



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

June 25, 2014

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CONSTITUTION OF SOCIAL SECURITY LOCAL 1395

PREAMBLE

We recognize that we are an integral part of the labor movement. For the purpose of promoting unity of action in all matters affecting our mutual interest, and for the improvement of governmental services, we as members of the American Federation of Government Employees, adopt this Constitution.

ARTICLE I -- NAME

This body shall be known as "American Federation of Government Employees Local 1395" or may be called "Social Security Local Number 1395".

ARTICLE II -- PURPOSE

Section 1. The objects of this Local are: (1) to unite in one harmonious democratic body civilian governmental employees who may be eligible for membership. (2) to assist the American Federation of Government Employees in its efforts to improve the conditions of all government employees and (3) to obtain and secure the rights of all government employees.

Section 2. This Local will not make loans.

Section 3. The American Federation of Government Employees is a labor organization and will not discriminate with regard to the terms or conditions of membership or participation in the operation of the Local because of race, color, creed, sex, national origin, age, disability, marital status, sexual orientation, or political affiliation non-preferential civil service status.

ARTICLE III - MEMBERSHIP

Section 1. All SSA employees or former employees and Retirees of the Federal Government in Region 5 are eligible for membership except those over whom jurisdiction has been granted to other locals by the American Federation of Government Employees (AFL-CIO).

27 Section 2. Except as provided in Article IX (Suspension or expulsion) a member is in good
28 standing when his/her dues have been withheld by check off or when he/she is not more than
29 thirty (30) days in arrears in the payment of dues. Retirees who pay dues to the Local are in
30 good standing. The records of the Financial Secretary shall be deemed to be correct in every
31 instance in which convincing evidence to the contrary is not present. A member not in good
32 standing will not be permitted to vote or to hold office in the Local.

33 Section 3. Honorary membership may be conferred by this Local, but such honorary members
34 shall have no right to hold office or to be a delegate or representative of this Local in any
35 official transactions.

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37 **ARTICLE IV -- ADMINISTRATION OF THE LOCAL**

38 Section 1. The true and legitimate source of all authority shall rest with the membership at
39 large.

40 Section 2. When desired by the membership separate branches of the Local may be formed and
41 sub-chartered with the necessary officers. However, all branches of the Local shall be under
42 direct authority and supervision of the Local.

43 Section 3. The Local subscribes to the standards of conduct set forth in 5 US Code 7120.

44

45 **ARTICLE V -- EXECUTIVE BOARD**

46 Section 1. The Executive Board shall consist of the Local officers. Such Board will hold
47 periodic meetings at least eight (8) times in a calendar year.

48 Section 2. The Executive Board shall advise on the policy and management of regular Local
49 publications.

50 Section 3. In situations which may occur between regular monthly membership meetings, the
51 Executive Board by majority vote shall take necessary actions not in conflict with the
52 constitution and by-laws, the AFGE National constitution and resolutions of the membership.

53 Section 4. Actions of the Executive Board shall be subject to judicial review of the
54 membership.

55

56 **ARTICLE VI -- OFFICERS**

57 Section 1. To be qualified as a candidate for Local office, the person must have been a member
58 of the Local for at least one (1) year.

59 Section 2. The officers of the local shall be:

60 President; Executive Vice President; such Vice Presidents and Administrative Directors as
61 enumerated in Article VII of this Constitution; Office Manager, Recording Secretary, Financial
62 Secretary, Correspondence Secretary, Treasurer, Sergeant-At-Arms, and as many Executive
63 Board members as enumerated in Section 16 of the By-Laws.

64 Section 3. Election of officers, delegates, and alternates will by every three years beginning
65 with the 1989 election. Thereafter, election of officers, delegates, and alternates, will be in
66 April of every third year and nominations will be made in February of the election year.

67 Section 4. Election and installation of officers shall be by preprinted ballots and by a majority
68 of the members in good standing and voting. Delegates and Alternates will be elected by
69 majority of the members in good standing and voting.

70 Section 5. The terms of officers shall expire upon the election and installation of their
71 successors.

72 Section 6. Each officer may read the particular duties and responsibilities of his position as
73 member of the Executive Board as part of his oath during installation.

74 Section 7. If a vacancy occurs in the office of President during the year, the Executive Vice
75 President shall succeed to the office for the unexpired term. Vacancies in offices other than the
76 President may be filled by Executive Board appointment.

77

78 **ARTICLE VII -- DUTIES OF OFFICERS**

79 Section 1. President

80 It shall be the duty of the President to preside at meetings of the Local and the Executive
81 Board and to enforce the Laws thereof. He/she shall sign all official documents
82 pertaining to his office. He/she shall act to plan and pursue policies to further the aims
83 of the Local subject to review of the Executive Board. He/she shall keep the
84 membership fully advised of his activities. He/she shall appoint committees not
85 otherwise provided for. He/she shall also be a delegate to the AFGE National
86 Convention, the 7th District Caucus, all Councils of Locals and other electoral bodies to
87 which the Local is entitle to send representative.

88 The President shall call meetings of the Executive Board when necessary.

89

90 Section 2. Executive Vice President

91 The Executive Vice President shall assist the President in the performance of his duties.
92 He/she shall preside over the meeting of the Local when the President is not present.

93 The Executive Vice President shall be a delegate to the AFGE National Convention, the
94 7th District Caucus, all Councils of Locals and other electoral bodies to which the Local
95 is entitled to send representation.

96 In the absence of the President, the Executive Vice President shall countersign checks
97 drawn upon the funds of the Local for authorized expenditures.

98

99 Section 3. Vice Presidents

100 There shall be elected by the general membership (3) three Vice Presidents from each
101 organizational segment whom the President will designate with the concurrence of the
102 Executive Board to be responsible for bargaining, grievances and training within their respective
103 organizational segment.

104 There shall be three (3) Vice Presidents elected from the general membership. Their duties
105 shall be designated by the Local President. Their duties shall include but not be limited to:
106 Public relations, Communications, Tour Packages, Insurance Planning, and Social Activities.
107 Three (3) Vice Presidents shall be elected at the regular scheduled triennial election.

108

109 Section 4. Administrative Directors

110 An Administrative Director shall be elected from each organizational segment. Their Directors
111 shall be elected by the general membership at the regular triennial election. Their duties will be
112 to plan, direct and pursue the goals of the Local, carry out its aims and protect the interests of
113 their respective segments. Each Administrative Director shall also be a delegate to the AFGE
114 National Convention and 7th District Caucus.

115

116 Section 5. Office Manager

117 An Office Manager shall be elected to supervise the conduct of the Union representative while
118 in the Union office and on official business of the Local; he/she shall be responsible for the
119 upkeep of the appearance of the office.

120

121 Section 6. Recording Secretary

122 The Recording Secretary shall keep correct records of all Local meetings and those of the
123 Executive Board. When directed to do so by the presiding officer, he/she shall produce any
124 Local records in his custody. He/she shall produce actual Local records to committees that have
125 need of such records.

126 The Recording Secretary will assume the responsibility of maintaining all reports required by
127 the contract. He/she will also provide copies of the constitution to members.

128 The Recording Secretary shall notify members when required for Local business.

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130 Section 7. Correspondence Secretary

131 The Correspondence Secretary shall conduct the general correspondence of the Union not
132 relating directly to the duties of the other Officers. He/she shall bring to the attention of the
133 members any correspondence upon which the Local must take action. He/she shall also keep an
134 up-to-date reading file.

135 The Correspondence Secretary shall prepare the interview forms for grievants and acceptance
136 forms for Union Representatives. He/she shall also be responsible for keeping up-to-date forms
137 of all types pertaining to Union involvement.

138 The Correspondence Secretary shall keep an up-to-date roll of all Union members and their
139 current addresses.

140

141 Section 8. Treasurer

142 The treasurer shall give a receipt for monies received from the Financial Secretary. He/she
143 shall report in writing every month at a regular Local for the previous months and the amount of
144 money still deposited. He/she shall sign checks which must be countersigned by the President
145 or Executive Vice-President. The Seal of the Local shall be kept in his custody and he/she shall
146 deposit the monies received by the Local in banks or savings institutions approved by the Local.
147 When directed to do so by the presiding officer, he/she shall produce any record in his/her
148 custody. He/she shall produce actual Local records to Committees that have need of such
149 records.

150 The Treasurer shall make all reports timely as required by the Labor Department and Internal
151 Revenue Service.

152

153 Section 9. Financial Secretary

154 The Financial Secretary shall receive all dues, initiation fees, and all other income of the Local.
155 Such receipts shall be deposited with the Treasurer, taking a receipt therefor. The Financial
156 Secretary may deposit receipts in a bank or savings institution.

157 In the absence of the President and the Executive Vice-President, the Financial Secretary shall
158 sign checks which must be countersigned the Treasurer.

159 He/she shall make a report to the Secretary-Treasurer of the American Federation of
160 Government Employees not later than the 20th of the following month, furnishing the necessary
161 information of names and addresses of all members initiated, suspended, deceased, transferred
162 in or out and reinstated during the preceding calendar month together with the correct amount of
163 money due the Federation.

164 He/she shall produce all records in his/her custody when directed by the presiding officer.
165 He/she shall produce actual Local records to committees that have need of such records.

166

167 Section 10. Sergeant-At-Arms

168 The Sergeant-At-Arms shall maintain order, call the roll when necessary, supervise the
169 maintenance and inventory of union property, and serve otherwise at the direction of the
170 presiding officer.

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ARTICLE VIII – COMMITTEES

173 Section 1. The Local will have committees for (1) Payment Center Bargaining, (2) District
174 Office Bargaining, (3) Field Assessment Office Bargaining, (4) Payment Center Grievances, (5)
175 District Office Grievances, (6) Field Assessment Office Grievances, (7) Fair Practices, (8)
176 Legislative, (9) Organizing, and such standing and special committees as are deemed necessary
177 by the membership.

178 Section 2. The Bargaining Committee shall be responsible for studying, planning, and advising
179 the Local in its dealings with management. The committees and/or appropriate subcommittees
180 shall also act for the members to consult and negotiate conditions of employment with the
181 necessary officials of government.

182 Section 3. The Grievance Committee, or appropriate subcommittees of individual committee
183 members, shall act to advise and represent individuals or groups of employees in their relations
184 with supervisors on the job.

185 Section 4. Each of the committees shall be organized as necessary to represent and act for
186 employees in their respective jurisdiction. The members of any subdivision of an organizational
187 segment shall be entitled to one of their group as chief steward of that division appointed by the
188 President of the Local, or elected by members in that organizational segment.

189 Section 5. Members of the Bargaining and Grievance Committees may be appointed by the
190 chairperson of each committee. The Chairperson of each Committee shall be the Vice President
191 selected to sit on such Committee.

192 Section 6. The Fair Practices Committee of AFGE Local 1395 shall be appointed by the
193 President of the Local for a term of three (3) years, with the consent of the membership. The

194 President shall designate the Chairperson of said committee. The composition of the Committee
195 shall be:

196 A chairperson selected from the Executive Board of the Local and six (6) persons from the
197 active roster of union members at least two (2) of which must be District Office employees.

198 The Fair Practices Committee shall be dedicated to the purpose of pursuing equal opportunity in
199 employment for all employees covered under the Union's agreement with Management,
200 regardless of their race, creed, color, age, sex, or national origin. It shall be concerned primarily
201 with the task of monitoring management's effort to develop and implement positive and
202 meaningful equal employment opportunity programs within Region V of the Department of
203 Health and Human Services and the Social Security Administration Complex.

204 Section 7. Members of other standing or special committees shall be appointed by the presiding
205 officer, unless the membership shall specify another method of appointment for a particular
206 committee.

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ARTICLE IX – MEETINGS AND DELEGATES

209 Section 1. The Local shall meet regularly at least once each month unless two-thirds (2/3) of
210 the members present and voting elects to postpone any next regularly scheduled meeting(s).

211 Section 2. Social meetings may be called whenever necessary by five (5) members of the
212 Executive Board or by the President or upon written petition of at least 10 percent of the
213 membership.

214 Section 3. The Executive Board shall meet regularly at least once every month unless two-
215 thirds (2/3) of the members present and voting elects to postpone any next regularly scheduled
216 meeting(s).

217 Section 4. Only members of the Local in good standing shall be allowed to vote.

218 Section 5. Council representatives and convention delegates and district caucus delegates shall
219 be elected by a majority of the votes cast in a secret ballot by members in good standing,
220 provided that at least fifteen days before the meeting all members have been notified of such
221 election and of the proper form for submitting nominations. To qualify for nomination, the
222 person must have been a member of the Local for at least one (1) year. All records of such
223 elections, including ballots, will be preserved for one (1) year. Election of Council delegates
224 shall take place at the election in April.

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ARTICLE X – OFFENSES, TRIALS, PENALTIES AND APPEALS

227 Section 1. All offenses, trials, penalties and appeals shall be accomplished in compliance with
228 Article XVIII of the AFGE National Constitution.

229 Section 2. The Constitution and By-laws of Local 1395 shall not be inconsistent with the
230 National Constitution of the American Federation of Government Employees. In the event of a
231 dispute, the question at issue will be submitted to the National Executive Council whose
232 decision shall be binding on the officers and members of this Local.

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ARTICLE XI – DUES AND FEES

235 Section 1. Each new member, other than a transfer-in- from another Local of the American
236 Federation of Government Employees and reinstatement of a member whose last active
237 membership in the Local terminated within the preceding twelve (12) months, may pay an
238 initiation fee of one dollar (\$1.00) which shall be in addition to the first month's dues payment.

239 Section 2. The amount of monthly membership dues may be changed by vote of two-thirds
240 (2/3) of the members present and voting at a meeting of the Executive Board, with subsequent
241 approval by secret ballot by two-thirds (2/3) of members present and voting at the next monthly
242 meeting of the Local. The membership shall be given prior written notice of at least one (1)
243 week of the intention to vote on a change in the monthly dues amount. Such notice shall include
244 a statement of the reasons for such a change.

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ARTICLE XII – OFFICIAL PUBLICATION

247 There shall be published by the American Federation of Government Employees Local 1395, an
248 official publication to be known as THE CHALLENGER.

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ARTICLE XIII – BY-LAWS AND STANDING RULES

251 The Local may adopt such By-laws and Standing Rules not inconsistent herewith, or with the
252 Constitution and By-laws of the American Federation of Government Employees, as may be
253 deemed necessary.

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BY-LAWS OF LOCAL 1395
OF THE AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES

1. Robert's Revised Rules of Order shall govern the conduct of the meetings of the Local, including amendments to the Constitution. By-Laws and Standing Rules, when not inconsistent with the provisions of the rules set forth – herein, and such amendments thereof as may be made from time to time.
2. (a) A quorum of this Local for a meeting of the Executive Board and membership-at-large shall consist of at least ten (10) members. A quorum is not required for nomination and election meetings.

(b) A quorum of the Bargaining and Grievance Committee shall consist of a majority of the members thereof.

(c) Quorums shall not be required of the Special Committee unless specified in the motion establishing the Committee as recorded in the minutes of the Local.

(d) A quorum of the other standing committees shall consist of one-third (1/3) of the committee members.
3. Upon request of three (3) members, a roll call vote shall be taken on any questions before this Local.
4. The Standing Committees of the Local shall include the Bargaining Committee, Constitution Committee, Finance Budget Committee, Correspondence Committee, and the Membership and Publicity Committee, Fair Practice Committee, Grievance Committee, and such other standing committees as the membership shall deem necessary.
5. All members are entitled to a copy of the Constitution, By-Laws and Standing Rules of the Local upon becoming a member or as soon thereafter as is practical. Additional copies shall be available at all times upon request. Copies of all amendments to the Constitution, By-Laws and Standing Rules shall be published.
6. The Constitution Committee shall review the Constitution, By-Laws and Standing Rules of this Local in view of its needs and practices. It shall also review minutes of the Local and of the Executive Board and the financial records. The Committee shall make a preliminary report in June and a general report in September. It shall continue to function throughout the year as needed.
7. At the April meeting each year, the President shall appoint members of the Constitution Committee. He/she should consider names suggested from the floor. He/she shall name one member to serve as Chairperson. Additional members may later be appointed as desired.

- 289 8. The Recording Secretary shall publish complete and currently revised copies of the
290 Constitution, By-Laws and Standing Rules.
- 291 9. The official publication of this Local may be published monthly. It will contain copies of the
292 official notices of the Local. It shall be published under the general directions of the Executive
293 Board and shall be under the direct control of the Editor. The Editor shall be appointed by the
294 President.
- 295 10. The Correspondence Committee shall be headed by a Chairperson recommended by the Vice
296 president in charge of Communications and appointed by President. The Correspondence
297 Committee shall assist in correspondence and other matters with the membership, management,
298 other locals and such other parties as they are directed.
- 299 11. Anyone authorized to sign or countersign checks shall be bonded sufficiently to protect the
300 funds of the Local.
- 301 12. At its January meeting, the President shall appoint a person or persons to audit the financial
302 records of the Local. The auditor's report shall be due at the April meeting. Standard auditing
303 fees shall be allowed.
- 304 13. At the March meeting of the Local, the Treasurer shall present a written report showing the
305 present financial standing of the Local and setting forth the anticipated revenues and expenditures
306 for the year. At that time, and at such times as he finds necessary, he/she shall recommend any
307 actions needed to improve the financial position of the Local.
- 308 14. Travel expenses and subsistence allowances incurred in authorized local duties shall be
309 reimbursable at a rate not to exceed the U.S. Government rates.
- 310 15. The Executive Board shall determine the amount of expense payments paid Local officers
311 subject to approval by the membership.
- 312 16. At least two (2) Members-At-Large of the Executive Board shall be elected from each
313 organization segment in the Local.
- 314 17. Adequate safeguards to insure fair election shall be provided, including the right of any
315 candidate to have members and at the counting of the ballots.
- 316 In any election held by secret ballots a reasonable opportunity shall be given for the nomination
317 of candidates. Every member in good standing and otherwise qualified shall be eligible to be a
318 candidate and to hold office and shall have the right to vote for or otherwise support the
319 candidate of his/her choice, without being subject to penalty, discipline, or improper
320 interference or reprisal of any kind by the local or any member thereof. Not less than fifteen
321 (15) days prior to the election, notice hereof shall be mailed to each member at his/her last
322 known address. Each member in good standing shall be entitled to one vote. No member whose
323 dues have been withheld by the employer for payment to the local pursuant to voluntary
324 authorization provided for in a collective bargaining agreement shall be declared ineligible to
325 vote or be a candidate for office by reason of alleged delay or default in the payment of dues.
326 The votes cast by members of the local shall be counted, and the results published separately.

- 327
- 328 18. (a) The Election Committee will be elected by the membership of the Local at the January
329 membership meeting and will govern the conduct of the election in April.
- 330 (b) At least fifteen days before the membership meeting in February the Election Committee will
331 notify all members of the offices to be filled by the election in April, of the times, place(s), and
332 proper method for nominations, including mail nominations, and the names and address(s) (and/or
333 telephone numbers) of the members of the Election Committee.
- 334 (c) At least fifteen days before the election of officers, the Election Committee will notify all
335 members of the time and place of the election, the offices to be filled, and the names of all
336 nominees who appear in the preprinted paper ballots. Interested members shall vote manually at
337 the elections site. Members outside the elections site will be automatically be sent a mail ballot.
- 338 (d) The Local will distribute campaign literature on behalf of any candidate(s) (no more than one
339 sheet per candidate), provided the campaign literature is submitted by the candidate(s) to a
340 member of the Elections Committee no later than March 15th. Every candidate who requests
341 distribution of campaign literature shall pay to the Financial Secretary the expense of the
342 distribution.
- 343 (e) No monies of Local 1395 shall be contributed or applied to promote the candidacy of any
344 person in the election.
- 345 (f) The membership shall vote by site, mail, or absentee ballot. Absentee ballots shall be available
346 to members in good standing who will be unable to vote at the election site.
- 347 (g) The Election Committee will place on the preprinted ballots the names of all members in good
348 standing nominated at membership meetings or by mail in February unless a candidate is
349 unopposed. Unopposed candidates will be declared elected by acclamation.
- 350 (h) Candidates will appear on the ballots in order of random selection by lottery conducted by
351 the Election Committee.
- 352 Ballots may be numbered and distributed in numerical order.
- 353 (j) The results of the election will be certified by the Election Committee.
- 354 (k) The Ballots will be preserved for one year by the Election Committee after which time they
355 will be destroyed, if no formal complaint regarding the election is received.
- 356 (l) Any protest regarding an election must be filed and postmarked in accordance with the present
357 Appendix A, Part III of the AFGE National Constitution.
- 358 (m) All nominees to office must present in writing a statement declaring their acceptance of the
359 nomination.
- 360 (n) Members in good standing shall be nominated for and serve in only one official capacity.

- 361 19. Nomination, election and installation of members of the Bargaining and Grievance committee
362 shall be made during May of each year.
- 363 20. The Chairperson of the Grievance Committee shall be in charge of all grievances. He/she will
364 be responsible for keeping a record of all grievances filed. He/she will establish and maintain a
365 record of all grievances as well as a precedent file on every catalog of grievance files under any
366 grievance procedure available.
- 367 21. SSA-75's will be reviewed and controlled by the Vice-President of Grievances.
- 368 22. All committee chairpersons or designees must report to the membership on their activities on
369 a monthly basis.
- 370 23. Delegates sent to meetings or conventions by the Local must submit a written report to the
371 Vice President in charge of Communications two days before the next membership meeting. No
372 more than four alternates will be sent and leave will not be paid to alternates.
- 373 24. Awards for attendance, services rendered, outstanding performance, etc., of officers and
374 members may be awarded annually.
- 375 25. Officers will perform the functions and responsibilities of Union Stewards, i.e. handling
376 grievances.
- 377 26. A business meeting is a regularly scheduled monthly meeting of the Local held on the second
378 Wednesday of each month for the purpose of transacting the Local's business, per Section 1 or
379 Article IX.
- 380 27. The term "meeting officially held" refers to the regularly scheduled monthly meeting officially
381 held (not postponed) per Section 1 of Article IX as well as the "Special meeting" of the
382 membership referred to in Section 2 Article IX.
- 383 28. These By-Laws may be amended under the same conditions as the Constitution to which they
384 appended.

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Standing Rules of Local No 1395

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Of The American Federation of Government Employees

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1. The order of business shall be as follows:

389

(a) Roll Call

390

(b) Recording Secretary's Report

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(1) Circulation of Financial Secretary's Report, Treasurer's Report and
392 Correspondence

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(2) Minutes of the last meeting of the Local

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(3) Minutes of the last meeting of the Executive Board

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(c) Report of Financial Secretary

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(d) Report of Treasurer

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(e) Reports of Standing Committees

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(f) Reports of Special Committees

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(g) Unfinished Business

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(h) New Business

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However, any questions as to priority of business shall be decided by the Chair, and the Chair
402 shall have the right to change the order of business at any meeting, if deemed desirable, unless
403 overruled by a majority vote of the members present and voting.

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2. At the December meeting, the Treasurer, with the concurrence of the President shall present a
405 proposed budget and program for the year.

406

3. In submitting a Committee report, the Chairperson or other member presenting same shall
407 furnish the Recording Secretary with a copy of such report or a memorandum setting forth the
408 principal features thereof, if the Recording Secretary desires such writing.

409

4. Members introducing motions should were possible, furnish the Recording Secretary with a
410 copy of the motion in advance. Also were possible, they should advise the President or
411 presiding officer of their desire for the floor and the content of their motion, to help in the
412 scheduling of business.

413

5. The presiding officer of any meeting shall step down from the chair if he/she wishes to debate
414 or argue a proposed action of the group.

415 6. (a) Standing rules may be acted upon by a vote of two-thirds (2/3) of the members present
416 and voting at any regular or special meeting of the Local.

417 (b) Standing rules may be rescinded by vote of three-fourths (3/4) of the members present and
418 voting at any regular or special meeting of the Local.

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423 President

Recording Secretary