

APPROVED FOR THE
A.F.G.E. NATIONAL
EXECUTIVE COUNCIL

J. David Cox Sr.

May 4, 2018

CONSTITUTION
OF
AMERICAN FEDERATION
OF
GOVERNMENT EMPLOYEES
LOCAL 916

(AFL-CIO)

TABLE OF CONTENTS

Preamble		3
Article I	Name	3
Article II	Objectives and Methods	3
Article III	Membership	3
Article IV	Dues, Assessments, and Initiation Fees	4
Article V	Financial Records and Reporting	5
Article VI	Elected Officers and Their Duties	5
Article VII	Election Procedures	8
Article VIII	Executive Council	9
Article IX	Committees	10
Article X	Delegates	12
Article XI	Appointive Positions and Their Duties	13
Article XII	Meetings	15
Article XIII	Offenses, Trials, Penalties, Appeals	16
Article XIV	General Provisions	16
Article XV	Amendments	16

PREAMBLE

BE IT KNOWN TO ALL THOSE WHO READ AND/OR COME IN CONTACT WITH THIS LOCAL, THAT THIS LOCAL HEREBY STATES OUR PREAMBLE TO BE: FOR THE PURPOSE OF PROMOTING UNITY OF ACTION IN MATTERS AFFECTING OUR MUTUAL INTERESTS, AND FOR THE WELFARE OF UNITED STATES GOVERNMENT SERVICE IN GENERAL, WE AS MEMBERS OF THE AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES, LOCAL 916, ADOPT THIS CONSTITUTION.

ARTICLE I
NAME

SECTION 1: This Local Union shall be known as the American Federation of Government Employees, Local 916, AFL-CIO, as set forth in this Local's Charter.

SECTION 2: The Headquarters and mailing address of Local 916 shall be: American Federation of Government Employees, Local 916, AFL-CIO, 7125 South Air Deport Boulevard, Oklahoma City, Oklahoma 73135.

(a) At no time shall an employee, staff member (elected or appointed), or member of AFGE Local 916 personally benefit monetarily from monies generated from the sale of any property, real or otherwise, located in, on, or belonging to Headquarters of Local 916.

ARTICLE II
OBJECTIVES AND METHODS

SECTION 1: Local 916 does not advocate the overthrow of the constitutional form of Government in the United States and/or its territories. Local 916 does not discriminate with regard to race, creed, color, national origin, sex, age, political affiliation, disability, marital status, sexual orientation, or preferential or nonpreferential civil service status; and shall not be subject to corrupt influences or influences opposed to basic democratic principles.

SECTION 2: In the event any member(s) of Local 916 is employed within a unit represented by an AFGE national bargaining council, Local 916 shall affiliate with the national council(s). Local 916 shall pay dues and/or per capita 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.

SECTION 3: Local 916 is a separate, independent organization functioning in conformance with AFGE's National Constitution. Neither Local 916 nor its officers, employees, members, or other person, has the authority to act, nor shall it be deemed to act, on behalf of, or as agent for, the Federation or any of its other 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.

SECTION 4: The purpose of Local 916 is to assist the AFGE in its efforts to improve working conditions of all government employees and to further promote the welfare of each and every member of this organization and the Federal Service.

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 jurisdiction of Local 916 as defined by its Charter, shall be eligible for membership in this Local.

SECTION 2: Retired persons, who were members of Local 916 at retirement, shall be eligible for membership as retired members.

SECTION 3: Members shall be deemed to be in good standing, subject to all other provisions of the Constitutions of AFGE and Local 916, when not more than 30 days in arrears in payment of dues as provided for in Article IV of this Constitution.

ARTICLE IV
DUES, ASSESSMENTS, AND INITIATION FEES

SECTION 1: Dues shall be established and adjusted, as may be necessary, to ensure that they allow adequate funds for the payment of per capita tax(s) and sufficient funds for the operating expenses of Local 916. In the event of a per capita tax increase by the AFGE National Convention, Local dues will be adjusted accordingly.

SECTION 2: Dues for active members shall be at the rate of .0125 percent of the basic pay rate per biweekly pay period, which shall equate to approximately one hour's pay per pay period.

SECTION 3: Members who are on leave without pay, or who have been separated pending a final decision on a claim for compensation, or who are on compensation or pending medical retirement, may retain their membership in good standing by payment of dues at the rate of an amount equal to the amount of all per capita tax paid by the Local on the member's behalf.

SECTION 4: Dues for retired members shall be at the rate of $2.50 per month, or a one-time payment of $250.00 for a lifetime retired membership. Any person who has attained 30 consecutive years of membership becomes a Lifetime Member automatically, and no further payment of dues is required. The Local will remain responsible for per capita to AFGE National for such members.

SECTION 5: Dues for presently retired members who elect to pay the monthly rate set forth in Section 4 of this Article shall be paid for one year at a time and will be due in June of each year. Active members retiring after the date of ratification of this Constitution by the membership of Local 916 shall have 60 days to change their membership from active to retired and select the rate of payment set forth in Section 4 of this Article.

SECTION 6: Dues for active members must be paid by either payroll deduction or advance payments made annually, semi-annually, or quarterly.

SECTION 7: Special assessments may be levied by order of the Local 916 Executive Council after ratification by the membership of Local 916 when, in its judgment, it becomes necessary to intensify and carry out the work of the Local; but in no circumstances shall such assessment exceed the sum of $2.50 per active member per pay period, nor shall the assessment be for more than a period of six months in any given calendar year.

SECTION 8: Members who become delinquent in dues in accordance with Section 3 of Article III of this Constitution, upon notice by the Local Treasurer, shall be required to pay all back dues which are in arrears, plus any assessments which were in effect in accordance with Section 7 of this Article. Such notice will be mailed to the last known address of the member. Absent any waiver, back dues and assessments must be paid within 60 days of mailing or membership will be terminated.

SECTION 9: The membership of Local 916 may exercise the option to waive assessments and/or initiation fees when such a waiver is based upon demonstrated individual personal hardship and need and otherwise is in the best interest of the Local. Back dues can only be waived in instances in which payment has not been timely made due to a lapse in employment or prolonged illness, or similar good cause shown. No waivers under this provision can be considered unless the membership has been given 30 days notice of the proposed waiver, either in writing or announced at the previous membership meeting, and no such waiver may be considered within 60 days of a Local election.

SECTION 10: Waivers given in accordance with Section 10 of this Article shall be in writing and shall be signed by the President and Recording Secretary of Local 916.

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 of Local 916.

SECTION 2: The Treasurer shall sign and the President shall countersign checks covering proper expenditures for Local 916. In the absence of either the Treasurer or the President (but not both), the First Vice President or the Recording Secretary may sign in place of the absent officer.

SECTION 3: The President, First Vice President, Treasurer, and Recording Secretary shall be bonded in accordance with law and Article XXIV of the AFGE National Constitution.

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 of the AFGE National Constitution.

SECTION 5: All books, records, and financial accounts shall be open at all times to the inspection of the national officers or accredited representative of the National Executive Council and any duly authorized and accredited representative and/or members in good standing of Local 916.

SECTION 6: The Budget Committee shall prepare and present to the membership for approval an annual budget, which shall be presented in the early part of the year. Said budget, upon approval, shall be a guideline for the Local's expenditures planning. Said budget may be amended by the membership as necessary.

ARTICLE VI
ELECTED OFFICERS AND THEIR DUTIES

SECTION 1: The elected officers of Local 916 shall consist of the President, First Vice President, Second Vice President, Treasurer, Recording Secretary, and eight Executive Council positions. The election of officers for Local 916 shall be in accordance with Article VII of this Constitution and Appendix A of the AFGE National Constitution.

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 Constitution and/or By-Laws of Local 916, official policies of the Federation and, to the extent not inconsistent with the foregoing, all official policies of the Local.

SECTION 3: The President of Local 916 shall be the executive officer of this Local. The President shall:

(a) Exercise general supervision over the affairs of the Local and see that other officers comply with the responsibilities of their office and constitutional duties;
(b) Comply with the National and Local Constitutions;
(c) Keep the membership apprised of the goals and objectives of the Federation;
(d) Serve as an ex-officio member of all committees except the Election Committee, Audit Committee, and committee of 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;
(e) Preside at all Local meetings;

(f) Sign all documents pertaining to the office of President of Local 916;
(g) Serve as the Chairperson of the Executive Council;
(h)(1) Serve as a full-time President, and shall be compensated by the Local at a rate of $200.00 per month for automobile expenses, and shall occupy a full-time Representative position as allowed under the Master Labor Agreement between the Air Force Material Command and AFGE Council 214. The Local shall supplement the President's salary up to, but not less than a GS-12, Step 1, and will include all within grade increases.

(2) In the event that a non-Air Force employee is elected to the office of President, he/she shall serve as a full-time President, and shall be compensated by the Local at the salary of not less than a GS-12, Step 1, with within grade increases and the same benefits as if employed by the Agency, except for leave, which will be at the rate of 26 days annual and 13 days sick leave. Leave will be subject to the same government provisions concerning the amount of leave that can be carried from year to year. The Local also shall compensate the President for automobile expenses at the rate of $200.00 per month.

(3) Should a retired member be elected to the office of President, or should the President elect to retire from federal service during his/her term of office, he/she shall be compensated by the Local at a rate of $500 per month, with a compensation for automobile expenses at the rate of $200 per month.

(i) Appoint the Parliamentarian, Sergeant-at-Arms, and full-time representatives, the latter as provided for by contractual negotiations. All appointments and dismissals shall be ratified by the Executive Council;
(j) Grant overtime to hourly paid employees of the Local as may be necessary to fulfill the requirements of the Local;
(k) Fulfill other duties as prescribed by the AFGE National Constitution and/or the Local Constitution and/or the mandates of the membership;
(l) Serve as the chief negotiator for Local 916 in all contractual matters concerning Local 916, and, subject to the approval and ratification of the membership, shall bind the Local to said contracts;
(m) Conduct telephonic/visual polls of the Executive Council as may be deemed necessary;
(n) Call special meetings of the membership and/or the Executive Council as may be deemed necessary.

SECTION 4: The First Vice President shall:

(a) Act as an assistant to the President;
(b) Preside over the Local and Executive Council meetings in the absence of and at the direction of the President;
(c) Serve as chairperson and/or member of other committees, both special and standing, or the incumbent of other positions as ratified by the Executive Council;
(d) Perform other duties as assigned by the President;
(e) Fulfill other duties as prescribed by the AFGE National Constitution and/or the Local Constitution and/or the mandates of the membership;
(f) Be compensated at the rate of $200.00 per month for performance of his or her duties.

SECTION 5: The Second Vice President shall:

(a) Act as an assistant to the President;
(b) Preside over the Local and Executive Council meetings in the absence of the President and First Vice President and at the direction of the President;
(c) Serve as Chairperson of the Constitution Committee;
(d) Serve as chairperson and/or member of other committees, both special and standing, or the incumbent of other positions as ratified by the Executive Council;
(e) Perform other duties as assigned by the President;
(f) Fulfill other duties as prescribed by the AFGE National Constitution and/or the Local Constitution and/or the mandates of the membership;

(g) Be compensated at the rate of $200.00 per month for performance of his or her duties.

SECTION 6: The Treasurer shall:

(a) Maintain a bookkeeping system as prescribed by the National Secretary-Treasurer;
(b) Make a financial report at each regular membership meeting, except as may be deferred by the Treasurer until the next membership meeting;
(c) Keep an up-to-date roll of the members;
(d) Receive all monies and/or dues paid into the Local and receipt thereof;
(e) Keep records of all transactions thereof;
(f) Deposit money in the bank to the credit of the Local;
(g) 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;
(h) Forward initiation fees and per capita taxes, as appropriate, to the National Office, Council 214 Office, AFL-CIO affiliate office, and others as deemed appropriate by the affiliation of Local 916 with same;
(i) Perform additional duties and responsibilities as outlined in the AFGE Financial Officers Manual;
(j) Make disbursements for payments of outstanding/long term bills/debts and current debts as approved by the Executive Council and/or the membership of Local 916;
(k) Forward all receipts both for credit and debt to the Audit Committee for review after the proper posting and payment or deposit thereof;
(l) Be compensated at the rate of $500.00 per month for performance of his or her duties;
(m) Serve as Chairperson of the Budget Committee;
(n) Serve as chairperson and/or member of other committees, both special and standing, or the incumbent of other positions as ratified by the Executive Council;
(o) Perform other duties as prescribed by the AFGE National Constitution and/or the mandates of the membership.

SECTION 7: The Recording Secretary shall:

(a) Keep accurate records of the proceedings of Local and Executive Council meetings;
(b) Maintain complete files containing approved minutes of such meetings as provided for in Subsection (a) of this Section of this Article;
(c) Keep up-to-date copies of the Local and AFGE National Constitutions and have such documents available for use at Local and Executive Council meetings;
(d) Be the official custodian of the Local records and correspondence of the Local as required by the President;
(e) Prepare official correspondence and co-sign official correspondence as required by the President;
(f) Perform the duties of publishing a bi-monthly Newsletter and/or Newspaper and be responsible for notifying the appropriate personnel of meetings that require their attendance;
(g) Prepare and present to the Executive Council for approval expense vouchers for payment of Local personnel who are paid for services rendered on an hourly basis, and after obtaining such approval, present the authenticated vouchers to the Treasurer for payment;
(h) Be compensated at the rate of $500.00 per month for performance of his/her duties;
(i) Serve as chairperson and/or member of committees, both special and standing, or the incumbent of other positions as ratified by the Executive Council;
(j) Perform other duties as assigned by the President;
(k) Fulfill other duties as prescribed by the AFGE National Constitution and/or the Local Constitution and/or the mandates of the membership;
(l) 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 Recording Secretary for one year

after the election, unless the records are requested by higher authority in the appeal process or are still relevant.

SECTION 8: The duties and responsibilities of the eight Executive Council positions shall be in accordance with Article VIII.

SECTION 9: No officer or agent of or for Local 916 shall engage in any business or financial activities with or on behalf of this Local which conflict with his/her fiduciary obligation to the Local.

ARTICLE VII
ELECTION PROCEDURES

SECTION 1: Local 916 elections shall be conducted in accordance with the AFGE National Constitution and Appendix A thereof and this Article.

SECTION 2: All elected offices will serve for a term of three years. The terms of office shall expire on the election and subsequent installation of their successors. 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.

SECTION 3: Nominations for elected officials shall be accepted at the June membership meeting preceding the October election in the election year.

SECTION 4: Election of officers will be held on the day of the regular October meeting of that year for that election.

SECTION 5: Installation shall be at the October meeting following the election report by the Election Committee.

SECTION 6: Executive Council positions shall be numbered one through eight for purposes of nominations and elections only, and such numbering shall not confer any rank.

SECTION 7: The President, First Vice President, Second Vice President, and the odd numbered Executive Council positions shall be elected every third year to serve for a term of three years, beginning in 1998. The Treasurer, Recording Secretary, and the even numbered Executive Council positions shall be elected every third year to serve a term of three years, beginning in 1999.

SECTION 8: If during the term of office a vacancy occurs in the office of President, or the President becomes permanently incapacitated, the First Vice President shall perform the duties of the President for the unexpired term; the Second Vice President then shall assume the duties of the First Vice President. Vacancies in any other office shall be filled for the unexpired term by appointment by the Executive Council of Local 916. Such appointment shall be made by no less than a majority of two-thirds of the Executive Council members present and voting at the Executive Council meeting called for that purpose. Said meeting shall be held not more than 60 days after the vacancy occurs. Such appointments shall be made known to the membership at the next regular membership meeting following the appointment for ratification by the membership, which shall require a majority vote of those members present and voting. In the event such ratification by the membership is not made, the Executive Council then shall meet within ten days and appoint a new successor, pending ratification of the membership as prescribed above.

SECTION 9: 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 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.

SECTION 10: All elections for elected officers shall be conducted by mail ballot in accordance with the AFGE National Constitution.

ARTICLE VIII
EXECUTIVE COUNCIL

SECTION 1: The Executive Council of Local 916 shall be comprised of all elected officers of the Local.

SECTION 2: The Executive Council shall meet monthly on a date and hour of its choosing. The Council may meet more than once a month as may be deemed necessary by the Executive Council in accordance with the provisions of Section 3 of this Article.

SECTION 3: The Executive Council may be called into special meetings as necessary by the President or by written request of a majority of the members of the Executive Council.

SECTION 4: A quorum for Executive Council meetings shall be a majority of its members.

SECTION 5: The President of Local 916 shall serve in accordance with the provisions of this Constitution as the Chairperson of the Executive Council.

SECTION 6: The Recording Secretary of Local 916 shall serve in accordance with the provisions of this Constitution as the Secretary of the Executive Council.

SECTION 7: Minutes of the Executive Council meetings shall be taken, and such minutes shall be available to the membership.

SECTION 8: The Executive Council at its option may close any Executive Council meeting as deemed necessary by a majority of the Council members present and voting or by a Presidential directive.

SECTION 9: It shall be the duty of the Executive Council to devise and initiate such actions as may be necessary in the interim between the Local's regular membership meetings, but such actions shall not be inconsistent with the objectives of the Federation and shall be subject to Local 916 approval.

SECTION 10: In accordance with Section 9 of this Article, the Executive Council is empowered to conduct all Local affairs not specifically reserved to the Local membership by this Constitution. Its powers include, but are not limited to the:

(a) Hiring and dismissal of salaried (as opposed to elective) employees of the Local, subject to the provisions contained in the agreement between OPEIU Local 381 and AFGE Local 916;
(b) Fixing of the amount of compensation of salaried Local employees, subject to ratification by the Local membership;
(c) Approval of payment for services rendered by persons paid on an hourly basis;
(d) Appointment to office in the event of a vacancy in accordance with Article VII;
(e) Expenditures by the Executive Council in excess of $500 per month must have prior approval of the membership, either as authorized by the budget approved by the Local or by separate vote of the Local's members;
(f) The Executive Council shall ratify appointments to committees, not inconsistent with this Constitution;
(g) The Executive Council may authorize payment for services actually rendered, at a rate of not more than $20.00 per hour, for members and officers who actually perform said services. Such authorization is for committee work, and any other authorization must be approved prior to the performing of services for which payment is to be made. Persons performing services must submit individual expense vouchers to the chairperson of the committee, with the exception of the Executive Council when acting as a committee,

who must sign said vouchers and forward the vouchers to the Chairperson of the Audit Committee, who in accordance with the provisions of this Constitution will present such vouchers for approval to the Executive Council and then to the Treasurer for payment. Upon approval of the Executive Council, the President shall review and sign the vouchers for the Executive Council.

SECTION 11: The Executive Council members will be compensated at the rate of $75.00 for actual attendance at a regular or special Executive Council meeting and the monthly membership meeting.

SECTION 12: The Executive Council at its discretion may waive the compensation set forth in Section 11 of this Article for a period of time to be determined by the Executive Council.

SECTION 13: The Executive Council shall ratify all appointments, promotions, demotions, and/or removals from the steward system based upon the recommendations of the Chief Steward for Local 916.

SECTION 14: The Executive Council, in accordance with Article IV, may wave initiation fees, special assessments, and/or back dues.

SECTION 15: The Executive Council members shall receive a cell phone stipend at the rate of $75.00 per month as long as active service is carried.

ARTICLE IX
COMMITTEES

SECTION 1: The standing committees and duties of the standing committees of Local 916 shall be:

(a) Budget Committee: The Budget Committee shall consist of four members and a Chairperson. The Chairperson, in accordance with this Constitution, shall be the Treasurer of Local 916. The Budget Committee, in accordance with Article V of this Constitution, shall prepare and present an annual budget to the membership. The Budget Committee shall prepare and present quarterly reports to the membership and shall propose changes to the membership as necessary.

(b) Audit Committee: The Audit Committee shall consist of four members and a Chairperson. The Audit Committee shall perform monthly audits to insure that all expenditures are approved and that all financial statements are correct and in order. The Audit Committee Chairperson shall make a report at each membership meeting and report the findings of the Audit Committee to the membership. The Audit Committee shall conduct the annual audit and submit reports required by the AFGE National Constitution. The Executive Council or a two-thirds majority of those present and voting at a regular or special membership meeting may authorize an audit of Local records by a professional auditing firm or organization. Any irregularities found by the Audit Committee will be presented to the President and Treasurer of Local 916 in a combined meeting with and by the Chairperson of the Audit Committee. If the irregularities are not satisfactorily explained, the Audit Committee Chairperson then shall address the Executive Council. If after discussing the irregularities with the Executive Council, the irregularities are not properly explained, the Chairperson of the Audit Committee will include such irregularity in the membership report. Members of the Audit Committee shall not discuss the audit outside of the normal duties of the Audit Committee.

(c) Constitution Committee: The Constitution Committee shall consist of four members and a Chairperson. The Chairperson, in accordance with this Constitution, shall be the Second Vice President. The Constitution Committee shall answer all questions of constitutionality in accordance with the provisions of this Constitution.

(d) Membership/Organizing Committee: The Membership/Organizing Committee shall consist of four members and a Chairperson. The Membership/Organizing Committee shall be responsible for the growth in membership of this Local. The Chairperson of the Membership/Organizing Committee shall make a monthly report to the membership on the status of membership and organizing for Local 916.

(e) Legislative Committee: The Legislative Committee shall consist of four members and a Chairperson. The Legislative Committee Chairperson shall make a report as necessary to the membership to keep the membership informed of pending legislation. The Legislative Committee shall assume a role of leadership in conducting letter writing campaigns and other efforts designed to obtain desired legislative actions. The Legislative Committee will serve as a focal point in the submission of resolutions to the AFGE National Convention. Such resolutions will be presented to the Local membership for appropriate action prior to submission.

(f) Grievance Committee: The Grievance Committee shall consist of four members and a Chairperson. The Grievance Committee shall review cases pending arbitration and shall decide by a majority vote if a case is to go to arbitration.

(g) Entertainment Committee: The Entertainment Committee shall consist of four members and a Chairperson. The Entertainment Committee shall be responsible for providing refreshments for the membership meetings, planning of Local gatherings, and the general welfare and morale of the membership.

(h) Fund Raising Committee: The Fund Raising Committee shall consist of four members and a Chairperson. The Fund Raising Committee shall be responsible for the raising of funds, raffles, and other projects for fund raising.

SECTION 2: Except as provided for in this Constitution, and subject to ratification of the Executive Council, the chairpersons of the standing committees appointed by the President can be elected officers, but not limited to elected officers, on the Executive Council.

SECTION 3: The members of the standing committees shall be appointed by the President, subject to ratification by the Executive Council.

SECTION 4: The President shall have the discretionary authority to re-assign standing committee chairpersons, to the extent not inconsistent with the provisions of this Constitution, as deemed necessary in the best interest of Local 916.

SECTION 5: The President shall have the discretionary authority to remove members of standing committees as deemed necessary in the best interest of Local 916.

SECTION 6: The Recording Secretary on a quarterly basis shall prepare and present in written form to the membership a list of all committees, the names of the chairperson and members of each committee, the date each committee was established, and the date each member of the committee was appointed.

SECTION 7: The President, upon ratification by the Executive Council as required by this or the AFGE National Constitution, shall establish other standing committees as deemed necessary.

SECTION 8: The President, upon ratification by the Executive Council as required by this or the AFGE National Constitution, shall establish special and/or ad hoc committees as deemed necessary.

SECTION 9: The chairperson, or the members of the committees by a two-thirds majority, may call meeting(s); however, no meeting may be called without prior notification to all committee members.

SECTION 10: A quorum for the purpose of having a committee meeting shall require a majority of the members of the committee.

SECTION 11: The President may call a meeting of a committee.

ARTICLE X
DELEGATES

SECTION 1: Except as provided for within this Constitution, delegates and alternate delegates to the AFGE National Convention, Ninth District Caucus, AFMC Council 214, DLA Council 169, Ninth District Council of Locals (C-131), AFL-CIO (states and county central bodies), AAFES Council 235, and any Council established in which Local 916 May have membership shall be elected in accordance with the provisions of the AFGE National Constitution, Appendix A.

SECTION 2: By virtue of election to office:

(a) The President, First Vice President, Second Vice President, Treasurer, and Recording Secretary shall serve as delegates to the AFGE National Convention, the District Caucus, and the AFL-CIO (state and county central bodies).
(b) In the following order, the President, First Vice President, and Second Vice President, Treasurer and Recording Secretary shall serve as delegates to the AFMC Council 214 convention as needed.
(c) The President shall serve as delegate to the AFMC Council 214 Executive Board. The First Vice President shall serve as alternate delegate to the AFMC Council 214 Executive Board.
(d) The President shall serve as delegate to the Ninth District Council of Locals. The First Vice President shall serve as alternate delegate to the Ninth District Council of Locals.
(e) The President shall serve as delegate to DLA Council 169. The First and Second Vice Presidents shall serve as alternate delegates to DLA Council 169.
(f) The President shall serve as delegate to DECA Council 172. The First and Second Vice Presidents shall serve as alternate delegates to DECA Council 172.
(g) The President shall serve as delegate to AAFES Council 235. The First and Second Vice Presidents shall serve as alternate delegates to AAFES Council 235.
(h) The Executive Council in numerical order from seat 1 through seat 8 will by virtue of office be delegates to the AFGE National Convention.
(i) The President shall serve as the delegate to any new Councils that Local 916 may become affiliated with due to membership.

SECTION 3: Except as otherwise provided for within this Constitution all other delegates and alternate delegates shall be nominated and elected as follows:

(a) AFGE National Convention, Ninth District Caucus, and AFMC Council 214 within six months prior to the scheduled meeting as determined by the body;
(b) DLA Council 169 and Ninth District Council of Locals during the regular July membership meeting of every third year, beginning 2000.
(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 4: To be a candidate for a delegate or alternate delegate position, said 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.

SECTION 5: A full delegation of delegates and alternate delegates will be sent to the AFGE National Convention and the Ninth District Caucus at the expense of the Local, as long as such expenditures do not place an undue hardship on the financial obligations of the Local as determined by the Executive Council.

ARTICLE XI
APPOINTIVE POSITIONS AND THEIR DUTIES

SECTION 1: Appointive positions of the Local are: Local Chief Stewards, Deputy Chief Steward(s), Directorate Stewards, Division Stewards, Branch Stewards, Section Stewards, Unit Stewards, Shop Stewards, Sergeant-at-Arms, and Parliamentarian.

SECTION 2: Other appointive positions may be created as necessary by the Executive Council and/or the President.

SECTION 3: Local Chief Stewards: Applicants for the position of Chief Steward shall be recommended by a majority of the Executive Council. The President, First Vice President, and Second Vice President shall review all applicants, and the President shall make the final determination as to the appointment of the applicant to serve as the Local Chief Steward. The Chief Steward shall exercise general supervision of the steward system, and make recommendations as to the appointment, promotion, demotion, and/or removal of stewards from the steward system. The Chief Steward shall conduct the training of the stewards in accordance with the mandates of the Executive Council. The Chief Steward is responsible to insure the proper handling of cases and the accuracy of the stewards list, and to assist in arbitration cases as directed by the President. The Chief Steward will perform other duties as assigned by the President. In the event the Chief Steward is to be a full-time employee of the Local, the President shall recommend to the Executive Council the terms and conditions of the compensation of the Chief Steward. Upon a majority vote of the Executive Council, such recommendations shall be presented to the membership for ratification.

SECTION 4: The Deputy Chief Steward(s): The Chief Steward shall make recommendations for the position of Deputy Chief Steward(s) to the Executive Council for approval of appointment. The Deputy Chief Steward shall be an assistant to the Chief Steward. The Deputy Chief Steward shall perform general supervision over the steward system for the area of responsibility assigned by the Chief Steward. The Deputy Chief Steward shall perform other duties as assigned by the Chief Steward and/or the President. The Deputy Chief Steward shall strive to increase the membership of Local 916.

SECTION 5: Directorate Stewards: The Directorate Steward(s) will be appointed by the Executive Council upon the recommendation of the President, Chief Steward and the Deputy Chief Steward. Directorate Stewards shall maintain general supervision over the steward system for their respective directorates. The Directorate Steward shall be responsible for ensuring the proper handling of cases in the respective directorate. The Directorate Steward shall be responsible for negotiating policy within the directorate, except that such policy(s) shall be approved by the Chief Steward and the President prior to the commitment of the Union to any such policy. Directorate Stewards shall make recommendations to the Chief Steward for appointments of stewards within the directorate as appropriate. The Directorate Steward shall perform other duties as assigned by the Chief Steward and/or the President. The Directorate Steward shall strive to increase the membership of Local 916.

SECTION 6: Division Stewards: Division Stewards shall be appointed by the Executive Council. The appropriate Directorate Steward shall make recommendations to the Chief Steward, who then at his/her discretion shall make such recommendations to the Executive Council for appointments. Division Stewards shall maintain general supervision over the steward system for their respective divisions. The Division Steward shall be responsible for ensuring the proper handling of cases in the respective division. The Division Steward shall be responsible for negotiating policy within the division, except that such policy(s) shall be approved by the Chief Steward and the President prior to the commitment of the Union to any such policy. The Division Steward shall make recommendations to the Directorate Steward for appointments of stewards within the division as appropriate. The

Division Steward shall perform other duties as assigned by the Chief Steward and/or the President. The Division Steward shall strive to increase the membership of Local 916.

SECTION 7: Branch Stewards: Branch Stewards shall be appointed by the Executive Council. The appropriate Division Steward shall make recommendations to the appropriate Directorate Steward, who shall make recommendations to the Chief Steward, who then at his/her discretion shall make such recommendations to the Executive Council for appointments. Branch Stewards shall maintain general supervision over the steward system for their respective branch. The Branch Steward shall be responsible for ensuring the proper handling of cases in the respective branch. The Branch Steward shall be responsible for negotiating policy within the branch, except that such policy(s) shall be approved by the Chief Steward and the President prior to the commitment of the Union to any such policy. The Branch Steward shall make recommendations to the appropriate Division Steward, who shall make recommendations to the appropriate Directorate Steward, who shall make recommendations to the Chief Steward for appointments within the branch. The Branch Steward shall perform other duties as assigned by the Chief Steward and/or the President. The Branch Steward shall strive to increase the membership of Local 916.

SECTION 8: Section Stewards: Section Stewards shall be appointed by the Executive Council. The Branch Steward shall recommend to the appropriate Division Steward, who shall make recommendations to the appropriate Directorate Steward, who shall make recommendations to the Chief Steward, who then at his/her discretion shall make such recommendations to the Executive Council for appointments. Section Stewards shall maintain general supervision over the steward system for their respective sections. The Section Steward shall be responsible for ensuring the proper handling of cases in the respective section. The Section Steward shall be responsible for negotiating policy within the section, except that such policy(s) shall be approved by the Chief Steward and the President prior to the commitment of the Union to any such policy. The Section Steward shall make recommendations to the appropriate Branch Steward, who shall make recommendations to the appropriate Division Steward, who shall make recommendations to the appropriate Directorate Steward, who shall make recommendations to the Chief Steward for appointments within the section. The Section Steward shall perform other duties as assigned by the Chief Steward and/or the President. The Section Steward shall strive to increase the membership of Local 916. In order to serve as a Section Steward or above, the steward must have satisfactorily completed the basic steward's training as established by the Chief Steward.

SECTION 9: Unit Stewards: Unit Stewards shall be appointed by the Executive Council. The appropriate Section Steward shall make recommendations to the Branch Steward, who shall recommend to the appropriate Division Steward, who shall make recommendations to the appropriate Directorate Steward, who shall make recommendations to the Chief Steward, who then at his/her discretion shall make such recommendations to the Executive Council for appointments. Unit Stewards shall maintain general supervision over the steward system for their respective unit. The Unit Steward shall be responsible for ensuring the proper handling of cases in the respective unit. The Unit Steward shall be responsible for negotiating policy within the unit, except that such policy(s) shall be approved by the Chief Steward and the President prior to the commitment of the Union to any such policy. The Unit Steward shall make recommendations to the Section Steward, who shall make recommendations to the appropriate Branch Steward, who shall make recommendations to the appropriate Division Steward, who shall make recommendations to the appropriate Directorate Steward, who shall make recommendations to the Chief Steward for appointments within the unit. The Unit Steward will perform other duties as assigned by the Chief Steward and/or the President. The Unit Steward shall strive to increase the membership of Local 916.

SECTION 10: The Shop Steward shall be appointed by the Executive Council. The Unit Steward shall recommend to the Section Steward, who shall recommend to the Branch Steward, who shall recommend to the Division Steward, who shall recommend to the Directorate Steward, who shall make a recommendation to the Chief Steward, who at his/her discretion shall make a recommendation to the Executive Council for appointment. The Shop Steward shall be the first level of the steward system. The Shop Steward will perform duties as assigned by the President and/or the Chief Steward. The Shop Steward will handle the grievances within the shop and will strive to obtain a hundred percent Union shop.

SECTION 11: Sergeant-at-Arms: The Sergeant-at-Arms shall be appointed by the President and may be removed by the President. The Sergeant-at-Arms shall preserve order at meetings under the instructions of the President, and maintain the attendance record for Local meetings.

SECTION 12: Parliamentarian: The Parliamentarian shall be appointed and removed by the President. The Parliamentarian's position will be filled at the discretion of the President. The Parliamentarian, when requested to do so by the President, will act as an assistant in matters concerning parliamentary procedure.

ARTICLE XII
MEETINGS

SECTION 1: AFGE Local 916 shall meet regularly each month at a place to be designated and at such time as indicated by this Constitution.

SECTION 2: Special meetings may be called at any time by the President.

SECTION 3: Special meetings may be called at any time by a written request of the majority of the members of the Executive Council.

SECTION 4: Special meetings may be called at any time by written request signed by at least ten percent of the membership of Local 916.

SECTION 5: In the event of a special meeting, a five day notice must be given to the membership.

SECTION 6: Only members in good standing in the Local shall be allowed to vote.

SECTION 7: A quorum for any regular or special meeting shall be 30 members. A quorum is not required for nominations and/or elections.

SECTION 8: The rules contained in the latest revision of *Roberts Rules of Order Newly Revised* shall govern the Local in the cases to which they are applicable and in which they are not inconsistent with this Constitution.

SECTION 9: Regular Local membership meetings will be held on the first Thursday of each month, except that if such meeting date is on a holiday, the meeting will be held on the following Thursday at the Union Hall. The membership meeting normally shall begin at 4:00 p.m. The place, time, and date may be changed by the Local with prior notification to the membership.

SECTION 10: The normal order of business for Local meetings shall be:

(a) Call to order
(b) Pledge of allegiance
(c) Introduction of guests
(d) Reading of the minutes
(e) Reading of the Treasurer's report
(f) Committee reports
(g) Unfinished business
(h) New business
(i) Good and welfare
(j) Adjournment

SECTION 11: The Rules of Order for Local meetings shall be:

(a) A member desiring to speak shall obtain recognition from the Chair.

(b) A member speaking may not interrupt another member who is speaking, except to call a point of order, a point of information or a point of privilege.
(c) All remarks shall be addressed to the question being discussed or debated.
(d) When a member is called to order by the Chair, the member shall be seated until the questions of order is solved.
(e) Members shall address one another only through the Chair.
(f) Members shall treat other members with utmost respect.

ARTICLE XIII
OFFENSES, TRIALS, PENALTIES, APPEALS

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

ARTICLE XIV
GENERAL PROVISIONS

SECTION 1: In the event this Constitution and the AFGE National Constitution are in conflict, the AFGE National Constitution shall be the ruling document.

SECTION 2: In the event, during a meeting, a question of constitutionality arises, the Chair shall make an initial determination. If opposition to the decision of the Chair is raised at the time of the Chair's decision, the opposing party shall have ten calendar days to present in writing, in triplicate, by certified mail, on 8½ by 11 inch white bond paper, double spaced, typewritten, the opposition. One copy of the opposition shall be sent to the President of Local 916, one copy to the Recording Secretary, and one copy to the Chairperson of the Constitution Committee. The Constitution Committee within ten days of the receipt of the opposition shall call and hold a meeting, at which time both parties will be allowed to present relative and material evidence. Within ten days of the date of the meeting, the Chairperson shall file an opinion with the President, Recording Secretary, and the opposing party as to the decisions of the Constitution Committee. In the event this ruling prevails, the opposing party may file within five days an appeal to the President, who shall forward the records to the National Office for an interpretation and decision. The decision of the National Office shall be final.

SECTION 3: All elections within the provisions of this Constitution shall be effective on the next scheduled election(s) following approval of this Constitution by the National Executive Council (NEC).

ARTICLE XV
AMENDMENTS

SECTION 1: This Constitution is to become effective and remain in effect, subject to amendments as provided for within this Article, after its adoption by the Local and approval by the National Executive Council.

SECTION 2: Any proposed amendments to this Constitution must be submitted in accordance with the Subsections of this Section of this Article.

(a) May be submitted at the regular membership meeting during the months of January and July, or received by certified mail not later than the close of business on the day of the January or July membership meeting.
(b) Must identify the Article, Section and/or Subsection, and page number of the Constitution that the proposed amendment affects.
(c) Must contain the name, address, and telephone number of the member making the proposal.

SECTION 3: At the February and August membership meetings, the Chairperson of the Constitution Committee will present the proposed Constitutional amendments that were properly submitted.

SECTION 4: The membership of Local 916 shall be notified of all properly submitted proposals by newsletter.

SECTION 5: Prior to the February and August membership meetings, the Constitution Committee shall meet and prepare a report to be presented at the February and August membership meetings. The report shall set forth the recommendations of the Constitution Committee, and shall state the reasons if any proposed amendments were not properly submitted.

SECTION 6: The membership at the March and September membership meetings shall discuss, debate, and amend the proposed amendments.

SECTION 7: The membership at the March and September membership meetings shall vote upon the proposed amendments.

SECTION 8: In the event legislation which affects the contents of this Constitution becomes effective during the year, the Constitution Committee shall make recommendations for a special Constitution change. The proposed change shall be read at the next regular membership meeting and acted upon at the following membership meeting.

SECTION 9: All amendments adopted by the Local after approval of this Constitution shall be effective immediately after approval by the National Executive Council, unless a different date is ordered by the Local.

PREPARED BY THE CONSTITUTION COMMITTEE

CHAIRMAN SECRETARY MEMBER

Approved and adopted by the membership this
1st of March, 2018.

FOR THE MEMBERSHIP

PRESIDENT RECORDING SECRETARY