

**AFGE Local 910 Bylaws**  
**The constitution of AFGE Local 910**  
**Is set forth in appendix B of the**  
**AFGE National Constitution.**

Approved by membership on \_\_\_\_\_. **Approved 5/1/2023**

Section 1. The headquarters of the Local 910 is at the Kansas City Veteran Administration. The mailing address is Kansas City Veterans Affairs Medical Center, 4801 E Linwood Blvd, Kansas City, MO 64128.

Section 2. Regular meetings of the local shall be held a minimum of once a quarter. The Executive Board will meet a minimum of one week prior to the regular meetings of the local. The President may call meetings of the Executive Board at any time as deemed necessary to conduct the business of 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 of the membership. Five 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. A quorum of this local shall consist of eight members (Executive Board plus one). A quorum of any committee shall consist of ten percent of the members thereof.

Section 6. Unless otherwise specified by law or by constitution, all questions before the local will be decided by vote of the members present first by voice vote, then by a showing of hands.

Section 7. The time allowed for debate of any issue before the local and the time allowed for speeches will be five minutes. The time allowed for debate may be extended by a majority of those present and voting.

Section 8. The general officers of this local who comprise the Executive Board are as follows:

- President**.....elected officer (Delegate by virtue of office)
- Executive Vice President**....elected officer (Delegate by virtue of office)
- Vice President Title 38**..... elected officer (Delegate by virtue of office)
- Vice President Title 5**.....elected officer (Delegate by virtue of office)
- Treasurer/Secretary**.....elected officer (Delegate by virtue of office)

Appointed AFGE Local 910 Executive Board members:

Title 5 and Title 38 Chief Stewards, appointed by the President, and approved by the Executive Board. The Chief Stewards are voting members of the Executive Board.

Section 9. The **President** shall be the Chief Executive Officer of this local. They shall exercise general supervision over the affairs of the local and see that other officers and Stewards comply with the responsibilities of their office and institutional duties. The President must comply with the national and standard local constitutions, keep the membership apprised of the goals and objectives of the federation, and serve as an ex officio member of all committees except the election, investigation, or trial committees, when they are bringing the charges or are directly or indirectly involved in the matter which gave rise to the charges. The President serves, by virtue of office, as a local delegate to district caucuses, council meetings, and national convention, and such other meetings participated in by this local, as the local may be entitled. The President must preside at all local meetings and sign all documents pertaining to the office.

If the President is unable to perform their regular duties, either because of sickness, leave, or legitimate reason. They shall delegate the responsibilities of that office to the Executive Vice President. If both the President and Executive Vice President are absent the Title 38 Vice President and Title 5 Vice President will alternate to perform said duties.

Section 10. The **Executive Vice President** shall assist the President in the performance of the duties of that office and be responsible for at the direction of the President, the supervision and coordination of representational matters, contract negotiations, administration, and enforcement. The Executive Vice President shall preside if the President is absent from a meeting, and shall perform such other duties, as may be assigned by the President. In the case of vacancy in the office of President, the Executive Vice President shall fill the unexpired term. See the standard local constitution, article VI, Section 3 and 4. The Executive Vice President shall chair the arbitration review Board and invoke arbitration with the approval of the arbitration review Board and the Executive Board. The arbitration review Board shall be the Executive Vice President-Chair, Title 38 Vice President, Title 5 Vice President, and Chief Stewards. The President shall resolve all tie votes. The Executive Vice President serves, by virtue of office, as a local delegate to district caucuses, council meetings, and national convention, and such other meetings participated in by this local, as the local may be entitled. The Executive Vice President must preside at all local meetings.

Section 11. The **Title 5 Vice President** shall serve as the Local's subject matter expert regarding Title 5 and Title 38 Hybrid employee matters e.g. Merit Systems Protection Board (MSPB). The Title 5 Vice President shall be responsible for ensuring union officers and Stewards fully trained on Title 5 and Title 38 Hybrid issues. The Title 5 Vice President will provide representation to Title 5 and Title 38 Hybrid employees, as well as other duties as assigned. The Title 5 VP serves, by virtue of office, as a local delegate to district caucuses, council meetings, and national convention, and such other meetings participated in by this local, as the local may be entitled. The Title 5 VP must preside at all local meetings.

Section 12. The **Title 38 Vice President** shall serve as the Local's subject matter expert regarding Title 38 employee subject matter experts. e.g., Disciplinary Appeal Board (DAB) and Summary Review Board (SRB). The Title 38 Vice President shall be responsible for ensuring union officers and Stewards fully trained on Title 38 issues. The Title 38 Vice President will provide representation to Title 38 employees, as well as other duties as assigned. The Title 38 VP serves, by virtue of office, as a local delegate to district caucuses, council meetings, and national convention, and such other meetings participated in by this local, as the local may be entitled. The Title 38 VP must preside at all local meetings.

Section 13. The **Treasurer/Secretary** shall oversee all expenditures of the local, including travel and training expenses and receive and receipt for all monies. They assure any information and data needed by the national AFGE is sent in a timely fashion and assure the data between national and the local is consistent and congruent. The Treasurer/Secretary is also responsible for assuring an audit is done on the books every year. The Treasurer/Secretary is responsible to maintain an up-to date membership list, BUE List, and to make sure dues are collected. They shall oversee the accurate documentation of minutes at the local meetings and Executive Board meetings and provide the financial report quarterly. The Treasurer/Secretary shall maintain email addresses to assure proper communication with local members. He or she will also have the responsibility to assure data is secure in the files and or computer system and will have oversight responsibility for the newsletter. The Treasurer/Secretary serves, by virtue of office, as a local delegate to district caucuses, council meetings, and national convention, and such other meetings participated in by this local, as the local may be entitled. The Treasurer/Secretary must preside at all local meetings.

Section 14. The **Chief Stewards** shall be appointed by the President, with approval by the Executive Board. The Chief Stewards shall be responsible for the Stewards' representational training. They shall implement a Stewards' system that will strive to recruit a steward for each work group. They shall receive all recommendations for Stewardship prior to the approval of the President and the Executive Board. They shall be responsible for the coordination and supervision of all Stewards. Assist the President with all representational and labor relation matters and concerns. They will also provide representation to employees on any or all matters. The Chief Stewards serve, by virtue of office, as a local delegate to district caucuses, council meetings, and national convention, and such other meetings participated in by this local, as the local may be entitled. The Chief Stewards must preside at all local meetings.

Section 15. The **Safety Officer** shall be appointed by the President, with approval by the Executive Board. They shall be the designated union representative and responsible for carrying out the duties outlined in the Master Collective Bargaining Agreement Article 29. They shall attend or delegate attendance of all related committees and inspections. They will keep the local apprised of any/all safety matters affecting bargaining unit employees.

Section 16. The **Sergeant at Arms** provides support for all union meetings/activities and assists with event communication to the union members. They assist the presiding officer in the maintenance of order, welcome and introduce the guests. They shall ensure that no one enters the meetings without proper authority.

Section 17. The **Women's and Fair Practice coordinators** shall be appointed by the President, with approval by the Executive Board. They shall be responsible for the supervision and coordination of all EEO cases. They will be responsible for establishing a women's and fair practice committee, and systematic oversight and supervision of training of the members of the committee in matters related to EEO, YOUNG, and LBGT issues.

Section 18. Nominations of officers shall be initiated in September, ballots distributed in October, and official election in November after proper notice to all local members. Installation of the results of the election shall be held in December. A quorum is not required for nominations and or elections. See AFGE National Constitution, Appendix A, Part 1, Section 2. Election shall be by secret electronic, manual or mailed in ballot, whichever the election committee determines. Section 15(a). The election committee shall be elected by majority vote of the local members present and voting at a meeting preceding the start of the nomination process.

Section 19. All officers will be administered the "oath of union officers" contained in the AFGE national constitution upon their installation in office. Officers shall serve for 3-year terms. Terms of office shall not exceed three years from installation.

Section 20. The current edition of Robert's Rule 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 21. The local's delegates to the national convention, district caucus, and national council meetings, after proper notice to the local's members shall be elected at a meeting of the local, excepting the local's President and/or Executive Vice President, Title 38 Vice President, Title 5 Vice President, Treasurer/Secretary who are elected to that office and serves by virtue of that office (AFGE national constitution, Appendix A, Part 1, Section 3.)

At that meeting or a subsequent meeting, the local shall vote upon the authorization of funds which will be a specified amount for the delegates' attendance at the national convention, caucus, or council meetings. AFGE national constitution, Appendix A, Section 6D. Members can be voted in as delegates, including elected union officials, during a union meeting.

Section 22. Expenditures by the Executive Board must have prior approval of the local's members, either as authorized by the budget approved by the local or by separate vote of the local members except emergency expenditures of no greater than 500 dollars. See standard local constitution, Article VIII, Section 3. All expenditures authorized by

the Executive Board will be reported in writing at the next regular meeting of the local. Upon request, a copy of such report will be made available to any member in good standing of the local. The report is to remain in the union office; no copies shall be permitted to leave the office.

Section 23. Stewards may be appointed by the President, with approval of Executive Board.

Section 24. When AFGE National Convention, National VA Counsel, or the 9<sup>th</sup> district approves a monthly increase in per capita tax, the biweekly dues of each member shall be automatically increased by the exact amount of the monthly increase in per capita tax. Direct dues from direct pay members shall also be increased to ensure that the dues collected from these members are exactly equal to the amounts collected from all members. In implementing the provisions of this section, the local may elect, by vote of the membership, to absorb the increase in tax in its existing dues structure. Any action to absorb the increase must be undertaken not later than 2 months from the effective date of the per capita tax increase. This provision may not be removed without the approval of the National Executive Council. The amount for retired membership shall be 40 dollars per year. All members who are bargaining unit employees must have their dues deducted from their pay by executing an 1187 or by the National AFGE Edues process. (Union dues for GS 5 equivalent or below employees will be \$3.00 per pay period less than Title 38/ GS 6 equivalent and above employees)

Section 25. The local shall have a budget committee consisting of the President, Treasurer/Secretary, and the Executive Board. The committee shall prepare an annual budget. It will be presented at the December membership meeting. The annual budget will be voted on at the December meeting. The local shall have no salaried officers, except in cases of reimbursement of LWOP taken by an officer to attend AFGE functions by virtue of office for which official time is not authorized. All checks are to be signed by 2 of the 3 following members of the Executive Board: the President, the Treasurer or the Executive Vice President. No open-ended vouchers will be issued.

Section 26. The local will affiliate with the appropriate AFL-CIO bodies in the geographic area and will remain current in its per capita obligations to those bodies.

Section 27. No person who is (or has been) identified (by any local or affiliate of AFGE, AFL-CIO, or other Labor organization) with corrupt influences, mismanagement, and misappropriation of local fund that leads to trusteeship will be allowed to hold any office or chair any committee that is part of the Executive Board.

Section 28. The local will elect an audit committee to audit the union office yearly. The local may retain a certified public accountant to conduct an annual audit within two months after the close of the fiscal year. The local will provide all records finished by the CPA and the audit committee to the Treasurer. The audit committee will consist of 3 union members, none of which will be on the Executive Board. Completed audits and records will be made available for any member in good standing to review by

appointment. All records and documents shall remain in the AFGE 910 office at all times during and after review.

Section 29. Committee Guidance:

- Safety: He or She will work with the hospital to assure safety of equipment and environment. They will also address wellness programs for patient and employees.
- Community Service: He or she will work to assist patients and local members with information about programs available in the community.
- Newsletter: He or she will coordinate the publication of a newsletter that is informative to the membership. They will receive training on the development of professional newsletters.

Section 30. Guiding principles:

- In order to promote a high degree of excellence in patient care, the union will serve as an advocate for all employees and facilitate their active involvement in decisions affecting professional practice.
- The union will operate conscientiously for the benefit of all employees to ensure a safe workplace and to promote an environment where all employees are valued and respected.
- The union will actively participate with management to ensure the ongoing viability of KCVA and its outreach programs.
- The union commits to maximize member involvement by fostering open communication, encouraging participation, actively recruiting new members, distributing union information to all union members and by supporting educational opportunities that will enable union members to effectively contribute to medical center decisional processes.

Section 31. Decision making processes by the union:

- the union will assess the effect of any decision on the quality and quantity of patient care, as well as the risks to patients.
- The union will assure a high degree of excellence is maintained in professional practice, direct patient care, and all other activities related to the operation of the Medical Center and its satellites.
- the union will assure fair and equitable treatment for all members.
- the union will evaluate the degree to which various options will likely lead to the achievement of specified goals.
- the union will assess the cost effectiveness and efficiency which will result from each decision.