

**BY-LAWS**  
**AFGE LOCAL #513**  
**December 18, 2007**

**Section 1.** The headquarters and mailing address of the local is P.O. Box 21021, Kennedy Space Center, FL 32815.

**Section 2.**

(a) Regular meetings of the Local shall be held on 2<sup>nd</sup> Tuesday of each month.

(b) The meetings shall be held in the Headquarters Building, Room 1502, Kennedy Space Center at 3:00 p.m.

**Section 3.** Special meetings may be called by the President, two-thirds vote of the Executive Board, or upon written petition of at least 10 percent (10%) of the membership. Five (5) 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.** The regular order of business will be:

- (a) Roll call of officers
- (b) Reading of the minutes of the previous meeting
- (c) Report of financial condition by Local Treasurer
- (d) Unfinished business
- (e) New business
- (f) Comments for the good of the Local
- (g) Adjournment

**Section 6.** A quorum of the Local shall consist of one-fourth (1/4) of members in good standing.

**Section 7.** Unless otherwise specified by law (e.g. secret ballot election or dues) or by Constitution, all questions before the Local will be decided by vote of the members present by a showing of hands.

**Section 8.** The time allowed for debate of any particular issue before the Local and the time allowed for speeches will be 15 minutes. The time allowed for debate may be extended by a majority of those present.

**Section 9.** The General Officers of this Local who comprise the Executive Board are as follows:

- (a) President
- (b) Vice President
- (c) Secretary/Treasurer

**Section 10.** The Vice President shall assist the President in the performance of duties of that office.

**Section 11.** In the case of a vacancy in the office of President, the Vice President shall fill the office for the unexpired term.

**Section 12.** The President shall appoint a Sergeant-at-Arms. The Sergeant-at-Arms shall ensure that no one enters the meetings without proper authority; assist the presiding officer in the maintenance of order; welcome and introduce guests; see that each member's presence is recorded in a log; provide a roll to call should the recording of individual votes be necessary and perform other duties as may be assigned by the presiding officer.

**Section 13.** Nominations of officers shall be held in September and elections shall be held in October. Installation of officers shall be held in December after proper notice to Local members. A quorum is not required for nominations and/or elections. Candidates shall not run for more than one elected office; however, the running as a delegate shall not be in conflict with an elected officer position. A runoff election, if necessary, shall be held at the same meeting.

**Section 14.** An Election Committee shall be elected by majority vote of Local members present and voting at a meeting preceding the start of the nomination procedure.

**Section 15.** 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 2-year terms.

**Section 16.** The current edition of *Robert's Rules 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 By-Laws.

**Section 17.** 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 who if elected to that office serves by virtue of office. At that or a subsequent meeting, the Local shall vote upon the authorization of funds for the delegates' attendance at the National Convention, Caucus, or Council Meetings.

**Section 18.** Such committees as may be established by the Local shall be comprised of members appointed by the President subject to the approval of the Executive Board (except for the Election Committee).

**Section 19.** The Executive Board shall appoint a Chief Steward and such other stewards as may be necessary.

**Section 20.** The dues of this Local shall be \$331.50 annually, or \$12.75 per pay period. The amount for retired members shall be \$36.00 per year. In the event that a National Convention increases per capita taxes, this Local's dues may be increased by the same amount.

**Section 21.** The initiation fee for members shall be \$1.00 per member.

**Section 22.** No member of the Local AFGE 513 Executive Board or membership may make any agreement concerning or involving bargaining unit members without first presenting the said agreement(s) and obtaining concurrence from the Local executive Board.

**Section 23.** No member of the Local 513 shall assume a position of an elected office or steward of Local 513 if their position description contains the responsibilities of a Lead. In the event of an officer or steward is promoted into a Lead position, they shall vacate their respective office in the local.

**Section 24.** All Stewards must attend a minimum of eight (8) meetings per year (December – November) to maintain good standing, unless absence is approved by Chief Steward.