

CONSTITUTION

FOR

FARM SERVICE AGENCY AND RISK
MANAGEMENT AGENCY, DEPARTMENT OF AGRICULTURE EMPLOYEES

LOCAL 3925

ARTICLE I
NAME

The name of this organization shall be Farm Service Agency and Risk Management Agency, Department of Agriculture Employees Local 3925 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 Council #26 of the American Federation of State, County and Municipal Employees; the Maryland State and D.C. AFL-CIO; and the Metropolitan Washington 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 Farm Service Agency and the Risk Management Agency of the U.S. Department of Agriculture, Headquarters office, Washington, D.C. are eligible for membership in the 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. Unless such form includes a valid authorization for payroll deduction of dues, the application shall be accompanied by the current month's dues.

Section 3. The membership dues of the local shall be \$8.65 biweekly or .65% of the regular salary per member, whichever is greater.

Section 4. If a member does not elect to create a payroll allotment for membership dues, then dues shall be payable monthly in advance to the local 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 consecutive months shall stand suspended. Provided, however, that any person who is paying dues

through a system of regular payroll deduction shall for so long a such person continues to pay through such deduction method, be considered in good standing.

Section 5. A member suspended under Section 4 may be reinstated to membership in the local on payment of all arrearages or upon payment of a reinstatement of fee of \$25.00 plus the current month's dues.

ARTICLE V MEETINGS

Section 1. Regular meetings of this local shall be held quarterly, 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 union president, local union executive board, or by petition filed with the president and signed by 25 members of the local. Special meetings may also be called by the International President or by an authorized representative of the International President.

Section 3. The quorum for meetings of this local shall be 25 percent of dues paying members.

ARTICLE VI OFFICERS, NOMINATIONS, AND ELECTIONS

Section 1. The officers of this local shall be a president, an executive vice-president, a vice-president for the Farm Service Agency, a vice-president for Risk Management Agency, a recording secretary, a correspondence secretary, a treasurer, a chief steward and two at-large executive board members, and these ten 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.

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 January.

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. 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 year at the time of the election.

To be eligible for office of vice-president of FSA, a member must be in good standing for one year and also be a part of FSA's bargaining unit. To vote for a candidate for the office of vice-president of FSA, a member must be a part of FSA's bargaining unit.

To be eligible for office of vice-president of RMA, a member must be in good standing for one year and also be part of RMA's bargaining unit. To vote for the vice-president of RMA, a member must be a part of RMA's bargaining unit.

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:

- a. preside at all meetings of the local union and of the executive board except as provided in Section 2b of this article.
- b. be a member of all committees except election committees.
- c. countersign all checks drawn against the funds of the local except as provided in Section 2c of this article.
- d. appoint all standing committees and all special committees of the local, subject to the approval of the executive board.
- e. report periodically to the membership regarding the progress and standing of the local and regarding the president's official acts.

Section 2. The executive vice-president shall:

- a. assist the president in the work of the president's official acts.
- b. in the absence of the president or in the president's 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 act as co-signer of checks drawn on the local funds in place of either the president or the treasurer.
- d. be responsible to recruit and fill vacancies in the office of chairpersons for the various standing committees of the local. Shall direct the chairpersons of the various standing committees and be responsible to the executive board on the progress of these committees.

Section 3. The vice-president for the FSA shall:

- a. assist the executive vice-president in the work of the vice-president's office.
- b. in the absence of the president and the executive vice-president or in the case of their inability to serve, preside at all meetings and perform all duties otherwise performed by the president.
- c. perform such other duties as the executive vice-president and executive board may assign.

Section 4. The vice-president for RMA shall:

- a. assist the executive vice-president in the work of the vice-president's office.
- b. in the absence of the president, executive vice-president, vice-president for FSA, or in the case of their inability to serve, preside at all meetings and perform all duties otherwise performed by the president.
- c. perform such other duties as the executive vice-president and executive board may assign.

Section 5. The recording secretary shall:

- a. keep a record of the proceedings of all membership meetings and of all executive board meetings.
- b. perform such other duties as the executive board may require.

Section 6. The correspondence secretary shall:

- a. carry on the official correspondence of the local.
- b. perform such other duties as the executive board may require.

Section 7. The treasurer shall:

- a. receive and issue a receipt for all Moines of the local union.
- 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 treasurer.

- c. prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board.
- d. 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.
- e. 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. Submit at the regularly scheduled union meeting an operating statement of the financial transactions of local, consisting of the last three monthly operating financial statements. An annual financial summary shall be prepared and made available to the membership.
- f. act as custodian of all properties of the local union.
- g. 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.
- h. 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.
- I. maintain a record of dues paying members.

Section 8. The chief steward shall:

- a. be responsible for the functioning of the local's steward system.
- b. report to the local union executive board requiring attention of intervention by the stewards.
- c. maintain a record of all grievances, unfair labor practices, and their status.

Section 9. The members-at-large shall perform such duties as assigned by the executive board.

Section 10. 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. The outgoing trustee shall serve as the chairperson of the elections committee provided such trustee is not a candidate for any elected position in the local.

Section 11. 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. The executive board shall, at least annually, review the local's Mission Statement and Bylaws and report to the membership on whether any changes are needed.

ARTICLE VIII
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 the constitution and special rules of this local union or of the American Federation of State, County and Municipal Employees.

ARTICLE IX
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.