

**AFGE TSA 1250 Local Constitution**

ARTICLE I

*Name*

SECTION 1. This local union shall be known as the American Federation of Government Employees, Local No. 1250, AFL-CIO, Transportation Security Administration as set forth in its charter. See AFGE National Constitution, Article XIX, Section 1.

SEC. 2. The headquarters and mailing address of this local shall be prescribed in the local's bylaws.

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ARTICLE II

*Objectives and Methods*

SECTION 1. This local does not advocate the overthrow of the Constitutional form of government in the United States. The local does not discriminate with regard to race, creed, color, national origin, sex, age, political affiliation, disability, marital status, sexual orientation, or preferential or non-preferential civil service status; and is not subject to corrupt influences or influences opposed to basic democratic principles.

SEC. 2. In the event any member(s) of the local is employed within a unit represented by an AFGE national bargaining council, the local shall affiliate with the national council(s). See AFGE National Constitution, Article XXI. The local shall pay dues and/or per capita tax to the national council for those members of the local employed within the unit represented by the council, as may be prescribed by the constitution of the council. See AFGE National Constitution, Article XXI, Section 1.

SEC. 3. This local is a separate, independent organization functioning in conformance with the AFGE National Constitution. Neither the local nor its officers, employees, members, or other persons has the authority to act, nor shall it be deemed to act on behalf of or as agent for the Federation or any of its other affiliates, unless such authority as applicable is expressly granted by the Federation by written authorization of the National President, or by an affiliate by written authorization in accordance with its governing procedures.

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ARTICLE III

*Membership*

SECTION 1. All persons eligible for AFGE membership as prescribed by Article III of the AFGE National Constitution and who come within the local's jurisdiction as defined by its charter shall be eligible for membership in this local.

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ARTICLE IV

*Dues and Initiation Fees*

SECTION 1. Dues shall be established and adjusted as may be necessary to ensure that they allow adequate funds for the payment of per capita tax and sufficient funds for the operating expenses of the local. See AFGE National Constitution, Article XIX, Section 4(a)(6) and 4(b)(6). Any change in the dues structure shall be accomplished by:

(a) Majority vote by secret ballot of the members in good standing voting at a general or special membership meeting after reasonable notice of the intention to vote upon such question; or

(b) By majority vote of the members in good standing voting in a membership referendum conducted by secret ballot.

SEC. 2(a). The local shall establish in its bylaws the amount of its initiation fee and the amount of its membership dues. See AFGE National Constitution, Article XIX, Section 4(a)(4)-4(a)(6) and 4(b)(4)-4(b)(6). Dues may be paid by payroll deduction or by advance payment for such intervals as prescribed by the local: quarterly, semiannually, or annually. If payroll deduction is available, a local may adopt a bylaw requiring payment of dues by this method. The local may establish a separate dues rate for retired members.

SEC. 2(b). Members may be dropped if dues are not paid by Tuesday of the last full workweek of the month, provided, however, that a reasonable amount of time after notice of delinquency is given.

SEC. 2(c). Local representatives, collectors, and shop stewards shall make remittance of all dues and initiation fees collected to the Treasurer within ten days and no later than the Tuesday of the last full workweek of the month.

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ARTICLE V

*Financial Records and Reporting*

SECTION 1. All receipts, checks, and cash disbursements shall be properly recorded and accounted for in the financial records.

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SEC. 2. The Treasurer shall sign and the President shall countersign checks covering proper expenditures for the local. In the absence of either the Treasurer or the President, such other officer as prescribed by the local's bylaws may sign in place of the absent officer.

SEC. 3. The officers, agents, shop stewards, or other representatives or employees of this local who handle funds or property thereof shall be bonded in accordance with law and applicable regulations. See AFGE National Constitution, Article XXIV, Section 8.

SEC. 4. In order for the bond to be effective, the local shall file with the National Secretary-Treasurer a copy of its annual audit in the format prescribed by Article XXIV, Section 8(d) of the AFGE National Constitution.

SEC. 5. All books, records, and financial accounts at all times shall be open to the inspection of the national officers or accredited representative of the National Executive Council and any duly authorized and accredited representative of the local. See AFGE National Constitution, Article XXIV, Section 9.

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### ARTICLE VI

#### *Elected Officers*

SECTION 1(a). The general officers shall be elected by the total membership and shall constitute the Executive Board of this local, and shall consist of the President, Treasurer, and Secretary and such others as the local's bylaws may prescribe. The local may adopt a bylaw combining the offices of Treasurer and Secretary.

SEC. 1(b). The local may establish bylaws which provide for the election of officers who are elected solely by members of a particular unit or work area and may provide that these officers will serve on the Executive Board.

SEC. 2. It shall be the duty and obligation of all local officers and all other official representatives of the local, whether elected or appointed, to support, advance, and carry out all provisions of the AFGE National Constitution, the standard local constitution and bylaws, official policies of the Federation and, to the extent not inconsistent with the foregoing, all official policies of the local. See AFGE National Constitution, Article XX, Section 2.

SEC. 3. The President shall be the executive officer of this local; he or she shall exercise general supervision over the affairs of the local and see that other officers comply with the responsibilities of their office and constitutional duties; comply with the National and standard local Constitutions; keep the membership apprised of the goals and objectives of the Federation; serve as an ex-officio member of all committees except the Election Committee, Audit Committee, and committee of investigation, or trial committee when he or she is bringing the charges or is directly or indirectly involved in the matter which gave rise to the charges; automatically serve by virtue of election to office as a local delegate to the district caucus, council meetings, the AFGE National Convention, and such other meetings participated in by this local as the local may be entitled; preside at all local meetings; and sign all documents pertaining to the office. If the President is unable to perform his or her regular duties because of sickness, leave, TDY, or for some other legitimate reason, he or she shall delegate the responsibilities of that office to the officer designated in the local's bylaws as provided for in Section 4 of this Article.

SEC. 4. The local shall prescribe in its bylaws that the Treasurer or Secretary (or such other officer as the local may establish) shall assist the President in performing the duties of that office. If the President is absent from a local meeting, the officer so designated will preside. In the absence of the President and the officer so designated to assist him or her, a chair will be chosen by the members from among those in attendance.

SEC. 5. The duties of the Treasurer shall be to maintain a bookkeeping system as prescribed by the National Secretary-Treasurer; make a financial report at each regular meeting; keep an up-to-date roll of the members; receive all monies and/or dues paid into the local and receipt thereof; keep records of all transactions; deposit money in the bank to the credit of the local; make regular monthly reports to the NST, which includes furnishing names and addresses of all new members or members who have severed their affiliations with the local and furnishing notification of changes in members' addresses; forward per capita tax to the National Headquarters in accordance with the requirements of the AFGE National Constitution (For regular locals per capita tax is payable before the end of each month, and all monies owed the Federation must be forwarded to the NST not later than the 20th day of the following month. See AFGE National Constitution, Article XXIV, Section 5(a). For insured locals per capita tax is payable in advance to the NST before the first day of each month. See AFGE National Constitution, Article XXIV, Section 5(b).); and perform additional duties and responsibilities as outlined in the *AFGE Financial Officers Manual*. Disbursements for payment of current bills (other than per capita tax and approved budgeted expenditures) shall be approved by the local.

SEC. 6. The duties of the Secretary shall be to keep a complete record of the minutes of all meetings; maintain all election related documents (including copies of those pertaining to nominations, notices of meetings, and the minutes of any meetings, all of which must be sealed and preserved for one year after the election unless the records are requested by higher authority in the election appeal process or are still relevant), see AFGE National Constitution, Appendix A, Part I, Section 5(j); keep up-to-date the official copy of the

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bylaws of the local; conduct correspondence when directed by the President; and send out notices of meetings when required.

SEC. 7. No officer or agent of the local shall engage in any business or financial activities with or on behalf of this local which conflict with his or her fiduciary obligation to the local.

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ARTICLE VII

*Election Procedures*

SECTION 1. The local's elections shall be conducted in accordance with the AFGE National Constitution and Appendix A thereof. Officers shall be elected for such terms as prescribed by the local's bylaws. No term shall exceed three years.

SEC. 2(a). In accordance with Appendix A, Part I, Section 1(e) of the AFGE National Constitution, the minimum qualifications for candidacy to local office are that a member must:

- (1) Be a member in good standing;
- (2) Be a member for one year of an AFGE local, immediately preceding the closing of the nomination process. This requirement does not apply to newly created locals; and
- (3) Not be a member in any labor organization not affiliated with the AFL-CIO.

See AFGE National Constitution, Appendix A, Part I, Section 1(e).

SEC. 2(b). Candidates shall not run for more than one office in the same local election; however, candidacy as a delegate shall not be considered to be covered by this provision.

SEC. 2(c). No person who is identified with corrupt influences or who is affiliated with the Communist party or other totalitarian movements may serve as an officer of the local.

SEC. 3. The local shall prescribe in its bylaws the manner by which its elections will be conducted: mail ballot.

SEC. 4. In the case of a vacancy in the office of President, such officer as may be prescribed by the local's bylaws shall fill the office for the unexpired term. Vacancies in any other office unless otherwise prescribed by the local's bylaws shall be filled for the unexpired term by appointment by the Executive Board.

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ARTICLE VIII

*Executive Board and Committees*

SECTION 1. The Executive Board shall meet at the call of the President.

SEC. 2. It shall be the duty of the Executive Board to devise and initiate such actions as may be necessary in the interim between the local's meetings, but such actions shall not be inconsistent with the objectives of the Federation and shall be subject to local approval.

SEC. 3. Expenditures by the Executive Board in excess of \$500 per month must have prior approval of the local's members either as authorized by the budget approved by the local or by separate vote of the local's members. All expenditures authorized by the Executive Board will be reported in writing at the next regular meeting of the local. Upon request a copy of such report will be made available to any member in good standing of the local.

SEC. 4. The Executive Board shall prepare an annual budget subject to the membership's approval, which shall ensure at a minimum that the local's revenues are sufficient to meet its financial obligations.

SEC. 5. Standing and special committees may be established in the manner prescribed by a local's bylaws.

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ARTICLE IX

*Delegates*

SECTION 1. Delegates, alternate delegates, and proxy delegates to the AFGE National Convention, district caucus, and council meetings must be elected by name and in accordance with applicable provisions of the AFGE National Constitution. See AFGE National Constitution, Article VI, Article VIII and Appendix A, Part I, Section 6.

SEC. 2. The local's President if elected to that office shall serve as a delegate to the AFGE National Convention, district caucus, council meetings, and such other meetings at which the local is entitled to representation. If the local is entitled to additional delegates, the additional delegates shall be elected by an election called for that purpose, unless the local's bylaws prescribe that the local's other officers shall serve as delegates by virtue of election to their office. In filing a vacancy without an election, only a person who is appointed or succeeds from a position in which the person was a delegate by virtue of election to the office may be a delegate by virtue of office in the new position.

ARTICLE X

*Offenses, Trials, Penalties, Appeals*

SECTION 1. All offenses, trials, penalties, and appeals shall be accomplished in accordance with the AFGE National Constitution. See AFGE National Constitution, Article IX, Section 5 and Article XXIII.

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ARTICLE XI

*Bylaws*

SECTION 1. The local shall establish bylaws, establishing among other things the frequency and location of regular meetings, provisions for calling special meetings, a regular order of business, provisions for a quorum, the date, manner and location of nominations and elections, and other operating procedures of the local.

SEC. 2. No bylaw shall conflict with the provisions of the AFGE National Constitution, this constitution or, if applicable, the constitution of a national bargaining council.

SEC. 3. Bylaws shall be adopted and amended only after a one month notice to the local's membership and by two-thirds vote of members, either present at a membership meeting and voting, with provision for absentee vote, or by mail ballot. Such bylaws do not require NEC approval. Locals shall send a copy of their bylaws, the notice and membership meeting minutes to the district office.

SEC. 4. Copies of this constitution and the local's bylaws shall be available upon request to the Secretary to all members in good standing of the local.

**AFGE TSA LOCAL 1250, AFL-CIO BYLAWS**

**SECTION 1.**

The headquarters of the local shall be the duty station of and/or at the discretion of the Local President.

**SEC. 2(a).**

Regular meetings of the local shall be held at least quarterly, although monthly whenever possible—In person or by electronic means—when and where applicable.

**SEC. 2(b).**

Meetings at each airport, when applicable, shall be held at a time and place selected by that Vice President or his/her designee.

**SEC. 3.**

Special membership meetings may be called by the President, majority vote of the Executive Board or upon written petition of at least ten percent of the membership. Five 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.

**SEC. 4.**

Only members of the local in good standing shall be allowed to vote.

**SEC. 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 Secretary-Treasurer, or Designee (d) Reports of committees (e) Unfinished business (f) New business (g) Comments for the good of the local (h) Adjournment

**SEC. 6.**

A quorum of this local shall consist of a majority of the currently seated executive board plus one (1). A quorum of any committee shall consist of a majority of the members thereof.

**SEC. 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 first by voice vote, then by a showing of hands.

**SEC. 8(a).**

The time allowed for debate of any particular issue before the local and the time allowed for speeches will be governed by circumstances and majority vote of those present and voting. The time allowed for debate may be extended by a majority of those present and voting.

**SEC. 8(b).**

Voting by the Executive Board will include an odd number of positions, in the case that there is an even number of positions, the Local President will not vote. The Local President will appoint or otherwise carryout the will of the E-Board (via majority vote). If the Local President does not carry said motion within seven (7) calendar days, s/he will be deemed vacant and the Secretary Treasurer will carryout said will of the E-Board and/or membership.

**SEC. 9.**

The general officers of this local who will comprise the members of the Executive Board, as elected officials, are as follows:

1. Local President - LP (Voted on and by the total membership allowed to vote).
2. Local Secretary - LS (Voted on and by the total membership allowed to vote).
3. Local Treasurer - LT (Voted on and by the total membership allowed to vote).
4. Executive Vice President (EVP) – (Voted on and by the total membership allowed to vote; beginning in 2022, during the nomination/election process, EVP position will be changed to Arizona Vice President (AZVP) and be voted on and by membership in AZ. Current (EVP) and future (AZVP) duties will consist of serving at the direction of LP, LS, and/or LT, to include solely serving AZ airports).
5. Nevada Vice President (NVVP) – McCarran International (LAS and Spokes) (Appointed by the Local President and majority of the executive board; beginning in 2022, during the nomination/election process, NVVP position will be voted on and by membership in NV. Current and future duties of NVVP will consist of serving at the direction of LP, LS, and/or LT, to include solely serving NV airports).

**SEC. 10.** The Secretary shall assist the President and Treasurer in the performances of their duties of those offices. Such duties carried out by the LS shall include sending/receiving correspondence from/to the Executive Board, National Officers, vendors, and/or other duties as prescribed by the President or Treasurer in assisting and carrying out of his/her duties.

**SEC. 11(a).** In the case of a vacancy in the office of President, the Local Secretary (LS) shall fill the office for the unexpired term. See standard local constitution, Article VII, Section 4.

**SEC. 11(b).** In the case that the LS position is vacated (temporary or permanent) the E-Board will appoint, from among itself, through majority vote, an LS until the expiration of the term, regardless of length of time remaining.

**SEC. 12(a).** The Local President shall make decisions and draft memos, letters, and orders as necessary to promote the good and welfare

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of the Local Union, as long as there is no adverse conflict with the AFGE National Constitution or law. This includes exercising autonomy where the AFGE District and AFGE National may not agree, yet there is no prohibition regarding such act. Where a vacancy occurs on the E-Board, the LP may or may not choose to fill said position by appointment. LP and LS positions must be voted on by the E-Board and must be filled positions. All other E-Board positions, where a vacancy occurs, may be appointed by the President, if there is a need.

SEC. 12(b). The Secretary shall serve as Sergeant-at-Arms; otherwise an alternate *may* be appointed by the President from among the membership in attendance. 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.

SEC. 13(a). There will be two (2) appointed Executive Board positions: 1. Local Women's and Fair Practices Coordinator (See Appendix A to these Bylaws); and 2. Local Legislative and Political Coordinator (See Appendix A to these Bylaws). Each of these positions (LWFPC & LLPC), will be elected positions, voted on and by the total membership of Local 1250, just prior to the next Local Union Elections.

SEC. 13(b). Current Appointed Executive Board positions will not have a vote on the Executive Board. However, Current Appointed members will be deemed as full-fledged Executive Board members with all privileges typically bestowed upon elected E-Board members, including attendance at all E-Board meetings. Appointed Officers will serve three-year terms, consistent with local elected officials, and can only be removed from position through resignation or similar means of forfeiture, or through unanimous vote of the entire elected E-Board with cause. Just prior to next Local Union elections, there will be no Appointed E-Board positions.

SEC. 13(c). Vice Presidents (AZ, NV) may appoint chief stewards, stewards, and committee members and any other positions with the approval of the LP. VPs will be solely responsible for their own assigned airports. Every Vice President and Committee chairperson will submit in writing to the LP, and LS any change that takes place within ten (10) days of said change (i.e., addition/subtraction of position/title, and/or representative of AFGE Local 1250, AFL-CIO). The Local President retains the discretion to appoint chief stewards, stewards, committee members and/or other positions as he/she sees fit.

SEC. 14. Nominations of officers shall be held in October and local elections will commence thereafter—not to exceed beyond January of the following year. Nominations and elections of Officers shall be conducted via mail or secure and electronic option(s). Installation of new officers shall be conducted the following year no later than the month of January. A quorum is not required for nominations and/or elections. See AFGE National Constitution, Appendix A, Part I, Section 3. Candidates shall not run for more than one office in the same election; however, candidacy as a delegate shall not be considered to be covered by this provision. A runoff election, if necessary, shall be held by mail ballot or secure and electronic option(s).

SEC. 15. An Election Committee shall be constituted at a meeting preceding the start of the nomination procedure, if there is none selected the District, upon request by the Local President or his/her designee, shall hold the election for new officers. See AFGE National Constitution, Appendix A, Part I, Section 2.

SEC. 16. 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 three (3) year terms, beginning January 2021. Installation of new officers will begin in January of the upcoming year, immediately following the election results. For example, elections held in 2017; New Officers installed January 2018 and will serve until January 2021—when new Officers are installed thereafter. (Dates adjusted due to COVID-19 Pandemic).

SEC. 17. The current edition of Robert's Rules of Order Newly Revised 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 bylaws.

SEC. 18. Elected Officers, by virtue of Office, will serve as delegates to National Conventions, District Caucuses, Council Meetings (see Local Constitution Article IX, Section 2) and any and all meetings, conventions, or caucuses deemed appropriate by the E-Board. If necessary, additional delegates will be elected (see AFGE National Constitution, Appendix A, Part I, Section 3): Delegates may be elected at a meeting of the local, excepting the Local's President who if elected to that office serves by virtue of office, or by mail ballot. The local shall vote upon the authorization of funds for the delegates' attendance at the National Convention, caucus, or council meetings, via the annual budget. (See AFGE National Constitution, Part I, Appendix A, Section 6(d)).

SEC. 19. Such committees as *may* be established by the Local (See Appendix B for *possible* committees) shall be comprised of members appointed by the Executive Board subject to the approval of the Executive Board (except for the Election Committee and committees which possess preordained committee chairs). See Section 15 of these bylaws regarding Election Committee.

SEC. 20. The initiation fee for new members shall be waived. The dues shall be twenty dollars per pay period or five hundred twenty dollars per year for full-time employees. The dues shall be fifteen dollars per pay period or three hundred ninety dollars per year for part-time employees. Defining of Full-time and Part-time employees will be designated by AFGE's most current National Constitution and considered same by this Local. The amount for retired members shall be fifty dollars per year.

SEC. 21. In accordance with standard practices, monthly stipends for Executive Board officers will be so ordered and shall be as appropriated by the fiscal financial budget, voted on by the members. The President pay designed an appropriate lesser amount for the vacated position by majority vote of the executive board for an interim appointee, and/or reduce up to, and include to eliminate a stipend for a position for lack of performance with a majority vote of the executive board. The Local Union may pay its E-Board through payroll service with appropriate taxes withheld or submit to the E-Board member the proper IRS form(s) to record such monetary reimbursement, at least once—at the end of the year. It is contingent upon everyone receiving to file their proper taxes according to state and federal law. The Union bears no burden of an individual's failure to report. The Union files and reports all incomes and monies disbursed to the appropriate authorities in accordance with applicable state and federal laws.

## **AFGE TSA Local 1250, AFL-CIO**

SEC. 22(a)(i). Per Diem in the amount of seventy-five dollars per day shall be granted upon request of the E-Board officer or authorized AFGE representative in which it applies. The following stipulations apply to those qualified to receive a per diem amount: See *Local Standard Travel Policy and Per Diem* (Appendix C: Memorandums). Per diem requests must be made in writing and submitted to either the Local President or Local Treasurer within seven (7) calendar days or be forfeit.

SEC. 22(a)(ii). All reimbursements for union business, which were paid for with personal funds, must be submitted no later than 15 days of the date of receipt to the Local President, or Local Secretary / Treasurer. All receipts paid for with Local Union funds must be submitted to the Local Secretary and/or Local Treasurer within seven (7) Calendar Days of expenditure. Requests for exceptions beyond the allotted time frame must be made in writing to the President and/or Secretary /Treasurer for consideration.

SEC. 22(b)(i). There will be two (2) options regarding cell phones: 1) Phone allowances of fifty dollars monthly (with submitted monthly bill) will be provided to E-Board officers, or

SEC. 22(b)(ii). 2) The Local Union will pay for one (1) cellular phone per E-Board member and provide paid minutes for talk, text and, if financially feasible, limited data; LS/LT may choose which option is appropriate.

SEC. 23. The Local shall be affiliated with the Arizona Labor Federation, and County Federations and/or Central Labor Councils within the Local's jurisdiction. Elected Officers shall serve as delegates to these bodies by virtue of their Offices.

SEC. 24(a). Regarding the acquiring, relinquishing, or merger of this and/or another AFGE TSA Local Union's airports, to include bargaining unit employees, dues-paying members: In the case that the Local acquires, relinquishes, or merges with other airports or another AFGE TSA Local, there will be appointments made at said airport(s) by the E-Board through vote. The Local President will determine the need to add or relinquish the office(s) of Airport Vice Presidents, not to exceed the number of airports acquired and/or relinquished. Once appointments are concluded, said office(s) will concur with regularly scheduled elections as stated in these Bylaws.

SEC. 24(b). Upon acquiring additional airport(s)/local(s), an amended budget shall be put forth at the next regularly scheduled general membership meeting. Said amendment will account for additional funds and entitlements.

SEC. 25(a). AFGE Local 1250 will use Union made products, Union labor, and not participate in patronizing or purchasing goods, products, and/or services from blacklisted shops, stores, hotels, and other areas of business not otherwise specified, as provided by the American Federation of Labor and Congress of Industrial Organizations (AFL-CIO) and its affiliates, whenever possible.

SEC. 25(b). This Local Union will support its fellow Federal employees, Union brothers/sisters, and continue to fight for workers' rights at all levels of employment.

SEC. 25(c). This Local may pay for and possess an attorney on retainer for all matters it deems necessary. However, the Local President solely, or the Grievance and Arbitration Committee through majority vote, or the Executive Board through unanimous vote, will possess exclusive authority on whether or not to utilize the law firm it possesses on retainer, notwithstanding financial feasibility.

SEC. 26(a). This Local will hold the right to the domain names: "mylocal1250.org" and "mylocal1250.com" (for use of email, web site, and other purposes as it deems necessary).

SEC. 26(b). The following seal, or similar, will be the official seal of this Local (Arizona State with gold fill on bottom, Nevada State on top with blue fill. The word "AFGE TSA" in the center; "Local 1250" at the top; AFL-CIO at the bottom rim):



**SEE BELOW: APPENDICES A, B, C, D, & E AND LOCAL COMMITTEE MEMOS**

**AMERICAN FEDERATION OF GOVERNMENT  
EMPLOYEES, AFL-CIO**

**Transportation Security Administration,  
Local Union No. 1250**

**APPENDIX A**

*From: SECTION 13(a).*

I. Local Women's and Fair Practices Coordinator – The LWFPC is principally concerned with women's rights in the workplace, domestic violence against women, equal employment opportunity and affirmative employment in the workplace. The primary focus is direct assistance and/or counseling to members with inquiries or complaints of discrimination. The LWFPC should be familiar with EEO laws and regulations so they can take an active role in the complaint process by assisting stewards with strategies for winning complaints. Another major focus is to assure that agency officials properly identify underrepresentation of minorities, women and persons with disabilities. Once an underrepresentation has been identified, the LWFPC will take actions to correct the situation.

II. Local Legislative and Political Coordinator – The LLPC works extensively to build relationships with their Members of Congress and their staff. The LLPC remains updated on legislative and political issues in the district and nationally, meets with and contacts by phone their member of Congress and Congressional Staff whenever needed, stays connected with AFGE National Office and District staff, works to increase PAC contributing in the Local, and participates in political events in support of AFGE endorsed candidates.

**APPENDIX B**

*From: SECTION 19.*

- I. Budget and Finance Committee – The Budget and Finance Committee will be chaired by the Local Treasurer. This Committee will include two (2) E-Board members (jointly appointed by LP and LT). Primarily, the LT is responsible for receiving budget from LP; reviewing the budget and submitting it back to the LP for joint-discussion/review. Upon conclusion, the LT will submit to the BFC for review. The E-Board will review and approve. Finally, the membership will review and approve, at a membership meeting, prior to final implementation. Additionally, the BFC will work together with assisting in any financial audits, DOL, and IRS report filings and meeting all regulations prescribed therein. See *Memorandum: Budget and Finance Committee for AFGE Local 1250, AFL-CIO*.
- II. Communications Committee – The Communications Committee will be chaired by the Secretary or his/her designee. This committee will be responsible for communicating with employees via the Local Web site, social media networking sites, newsletters, word-of-mouth, communication boards, and by other means whether electronic or otherwise. See *Memorandum to File: Local Communications Committee*.
- III. Human Rights Committee – The Human Rights Committee will be chaired by the Local Women's and Fair Practices Coordinator. This committee will be responsible for assisting in women's and fair practices violations to include EEOC, OWCP, FMLA, women's issues, and other relative issues as they arise. This committee will follow-up on relevant cases and communicate with the HRC Chair, Local President, District and National W/FPC's, and Administrators, as necessary. See *Memorandum to File: Human Rights Committee*.
- IV. Grievance & Arbitration Committee – The Grievance & Arbitration Committee will primarily be responsible for managing and tracking cases (victories, losses) and reporting out to membership at meetings, and drafting reports when needed. See *Memorandum to File: Grievance & Arbitration Committee*.
- V. Internal Examinations Committee – The IEC will not possess a chairperson. Instead all members of this committee are considered equal when acting in the capacity of this committee. The IEC will be responsible for taking claims regarding complaints about members belonging to the E-Board—whether charged by other E-Board members or members in good standing. An investigation will be conducted by the members of this committee or their respective designees unless the matter involves said members and/or their designees. If warranted, the findings will be forwarded to the complainant and the District NVP. The investigations, inquiries, and findings of this committee will be binding in as much as it pertains to the allegations, charges, and decisions within its local authority. The LP will appoint three members to this committee and although the LP will not be a part of this committee, the LP will share in the findings.
- VI. Local Trial Committee – The Local Trial Committee will consist of the following: One (1) Hearing Official (Local President); One (1) Prosecutor (appointed by the majority of the elected E-Board); One (1) Defense (requested/appointed by the accused, contingent upon acceptance of the presumed Defense); Three (3) Jurors (One (1) neutral elected E-Board member, One (1) neutral appointed E-Board member, and One (1) neutral member in good standing (or any combination thereof, if it is difficult to obtain Juror services). See *Memorandum to File: Local Trial Committee*.



APPENDIX C

**Local Standard Travel Policy and Per Diem**

**A. Purpose:**

- I. The intent of this letter is to clearly outline and define the Local Standard Travel Policy and Per Diem (Travel Policy-Per Diem or TPPD) (TPPD-Memo) for AFGE Local No. 1250, AFL-CIO, and will correlate with AFGE Local 1250 Constitution and Bylaws, Section 22(b)(i), (ii) (pp. 9-10). Where there is conflict, this Memorandum will prevail.
- II. Specifically, this TPPD-Memo will cover Executive Board (E-Board) members (appointed and elected), stewards, and those who are authorized or employed by AFGE Local 1250, AFL-CIO to conduct business on behalf of the Local.

**B. Travel Policy:**

**I. Per diem for Travel**

The Local Union will adhere to a standard per diem rate of \$75.00 on non-travel days and on travel days for overnight stays during Local Union approved business, and when other exceptions apply.

**II. Meals**

The inclusion of meals will be included in the per diem rate as set forth above. In the case that the Local Union leadership conducts a business meeting for matters unrelated to the purpose of the travel, the Local Union will provide a maximum of one meal per day, outside the hours of the purposed travel event (i.e., prior to event; during lunch, unless lunch is provided; or after-hours). Individual meals purchased for reimbursement will not be honored. Only purchased meals containing attached minutes will be approved, on a case-by-case basis.

**III. Airfare/Rail fare**

For legitimate Union business, the Union will cover the cost of rail or airfare, to include the costs covered for checked baggage.

**IV. Rental Cars, Personal Vehicles, and Mileage**

For legitimate Union business, the Union will cover the cost of rental vehicles and provide or reimburse for gasoline used on the rental vehicle (with receipt). For legitimate union business, authorized persons (AP), may use their personal vehicle and be reimbursed the most up-to-date cost per mileage allotment (See: Current GSA, IRS allotments) or be reimbursed for the cost of gasoline with receipt, but not both. For mileage refer to *Appendix D*.

**V. Expenditures**

As allowable in the Local's most recent and up-to-date budget, authorized individuals may purchase required necessities, with prior approval from the President or Treasurer, while on travel, such as but not limited to office supplies for local union business, snacks for events, and event-related material; and will be reimbursed for the costs with proof of receipt.

**VI. Reimbursements**

The Local will provide reimbursements for previously approved purchases with receipt from the authorized individual. This includes all the aforementioned in addition to other approved expenditures as noted above in "Expenditures."

**VII. Lost Receipts**

Where an authorized person, who purchases an authorized good, product, or service, loses the receipt, there will be a lost receipt form filled out and authorized by both the Local President and Treasurer, prior to reimbursement.

**C. Per Diem Policy:**

**I. Official Time and Lost Wages**

There will be no per diem issued while an authorized person is on official time from the Agency unless an exception exists. Per diem will be issued to authorized persons while receiving lost wages if it is authorized for legitimate union functions or union business and approved by the Local President and Treasurer. The base amount of lost wages to be reimbursed will be twenty-five dollars (\$25) per hour, unless there is submitted documentation (i.e., Earnings & Leave statement) warranting a higher per hour amount; If so, the higher hourly (monetary) amount will prevail. Further, if any holiday and/or premium pay is lost due to legitimate union activity, this same section will apply.

**II. Exceptions to Official Time and Lost Wages**

In rare instances, the Local President and Treasurer may authorize per diem during Official Time, if the Official Time covers an AP's entire shift and the authorized person exceeds said amount of time while in the capacity of said legitimate function of Union Business, as decided upon by the Local President and Treasurer, and reasonably financially feasible.

**III. Per Diem in General**

Based on this Local's need to operate and function in a full capacity—despite the rigorous task of authorized persons maintaining employment at the Federal Agency and their personal lives—it is clear that an incentive for time lost is in order. Therefore, if in the capacity of Official and authorized Union Business, as deemed appropriate and approved by the Local President (LP) and Treasurer (LT), as an authorized person, that person may request per diem for any time Union Business is conducted on a regular off day (RDO) or any other leave request, e.g.: LWOP, Comp time, annual, sick, etc., especially where Official Time cannot be taken. Per Diem may be issued in advance of an event or function, if approved by LP and LT, and noted in the issued check or memo.

## Appendix D

### Memorandum to File – Mileage: Stipulations and General Usage

#### Introduction

Please see the following conditions and adhere to said stipulations regarding mileage: Mileage reimbursements, for the following matters, will be subject to the direct approval of the Local Treasurer and Local President:

#### Stipulations

Prior to driving for meetings with employees, unscheduled TSA management meetings, where mileage will be claimed, it is mandated that prior approval from either the Treasurer or President is required. Furthermore, unless otherwise deemed necessary, mileage will not be reimbursed for Executive Board members to pick-up their monthly stipends or other payments (when the checks can be mailed to a valid home address), submit expense reports (when basic expense reports can be electronically mailed), or other personal business, unless approved by the Treasurer or President.

#### Mileage in General

In order to allow the Local Union to properly function in a manner that produces less monetary waste, it is of the utmost importance that those seeking mileage reimbursements adhere to the following:

No mileage reimbursements will be paid to individuals who were either on their way to work or on the way back from work to home. Only under extenuating circumstances will the President or Treasurer approve the expense(s) incurred regarding travel during normal working days and times (to include overtime and shift swap workdays). This policy is required to allow the efficiency of the Union and to ensure there are no additional costs incurred except those approved in the annual budget or additional approval from the General Membership at a General Membership Meeting.

#### Reconsideration

Where there may be conflicts, the Treasurer *and* President *or* majority of elected Executive Board members, where a request for reconsideration from the requestor is made, may override this memo.

## Appendix E: Committee Memos

### I. Budget and Finance Committee

#### Purpose:

The purpose of this Memorandum to File (Memo) for the Budget and Finance Committee (BFC) (BFC-Memo) is to clarify any matters not addressed in the AFGE Local 1250, AFL-CIO Constitution & Bylaws and its relative Appendix. This Memo will cover the scope of the committee, including the BFC's duties, committee members, audits, concerns, and authority.

#### Budget and Finance Committee:

This committee will be chaired by the Local Treasurer. There will be two (2) additional Executive Board members (jointly selected by LP and LT) to sit on this committee, for a total of three (3) committee members. The LT, or absent the LT—the President, will appoint the two (2) board members, when and where applicable. LT will report said committee to the Executive Board. The two (2) non-LT members of this committee will be referred to as "Trustees" (of the Local). Committee members will attain no monetary compensation for their involvement on this committee, save for incurred expenses as necessary (see Travel Policy and Per Diem Memo).

#### Duties:

The BFC will carry out duties as prescribed in the most current LC&B. Additionally, the BFC will adhere to the Local President, the elected Executive Board, or any outside party possessing legal authority to request or require relevant information pertaining to auditing of Local financial records or similar inquiries, such parties as the General Membership, Department of Labor, Internal Revenue Service, AFGE National, AFGE District 12, or other authorized parties, such as retained legal counsel or Certified Public Accountant (CPA), for any legitimate reason. Financial records, audits, or any information pertaining to Local 1250, shall not be shared with TSA or any other governmental entities, other than those described in this section.

#### Audits:

The BFC may, at any time, request an audit of the Local's financial books, and may request funding from the E-Board and General Membership (where there is none allocated in the Local's current budget) to finance said audit where additional monetary resources may be required to consult and obtain services from experts. The BFC will be responsible for conducting bi-annual property audits, to include local furniture, electronics, office supplies (non-expendable), and other properties located at the Local Union office and in an individual's possession. Additionally, the BFC will be required to notate items that have been removed and added.

#### Authority:

Where there are serious and legitimate concerns regarding the excessive expenditure of funds and potential serious loss of property without reasonable explanation, for example, there will be an immediate meeting held, as soon as possible, with the entire Executive Board to determine an appropriate course of action. Further inquiries will be forwarded to the President and Internal Examinations Committee for investigation and reported to the Executive Board upon findings. The BFC will maintain its authority in relation to property, monies, and record keeping of this Local's books.

## **II. Local Communications Committee**

### **Purpose:**

The purpose of this Memorandum to File (Memo) for the Local Communications Committee (LCC) (LCC-Memo) is to clarify any matters not addressed in the AFGE Local 1250, AFL-CIO Constitution & Bylaws and its relative Appendix (LC&B). This Memo will cover the scope of the committee, including the LCCs jurisdiction, duties, and other requirements.

### **Committee:**

The LCC will be chaired by the LS or designee, in accordance with the LC&B. There is no limitation on the number of members authorized for this committee. The LCC will cover the minimum, as follows: Communication Boards (located at terminal break rooms in each airport within the Local's jurisdiction), Social Media (i.e., Facebook, Twitter, other social media sites as the LCC deems appropriate and necessary), the Local's Web site, electronic mail communications, and other communications as the LP or designee and/or E-Board deems necessary. This committee is authorized to form subcommittees (e.g. Social Media, Newsletter, etc.).

### **Jurisdiction:**

The LCC is responsible for covering all airports and surrounding areas, within the Local's jurisdiction, which may change based on specific needs. The LCC will answer specifically to the Chair of this committee, although not solely. In addition to constant communication with the Chair, the LCC will also answer to the Local President, Local Secretary, Local Treasurer, and the elected Executive Board members by majority vote of any matter put forth.

### **Duties:**

*Communication Boards* – Keeping all bargaining unit employees abreast of matters pertaining to the Local, District, and National Union, including local contact information as necessary.

*Social Media* – Updating Local happenings through social media via AFGE Local 1250 Facebook, Twitter, and/or additional social media sites created or existing

*Local Web site* – Updating the Local Web site as necessary with direction from the Local President or designee, Executive Vice President or designee, Secretary Treasurer or designee, and/or the elected members of the Executive Board via majority vote of issues voted upon.

*Electronic Mail* – When needed, electronic mail (email) correspondence will be sent to the Local membership as necessary. Ultimately, this task is exclusive to the Local Executive Secretary or designee and/or the Local Secretary Treasurer or designee, although this may be delegated to a member or members of this committee.

### **Requirements:**

This committee is required to adhere to the Chair of this committee, the President, Treasurer, and/or the Local Executive Board. This committee is required to keep the membership aware and up to date regarding matters of import from the Local, District, and National Union, as filtered from AFGE Local 1250 leadership to the Chair or members of this committee.

## **III. Human Rights Committee**

### **Purpose:**

The purpose of this Memorandum to File (Memo) for the Human Rights Committee (HRC) (HRC-Memo) is to clarify any matters not addressed in the AFGE Local 1250, AFL-CIO Constitution & Bylaws and its relative Appendix (LC&B). This Memo will cover the scope of the committee, including the HRCs jurisdiction, duties, and other requirements.

### **Committee:**

The HRC Chair will convene meetings as she or he deems appropriate and discuss issues related to fair practices, safety, EEOC, workers compensation, women's rights, FMLA (law and airport practices), and all other matters related to human rights pertaining to the Local and its jurisdiction with relation to TSA.

**Committee members:**

There is no set number of individuals on this committee, however, it is highly encouraged and recommended that there is at least one member from each Airport within the Local's jurisdiction. The chair of this committee will be the Local Women's and Fair Practices Coordinator.

**Authority:**

The HRC has the authority to discuss case matter and decide through a majority vote whether or not the Local will accept or decline a case based on merit. The HRC will provide their recommendation to the HRC Chair, LWFCP (if s/he is not the Chair), and Local President (LP). The vote will be voice vote and not recorded, as it is not a formal decision. The recommendation must be put forth in writing and provided to the LWFCP, LP, and HRC Chair for review, prior to sending to the affected member. Only members will receive assistance regarding consideration of case matters related to this committee.

**Reconsideration:**

The Local President or majority vote of the E-Board can overturn an HRC decision.

**Reconsideration Timelines:**

The LP will have 72 hours collectively to issue his/her decision to uphold or overturn the HRC's recommendation. The HRC will have 72 hours, after the final decision is issued, to file for reconsideration. The E-Board will have 72 hours, after the reconsideration request is made, to vote and make a decision regarding the acceptance or denial of the filing party. This decision will put forth in writing by the President or designee.

**IV. Grievance & Arbitration Committee**

**Purpose:**

The purpose of this Memorandum to File (Memo) for the Grievance & Arbitration Committee (GAC) (GAC-Memo) is to clarify any matters not addressed in the AFGE Local 1250, AFL-CIO Constitution & Bylaws and its relative Appendix. This Memo will cover the scope of the committee, including number of members, the GAC's authority, reconsideration process for denials, and exceptions and exclusions of the GAC's final authority on specific matters.

**Committee:**

The GAC will track all cases related to disciplinary matters, including adverse actions, preferably electronically and report out to the membership, E-Board, and at other venues where it is required to do so. Further, this committee will keep an updated database, when feasible, on grievances, arbitrations, appeals boards, and assist whenever possible with caseloads in EEOC matters.

**Committee members:**

This committee will hold three (3) members with no chairperson. If a member slot is vacated, the Local President or designee will appoint a member until the expiration of the term. Committee members can "meet" to discuss a matter via teleconference, electronic mail, or in-person.

**V. Local Trial Committee**

**Purpose:**

The purpose of this Memorandum to File (Memo) for the Local Trial Committee (LTC) (LTC-Memo) is to clarify any matters not addressed in the AFGE Local 1250, AFL-CIO Constitution & Bylaws and its relative Appendix (LC&B). This Memo will cover the scope of the committee, including the LTC's duties, committee members, monetary and time concerns, and authority.

**Trial Committee:**

In the possible requirement for a Local Trial to take place, whether regarding matters of seriousness or minor violations, the LTC shall be the appropriate body acting in the stead of the Local. In matters involving the Local President, the Treasurer will preside as the Hearing Official. If the accused does not show, the Trial may proceed. The Jury will possess up to sixty (60) minutes for deliberation and decision. The following decisions can be made by the Jury: 1) Guilty (majority vote required); 2) Not Guilty (majority vote required); 3) Guilty in part (specify) (majority vote required); and 4) Inconclusive (unanimous required). The Hearing Official will determine an appropriate penalty in accordance with applicable rules governing this Local, which will be forwarded to the entire E-Board for review and majority vote. A written appeal by the Defendant or Prosecutor can be made in writing (e-mail is sufficient) to the elected E-Board within 48 hours of the Decision. A majority vote of the elected E-Board is required to overturn the Jury's decision and the decision must be put in writing (e-mail is sufficient) to the Appellant within 72 hours, from the Local President or designee. A copy of this Memo will be provided to all parties involved and should collaborate with LC&B.

**Committee Members:**

The Committee Members of the Trial Committee shall be as follows: 1-Hearing Official (Local President or designee); 1-Prosecutor (appointed by the elected E-Board by majority vote); 1-Defense (as requested by the Defendant and agreed upon by the requested Defense); 3-Jurors (3 - E-Board members and/or members in good standing). Arrangements will be made and decided upon by the majority of the elected E-Board when there are conflicts of interest for any Trial Committee members and the matter.

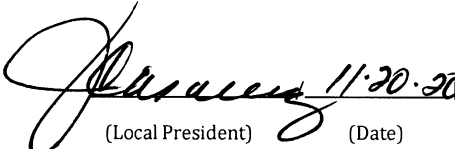

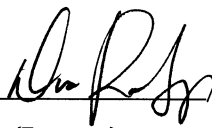
**Monetary and Time Constraints:**

To save the Local significant monetary loss and to expedite the matter in which the Defendant is accused, the following time constraints will be placed: The trial shall last no more than eight (8) hours, which may be incrementally administered not to exceed seven (7) calendar days from the start of the trial (For example: Monday = 3 hours + Thursday = 4 hours). The Prosecution and Defense may take up to fifteen (15) minutes each for opening statement. Each side will possess up to 1.5 hours to collectively call witnesses, examine, and cross-examine. Each side will possess fifteen (15) minutes for closing arguments. There will be at least a one (1) hour lunch break and two (2) - fifteen (15) minute breaks (additional or less breaks must be unanimously agreed upon by the Prosecution, Defense, and Hearing Official), when the trial is completed in one (1) day. The Local Union will pay for all lost time (wages) for all participants involved not to exceed eight (8) hours for Trial Committee and Defendant and four (4) hours for witnesses.

**Authority:**

The Report of the Final Outcome (RFO) will be read to the members at the next General Membership Meeting or Special Meeting called by the President or designee when the case is sensitive. This final decision (after appeals) will be final and forwarded to AFGE District 12 Office's National Vice President, including the Defendant and Prosecution, and the Local Union.

**End of Local Constitution and Bylaws**

 11/20/20 (Local President)      (Secretary)     11/20/20 (Date)      (Treasurer)     11/20/20 (Date)





## Memorandum

April 8, 2018

**Subject: Travel Policy Memorandum**

### Local Standard Travel Policy and Per Diem

**A. Purpose:**

- I. In conjunction with and per the National Constitution Article XX, Sections 1 and 2, the Local President possesses exclusive authority to oversee the general affairs of his/her Local, which includes daily budgeting and policies in the best interest of the Local and its membership.
- II. The intent of this letter is to clearly outline and define the Local Standard Travel Policy and Per Diem (Travel Policy-Per Diem or TPPD) (TPPD-Memo) for AFGE Local No. 1250, AFL-CIO.
- III. Specifically, this TPPD-Memo will cover Executive Board (E-Board) members (appointed and elected), stewards, and those who are authorized or employed by AFGE Local 1250, AFL-CIO to conduct business on behalf of the Local.
- IV. This memo will simultaneously establish the Budget and Finance Committee, which will consist of the Local President, Local Treasurer, and Local Secretary. Where there is no distinction on pre-approved matters, the unanimous consent of the Budget and Finance Committee will be required—as deemed appropriate by the Local President.

**B. Travel Policy:**

**I. Per diem for Travel**

The Local Union will adhere to a standard per diem rate of \$75.00 on non-travel days and on travel days for overnight stays during Local Union approved business, and when other exceptions apply.

**II. Meals**

The inclusion of meals will be included in the per diem rate as set forth above. In the case that the Local Union leadership conducts a business meeting for matters unrelated to the purpose of the travel, the Local Union will provide a maximum of one meal per day, outside the hours of the purposed travel event (i.e., prior to event; during lunch, unless lunch is provided; or after-hours). Individual meals purchased for reimbursement will not be honored. Only purchased meals containing attached minutes will be approved, on a case-by-case basis.

**III. Airfare/Rail fare**

For legitimate Union business, the Union will cover the cost of rail or airfare, to include the costs covered for checked baggage.

**IV. Rental Cars, Personal Vehicles, and Mileage**

For legitimate Union business, the Union will cover the cost of rental vehicles and provide or reimburse for gasoline used on the rental vehicle (with receipt). For legitimate union business, authorized persons (AP), may use their personal vehicle and be reimbursed the most up-to-date cost per mileage allotment (See: Current GSA, IRS allotments) *or* be reimbursed for the cost of gasoline with receipt, but not both: This determination can be made at the explicit discretion of the Local President *and* Treasurer. For mileage matters, refer to Mileage Memo.

**v. Expenditures**

As allowable in the Local's most recent and up-to-date budget, authorized individuals may purchase

required necessities, with prior approval from the President or Treasurer, while on travel, such as but not limited to office supplies for local union business, snacks for events, and event-related material; and will be reimbursed for the costs with proof of receipt.

vi. **Reimbursements**

The Local will provide reimbursements for **previously approved** (from President and Treasurer) purchases with receipt from the authorized individual.

This includes all the aforementioned in addition to other approved expenditures as noted above in "Expenditures."

vii. **Lost Receipts**

Where an authorized person, who purchases an authorized good, product, or service, loses the receipt, there will be a lost receipt form filled out and authorized by both the Local President and Treasurer, prior to reimbursement.

c. **Per Diem Policy:**

i. **Official Time and Lost Wages**

There will be no per diem issued while an authorized person is on official time from the Agency unless an exception exists, and it is pre-approved by the President and Treasurer. Per diem will be issued to authorized persons while receiving lost wages *only if* it is authorized for legitimate union functions or union business and pre-approved by the Local President *and* Treasurer. The base amount of lost wages to be reimbursed will be twenty-five dollars (\$25) per hour, unless there is submitted documentation (i.e., Earnings & Leave statement) warranting a higher per hour amount; if so, the higher hourly (monetary) amount will prevail. Further, if any holiday and/or premium pay is lost due to legitimate union activity, this same section will apply.

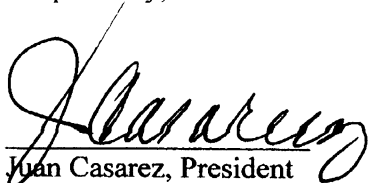
ii. **Exceptions to Official Time and Lost Wages**

In rare instances, the Local President and Treasurer *may* authorize per diem during Official Time, *if* the Official Time covers an AP's entire shift and the authorized person exceeds said amount of time while in the capacity of said legitimate function of Union Business, as decided upon by the Local President and Treasurer, and reasonably financially feasible.

iii. **Per Diem in General**

Based on this Local's need to operate and function in a full capacity—despite the rigorous task of authorized persons maintaining employment at the Federal Agency and their personal lives—it is clear that an incentive for time lost is in order. Therefore, if in the capacity of Official and authorized Union Business, as deemed appropriate and pre-approved by the Local President (LP) and Treasurer (LT), as an authorized person, that person *may* request per diem for any time Union Business is conducted on a regular off day (RDO) or any other leave request, e.g.: LWOP, Comp time, annual, sick, etc., especially where Official Time cannot be taken. Per Diem may be issued in advance of an event or function, if pre-approved by LP and LT, and noted in the issued check or memo.

Respectfully,



Juan Casarez, President  
AFGE Local 1250





## Memorandum

April 8, 2018

**Subject: Mileage Reimbursement Policy Memorandum**

### **Memorandum to File - Mileage: Stipulations and General Usage**

#### Introduction

In conjunction with the Travel Policy Memorandum, Mileage reimbursements for the following matters will be subject to the direct approval of the Local Treasurer and Local President, and/or Budget Committee, at the sole discretion of the Local President:

#### Stipulations

Prior to driving for meetings with employees, unscheduled TSA management meetings, where mileage will be claimed, it is mandated that prior approval from either the Treasurer or President is required. Furthermore, unless otherwise deemed necessary, mileage will not be reimbursed for Executive Board members to pick-up their monthly stipends or other payments (when the checks can be mailed to a valid home address), submit expense reports (when basic expense reports can be electronically mailed), or other personal business, unless approved by the Treasurer or President.

#### Mileage in General

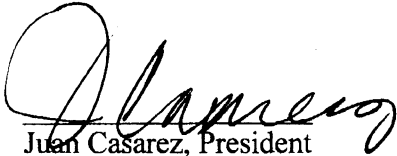
In order to allow the Local Union to properly function in a manner that produces less monetary waste, it is of the utmost importance that those seeking mileage reimbursements adhere to the following:

No mileage reimbursements will be paid to individuals who were either on their way to work or on the way back from work to home. Only under extenuating circumstances will the President or Treasurer approve the expense(s) incurred regarding travel during normal working days and times (to include overtime and shift swap work days). This policy is required to allow the efficiency of the Union and to ensure there are no additional costs incurred except those approved in the annual budget or additional approval from the General Membership at a General Membership Meeting.

For legitimate Union business, the Union will cover the cost of rental vehicles and provide or reimburse for gasoline used on the rental vehicle (with receipt). For legitimate union business,

authorized persons (AP), may use their personal vehicle and be reimbursed the most up-to-date cost per mileage allotment (See: Current GSA, IRS allotments) or be reimbursed for the cost of gasoline with receipt, but not both: This determination can be made at the explicit discretion of the Local President and Treasurer. For mileage matters, refer to Mileage Memo.

Respectfully,

A handwritten signature in black ink, appearing to read "Juan Casarez", written over a horizontal line.

Juan Casarez, President  
AFGE Local 1250