

Chapter 52 By Laws

PART I **CONSTITUTION**

The constitution of the National Treasury Employees Union as amended at the last National Convention is hereby adopted as the Constitution of this Chapter. The By-laws of this Chapter set forth rules for the local administration and functions of this Chapter. No part of these By-laws shall be in force if they are contrary to or in conflict with the provisions of the national constitutions and By-laws.

PART II **NAME, HEADQUARTERS - JURISDICTION AND FISCAL YEAR**

Section 1. Name

This organization shall be known as the National Treasury Employees Union, Chapter 52.

Section 2. Headquarters and Jurisdiction

The Headquarters of Chapter 52 shall be maintained at the post of duty of the elected Chapter President or such location as may be directed by a majority vote of the Chapter Executive Board within thirty (30) days of acceptance of the elected position.

Chapter 52 shall have jurisdiction concurrent with the jurisdiction granted in the Chapter issued pursuant to the NTEU Constitution, unless amended by operation the provisions of the NTEU Constitution.

The internal areas of representation with their assigned Identifying letters shall be:

Area A: Austin, Bryan, Victoria, Corpus Christi and Waco posts of duty.

Area B: El Paso, Harlingen, Laredo, McAllen and San Antonio posts of duty

Section 3. Fiscal Year

The fiscal year of Chapter 52 shall commence at 12:01 a.m. on October 1 and end at midnight on September 30 of the following year.

PART III
MEMBERSHIP

Section 1. Any person who is presently employed within the representational areas of Chapter 52 as defined in Part II, Section 2, or any former employee, or any retired employee of the Federal Government is eligible for membership in this Chapter, regardless of race, creed, sex, age or religion.

Section 2. A member of Chapter 52 is one who is eligible for membership and who has timely remitted an appropriated dues payment or who has authorized withholding of dues from his/her compensation and notice of such authorization has been received by the NTEU national Headquarters Office.

Section 3. Classifications of membership in Chapter 52 shall mean:

- (A) Active employee member - any member presently employed by the Federal Government.
- (B) Retired member - any former employee of the Federal Government who has been retired from the Federal Government and is drawing an annuity under the U.S. Civil Service Retirement System.
- (C) Former employee member - a member formerly employed by the Federal Government who left before he/she was eligible for retirement.

PART IV
DUES AND FUNDS

Section 1. Revenue

- (A) How prescribed - The revenue of Chapter 52 shall be obtained from the membership dues paid by each member and from other activities as may be determined by the Chapter Executive Board.
- (B) Amount of dues - The per capita payments from each member for Chapter dues shall be 18% of the National dues payment per each biweekly pay period, except members retired or formerly employed by the Federal Government for which such the capita payments shall be \$4.50 per annum. These payments are in addition to the National per capita dues payments at the rates prescribed in the National By-laws.

(C) Pro-ration of dues

(1) In the case of a new active employee member who elects to pay the annual dues on the cash basis, the annual per capita dues, at the rate prescribed in Part IV, Section 1(B) will be prorated for the fiscal year in which the employee becomes a member so that the member will pay dues for only those months (a fraction of a month will be counted as a full month) remaining in the fiscal year.

(2) In the case of retired or former employee members, the annual per capita dues at the rate prescribed in Part IV, Section 1(B) will be prorated for the fiscal year in which the individual becomes a member so that the member will pay dues for only those months (a fraction of a month will be counted as a full month) remaining in the fiscal year.

Section 2. Method of payment

(A) The per capita payments shall be made to the National Headquarters Office at the beginning of each fiscal year except for those members who are on dues withholding. The National Headquarters Office shall issue renewals bills to all members who are not on dues withholding at the beginning of each fiscal year. Retired or former employees will be permitted to pay dues on an annual basis with payment due on October 1. All other members will be permitted to pay dues on an annual basis with payment due as prescribed by the National Office. Per capita payments collected by a Chapter shall be forwarded to the National Headquarters Office.

(B) Dues withheld for members on a dues withholding program will be paid directly to the National Headquarters Office which will then remit to the Chapter its share within ten (10) days.

Section 3. Increases in dues

(A) Reasonable notice at least thirty (30) days in advance shall be given to all members when a general or special meeting of the members shall consider an increase in dues. The notice shall state the amount and the effective date of the proposed increase. Notice shall be by letter to all members, publication in a Chapter newsletter which is received by all members, publication in a special message which is received by all members, or posting the notice on all official bulletin boards.

(B) The dues increase shall be levied only after a majority vote by secret ballot of the Chapter members present at the meeting.

PART V
CHAPTER MEETINGS

Section 1. General Meetings

The Chapter shall hold one (1) meeting each fiscal year, the specific date and time of such meeting to be set by the Chapter Executive Board. This meeting will be considered the annual meeting of Chapter 52.

Section 2. Location of Chapter Meetings

(A) The meeting place(s) will be designated by the Chapter President and notice given to Chapter members at least fifteen (15) days prior to the meeting date.

(B) Notice of such meeting will be by letter to all Chapter members, in a Chapter Newsletter or other publication received by all members or by posting of a notice on all Chapter bulletin boards.

Section 3. Special Meetings

(A) Special meetings of the Chapter may be convened by:

- (1) Written call by the President;
- (2) Written call by a majority of the Executive Board; or
- (3) Written call signed by 15% of the members of this Chapter.

(B) Notice of a special meeting shall be in the same manner as prescribed in Article V, Section 2(B), except in emergency or unusual situations as determined by the President, the notice period may be shortened.

Section 4. Voting

(A) Each member shall be entitled to one (1) vote at any regular or special meeting or the election of officers.

(B) Voting in regular or special meetings may be accomplished in person or by a duly executed proxy. The member of NTEU to whom the proxy is assigned shall be named therein and it must be signed by a Steward of Chapter 52. Any Steward accepting proxy for another member must validate membership with the Chapter President, Chief Steward, or Assistant Chief Steward before a vote will be accepted as valid. Validation must be accomplished before a vote may be tendered. In addition, any faxed proxies must be faxed to the designated Official Chapter 52

Office no less than 24 hours before the scheduled time and date of the meeting for which they are intended. Faxed proxies may be validated by the President, Chief Steward, or Assistant Chief steward after receipt, but before a vote is tendered. Meeting voting procedures will not be delayed to validate membership.

(C) Proxy voting will not be accepted in any election process.

(D) In case of challenge of the right to vote by a member, the Chapter President shall rule on the member's right to vote at said meeting. The member shall have a right to challenge this decision pursuant to the applicable provisions of the NTEU Constitution.

Section 5. Quorum

A quorum of any meeting of Chapter 52 shall be a minimum of seven (7) physically present members as defined in Part III, Section 3, of these By-laws.

Section 6. Debate

Each attending member shall be entitled to debate at any meeting of the chapter on those matters relating to the National or local organization.

Section 7. Rules; Order of Business

The rules and order of business of special and regular Chapter meetings shall be determined by the Chapter Executive Board at its regular or special meeting preceding the Chapter meeting.

PART VI **CHAPTER EXECUTIVE BOARD**

Section 1. Composition

The Chapter Executive Board shall be composed of the President, the Executive vice President, the two (2) Area Vice Presidents, and the Vice President of Finances and Recordation.

Section 2. Jurisdiction

The Chapter Executive Board shall have jurisdiction over all matters not specifically reserved to the members or the Chapter President and shall have authority by majority vote to:

- (A) Authorize necessary Chapter expenditures and establish the procedure for payment of authorized Chapter expenditures (except where up to \$200 per month Chapter fund allowance is designated for Chapter expenditures under Part VII, Section 4(A)(12)).
- (B) To approve an annual plan and budget consistent with the goals and purposes of Chapter 52 and the National Treasury Employees Union.

Section 3. Quorum

A quorum for the purpose of Executive Board meeting shall consist of a majority of its members.

Section 4. Regular Meetings

The Chapter Executive Board shall convene for regular meetings at a time and place designated by the President. Regular meetings may, at the discretion of the President, be conducted by telephone with vote confirmed in writing.

Section 5. Special Meetings

Special meetings of the Chapter Executive Board may be convened by:

- (A) Written call of the President;
- (B) Written call of majority of the Chapter Executive Board. Such special meeting must be convened within fifteen (15) days after receipt of the request by either the President or the Board members; or
- (C) Special meetings may also, at the discretion of the President, be conducted by telephone with vote confirmed in writing.

Section 6. Report to Members

All actions of the Chapter Executive Board will be reported by the Vice President of Finances and Recordation at the next regular meeting of the Chapter. A copy will be retained in the Chapter office and available to members on request.

Section 7. Filling Officer Vacancies

- (A) If an elected officer dies, resigns or is removed from office per provisions in the N.T.E.U. National Constitution and By Laws, Article XVIII, the resulting vacancy shall be filled in each case by a majority vote of the Executive Board no later than 30 days after

the vacancy has been declared. Individuals selected to fill vacancies under this section will serve for the remainder of the unexpired term of that office.

(B) If a current officer wishes to be considered for appointment to a vacated office, he/she must resign the office currently held before accepting nomination to another office.

PART VII **CHAPTER OFFICERS**

Section 1. Officer Designation

The Officers of Chapter 52 shall be the President, the Executive Vice President, the two (2) area Vice Presidents, and the Vice President of Finances and Recordation.

Section 2. Qualifications

Candidates for elected chapter positions must have been members of Chapter 52 with their dues fully paid for a minimum of six months prior to the date determined by the election committee for candidates to accept nomination for office. Eligible members may be nominated for any office but may accept nomination for only one office.

Section 3. Elections; Terms of Office

(A) The term of office for all Chapter 52 Officers shall be three (3) years. The election to office of all Chapter Officers shall take place as provided in the NTEU Constitution and By-laws, between August 1 and September 15 in each election year. The Chapter Officers thus elected will assume their elected positions at 12:01 a. m. on October 1 next following the election.

(B) The Chapter President, the Executive Vice President, and Vice Presidents are considered delegates to District Conferences and National Conventions conducted during their terms of office.

(C) The election of any additional delegates to District Conferences and National Conventions shall be conducted pursuant to the NTEU Constitution and By-laws.

Section 4. Duties

The President shall have the authority to sign checks, and to designate additional signatories as deemed necessary and prudent to conduct Chapter financial business.

(A) The President's duties shall be:

- (1) To perform as administrator of the affairs of Chapter 52 in accordance with the provisions of the National Constitution and Chapter 52's By-laws;
- (2) To issue proper notice calling meetings of the Chapter pursuant to Part V, Sections 2 and 3:
- (3) To preside at all regular and special meetings of the Chapter and the Chapter Executive Board, and to designate a person to preside in his/her behalf if unable to attend such meetings;
- (4) To appoint Chairpersons of all standing committees;
- (5) To appoint and/or remove all Stewards, Assistant Chief Stewards, Stewards-at-Large, and the Chief Steward; Chief Negotiations, and other representatives as he/she deems necessary.
- (6) To appoint all committee members and maintain ex officio membership of each;
- (7) To represent and act as spokesperson for the Chapter in all matters;
- (8) To sign all documents pertaining to official business of the Chapter;
- (9) Approve all official publications issued by Chapter 52.
- (10) To appoint all Union representatives to committees, teams, or positions established pursuant to the terms of collective bargaining agreements with the IRS; and
- (11) To perform all other duties as are necessary to protect and advance the interests of the membership.
- (12) To maintain fiscal responsibility for up to \$200 per month of Chapter funds designated for necessary office supplies, meeting supplies, petty cash or other items deemed appropriate by the Chapter President.

(B) The Executive Vice President's Duties shall be:

- (1) Perform the duties of the President during the President's absence or inability to serve;
- (2) To serve as assistant to the President; and

- (3) To develop the Chapter's publicity and to handle special publicity projects as directed by the President.

(C) The two Area Vice Presidents' duties will be:

- (1) To serve as de facto legislative coordinator, membership coordinator, benefits coordinator and TEPAC coordinator for all stewards within their geographic area of responsibility. To coordinate Labor Recognition Week activities for each post of duty within their geographic area of responsibility and report what activities took place and the expense incurred to the Chapter Executive Board at the next Chapter Executive Board meeting following Labor Recognition Week.
- (2) To report directly to the President any and all problems of the members in their areas and to keep the President informed as to the progress in solving these problems; and
- (3) To distribute information and assist the President as his/her spokesperson in their respective areas.

(D) The duties of the Vice President of Finances and Recordation shall be:

- (1) To record and keep minutes on all meetings of the Chapter and the Executive Board;
- (2) To maintain custody of all books, records, papers and effects of the Chapter, and transfer these items to his/her successor at termination of his/her tenure of office;
- (3) To maintain files of committee reports;
- (4) To prepare and maintain a calendar of Chapter events for proper planning and coordination with the other Chapter Officers and Committee Chairpersons;
- (5) To receive and deposit all funds to the Chapter in a depository approved by the Chapter Executive Board;
- (6) To remit promptly to the Administrative Controller of the National Headquarters as provided by the National Constitution per capita dues collected from the members of Chapter 52 and to send an accompanying list of those members;
- (7) To submit the Chapter books and accounts for audit on the demand of the Chapter Executive Board;
- (8) To prepare and file any required government reports or forms;

- (9) To keep an accurate and current record of all receipts and expenditures of the Chapter, according to accepted accounting practices.

PART VIII **COMMITTEES**

Section 1. Committee on Election and Nominations

- (A) Committee on Election and Nominations - Shall consist of at least two (2) members and not more than four (4) members and a Chairperson for the purpose of conducting a democratic election of officers as provided in the NTEU Constitution. The President will appoint the Chairperson and members of the committee no later than March 31 of each election year. The appointees shall serve until one year and one day after the date, which the ballots are counted, subject to recall by the Chapter Executive Board for good reason shown.
- (B) This committee shall conduct the election of Chapter Officers pursuant to the NTEU National By-laws.
- (C) This committee shall make every reasonable effort to ensure that member addresses are reflective of the latest membership records to afford members an equal opportunity to vote.
- (D) This Committee shall count the ballots and forward results to all posts of duty and any member upon request. The newly elected officers shall be notified in writing by the Chairperson of the Election and Nominating Committee of their election.
- (E) In the case of a tie vote for any office, the Chairperson the presence of his/her committee members shall determine the winner by the toss of a coin and so state in his/her report.
- (F) The Chairperson shall immediately make a written report on the results of the election to the NTEU National Headquarters.

Section 2. Other Committees

Other such committees as are deemed necessary to accomplish the aims of Chapter 52 may be appointed by the President. The number of members shall be the number considered practical and necessary by the President. Such appointed committees shall serve until discharged by the President or the committee is no longer deemed necessary.

PART IX
DELEGATES AND PROXIES

Section 1. Delegates to National Convention and District Conferences

- (A) The Executive Board at a meeting not less than thirty (30) days prior to the National Convention or the District Conference shall determine the number Chapter Delegates to the National Convention or the District Conference, and the amount of delegate expense that will be paid by Chapter funds. Each delegate must receive an equal amount of reimbursement.
- (B) The President, Executive Vice President, and Vice Presidents respectively shall serve as delegates unless unable to attend. If the Chapter Executive Board determines that additional delegates may attend at Chapter expense, such delegates will be elected pursuant to the NTEU Constitution and By-laws.
- (C) The chairperson of the delegation will be the President or in his/her absence, the highest ranking officer who is a delegate.
- (D) If no Chapter officer is a delegate, the Chapter Executive Board will appoint the Chairperson and define the succession of authority in the delegation.

Section 2. Proxies

For purposes of representation at the National convention of District Conference, Chapter 52 may designate by proxy any member or members of the National organization on a form prescribed by the administrative controller of NTEU. There shall be the statement made that the authority to issue and assign a proxy is given pursuant to a motion duly passed at a regular or special Chapter meeting, for which there has been notice as prescribed in these By-laws. The member of NTEU to whom the proxy is assigned shall be named therein and it shall be signed by the President and Vice President of Finances and Recordation of Chapter 52.

PART X
BUSINESS PROCEDURE

Section 1. Executive Board - Order of Business

- (A) At each regular meeting of the Chapter Executive Board as provided by Part VI, Section 4, the following order of business shall be observed:

- (1) Call to order
- (2) Roll Call
- (3) Report of the President
- (4) Report of the Vice President of Finances and Recordation
- (5) Report of the Executive Vice President
- (6) Report of the Vice Presidents
- (7) Unfinished business
- (8) New Business
- (9) Adjournment

(B) The above order of business may be suspended at any time by a majority vote of the Executive Board members present at the meeting. In case of a special meeting of the Board, the President's call for the meeting shall set forth the business to be transacted and the order of it.

PART XI **MISCELLANEOUS**

Section 1. Rules of Order

In the absence of provision to the contrary in the constitution and these By-laws, all meetings of the Executive Board, Committees, and Chapter meetings shall be governed by the parliamentary rules and usage's contained in the current edition of Robert's Rules of Order, Revised.

Section 2. By-laws

Copies of these By-laws shall be distributed to all officers and stewards of Chapter 52, and to the National Headquarters Office. Any member of Chapter 52 will, upon request, be provided with a copy of these By-laws.

Section 3. Amendments

(A) Amendments to these By-laws shall be submitted in writing to the Chapter Executive Board for their recommendation and consideration. The President will then report the recommendations of the Executive Board to the to the next regular or special Chapter meeting which may adopt such amendments by a majority vote, provided notice of the proposed amendment was given in writing at a previous meeting and or all members were notified at fifteen (15) days before such meeting. A letter to all

members may accomplish such notice, publication in a Chapter Newsletter, which is received by all members, or by posting a notice on all Chapter bulletin Boards.

(B) These By-laws shall become effective at midnight on the day on which they were approved.

As amended February 27, 2001