

CONSTITUTION
FOR
U.S. CAPITOL VISITOR CENTER EMPLOYEES
LOCAL 658

PREAMBLE

We the people of the U.S. Capitol Visitor Center, in order to form a more perfect union, establish collective bargaining, pursue an ideal workplace, encourage professional harmony, promote the general welfare, secure better working conditions, and participate in the decisions that affect us at work, and in order to affirm the mission of the U.S. Capitol Visitor Center: "To inform, involve, and inspire," as well as our vital role in that mission: To serve the Members of Congress, Congressional staff members, and American people, and their guests,

Do ordain and establish this Constitution for the U.S. Capitol Visitor Center Employees, Local 658.

ARTICLE I
NAME

The name of this organization shall be U.S. Capitol Visitor Center Employees Local Number 658 of the American Federation of State, County and Municipal Employees, AFL-CIO.

ARTICLE II
AFFILIATIONS

Local 658 shall be affiliated with the Capital Area Council of Federal Employees Number 26 of the American Federation of State, County and Municipal Employees; the Maryland State and D.C. AFL-CIO; and the Metropolitan Washington Council, AFL-CIO.

ARTICLE III
OBJECTIVES

The objectives of Local 658 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 U.S. Capitol Visitor Center are eligible for membership in Local 658, subject to the requirements of the Constitution of the AFSCME 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 monthly membership dues of Local 658 shall be \$14.95 per member per 2-week pay period, or .0065% of the regular salary per member, whichever is greater.

Section 4. To the extent possible, monthly membership dues shall be payable to the Capital Area Council of Federal Employees Number 26 through bi-weekly payroll deduction, or personal check remitted to Council 26 no less frequently than quarterly and in advance of the months for which they are due. All dues remittances shall be made in advance and no later than the 15th day of the month in which they are applied. Any member paying by check who fails to pay dues by the 15th day of the month in which they become due shall be considered delinquent, and upon failure to pay dues for two successive months shall stand suspended. Provided, however, that any person who is paying dues through a system of regular payroll deduction shall for so long as such person continues to pay through such deduction method, be considered in good standing.

Section 5. Any member suspended under the above section may be reinstated to membership in the local on payment of all arrearages plus the current month's dues.

ARTICLE V MEETINGS

Section 1. Regular meetings of the local shall be held three times a year, at a time and place to be fixed by the membership or Local 658's executive board.

Section 2. Special meetings of the local, in addition to the three regular annual meetings, may be called by the president, the executive board, or by petition filed with the president and signed by 25% of Local 658's members. Special meetings may also be called by the AFSCME International President or by the International President's authorized representative.

Section 3. The quorum for meetings of the local shall be 15 members in good standing.

Section 4. The highest authority of Local 658 shall be a quorum of members at a regular or special meeting of the local. This is the only authority which may approve:

- a. All matters involving relationships among the Capitol Visitor Center employee jurisdictions, including work-sharing or cooperation or overlapping duties or responsibilities, which are not under the purview of management.
- b. Local 658's public endorsement or rejection of any political candidate or public policy proposition.
- c. The display or use of Local 658's name, designation or logo in any public protest or demonstration.
- d. Use of Local 658's funds for paid workers, contractors or staff salaries.

ARTICLE VI NOMINATION, ELECTION AND REMOVAL OF OFFICERS

Section 1.

- a. The executive board shall consist of a president, a vice president, a recording secretary, a secretary-treasurer, a chief steward, and two jurisdictional representatives from each jurisdiction.

- b. There shall be three jurisdictions: the Visitor Guides, the Visitor Assistants and the Gift Shop employees. Each jurisdictional representative will be elected from and by their jurisdiction.
- c. Executive board members will be elected for two-year staggered terms. In the initial election all board members shall be elected for a term equal to the period remaining before the next-following regular election date of June 2012. For even-numbered years beginning with the June 2012 election, a president, recording secretary and one representative from each jurisdiction shall be elected for a two-year term. In the June 2012 election, a vice president, secretary-treasurer, chief steward and one representative from each jurisdiction shall be elected for a one-year term; for odd-numbered years, beginning with the June 2013 election, these officers are elected for two-year terms.
- d. For each jurisdiction, one representative shall be designated as senior, elected with staggered terms.
 - i. In the initial election, within each jurisdiction that candidate who receives the greatest number of votes shall be the senior. That candidate who receives the second-greatest number of votes shall assume the remaining jurisdictional representative position. In the second election, to be held June 2012 when the first terms of all officers shall expire, that candidate who receives the greatest number of votes in the second election shall be the senior, regardless of whether that candidate, or any other candidate, was previously the senior. The senior will serve a two-year term; the other representative will serve a one-year term.
 - ii. Beginning with the June 2013 elections and in all subsequent elections, within each jurisdiction only one jurisdictional representative's term of office shall expire. Beginning with the June 2013 elections, the number of votes received is no longer the basis for the determination of which representative within each jurisdiction is senior. Instead, the senior designation will go to whichever of the two representatives has served the longest.
- e. In addition, there shall be elected three officers who shall not sit on the executive board, but who shall serve as trustees for Local 658's finances.
- f. The trustees shall be elected to three-year staggered terms of office. In the initial election, one trustee shall be elected for a one-year term, one for a two-year term, and one for a three-year term, the terms for all of these offices becoming three years upon the expiration of the initial term.

Section 2. Nominations of candidates for officer positions shall be made at a meeting of the local held in the month of June. At least fifteen days' advance notice that nominations will be accepted at an upcoming meeting 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. Self-nominations are permitted.

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. 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 election. Retired members shall not be eligible for office.

Section 4. All regular elections shall be held on the third Wednesday in June each year. After nominations have been recorded, at least fifteen days' advance notice shall be given to the members prior to holding the election.

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.

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 AFSCME International Union's Constitution.

Section 7. Removal of officers for cause shall be in accordance with the judicial process described in the AFSCME International Union's Constitution.

Section 8. Vacancies in office shall be filled for the remainder of the unexpired term by vote of the executive board. Nominations to fill the vacancy will be made by the executive board at its next meeting after the vacancy occurs. Provided that the vacancy has been listed on the advance notice of the board's agenda, and all board members have been given proper notice of that agenda prior to the meeting, nomination and election may take place at that meeting.

Section 9. Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in Appendix B of the AFSCME International Union's Constitution.

ARTICLE VII DUTIES OF THE OFFICERS AND EXECUTIVE BOARD

Section 1. The president shall:

- a. preside at all meetings of the local union and at all meetings of the executive board.
- b. as a member of the executive board cast the deciding vote in case of a tie.
- c. establish priorities and reach agreements with management and others in pursuit of Local 658's interests, in accordance with the Bill of Rights for Union Members within the AFSCME International Constitution.
- d. initiate and respond to inquiries, requests, and invitations to/from members of Congress, congressional/professional staff, management, and others.
- e. countersign all checks drawn against Local 658's funds.
- f. represent Local 658 to the press and public and, when needed, issue press guidelines for the local.
- g. appoint committees for Local 658, as deemed necessary by the executive board, and appoint committee members, subject to the executive board's approval.
- h. be an ex-officio member of all committees except election committees.
- i. appoint, subject to the approval of the executive board, one of the other executive board members to appear on the president's behalf, should it be to Local 658's advantage.
- j. report periodically to members regarding Local 658's progress and standing, and regarding the president's official acts.

Section 2. The vice president shall:

- a. assist the president in the work of the president's office.
- b. in the absence of the president or in the president's inability to serve, perform all duties otherwise performed by the president.
- c. upon approval by the executive board, be authorized to act as co-signer of checks drawn on Local 658's funds, in place of either the president or the secretary-treasurer.
- d. perform other duties as the executive board may require.

Section 3. The secretary-treasurer shall:

- a. receive and provide receipt for all monies remitted to Local 658.
- b. deposit all money so received in the name of Local 658 in a bank or banks selected by the executive board, and money so deposited shall be withdrawn only by check signed and counter-signed by the officers granted signature authority by this constitution.
- c. prepare and sign checks for such purposes as are required by this constitution or are authorized by a meeting of the local, or by the executive board.
- d. prepare and submit the monthly membership report to the AFSCME International Union office and see that a check is drawn in payment of Local 658's per capita tax each month and sent to the AFSCME International Secretary-Treasurer.
- e. keep an accurate record of receipts and disbursements and submit to membership a monthly statement of the financial transactions of Local 658 for the previous month.
- f. act as custodian of all of Local 658's properties.
- g. give a surety bond through the AFSCME International Union, and at Local 658's expense, for an amount to be fixed by the Local 658's executive board.
- h. submit any and all reports or information required by the AFSCME International Union Constitution that are related to Local 658's finances or the administration thereof, in accordance with the provisions of that constitution.
- i. permit no loan of Local 658's monies to any party, and permit no debt agreement binding upon Local 658.
- j. perform other duties as the executive board may require.

Section 4. The recording secretary shall:

- a. keep a record of the proceedings of all meetings of the local, and of all executive board meetings.
- b. record all Local 658's official correspondence and maintain an archive of that correspondence, except as the executive board may direct otherwise.
- c. act as a communications liaison between the president, the executive board, and the members.

- d. perform other duties as the executive board may require.

Section 5. The jurisdictional representatives shall:

- a. serve as a representative of, and liaison to, members of their respective jurisdictions.
- b. provide input to the executive board on all matters concerning respective jurisdictions.
- c. with the approval of the executive board, represent and act upon their jurisdiction's interests and concerns in venues other than the workplace. Only the senior representative of each jurisdiction may exercise this privilege, and only at the direction of the president.
- d. perform other duties as the executive board may require.

Section 6. The chief steward shall:

- a. directly supervise Local 658's Steward Program, which shall protect bargaining unit members from unfair or unsafe actions or conditions in the workplace, in accordance with the direction of the executive board.
- b. manage the training of, and oversee the performance of, the stewards, who shall carry out the steward program on a daily basis.
- c. in cooperation with the president, appoint and remove steward from the steward program, subject to review of the executive board.
- d. report to the executive board on the activities of the steward program.
- e. initiate and respond to inquiries and requests to, or by, management and others, as needed and necessary on behalf of Local 658 members, in order to carry out the duty of fair representation.
- f. perform other duties as the executive board may require.

Section 7. The trustees shall make or cause to be made at least semi-annually, an audit of Local 658's finances, including the finances of any Local 658-sponsored health and welfare, pension, insurance or other benefit programs, and shall report to the membership on the results of such audit.

Section 8. 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 a meeting of the local, 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 and to decide a vote.

ARTICLE VIII MISCELLANEOUS PROVISIONS

Section 1. Local 658 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 Local 658 officer shall have the power to act as agent for or otherwise bind the local in any way whatsoever. No

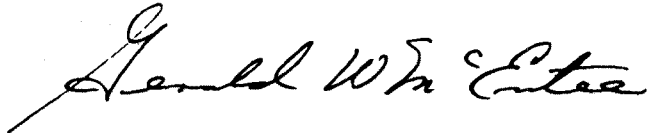
member or group of members or other person or persons shall have the power to act on behalf of or otherwise bind Local 658, except to the extent specifically authorized in writing by the local's president or executive board.

Section 3. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern Local 658 in all cases to which they are applicable and in which they are not inconsistent with Local 658's Constitution and special rules or with those 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 AFSCME International President. Proposed amendments to this constitution must be made at a regular or special meeting of the local, and must be read and voted on at a subsequent meeting of the local, 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 on that amendment is taken.

APPROVED BY:



GERALD W. McENTEE
International President

Approval Date: June 20, 2011