

**CONSTITUTION**  
**FOR**  
**FEDERAL AVIATION ADMINISTRATION EMPLOYEES UNION**  
**LOCAL 1653**

**PREAMBLE**

The working men and women who make up the nation's and FAA's air transportation system play a critical role in the provision of safe and efficient air transportation in the United States. The employees represented herein seek to advance the status, professionalism, and working conditions of bargaining unit employees through collective bargaining, political action, and other lawful concerted activity. The constitution governs us in these efforts.

**ARTICLE I**  
**NAME**

The name of this organization shall be Federal Aviation Administration Employees Union Local Number 1653 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 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 this local union shall be to:

- a. Promote and improve the working conditions of employees;
- b. Promote diversity in the workforce;
- c. Promote, and improve the professionalism and competence of FAA employees;
- d. Promote and improve the rights of its members through all lawful means, including collective bargaining, political action, and contributing to civic and charitable organizations as the executive board deems in the best interest of the local;
- e. Represent bargaining unit employees to management and to enhance the working conditions, finances, promotion potential and other employment-related benefits to its members;
- f. As deemed appropriate by the local's executive board, carry out on a local basis the objectives of the American Federation of State, County and Municipal Employees.

The local will negotiate with management toward better use of employee resources, and, where appropriate, participate in combined labor/management decision-making.

#### **ARTICLE IV MEMBERSHIP AND DUES**

Section 1. All employees at the Headquarters of the Federal Aviation Administration are eligible for membership in this local union, subject to the requirements of the Constitution of the International Union and applicable federal law. (1)

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 .0065% of the biweekly regular salary per member, per pay period.

Section 4. Membership 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 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. A member suspended under the above section may be reinstated to membership in the local on payment of all arrearages or upon payment of a reinstatement fee of \$25.00 plus the current month's dues and submission of authorization of payroll deduction.

#### **ARTICLE V MEETINGS**

Section 1. Regular meetings of the executive board shall be held monthly and general membership meetings shall be held at least quarterly, at a time and place to be fixed by the local executive board.

Section 2. Special meetings may be called by the local president, the local executive board, or by petition filed with the president and signed by ten percent of the dues paying members in good standing 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 10% of the membership in good standing. The quorum for executive board meetings shall be a majority of the executive board members.

Section 4. Only members in good standing shall have the right to vote or hold office.

#### **ARTICLE VI OFFICERS, NOMINATIONS, AND ELECTIONS**

Section 1. The officers of this local shall be a president, an executive vice-president, an area vice-president for the office of Chief Counsel (AGC), an area vice-president for Aviation Safety (AVS), an area vice-president for the Air Traffic Organization (ARO), a recording secretary, and a treasurer. These seven (7) plus the eleven (11) delegates for a total of eighteen (18) shall constitute the local union executive board. In addition, there shall be elected three members who shall serve as trustees. All officers and trustees shall be elected for a term of three years, beginning in 2010.

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 April. Executive board members shall be prohibited from accepting nomination for more than one position in any executive board election; shall be prohibited from running for more than one position in any executive board election; and shall be prohibited from holding another elected position simultaneously with their trustee position. Trustees shall be prohibited from holding another elected position simultaneously with their trustee position. The president, executive vice-president, recording secretary, treasurer and trustees shall be elected at-large. Area vice-presidents and delegates to the executive board shall be nominated and elected by the members of their respective areas (see Exhibit A).

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 election.

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. Delegates for purposes of representation to an AFSCME International Convention, Council 26 Delegate Assembly, and any other venue requiring elections to designate delegates shall be the elected officers of the executive board in the following order: president, executive vice-president, recording secretary and treasurer.

Section 8. The executive board shall have the authority to determine under which area vice-president's and corresponding area jurisdiction a newly created FAA office will be assigned. If the new office is only a name change, the jurisdiction shall not be changed.

Section 9. 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.
- b. be a member of all committees except election committees.
- c. countersign all checks drawn against the funds of the local, except those checks where the president is the payee.
- d. appoint all standing committees and all special committees of the local, subject to the approval of the executive board.
- e. report the progress and standing of the local and regarding the president's official acts at the quarterly membership meetings.
- f. report all significant actions, both past and planned to the executive board at its scheduled and special meetings.
- g. function as a steward of the local.

Section 2. The executive 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, 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. function as a steward of the local.
- e. maintain a record of all grievances, unfair labor practices, other appeals, and bargaining over workplace changes. These records shall include the status of each case.

Section 3. The area vice-presidents for the Air Traffic Organization, Aviation Safety and the Office of Chief Counsel shall:

- a. represent and present the views and interests of bargaining unit employees in his or her area to the executive board and communicate information about the work of the executive board to their respective bargaining unit employees.
- b. perform such other duties as the president, executive vice-president and the executive board deem necessary.
- c. chair meetings of his or her area.
- d. in the absence of the president and the executive vice-president or in their inability to serve, preside at all meetings and perform all duties otherwise performed by the president on a rotational basis
- e. function as a steward of the local.

Section 4. The president, executive vice-president and each area vice-president shall:

- a. be responsible for overseeing the work of the local steward system.
- b. report to the local union executive board on issues requiring the intervention by the stewards and other pertinent information.
- c. provide assistance and support to stewards as necessary and appropriate.

Section 5. The recording secretary shall:

- a. keep a record of and provide to the executive board and dues paying members, the proceedings of all membership meetings and of all executive board meetings.
- b. carry on the official correspondence of the local, except as the executive board may direct otherwise.
- c. perform such other duties as the executive board may require.

Section 6. The treasurer shall:

- a. receive and receipt for all monies 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. All monies deposited shall be withdrawn only by check signed by two of the following: president, executive vice-president, and the treasurer. In the absence of these officers, the area vice-presidents shall be authorized to sign.

- 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. maintain 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.
- 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.

Section 7. The delegates shall:

- a. be responsible for attending meetings of the executive board.
- b. be responsible for representing their respective area union members at executive board meetings.
- c. be entitled to vote on matters before the executive board.
- d. keep their respective area union members informed on matters of the local.

Section 8. The trustees shall make or cause to be made at least 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.

Section 9. 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.

Section 10. stewards are not elected positions. Stewards are appointed with the consensus of the president, executive vice-president, and area vice-presidents.

## **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. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern this local union in all cases to which they are applicable and in which

they are not inconsistent with this 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.

## **ARTICLE X ATTENDANCE AT THE AFSCME INTERNATIONAL CONVENTION**

Section 1. Number of attendees. Delegates for purposes of representation at AFSCME International Convention are accredited delegates authorized to vote on matters before the convention.

Section 2. Payment of expenses. Local 1653 shall pay all reasonable and necessary expenses for accredited delegates to attend AFSCME International Conventions. Normal AFSCME reimbursement procedures apply to all convention-related expenses. The Local 1653 executive board may authorize an advance payment of funds to cover convention expenses when necessary.

## **ARTICLE XI EXHIBIT**

Exhibit A of this constitution may be amended by a majority vote of the executive board to assure organizational accuracy and clarity.

### **EXHIBIT A**

#### **Executive Board Members and Description of Areas Covered By Area Vice-Presidents and the Executive Board**

Local 1653 officers of Executive Board (2)

- President of Local 1653
- Executive Vice-president of Local 1653
- Area Vice-Presidents of Local 1653 [3]
- Treasurer of Local 1653
- Recording-Secretary of Local 1653
- Eleven (11) elected delegates to executive board from their respective areas
  - Six (6) from ATO and related offices areas
  - Two (2) from the AVS area
  - One (1) from the AGC area
  - One (1) from AST
  - One (1) additional from either the AVS or AGC areas

Offices and Service Representatives to the Executive Board are as follows:

- Area Vice-President for the office of the Chief Counsel
  - Office of the Chief Counsel
- Area Vice-President for Aviation Safety and Related Offices
  - Office of the Associate Administrator for Aviation Safety (AVS):
  - Aviation Quality Assurance (AQS)
  - Aircraft Certification (AIR)
  - Flight Standards Service (AFS)
  - Accident Prevention (AVP)
  - Office of Rule Making (ARM)

- Office of Aerospace Medicine (AAM)
- Office of Air Traffic Oversight (AOV)
- Office of the Associate Administrator for Airports (ARP)
- Office of Civil Rights (ACR)
- Area Vice-President for Air Traffic Organization (ATO) and Related Offices
  - Air Traffic Acquisition & Business (AJA)
  - Air Traffic En Route & Oceanic (AJE)
  - Air Traffic Finance (AJF)
  - Air Traffic Strategy & Performance (AJG)
  - Air Traffic Technical Training (AJL)
  - Air Traffic Safety (AJS)
  - Air Traffic Planning (AJP)
  - Air Traffic System Operations (AJR)
  - Air Traffic Terminal (AJT)
  - Air traffic Technical Operations (AJW)
  - Office Commercial Space Transportation (AST)
  - Office of the Assistant Administrator for International Aviation (API)
  - Office for Regions and Center Operations (ARC)
  - Office for Aviation Planning and Environment (AEP)
  - Office of the Administrator (AOA)
  - Office of Communications (AOC)

(1) - Exhibit A contains a current listing of FAA Departments and Offices represented by AFSCME

(2) - Designates the voting members of the Executive Board

APPROVED BY:



GERALD W. McENTEE  
International President  
Approval Date: 4/6/2010