

CONSTITUTION

FOR

LOCAL 2830

ARTICLE I NAME

The name of this organization shall be Law Enforcement Assistance Administration Employees Local Number 2830 of the American Federation of State, County and Municipal Employees, AFL-CIO.

ARTICLE II AFFILIATIONS

This local union shall be affiliated with Capital Area Council of Federal Employees Number 26 of the American Federation of State, County and Municipal Employees; the Maryland State and D.C. AFL-CIO; and the Greater Washington Central Labor Council, AFL-CIO.

ARTICLE III OBJECTIVES

The objectives of this local union shall be to carry out on a local basis the objectives of the American Federation of State, County and Municipal Employees.

ARTICLE IV MEMBERSHIP AND DUES

Section 1. All employees of the Department of Justice, Law Enforcement Assistance Administration are eligible for membership in this local union, subject to the requirements of the Constitution of the International Union.

Section 2. Any member who retires may continue membership in the local union subject to the following conditions.

A. If the retired member is an incumbent officer of the local, council or the International Union, he or she may, by the payment of the full amount of dues, retain full membership status until the end of the term of office. At the end of said term, the retired member shall be eligible to become and to remain a retired member and shall lose eligibility for full membership status.

B. If the retired member is not an incumbent officer of the local, council, or the International Union, he or she shall be eligible to become and to remain a retired member and shall lose eligibility for full membership status.

C. No retired member shall be a candidate for elective office in the local union, council or the International Union; provided however, that this restriction shall not apply to service as a member or chairperson of any committee, whether appointed or elected, except that no retired member shall serve as a member of any negotiating committee. A retired member may be a delegate to councils chartered by the Federation, and to conventions of the International Union and shall in all other respects be eligible to represent his local union or council.

D. A retired member shall have the right to vote on all matters coming before the local union except that he or she shall not have the right to vote in any local union election or on any matter concerning negotiating proposals or the acceptance or rejection of any offer made by management.

Section 3. Any member who is affected by a reduction in force or other adverse separation action will retain full membership in the local by the direct payment of dues until all appeals have been completed. Any incumbent executive board member affected by a RIF or other adverse separation action will continue to serve during the course of all appeal proceedings provided that dues are paid.

Section 4. The annual membership dues of the local shall be .65 percent of a member's annual gross LEAA salary, with the minimum rate being \$3.00 per pay period. The dues of retired members shall be one-half of the minimum amount. Membership dues for any member who is affected by a reduction in force or other adverse separation action will be \$3.00 bi-weekly and will be paid directly to the treasurer.

Section 5. Application for membership shall be made on a standard application form. Unless such form includes a valid authorization for payroll deduction of dues, the application shall be accompanied by the current month's dues.

Section 6. Membership dues shall be payable monthly in advance to the local secretary-treasurer and in any event shall be paid not later than the 15th day of the month in which they become due. Any member who fails to pay dues by the 15th day of the month in which they become due shall be considered delinquent, and upon failure to pay dues for two successive months shall stand suspended. Provided, however, that any person who is paying his dues through a system of regular payroll deduction shall for so long as he continues to pay through such deduction method, be considered in good standing.

Section 7. A member suspended under the above section may be reinstated to membership in the local on payment of all arrearages.

ARTICLE V MEETINGS

Section 1. Regular meetings of this local shall be held once each month, at a time and place to be fixed by the membership or the local executive board.

Section 2. Special meetings may be called by the local president, the local executive board, or by petition filed with the president and signed by 10% of the members of the local. Special meetings may also be called by the International President or his authorized representatives.

ARTICLE VI OFFICERS, NOMINATIONS, AND ELECTIONS

Section 1. The officers of this local shall be a president, a vice-president, a recording secretary, a corresponding secretary, a treasurer, two executive board members and a chief steward, and these nine shall constitute the local union executive board. In addition, there shall be elected three members who shall serve as trustees. The trustees shall be elected to three-year terms of office, except that in the initial election, one shall be elected for a one-year term, one for a two-year term, and one for a three-year term. All other officers shall be elected for a term of one year. In addition, the editor of the newsletter shall be a non-voting member of the executive board unless he is a duly elected officer.

Section 2. Nominations shall be made at a regular or special meeting of the local. At least fifteen days' advance notice shall be given the membership prior to the nomination meeting. A nominating committee may be appointed or elected to make nominations, but whether or not such nominating committee is used, nominations shall be permitted from the floor at the nomination meeting. All regular elections shall be held in the month of June.

Section 3. To be eligible for office, a member must be in good standing for one year immediately preceding the election, except in the initial election held in this local; provided, however, that no retired member shall be a candidate for office.

Section 4. Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford to all members a reasonable opportunity to vote. At least fifteen days' advance notice shall be given the membership prior to the holding of the election.

Section 5. All matters concerning nominations and elections in this local union shall be subject to the provisions of Appendix D, entitled Elections Code, of the International Union Constitution.

Section 6. Vacancies in office shall be filled for the remainder of the unexpired term by vote of the executive board.

Section 7. Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in Appendix B of the International Union Constitution.

ARTICLE VII DUTIES OF OFFICERS AND EXECUTIVE BOARD

Section 1. The president shall: preside at all meetings of the local union and of the executive board; be a member of all committees except election committees; countersign all checks drawn against the funds of the local; subject to the approval of the executive board; and report periodically to the membership regarding the progress and standing of the local and regarding all official acts.

Section 2. The vice-president shall: assist the president in the work of the office of president; preside at all meetings and perform all duties otherwise performed by the president in the absence of the president or in the president's inability to serve; and be authorized to act as co-signer of checks drawn on the local funds in place of either the president or the treasurer.

Section 3. The recording secretary shall: keep a record of the proceedings of all membership meetings and of all executive board meetings; and perform such other duties as the executive board may require.

Section 4. The corresponding secretary shall: carry on the official correspondence of the local, except as the executive board may direct otherwise; and perform such other duties as the executive board may require.

Section 5. The treasurer shall: receive and receipt for all monies of the local union; deposit all monies so received in the name of the local union in a bank or banks selected by the executive board, and money so deposited shall be withdrawn only by check signed by the president and the treasurer; prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board; act as custodian of all properties of the local union. He shall, at the expense of the local union and through the International Union, give a surety bond for an amount to be fixed by the executive board of the local union; update and maintain master membership lists and supply monthly copy to the executive board; prepare a copy of payroll dues deduction for local and council and bill cash dues members.

Section 6. The financial secretary shall: keep an accurate record of the receipts and disbursements and shall, once each month, submit to the membership a monthly operating statement of the financial transactions of the local for the previous month; prepare monthly statements and necessary IRS forms; reconcile and verify expenditure statements from Council #26; prepare affiliate dues form and forward to treasurer of local; advise on standard financial practices and assume the duties and authority of the treasurer in the absence of the treasurer.

Section 7. The chief steward shall: chair the steward's committee; supervise the handling of all complaints, grievances, and adverse actions under the direction of the executive board; keep a complete and accurate record of all such cases in which the local is involved; and report to the executive board at least once every month on the status of all matters under his or her supervision.

Section 8. The two members at large shall assist the president, vice-president, recording secretary, corresponding secretary, treasurer, financial secretary, and chief steward in the performance of their duties. The president, with the concurrence of the executive board, shall assign to the members at large such projects or assignments as deemed appropriate in carrying out the business of the local.

Section 9. The trustees shall make or cause to be made at least semi-annually an audit of the finances of the local, including the finances concerning any health and welfare, pension, insurance or other benefit programs covering members of such local, and shall report to the membership on the results of such audit.

Section 10. The executive board shall be the governing body of the local union except when meetings of the local union are in session. All matters affecting the policies, aims and means of accomplishing the purposes of the local not specifically provided for in this constitution or by action of the membership at a regular or special meeting shall be decided by the executive board. The board shall meet at the call of the president or of a majority of the members of the board. A report on all actions taken by the executive board shall be made to the membership at the next following meeting. A majority of the members of the executive board shall be required for a quorum.

ARTICLE VIII GRIEVANCES AND APPEALS

Upon request, any member in good standing will be provided advice and assistance about any grievance or appeal in connection with his employment at LEAA. As a minimum, basic advice in such matters will be provided by the chief steward, the respective shop stewards, and the grievance committee. The chief steward will brief the executive board on all proposed and active cases and recommend subsequent action. The board retains the authority to determine the direction and level of effort for each case, considering the chief steward's recommendation and all other appropriate factors.

ARTICLE IX MISCELLANEOUS PROVISIONS

Section 1. This local union shall at all times be subject to the provisions of the constitution of the American Federation of State, County and Municipal Employees.

Section 2. Except to the extent specified in this constitution, no officer of the local union shall have the power to act as agent for or otherwise bind the local union in any way whatsoever. No member or group of members or other person or persons shall have the power to act on behalf of or otherwise bind the local union except to the extent specifically authorized in writing by the president of the local union or by the executive board of the local union.

Section 3. Robert's Rules of Order, Revised, shall be the guide in all cases to which they are applicable and in which they are not inconsistent with this Constitution and special rules of this local union or of the American Federation of State, County and Municipal Employees.

ARTICLE X AMENDMENTS

This constitution may be amended, revised, or otherwise changed by a majority vote of the members voting on such proposed change and such change shall take effect only upon written approval of the International President. Proposed amendments to this constitution must be read at a regular or special meeting of the local union and read and voted on at a subsequent meeting of the local union, adequate and proper notice having been given to the membership prior to the date on which the vote is taken. A written copy of the proposed amendment shall be furnished to every eligible voter at the meeting at which the vote is taken.