 of this Article.

Section 4. The local shall prescribe in its bylaws that the treasurer or secretary (or such other officer as the local may establish) shall assist the president in performing the duties of that office. If the president is absent from a local meeting, the officer so designated will preside. In the absence of the president and the officer so designated to assist him or her, a chair will be chosen by the members from among those in attendance.

Section 5. The duties of the treasurer shall be to maintain a bookkeeping system as prescribed by the National Secretary-Treasurer; 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 the local and furnishing notification of changes in member's addresses; forward initiation fees and per capita tax to the National Headquarters in accordance with the requirements of the AFGE National Constitution (for regular locals per capita tax is payable before the end of each month and all monies owed the Federation must be forwarded to the National Secretary-Treasurer not later than the 20th day of the following month. See AFGE National Constitution, Article XXIV, Section 3(a). For insured locals per capita tax is payable in advance to the National Secretary-Treasurer before the first day of each month. See AFGE National Constitution, Article XIX, Section 5(a); and 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 approved by the local.

Section 6. The duties of the secretary shall be to keep a complete record of the minutes of all meetings; maintain all election-related documents (including copies of those pertaining to nominations, notices of meetings and the minutes of any

meetings, all of which must be sealed and preserved for one year after the election), see AFGE National Constitution, Appendix A, Part I, Section 5.; 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.

Section 7. 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 VII *Election Procedures*

Section 1. The local's elections shall be conducted in accordance with the AFGE National Constitution and Appendix A thereof. Officers shall be elected for such terms as prescribed by the local's bylaws. No term shall exceed three (3) years.

Section 2.

(a) In accordance with Appendix A, Part I, Section 1.(e) of the AFGE National Constitution, the sole qualifications for candidacy to local office are that a member must:

- -- be a member in good standing;
- -- be a member for one year of an AFGE local, immediately preceding the closing of the nomination process. This requirement does not apply to newly created locals;
- -- not be a member in any labor organization not affiliated with the AFL-CIO.

(b) Candidates shall not run for more than one office in the same local election; however, candidacy as a delegate shall not be considered to be covered by this provision.

See AFGE National Constitution, Appendix A, Part I, Section 1.(e).

(c) No person who is identified with corrupt influences or who is affiliated with the Communist party or other totalitarian movement may serve as an officer of the local.

Section 3. The local shall prescribe in its bylaws the manner by which its elections will be conducted: manual ballot or mail ballot or secure and electronic option(s).

Section 4. In the case of a vacancy in the office of president, such officer as may be prescribed by the local's bylaws shall fill the office for the unexpired term. Vacancies in any other office unless otherwise prescribed by the local's bylaws shall be filled for the unexpired term by appointment by the Executive Board.

ARTICLE VIII *Executive Board and Committees*

Section 1. The Executive Board shall meet at the call of the president.

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's meetings, but such actions shall not be inconsistent with the objectives of the Federation and shall be subject to local approval.

Section 3. Expenditures by the Executive Board in excess of \$500 per month must have prior approval of the local's members either as authorized by the budget approved by the local or by separate vote of the local's members. All expenditures authorized by the Executive 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.

Section 4. 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 and assets are sufficient to meet its financial obligations.

Section 5. Standing and special committees may be established in the manner prescribed by a local's bylaws.

ARTICLE IX

Delegates

Section 1. Delegates, alternate delegates and proxy delegates to the National Convention, district caucus and council meetings must be elected by name and in accordance with provisions of the AFGE National Constitution, Article VI, Article VIII and Appendix A, Part I, Section 6.

Section 2. The local's president if elected to that office shall serve as a delegate to the National Convention, district caucus, council meetings and such other meetings at which the local is entitled to representation. If the local is entitled to additional delegates, the additional delegates shall be elected by an election called for that purpose, unless the local's bylaws prescribe that the local's other officers shall serve as delegates by virtue of election to their office. In filling a vacancy without an election, only a person who is appointed or succeeds from a position in which the person was a delegate by virtue of election to the office may be a delegate by virtue of office in the new position.

ARTICLE X

Offenses, Trials, Penalties, Appeals

Section 1. All offenses, trials, penalties and appeals shall be accomplished in accordance with the AFGE National Constitution. See AFGE National Constitution, Article IX, Section 5 and Article XXIII.

ARTICLE XI

Bylaws

Section 1. The local shall establish bylaws, establishing among other things the frequency and location of regular meetings, provisions for calling special meetings, a regular order of business, provisions for a quorum, the date, manner and location of nominations and elections and other operating procedures of the local.

Section 2. No bylaw shall conflict with the provisions of the AFGE National Constitution, this constitution or, if applicable, the constitution of a national bargaining council.

Section 3. Bylaws shall be adopted and amended only after thirty (30) days notice to the local's membership and by two-thirds vote of members present and voting with provision for absentee vote, or by mail vote. Such bylaws do not require NEC's approval. Local's shall send a copy of their bylaws, the notice and membership meeting minutes to the district office.

Section 4. Copies of this constitution and the local's bylaws shall be available upon request to the secretary to all members in good standing of the local.

LOCAL BYLAWS

Section 1. The Headquarters of this local, known as the **American Federation of Government Employees (AFGE) Local 1916**, is the Pittsburgh (Bruceton) Research Center (BRC), 626 Cochrans Mill Road, South Park Township, PA. The mailing address is **AFGE Local 1916, P.O. Box 231, South Park, Pa. 15129**.

Section 2(a). **Regular meetings of the local are normally held on the second Tuesday of each month, unless otherwise decided by the president.** Reasonable effort will be made to notify the members one week in advance before each regular monthly meeting.

Section 2(b). The meetings shall be held at the location and time designated in an e-mail memo distributed to the members before each monthly meeting. The location of the meetings is usually at a BRC site meeting room. **The meeting usually begins at 11:40 a.m.**

Section 3. Special meetings may be called by the president, two-thirds vote of the Executive Board or upon written and/or e-mail petition of at least ten percent (10%) of the membership (members in good standing). Five (5) days e-mail and/or written notice of the specific purpose of the meeting must be given to the membership (a meeting agenda will be distributed). No business other than that specified in the notice (agenda) 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 usually is:

- (a) Roll call of officers
- (b) Reading of the minutes of the previous meeting
- (c) Report of financial condition of the local by the local treasurer

(1) The treasurer's quarterly report shall include a listing of budget sums spent by category, and the remaining balances by category

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

Section 6. A quorum of this local shall consist of 10 members. A quorum of any committee shall consist of a simple majority of the members thereof.

Section 7. All questions before the local will be decided by vote of the members present, first by voice vote, then by a showing of hands if the voice vote is not clear and conclusive.

Section 8. The time allowed for debate of any particular issue before the local, and the time allowed for speeches will be 5 minutes. The Sergeant at Arms will monitor the time length of debates and speeches, and will inform the speaking parties of allotted time expiration. The time allowed for debate may be extended by a simple majority of those present and voting.

Section 9. The general officers of this local who comprise the Executive Board are as follows:

President, CDC/NIOSH Vice President, DOE Vice President, Secretary, Treasurer, CDC/NIOSH Chief Steward, DOE Chief Steward, 1st Director, 2nd Director, 3rd Director, Delegate(s).

Section 10. All of the officials and the delegate(s) shall be elected for three (3) year terms, by the membership at large, except for the two vice presidents and two chief stewards. The two vice presidents and two chief stewards shall be elected exclusively by the members in their respective government organizations (CDC/NIOSH and DOE).

Section 11. One of the elected local officials, as decided by the president, shall assist the president in the performance of the duties of that office. See Standard Local Constitution, Article VI, Sections 3 and 4.

Section 12. In the event of a permanent vacancy in the office of the local president, or in the event that the local president cannot perform their duties of office for a limited time, as determined by the local president, ***the senior vice president shall assume the duties of the local president. In the case of a permanent vacancy, a special, at large election shall be held, at the discretion of the Executive Board, to fill the office of the president for the remainder of the term. In the event of a limited time vacancy, the local Executive Board shall determine when the elected local president is fit to resume the duties of***

office. Vacancies in the other elected offices shall be filled by appointment by the Executive Board. See Standard Local Constitution, Article VII, Section 4.

The general officers shall be elected by the total membership, unless otherwise stated in these Local bylaws, and shall constitute the Executive Board of this local. These members shall consist of the President, two agency Vice Presidents, Treasurer, Secretary, two agency Chief Stewards, three Directors, and Delegate(s), and such others as the local's bylaws may prescribe. The local may adopt a bylaw combining the offices of treasurer and secretary.

The local shall prescribe in its bylaws that another officer shall assist the president in performing the duties of that office. If the president is absent from a local meeting, the officer so designated will preside. In the absence of the president and the officer so designated to assist him or her, a chair will be chosen by the members from among those in attendance.

The two agency vice presidents (CDC/NIOSH and DOE) shall be executive officers, subordinate to the president of the local. They shall exercise general supervision over the affairs of the respective agency members of the local, see that other officers under their jurisdiction comply with the responsibilities of their office and constitutional duties, comply with the National and local Constitutions and keep the membership apprised of the goals and objectives of the Federation. Their authority with respect to local member representation in internal union and external agency affairs, and local union policy implementation **is at the discretion of the local union president.**

The Treasurer shall be an executive officer, subordinate to the president of the local. The duties of the treasurer shall be to maintain a bookkeeping system as prescribed by the National Secretary-Treasurer; make a financial report at each regular meeting; prepare a quarterly report, reconciling income and expenses against the Local's annual budget; 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 the local and furnishing notification of changes in members' addresses; forward initiation fees and per capita tax to the National Headquarters in accordance with the requirements of the AFGE National Constitution (for regular locals per capita tax is payable before the end of each month), and all monies owed the Federation must be forwarded to the National Secretary-Treasurer not later than the 20th day of the following month. See AFGE National Constitution, Article XXIV, Section 5(a). For insured locals per capita tax is payable in advance to the National Secretary-Treasurer before the first day of each month. See AFGE National Constitution, Article XXIV, Section 5(b); and 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 approved by the local.

The Secretary shall be an executive officer, subordinate to the president of the local. The duties of the secretary shall be to keep a complete record of the minutes of all meetings; maintain all election related documents (including copies of those pertaining to nominations, notices of meetings and the minutes of any meetings, all of which must be sealed and preserved for one year after the election), see AFGE

National Constitution, Appendix A, Part I, Section 5; 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.

The two agency Chief Stewards (CDC/NIOSH and DOE) shall be executive officers, subordinate to the president of the local. The duties of the Chief Steward are to direct the activities of Stewards in conjunction with the direction of the local senior officials; assign the areas in which they will be responsible for the increase of membership, collection of initiation fees or dues; and to keep the Local informed of matters of interest brought to the attention of a Steward by the members.

The three local Directors shall be executive officers, subordinate to the president of the local. The duties of the three elected local Directors are to make quarterly and annual audits of the monies and property of the Local, and report the findings to the local treasurer and local members by the following regular members' meeting. For required tax and National reporting requirements, the three local Directors shall hold a meeting with the local Treasurer before March 31 of each calendar year, to review the financial records of the local. The directors shall verify at this time, that the records are accurate. This information, and the financial status of the local with respect to the approved budget, shall be presented to the members attending the regular meeting held in April.

The Delegate(s) shall be (an) executive officer(s), subordinate to the president of the local.

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.

Section 13. The two Chief Stewards shall be elected exclusively by the members in their respective government organizations (CDC/NIOSH and DOE) at the same time that the local's other officials are elected, subject to the same rules and procedures. Other stewards for both Agencies, shall be appointed by the local president, subject to approval by the local's Executive Board.

Section 14. A Sergeant at Arms shall be appointed by the president, subject to approval by the Local Executive Board. The duties of the sergeant at arms shall be to ensure that no one enters the meetings without proper authorization; assist the presiding officer or elected representative for the meeting in the maintenance of order; welcome and introduce guests; see that each member's presence is recorded on a sign-in ledger, to be delivered to the local secretary or substitute at the end of the meeting; provide a roll call should the recording of individual votes be necessary; monitor the time length of speeches; and perform other duties as may be assigned by the presiding officer or elected representative for the meeting.

Section 15. A Chaplain shall be appointed by the president, subject to approval by the Local Executive Board. The duties of this official shall be determined by the local president, subject to approval of the Local Executive Board.

Section 16. The local delegate(s) to the National Convention, district caucus and national council meetings, shall be elected at the same time as the local's other officials, subject to the same rules and procedures. However, the local's president

and two vice presidents who if elected to that office, serve as delegates by virtue of office. At a local meeting held before the National Convention, district caucus or national council meetings, the local shall vote upon the authorization of funds for the delegates' attendance at the National Convention, district caucus or national council meetings. See AFGE National Constitution, Appendix A, Section 6.(d).

Section 17. Nominations of officers shall be held in November, elections shall be held in December, and installation of elected officers shall be held in January, 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 elected office; however, the running as a delegate shall not be in conflict with an elected officer position. A runoff election, if necessary, shall be held at the regular members' meeting in January, or at a special meeting.

Section 18. An Election Committee shall be elected by majority vote of local members present and voting at a meeting preceding the start of the nomination procedure. See AFGE National Constitution, Appendix A, Part I, Section 2.

Section 19. To be qualified as an officer or a candidate for Local office, an individual must be a member in good standing; be a member for one year of an AFGE local, immediately preceding the closing of the nomination process; and must not be a member in any labor organization not affiliated with the AFL-CIO.

Section 20. The election shall be executed by the manual casting ballots in person, subject to the provisions of Section 21 of these local bylaws.

Section 21. Members unable to cast their vote in person, for reasons acceptable by the election committee, shall upon written request to the Chairperson of the Election Committee, be furnished ballots and properly marked envelopes in which to send their ballot votes to the Election Committee's special post office box. The committee with observers should deliver the ballots to the tellers to be opened and counted at the same time that the manual ballots of the other members are tallied. Tellers shall be elected from among the members who are not candidates for office.

Section 22. The Local will refrain from discrimination in favor of, or against any candidate, and will comply with reasonable requests of all candidates to distribute by mail or otherwise, at the candidate's expense, campaign literature in aid of such person's candidacy to all members in good standing.

Section 23. Adequate safeguards to insure a fair election shall be provided. Each candidate shall be afforded an opportunity to have a reasonable number of observers, who are members, present throughout the election procedure, including the tally of ballots.

Section 24. In any election held by secret ballot a reasonable opportunity shall be given for the nomination of candidates and every member in good standing and otherwise qualified, shall be eligible to be a candidate and to hold office. All members in good standing shall have the right to vote for or otherwise support the candidate or candidates of their choice, without being subject to penalty, discipline, or improper interference or reprisal of any type by the Local or any member thereof.

Section 25. Not less than fifteen days before the election, notice of the upcoming local election shall be mailed to each member at their latest listed address. Each member in good standing shall be entitled to one vote. **No member** whose dues have been withheld by the employer for payment to the Local pursuant to his voluntary authorization provided for in a collective bargaining agreement shall be declared ineligible to vote or be a candidate for office by reason of alleged delay or default in the payment of dues. The votes cast by members of the Local shall be counted, and the results shall be published separately, (by e-mail to all members, and by posting on local union bulletin boards) as soon as possible after the closing time of the polls.

Section 26. No monies received by the way of dues, assessment, or similar levy, shall be contributed or applied to promote the candidacy of any person in an election. Such monies may be utilized for notices, factual statements of issues not involving candidates, and any other expenses necessary for the holding of an election.

Section 27. All officers will be administered the "Oath of Union Officers" contained in the AFGE National Constitution upon their installation in office. All officers and elected delegate(s) shall serve for 3 year terms.

Section 28. The current edition of *Robert's Rules of Order* 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 29. Expenditures by the Executive Board in excess of \$500 per month, must have prior approval of the local's members either as authorized by the budget approved by the local, or by separate vote of the local's members. See standard local constitution, Article VIII, Section 3. Any expenditures by single officers, e.g., the Local President, is included in the \$500 per month spending limit, outside of the pre-approved local annual budget. All expenditures authorized by the president and/or the Executive Board will be reported in writing at the next regular meeting of the local, as a part of the treasurer's monthly report. Upon request, a copy of such report will be made available to any member in good standing of the local.

Section 30. 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, see Section 14 of these bylaws) or elected by the local's members (such as the Audit Committee).

Section 31. Biweekly dues shall be collected by payroll deduction, where permitted by the Agency. Exclusive bargaining unit members shall pay the national and local per capita tax by payroll deduction. Non-bargaining unit members and retired members shall pay union dues in advance, to the local treasurer by other means, on a quarterly, bi-annual, or annual basis. The bi-weekly union dues for employed Government Agency members, as of 1/1/2010 shall be \$16.00. The dues for retired members, as of 5/13/97 shall be \$30.00 per year.

As of January 1, 2010, the National per capita tax is \$19.50 per member per month for regular members; and \$1.00 per member per month for retired members. See AFGE National Constitution, Article XXIV, Section 1(a).

Section 32. The AFGE National Constitution Article XIV, Sections 7(a)7 and 7(b)7 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 national per capita taxes, and to provide sufficient funds for the operational expenses of the local. Considering this requirement, AFGE Local 1916 shall increase its member dues automatically, by the same amount that the AFGE National Convention increases its per capita tax. See standard local constitution, Article IV, Section 1 and Article XI, Section 3.

Section 33. Before contract or agreement negotiations with either agency or Government administrative group, whose exclusive bargaining unit personnel are represented by AFGE Local 1916 begin or are initiated, a review of the affected membership needs and concerns shall be solicited by the local union. This input will consist of a mail and/or an e-mail notice that contract negotiations will take place in the near future. The member responses will be delivered to the designated members of the union Contract negotiation team. This union Contract negotiation team shall be appointed by the local Executive Board.

A consensus of the solicited needs and concerns of the represented members will be considered in the subsequent contract negotiations. The union Contract negotiation team will use this and other information to formulate a proposal that will be submitted to respective management during contract negotiations.