



"Together We Can"

**BY-LAWS OF THE
American Federation of Government Employees (AFGE)
Local 704 (AFL-CIO)**

P.O. Box 0799

Chicago, Illinois 60690-0799

Approved by the General Membership on October 15, 2024

Effective January 1, 2025

Nicole Cantello

Nicole Cantello, President

Zachary Sasnow

Zachary Sasnow, Treasurer

Loreen Targos

[Loreen Targos \(Dec 1, 2024 12:27 CST\)](#)

Loreen Targos, Executive Vice President
Membership and Organization

Jamie Stoik

[Jamie Stoik \(Dec 2, 2024 18:37 CST\)](#)

Jamie Stoik, Secretary

Brian Kelly

Brian Kelly, VP and Chief Steward
Professional Unit

Ethel Crisp

[Ethel Crisp \(Dec 9, 2024 11:24 CST\)](#)

Ethel Crisp, Sergeant-at-Arms

Emily Crispell

[Emily Crispell \(Dec 15, 2024 15:40 EST\)](#)

Emily Crispell, VP and Chief Steward
Non-Professional Unit

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ARTICLE I

Name

Section 1 This Local union shall be known as the American Federation of Government Employees (AFGE), Local No. 704, AFL-CIO, as set forth in its charter. *See AFGE National Constitution, Article XIX, Section 1, and the Standard Local Constitution, Article 1, Section 1 (Appendix B of the AFGE National Constitution).*

Section 2 The headquarters of the Local is: AFGE Local 704, Ralph H. Metcalfe Federal Building, 77 W. Jackson Blvd., Room 1520A, Chicago, IL 6004-3590. The mailing address is P.O. Box 0799, Chicago, IL, 60690-0799. The email address is 704afge@gmail.com.

ARTICLE II

Membership Dues

Section 1 A member in good standing of a union is "any person who has fulfilled the requirements for membership in such organization and who neither has voluntarily withdrawn from membership nor has been expelled or suspended from membership after appropriate proceedings consistent with lawful provisions of the constitution and By-Laws of such organization." (Labor Management Reporting and Disclosure Act of 1959, as Amended).

Section 2 Membership dues shall be in an amount 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.

Section 3 Any change in the dues structure, excepting adjustments to dues via increases in per capita tax as described in Section 4(b), shall be accomplished by:

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

Majority vote of the members in good standing in a membership referendum conducted by secret ballot

Section 4 (a) The Local's bi-weekly membership dues for employed bargaining unit' employees shall be assessed according to a graduated structure dependent upon grade as follows: GS-07 and below, \$13.50 per pay period; GS-08 through GS-11, \$17.50 per pay period; and GS- 12 and above, \$21.50 per pay period. (b) Effective January 1, 2026, the Local's bi-weekly membership dues for employed bargaining unit employees shall be assessed according to a graduated structure dependent upon grade as follows: GS-07 and below, \$14.00 per pay period; GS-08 through GS-11, \$18.00 per pay period; and GS- 12 and above, \$22.00 per pay period. (c) Adjustment of the Local

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dues in response to future increases in the National monthly per capita tax or Council per capita tax shall become effective in the first full pay period of the new year after the per capita tax increase becomes effective according to a vote taken at the National Convention, or similar action taken by the AFGE Council 238. Such adjustment shall be 50% of the increase of the National monthly per capita tax per pay period, plus 100% of any Council increase, per pay period. Fractional increases, if any, shall be rounded up to the nearest cent.

Section 5 The Local's membership dues for employed bargaining unit employees shall be paid by bi-weekly payroll deduction using Standard Form SF-1187, Request for Payroll Deductions for Labor Organization Dues, or via electronic dues deduction provided by AFGE National.

Section 6 Members in good standing separated from employment, whether due to suspension, furlough, Leave without Pay (LWOP), or Absent Without Leave (AWOL) will be given a 90-day grace period for dues payment, and will be responsible for notifying the Local in writing immediately of such action, and their intent to continue as a member in good standing. Benefit entitlement will be subject to dues payment. All dues payments shall be as described in Section 4 and commence within 30 days (one calendar month) of such action. After the grace period above, the member will be dropped from the active member roster after written notice until such time as dues payments are reinstated.

Section 7 Members in good standing upon retirement may elect to continue membership in the Local. Membership dues for retired members in good standing shall be \$50.00 per year, or at least \$1.00 per month over the amount established by the National for retired members, whichever is greater. Dues for retired members shall be paid annually within 90 days after the Local's request for annual dues is sent to current retired members. Retired members shall have no right to hold office in the Local. Membership in the first year of retirement will be pro-rated.

Section 8 Non-bargaining unit employees (supervisors and those funded by other sources) may elect to become a member of the-Local for the purposes of obtaining AFGE benefits. Membership dues for Non-bargaining unit employees that elect to become members shall be at the rate for GS-12 and above employees as established in Section 4, and shall be paid semiannually in advance (for no less than thirteen consecutive pay periods) using AFGE Form I Mem 1, or such alternate method as established by the Local. Membership of Non-bargaining unit employees shall give its recipient no right to representation or to hold office in the Local. Acting Supervisors and those temporarily promoted for a period greater than 120 days also meet the criteria of Non-bargaining unit employees. It will be the employee's responsibility to provide notification in writing to the Local of their status change within 30 working days of the change in status.

Section 9 Local 704 is an uninsured Local, i.e., no life insurance, nor does it impose any initiation fees.

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**ARTICLE III
*Parliamentary Authority***

Section 1 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 AFGF National Constitution or these By-Laws.

**ARTICLE IV
*Meetings***

Section 1 Meetings

- (a) Regular meetings of the Local shall be held bimonthly (every other month) on the third Tuesday of the month (February, April, June, August, October, and December). Where regular meetings fall on a holiday, the meeting will be held on the next full workday. The Executive Board is empowered to change the day and date of a regular meeting when necessary, should it be in the best interest of the Local and its membership, provided that the membership is given five (5) working days written notice.
- (b) The meetings shall be held at a time and place selected by the Executive Board.

Section 2 The regular order of business will be:

- (a) Roll call of Executive Board Officers;
- (b) Reading and approval by majority of the minutes of the previous meeting;
- (c) Report of financial condition by Local Treasurer;
- (d) Reports of committees;
- (e) Unfinished business;
- (f) New business;
- (g) Comments for the good of the Local; and
- (h) Adjournment.

Section 3 Only members of the Local in good standing shall be allowed to vote or attend regular

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or special meetings (all meetings).

Section 4 All questions before the Local will be decided by a simple majority vote of the members present first by voice vote, then by a showing of hands, if necessary.

Section 5 A quorum of this Local shall consist of the number of people who attend. A quorum of any committee shall consist of a majority of the members thereof.

Section 6 The time allowed for debate of any particular issue before the Local and the time allowed for speeches will be five (5) minutes per speaker. By a two-thirds vote of those members present and voting, the assembly can change the rules about how often and how long members can speak during a debate. Every member present shall be entitled to speak once on a debatable motion unless the assembly has voted to end debate. Debating rights cannot be transferred. Every member present may speak a second time on the same question unless other members who have not already spoken wish to do so. In that case, the member cannot speak to the same question. Asking a question or making a suggestion is not considered to be speaking to the motion. Such actions are not counted against the time limit. If no one objects, members can speak a third time on the same question.

Section 7 Special meetings may be called as necessary, either by the President, by a two-thirds vote of the Executive Board or upon written petition of at least ten percent (10%) of the membership. Five (5) working 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.

**ARTICLE V
*Committees***

Section 1 Such standing, special or select 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). *See Article IX, Section 1 of these By-Laws.*

Section 2 Standing committees, e.g., Membership & Organization, Awards, etc., have a continued existence and function to handle routine duties that need to be carried out on a regular basis. A standing committee reports to the assembly. Standing committees shall be formed by a resolution passed by two-thirds majority vote, or for expediency by voluntary sign-up methods as provided by the Executive Board. Members on standing committees serve extended terms for the same period as those served by the officers in the Local. New members of standing committees shall be appointed by the President subject to approval of the Executive Board when new officers are elected to head the Local.

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Section 3 Special or select committees are appointed for a particular purpose and cease to exist once that purpose has been served. Special or select committees shall be formed by voluntary sign-up methods as provided by the Executive Board.

Section 4 The Grievance Committee is a committee that shall meet at least monthly, but as often as necessary (e.g. each week) to review grievances and ensure that they are factually supported and in accordance with the MCBA. The members of the committee shall consist of the two Vice Presidents of Labor Relations (Professional and Nonprofessional Units) and one other Officer or Steward selected by the President and approved by the Executive Board. The Vice Presidents of Labor Relations will serve as alternating chairs of the Committee. The Grievance Committee shall keep the Executive Board and the Union Stewards apprised of their actions.

**ARTICLE VI
*Executive Board***

Section 1 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 their fiduciary obligations to the Local.

Section 2 The general Officers of this Local who comprise the Executive Board, and are elected by the total membership, are as follows:

President
Executive Vice President, Membership and Organization
Vice President, Professional Unit Labor Relations
Vice President, Nonprofessional Unit Labor Relations
Treasurer
Secretary
Sergeant-At-Arms

Section 3 The President shall be the Executive Officer of this Local. They shall exercise general supervision over the affairs of the Local and see that other Officers and Official Representatives comply with the responsibilities of their office and constitutional duties, comply with the AFGF National Constitution, the National EPA Council Constitution and Local Constitutions; keep the membership apprised of the goals and objectives of the Federation, serve as an ex-officio member of all committees; automatically serve by virtue of office as a Local delegate to district caucuses, council meetings, the 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 their regular duties, either because of sickness, leave, TDY or for some other legitimate reason, they shall delegate the responsibilities of that office to the officer designated in the Local's By-Laws as provided for in Section 4 of this Article. Vacancies in any other office shall be filled for the unexpired term by appointment by the

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President subject to the approval of the Executive Board.

Section 4 The Executive Vice President, Membership and Organization is also the officer delegated the responsibilities of the President when the President is unable to perform their regular duties, either because of sickness, leave, TDY, or for some other legitimate reason. In the absence of the Executive Vice President Membership and Organization and the President, the President's responsibilities are further delegated to the Vice Presidents of the Professional and Nonprofessional units respectively in rotation (See Sections 5 and 6). The Executive Vice President, Membership and Organization shall also perform the duties relating to membership and organization concerns of the office. These duties include managing and coordinating activities of the Local, including, Union Fairs, Metro Lunch & Learn, Town Hall meetings. The Executive Vice President, Membership and Organization shall serve as the principal Local contact for and work closely with the National Office of AFGE Membership and Organization Department, at 80 F Street, N.W., Washington, D.C. 20001, telephone (202) 639-6410. The Executive Vice President, Membership and Organization shall serve as the Local's committee chair for the Membership and Organization Committee and as the Local's activities committee chair (e.g., Holiday Party, etc.). The Executive Vice President, Membership and Organization shall assist the Treasurer where necessary on resolving matters and issues that arise regarding payroll deduction Forms SF1187. Other responsibilities include managing and maintaining the posting of up-to-date Local and other AFGE information on agency bulletin boards regarding membership and organization matters. The Executive Vice President, Membership and Organization also serves as the Local's contact person and coordinator for the AFGE Women's and Fair Practices Departments.

Section 5 The Vice President, Professional Unit Labor Relations, shall serve as the principal contact for the Professional unit, and shall also serve as the Chief Steward for the professional unit. Such other stewards, as may be necessary, shall be selected on a voluntary basis from members of the professional unit and appointed by the president subject to the approval of the Executive Board. The duties of the chief steward are to direct the activities of stewards; assign the areas in which they will be responsible for membership increase; and to keep the Local informed of matters of interest brought to the attention of the stewards by the member. Stewards may however, act on a unit-wide basis. Further, with the consent of the President, the Vice President, Professional unit may conduct unit meetings; recommend appointments of committees established by the Local; plan and pursue policies with the assigned unit, within the framework of this Constitution, and which will promote the welfare of the Federation and the Local; and such other duties as may be assigned by the Executive Board. Duties also include serving as the *ex-officio* co-chair of the Grievance Committee for the Professional Unit. On rotation with the Vice President, Nonprofessional Unit, the Vice President, Professional Unit, will carry out the duties of president in the absence of the Executive Vice President, Membership and Organization and the President.

Section 6 The Vice President, Nonprofessional Unit Labor Relations, shall serve as the

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principal contact for the nonprofessional unit, and shall also serve as the Chief Steward for the nonprofessional unit. Such other stewards, as may be necessary, shall be selected on a voluntary basis from members of the nonprofessional unit and appointed by the President subject to the approval of the Executive Board. The duties of the Chief Steward are to direct the activities of stewards; assign the areas in which they will be responsible for membership increase; and to keep the Local informed of matters of interest brought to the attention of the stewards by the member. Stewards may however, act on a unit-wide basis. Further, with the consent of the President, the Vice President, Nonprofessional Unit may conduct unit meetings; recommend appointments of committees established by the Local; plan and pursue policies with the assigned unit, within the framework of this Constitution, and which will promote the welfare of the Federation and the Local; and such other duties as may be assigned by the Executive Board. Duties also include serving as the Ex-Officio Co-Chair of the Grievance Committee for the Nonprofessional Unit. On rotation with the Vice President, Professional Unit, the Vice President, Nonprofessional Unit, will carry out the duties of President in the absence of the Executive Vice President, Membership and Organization and the President.

Section 7 The duties of the Treasurer shall be to maintain a bookkeeping system as prescribed by the National Secretary-Treasurer; to make a financial report at each regular meeting; to keep an up-to-date roll of the members; to receive all monies and/or dues paid into the Local and receipt thereof; to keep records of all transactions; to deposit money in the bank to the credit of the Local; to make regular monthly reports to the National Secretary-Treasurer which includes, furnishing names and addresses of all new members or members who have served their affiliations with the Local and furnishing notification of changes in member addresses to forward per capita tax due to the AFGE National Headquarters, that may not be included the direct payment of dues from the Agency, in accordance with the requirements of the AFGE National Constitution (for regular Locals dues are payable before the end of each month and all monies owed the Federation must be forwarded to the National Secretary-Treasurer not later than the 20th day of the following month). *See National Constitution, Article XIX, Section 3(a)*. The Treasurer shall assist the President in the performance of the duties of that office.

Section 8 The Secretary of the Local is the official recorder and keeper of the Local's records. The official records of the Local are the minutes of all meetings (general membership, executive board, and special Local meetings). All motions, including motions regarding approval of expenditures by the general membership, are the official actions of the Local, and must be recorded in the minutes. The Secretary shall also 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), *See National Constitution, Appendix A, Part I, Section 5.1*; to keep up-to-date the official copy of the By-Laws of the Local; to conduct correspondence when directed by the President and to send out notices of meetings when required. The Secretary shall assist the President in the performance of the duties of that office.

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Section 9 The Sergeant-at-Arms shall: (1) establish written security procedures for the Local office and meetings, subject to the approval of the Executive Board; (2) ensure that no one enters the meetings without proper authority; (3) assist the presiding officer in the maintenance of order; (4) welcome and introduce guests; (5) see that each member's presence is recorded in a log; (6) and 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. Other duties may include securing and setting up meeting room(s), securing and checking the working order of audio/visual equipment for meetings.

**ARTICLE VII
*Code of Ethics***

Section 1 Annually the Executive Board shall review this code of ethics.

Section 2 Code of Conduct: Union Members will fight through our rights in the contract, in the halls of Congress, in our interactions with management, and in our daily lives, for social justice and an inclusive world through:

- Recognizing and valuing individual differences in race, ethnicity, religion, color, sex, age, national origin, sexual orientation, disability, gender identity or expression, and ancestry
- Speaking up when aggressive, bullying, intimidating, discriminatory or harassing behavior occurs, and holding ourselves and other accountable
- Acknowledging nature does not belong to us, to destroy and deplete
- Actively lifting the voices of traditionally marginalized communities
- Recognizing and overcoming implicit bias

As a Union in solidarity with all working people, we will respect our core values of diversity, equity, and equality and conduct ourselves consistent with those core values.

Section 3 Personal Conduct: Officers of the Executive Board shall conduct themselves in such a way as not to convey the impression to any person that they can be influenced into giving favors that conflict with their personal duties.

Section 4

- (a) Personal Gain: Officers of the Executive Board shall not get economic benefit as a result of a contract with outside sources secured to assist in Local business.
- (b) Personal Gain: Officers of the Executive Board shall publicly disclose any of the following interests that they may have with a company doing business with the Local. For the purposes of this code, an interest shall be any of the following:

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- Employment with said company;
- A financial interest in said company;
- A business relationship with said company; or
- Being related to any of the owners or employees of said company.

Public disclosure of any such business dealings shall be made to the Officers of the Executive Board at a regular open meeting within the time the Officer learns of any of the preceding interests. Included in the public disclosure shall be the name of the company intending to contract business with the Local and the interest in the company that the officer currently has. This disclosure is a matter of public record.

- (c) Personal Gain: Officers of the Executive Board then have the right to make an official motion that the disclosure be sent to the Local's legal counsel, for advice as to whether the disclosure does indeed present a conflict of interest that is prohibited by law or by this code of ethics. The lawyer's advice shall be entered into the minutes as part of the legal record of the Executive Board.

Section 5 Other Censurable Activities: The following activities by the Officers of the Executive Board are also censurable under the guidelines of this Code of Ethics:

- a) Investing in any company that will result in a conflict of interest with their duties on the Executive Board;
- b) Being part of any board transaction in which they have a direct or indirect financial interest;
- c) Entering into relationships with vendors for pay in matters that are currently being considered by the Executive Board;
- d) Being part of legal negotiations with any firms that are doing business with the Local without the knowledge and authorization of the Executive Board;
- e) Using their position on the Executive Board to obtain employment for their friends or family members;
- f) Accepting a job that conflicts with their duties as an officer of the Executive Board and can prevent them from carrying out their responsibilities to the Local;
- g) Asking for or accepting any gift under any circumstances in which people might construe that the gift was intended to influence or reward the officer for a particular action(s);
- h) Disclosing any confidential information about the workings of the Local;
- i) Using confidential information about the workings of the Local in such a way as to advance their personal interests; or
- j) Undertaking any action(s) which would interfere with the performance by this Local in the exercise of its legal or contractual obligations as the exclusive legal

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representative of the bargaining unit.

Engaging in any of the censurable activities identified above, shall be considered conduct unbecoming a union member.

Section 6 Removal from Office: *See AFGE National Constitution.*

Section 7 In the event the officer is found to have violated the code of ethics, 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 XVIII.*

Section 8 This Code of Ethics shall be amended by a majority vote of the Executive Board after the amendment has been considered at three (3) regular meetings. In addition, the amendment must be stated in the call for the meeting.

**ARTICLE VIII
*Election Procedures***

Section 1 An Election Committee shall be elected by majority vote of the Local members present and voting at a meeting preceding the start of the nomination procedure. No member of the Committee may be an incumbent of or candidate for the office for which the election is being conducted. *See AFGE National Constitution, Appendix A, Part I Section 2.*

Section 2 The Local's elections shall be conducted in accordance with AFGE National Constitution and Appendix A thereof. Officers shall be elected to office and serve for a term of two (2) years.

Section 3 The Local's elections shall be conducted by mail or electronic ballot. Write-in ballots are not allowed.

Section 4 Nominations of officers from members in good standing shall be held in November or December and elections and installation shall be held in January after proper notice to Local members. 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 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 5 All elected Officers will be administered the "Oath of Union Officers" contained in the AFGE National Constitution upon their installation in office.

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ARTICLE IX

Delegates

Section 1 Pursuant to the National Constitution, the President is automatically one of the Local's delegates to the National Convention, the District Caucus, and the National Council meetings. If the Local is entitled to more than one delegate, the responsibility to serve as a delegate at these conventions and meetings will be the following elected officers in order of priority:

Executive Vice President, Membership and Organization
Vice President, Professional Unit Labor Relations
Vice President, Nonprofessional Unit Labor Relations
Treasurer
Secretary
Sergeant-at-Arms

Serving as delegate, if necessary for the Local to complete its full allotment of delegates (*see Article VI of the National Constitution*), will be part of the duties for which these Officers will be elected. Because the National Constitution requires that delegates be elected by secret ballot, appointed officers are not eligible to be delegates. In the event that the Local does not authorize funds sufficient to send a full allotment of delegates, then the funded delegates shall be selected in accordance with the above listed order of priority, but this does not preclude the unfunded delegates from participating as delegates at their own expense. If the full allotment of delegates includes an Officer or Officers who cannot or will not attend a meeting or convention, then the next lower elected officers or officers in the order of priority will become a delegate(s). If additional delegates are needed, they shall be elected in accordance with *Article IX of the Standard Local Constitution (Appendix B to the National Constitution)*.

ARTICLE X

Financial Records and Reporting

Section 1 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. *See Standard Local Constitution, Article VIII, Section 3*. 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.

Section 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, the Executive Vice President for Membership and Organization, or other Officers as appropriate

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per the Financial Controls and Procedures document, shall sign in place of the absent Officer.

Section 3 The Executive Board shall establish and maintain a Financial Controls and Procedures document to define each Officer's fiduciary responsibilities. The Executive Board shall review the Financial Controls and Procedures document at least yearly to determine if they remain sufficient and accurately reflect current procedures. To the extent changes are made, such changes will be made via motions at Executive Board meetings, or, in the case of procedures required by Union By-Laws or motions passed by the membership, by seeking the approval of the general membership.

Section 4 Annual audits are required pursuant to *Article XXIV, Revenues, Section 8(d) of the AFGE National Constitution*, and *Article V Financial Records and Reporting, Section 4 of the AFGE Local 704 Standard Local Constitution*, and the *AFGE Local 704 Financial Controls and Procedures Document*.

Section 5 AFGE Local 704 Executive Board Officers are entrusted to act on behalf of the Local's members. The Executive Board has the primary responsibility for fulfilling the Local's mission and is accountable for its operations in between general membership meetings. Therefore, each Officer shall perform their fiduciary responsibilities as defined in the Financial Controls and Procedures document.

**ARTICLE XI
*Miscellaneous Provisions***

Section 1 The Executive Board may meet by conference call rather than getting together in person, as the need arises. A conference call meeting may be convened if Board members are given sufficient advance notice and at least a majority of the Board members participate in the conference call meeting.

**ARTICLE XII
*Amendment of By-Laws***

Section 1 By-Laws shall be adopted and amended only after thirty (30) days' notice to the Local's membership and by two-thirds vote of members present and voting.

Section 2 Copies of the Local's By-Laws shall be available upon request to the Secretary to all members in good standing of the Local.

Section 3 No By-Laws shall conflict with the provisions of the AFGE National Constitution, this Constitution or the Constitution of the National Bargaining Council.












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Final Audit Report

2024-12-15


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 Agreement completed.

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