



Lee Saunders
President

Elissa McBride
Secretary-Treasurer

Vice Presidents

Michael Avant Jr.
Oakland, CA

Jody Barr
New Britain, CT

Mark Bernard
Boston, MA

Ron Briggs
Latham, NY

Lester Crockett
New York, NY

Connie Derr
Albuquerque, NM

Shannon S. Douvier
St. Cloud, MN

Craig A. Ford
Newark, NJ

Henry A. Garrido
New York, NY

R. Sean Grayson
Worthington, OH

Veronica L. Gunn
Vernon, CA

Johanna Puno Hester
San Diego, CA

Kelly Indish
Flint, MI

Roberta Lynch
Chicago, IL

Christopher Mabe
Westerville, OH

Jessica Martinez Santos
San Juan, PR

Sue McCormick
Duncansville, PA

Douglas Moore Jr.
San Diego, CA

Charmaine S. Morales
San Dimas, CA

Patrick Moran
Baltimore, MD

Michael Newman
Chicago, IL

Corey Hope Nicholson
Portland, OR

Jeff Ormsby
Lexington, TX

Debbie Parks
Hamilton, NJ

Lloyd Permaul
Baton Rouge, LA

Randy Perreira
Honolulu, HI

Michael Rivera
Rochester, NY

Joseph P. Rugola
Columbus, OH

Paul Spink
Milwaukee, WI

Mary E. Sullivan
Albany, NY

Tom Tosti
Plymouth Meeting, PA

Anthony Wells
New York, NY

Mike Yestranski
Olympia, WA

September 4, 2024

Chearice L. Vaughn, President
AFSCME Local 3870
4604 Snowflower Bouevard
Oxon Hill, MD 20745

Dear President Vaughn:

We have completed our review of the revised Local 3870 Constitution, which was submitted by Area Field Services Director Kory Blake on your behalf. The amendments have been approved with the following exceptions and/or revisions:

- Article I and Article IV, Section 1. We have revised these sections to reflect the local's official charter name and jurisdiction. However, we are investigating the proposed name and jurisdiction changes and, should they be approved, we will forward you a notice and a revised constitution reflecting the local's new charter language.
- Article II. We have updated this article to reflect the official name of District Council 20.
- Article IV, Section 4, Third Sentence. For clarity, we added the following phrase: "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 lose their good standing status and stand suspended."
- Article VI, Section 2, Fifth Sentence. For clarity, we revised this sentence to read as follows: "The Election Committee shall be established and chaired by a dues-paying member of AFSCME Local 3870 and shall have general responsibility to conduct the election in accordance with this constitution and the International Union Constitution." Only dues-paying members of the local are able to serve on the election committee.
- Article VI, Section 3. We retained language from the previously approved Local 3870 Constitution regarding retirees not being eligible to run for office.

6. Article X. We retained language from the previously approved constitution regarding amendments. Only one method of approving amendments may be used in the constitution.

Attached is a copy of the local constitution, as amended, with my signature of approval on the final page. Should the local amend this constitution in the future, please submit the amendments for approval after they have been adopted by the membership.

In solidarity,



LEE SAUNDERS
President

LS/GS:nw

Attachments

cc: Ashley Jenkins, Associate Director, Organizing and Field Services
James Howell, Eastern Regional Director
Kory Blake, Area Field Services Director
Wayne L. Enoch, Executive Director, AFSCME District Council 20
Brenda K. Bell, Recording Secretary, AFSCME Local 3870



Constitution
for
Department of Agriculture Employees Union
Local 3870

Preamble

For the purpose of promoting unity in all matters affecting the mutual interest of federal government employees and for the protection of employee rights, we, as members of the United States Department of Agriculture Employees, Local 3870, adopt this Constitution.

Article I
Name

The name of this organization shall be Department of Agriculture Employees Union Local 3870 of the American Federation of State, County and Municipal Employees (AFSCME), American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).

Article II
Affiliations

This local union shall be affiliated with District of Columbia District Council 20 of the American Federation of State, County and Municipal Employees (AFSCME District Council 20); the Maryland State and District of Columbia AFL-CIO; and the Metropolitan Washington Council, AFL-CIO.

Article III
Objectives

Section 1. The objectives of Local 3870 shall be to carry out, on a local basis, the objectives of the American Federation of State, County and Municipal Employees; and to:

- a. promote the organization of workers in general and public employees in particular;
- b. promote the welfare of the membership and to provide a voice in the determination of the terms and conditions of employment. We are committed to the process of collective bargaining as the most desirable, democratic, and effective method to achieve this. Both as union members and as citizens, we shall also employ available legislative and political action;
- c. promote civil service legislation and career service in government;
- d. provide research and educational services and activities designed to assist members and affiliates;
- e. foster cooperation among affiliates;
- f. cooperate with other labor organizations in particular and other segments of our society in general towards the end that the material riches of American society be more justly distributed, and the moral promise of American life be realized; and

- g. work with our brothers and sisters in other lands towards the improvement of the conditions of life and work in all countries, towards the diminution of international tensions and a reduction in the use of armed force to resolve disputes, and towards genuine fraternity of all workers.

Article IV Membership and Dues

Section 1. All employees of the Farmers Home Administration of the U.S. Department of Agriculture are eligible for membership in this local union, subject to the requirements of the constitution of the International Union.

Section 2. Application for membership shall be made on a standard application form.

Section 3. The membership dues of Local 3870 shall be sixty-five hundredths of one percent (.65%) of each member's gross biweekly salary, but not less than the minimum dues amount required by AFSCME District Council 20 or the International Union.

Section 4. To the extent possible, monthly membership dues shall be payable through regular payroll deduction. Dues shall also 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 lose their good standing status and stand suspended. Provided, however, that any person who is paying dues through a system of regular payroll deduction, bank draft, or similar system, shall for so long as such person continues to pay through such deduction method, be considered in good standing.

Section 5. 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 shall be held at a minimum, once per quarter, but shall be done monthly whenever possible with the time and place to be established by the local executive board.

Section 2. Special meetings may be called when necessary and upon due notice to the members as to its purpose, either by the local president, a majority of the executive board, or upon written petition filed with the president and signed by not less than 15% of the members in good standing. Special meetings may also be called by the International President or his/her authorized representatives.

Section 3. The quorum at any meeting of this local shall be greater than the number of voting members of this local executive board, or a minimum of 12 members in good standing. A quorum at any committee meeting or executive board meeting shall consist of a majority of those seats not currently vacant.

Section 4. Only members in good standing who are present at a meeting shall be allowed to vote.

Article VI Officers, Nominations, and Elections

Section 1. The officers of this local shall be a president, an executive vice-president, two (2) vice-presidents, a recording secretary, a secretary-treasurer, a chief steward and four (4) at-large executive board members. These eleven (11) shall constitute the local union executive board members. In addition, there shall be three (3) members elected to 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 two-years in the even-numbered years.

Section 2. Nominations shall be made at a regular or special meeting of the local. At least fifteen (15) calendar days' advance notice shall be given the membership prior to the nomination meeting. A Nominations Committee may be appointed by the local president, but whether or not such Nominations Committee is used, nominations shall be permitted from the floor at the nomination meeting. All regular elections shall be held in the month of October in each even-numbered year. The Election Committee shall be established and chaired by a dues-paying member of AFSCME Local 3870 and shall have general responsibility to conduct the election in accordance with this constitution and the International Union Constitution. No member of the Election Committee may be a candidate for office.

Section 3. To be eligible for office, a member must be in good standing for one (1) year immediately preceding the election and must be currently employed within the jurisdiction of the local; provided, however, that no retired member shall be a candidate for office. For a member who is transferred or promoted into this local from another AFSCME local, this requirement shall be satisfied if such member's combined membership in good standing in both locals is one (1) year at the time of election.

Section 4. A notice of nominations and elections shall be mailed to each union member in good standing to his/her last known home address at least fifteen (15) calendar days prior to the scheduled nominations and elections.

Section 5. Officers shall be elected by secret ballot vote, and the balloting shall be conducted so as to afford to all members a reasonable opportunity to vote. At least fifteen (15) calendar days' advance notice shall be given the membership prior to the holding of the election.

Section 6. 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 7. Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in Appendix B of the International Union Constitution.

Section 8. Any challenge concerning the eligibility of any nominee shall be referred to the Election Committee for decision and the decision shall be reported to the membership. The Election Committee shall also report, as expeditiously as possible, the results of the balloting, together with recommendations regarding any protests which have been lodged regarding the conduct of the election.

Article VII Vacancies in Executive Board, Trustee, Steward and Other Positions

Section 1. An office shall be deemed to be vacant when the individual who has been filling it resigns, dies, is no longer a member of the local, removed from office, or leaves the jurisdiction of the local.

Section 2. Should the office of president become vacant, the executive vice-president shall automatically accede to the presidency. All other vacancies in office shall be filled for the remainder of the unexpired term by vote of the executive board.

Section 3. Any elected official may be removed from office in accordance with Article X of the International Constitution.

Article VIII
Duties of Officers, Executive Board, and Steward

Section 1. The president shall:

- a. preside at all meetings of the Local 3870 union and of the executive board and general meetings of the local;
- b. countersign with the secretary-treasurer all checks drawn against the funds of the local for authorized expenditures;
- c. appoint all standing committees and all special committees of the local, subject to the approval of the executive board;
- d. provide leadership, direction and guidance to the local;
- e. report periodically to the membership regarding the progress and standing of the local and regarding the president's official acts;
- f. serve as ex-officio member of all committees except election committees;
- g. oversee planning, coordination and implementation of policy as determined by the membership and the executive board;
- h. be responsible for developing those union activities of a social action nature;
- i. represent the local in matters affecting the welfare of the local;
- j. be an automatic delegate to all conventions and conferences; and
- k. perform other duties as may pertain to this office.

Section 2. The executive vice-president shall:

- a. assist the president in the work of the president's office;
- b. in the absence of the president or in his/her inability to serve, preside at all meetings and perform all duties otherwise performed by the president;
- c. upon approval by the local executive board, be authorized to countersign checks in the absence of either the president or the secretary-treasurer.
- d. be an automatic alternate delegate to all conventions and conferences.

Section 3. The vice-presidents shall:

- a. assist the president in the performance of official duties;

- b. in the absence of the president or the executive vice-president or in their inability to serve, preside at all meetings and perform all duties otherwise performed by the president. If the two vice-president positions are filled, the local executive board will establish which vice-president will take on this role during specific timeframes;
- c. perform other duties as the president and executive board may require.

Section 4. The recording secretary shall:

- a. keep a record of the proceedings of all membership meetings and of all executive board meetings;
- b. carry on the official correspondence of the local, except as the executive board may direct otherwise;
- c. keep an official copy of the constitution and by-laws of the local and a copy of the collective bargaining agreement;
- d. maintain a current directory of all members of the local and work with Human Resources to assure the roll is current;
- e. review and revise the monthly membership report to the executive board and District Council 20, and make regular reports to District Council 20 – furnishing names and addresses of new members, and names and addresses of members dropped;
- f. notify the membership of upcoming meetings;
- g. perform such other duties as the executive board may require.

Section 5. The secretary-treasurer shall:

- a. maintain, thorough records, all receipts and expenditures of the local funds;
- b. deposit all money 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 secretary-treasurer, or in the absence of the president, by the executive vice-president;
- c. countersign all checks drawn against the funds of the local;
- d. prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board;
- e. prepare and submit the monthly membership report to the International Union office and see that a check is drawn in payment of the local's per capita tax each month and sent to the International Secretary-Treasurer;
- f. keep an accurate record of 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;
- g. act as custodian of all properties of the local union;

- h. give a surety bond for an amount to be fixed by the executive board of the local union, at the expense of the local union and through the International Union;
- i. see that any financial reports required by the International Union Constitution to be submitted to the International Union are submitted in accordance with the International Union Constitution;
- j. submit any and all reports required by the Department of Labor and the Internal Revenue Service;
- k. perform all appropriate duties as described in the AFSCME Financial Standards Code; and
- l. make any financial report that is deemed necessary to the executive board at any scheduled executive board meeting.

Section 6. The trustees shall:

- a. conduct an annual audit of the local funds and records, including any health and welfare, pension, insurance or other benefit programs covering local members; and,
- b. issue an audit report to the membership.

Section 7. The chief steward shall:

- a. be charged with assigning cases to stewards, maintaining the official union files on grievances, adverse actions, unfair labor practice charges, and arbitration matters in which the local is involved;
- b. chair the steward committee;
- c. be responsible for recommending to the executive board a steward training program for all stewards and ensuring all stewards are trained;
- d. be responsible for a monthly report to the executive board on the status of pending grievances and/or any concerns of this local; and
- e. make recommendations to the executive board on any matter that might have to be processed through the arbitration procedures.

Section 8. The executive board shall consist of the president, executive vice-president, two (2) vice-presidents, recording secretary, secretary-treasurer, chief steward and four (4) members-at-large.

The executive board shall:

- a. govern the local union except when meetings of the members are in session;
- b. determine all policies which are not specifically covered in the constitution, the contract, or by action of the membership at a regular or special meeting;
- c. meet once per month or conduct special meetings as determined by the local president or a majority of the members of the board;
- d. make a report on all actions of the executive board at the regularly scheduled membership meetings;

**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. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this local union 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.

Approved by:



LEE SAUNDERS
President

Approval date: September 4, 2024