

BY-LAWS

- Section 1. The headquarters of the local is the National Archives and Records Administration at College Park, 8601 Adelphi Road, College Park, MD 20740-6001
- Section 2(a). Regular meetings of the local shall be held on the last Tuesday of the month.
- Section 2(b). The meetings shall be held at a time and place selected by the local.
- Section 3. Special meetings may be called by the President, two-thirds vote of the Executive Board or upon written petition of at least ten percent (10%) of the membership. Five (5) days written notice of the specific purpose of the 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 order of business for a regular meeting will be:
- (a) Roll call of officer
 - (b) Reading of the minutes of the previous meeting
 - (c) Report of the financial condition by Local Treasurer
 - (d) Reports of Committees
 - (e) Unfinished business
 - (f) New business
 - (g) Comments on the good of the local
 - (h) Adjournment
- Section 6. A quorum of this local shall consist of not less than 10 members. A quorum of any committee shall consist of a majority of the members thereof.
- Section 7. Unless otherwise specified by law (e.g. secret ballot election of dues) or by constitution, all questions before the local will be decided by vote of the members present. A voice vote will be called. If the response to this vote does not appear unanimous, a show of hands will be called.
- Section 8. The time allowed for debate of any particular issue before the local and the time allowed for speeches will be five (5) minutes. The time allowed for debate may be extended by a majority of those present and voting.
- Section 9. 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 10. The general officers of this local who comprise the Executive Board are as

follows:

President
Executive Vice President
Treasurer
Secretary
Sergeant-at-Arms

- Section 11. The Executive Vice President shall assist the President in the performance of the duties of that office. He/she shall serve as an ex officio member of all committees, except the Election and Audit Committees 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 the 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. If the President is not present at a meeting, the Executive Vice President will preside. In the absence of either the treasurer or the president, the Executive Vice President may countersign checks covering proper expenditures for the local in place of the absent officer. In the case of a vacancy in the office of President, the Executive Vice President shall fill the office for the unexpired term.
- Section 12. The Sergeant-at-Arms shall ensure that no one enters the meeting without proper authority; assists the presiding officer in the maintenance of order; acts as Official Parliamentarian; welcomes and introduces guests; sees that each member's presence is recorded in a log; provides a roll to call should the recording of individual votes be necessary; and performs other duties as may be assigned by the presiding officer.
- Section 13. Nominations of officers shall be held in March and elections and installation shall be held in May biannually by mail ballot in even numbered years after proper notice to local members. A quorum is not required for nomination meetings. Candidates shall not run for more than one elected officer position; however, a candidate may run as a delegate and also run for an elected officer position. A runoff election, if necessary, shall be also be held by mail ballot.
- Section 14. An Election Committee shall be elected by a majority vote of local members present and voting at a meeting preceding the state of the nomination procedure.
- Section 15. All officers will be administered the "Oath of Union Officer's" contained in the AFGE National Constitution upon their installation in office. Officers shall serve for two (2) year terms
- Section 16. Nominations and elections of local delegates and alternative delegates to the National Convention, district caucus and national council meetings will be conducted in conjunction with the nominations and elections for local officers.

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- Section 17. The local shall vote upon the authorization of funds for the delegates' and/or alternate delegates' attendances at the National Convention, caucus or council meetings.
- Section 18. 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) *or* elected by the locals' members.
- Section 19. A Chief Steward and such other stewards as may be necessary shall be nominated to the Local President by the local membership. The Local President will nominate to the Council President from this selection. Should the Local membership decline to nominate a slate of prospective stewards, the Local President will take this action independently.
- Section 20. The dues shall be 80% of one hour's base pay per pay period at the time of joining and shall be deducted automatically through electronic dues deduction. Dues will not change, unless a dues recalculation is requested by the Executive Board and approved by the membership. The dues for retired members shall be \$20.00 annually and paid by check to the Treasurer or 8 hours of service annually to the Local. Dues must be paid when due. Members may be dropped if dues are not paid by Tuesday of the last full work week of the month.
- Section 21. The Treasurer will have all transactions for a given month finalized and the books balanced for that month by the 10th day of the month following. Any transactions which may not be finalized (i.e., outstanding checks, dealings with financial institutions that have not been finalized by this date, etc.) will be clearly entered.
- Section 22. Travel planning and expenditures for official Local 2578 business shall be in accordance with the current version of the Local 2578 Travel Policy (incorporated by reference), as approved by a majority of the Local 2578 Executive Board.

JEREMY P. SCHMIDT
Secretary
AFGE Local 2578
(03-29-2016)