

**BYLAWS OF THE
NATIONAL TREASURY EMPLOYEES UNION
CHAPTER 303**

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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 Bylaws of this Chapter contained herein set forth rules for the local administration and functions of this Chapter. No part of these Bylaws shall be in force if they are contrary to or in conflict with the provisions of the NTEU National Constitution and Bylaws.

PART II

Name, Headquarters -- Jurisdiction and Fiscal Year

Section 1. Name

This organization shall be known as the National Treasury Employees Union (NTEU), Chapter 303

Section 2. Headquarters and Jurisdiction

The headquarters of the Chapter shall be maintained in Alexandria, Virginia and have jurisdiction concurrent with the jurisdiction granted in the Charter issued pursuant to the NTEU National Constitution, unless amended by operation of the provisions of the NTEU National Constitution.

Section 3. Fiscal Year

The fiscal year of the Chapter shall be from October 1 to September 30.

PART III
Membership

Section 1.

Any person who is presently employed by the Federal Government within the Chapter's jurisdiction 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, color, religion, sex, national origin, age, disability, marital status, or sexual orientation.

Section 2.

A member of the Chapter is defined as one who is eligible for membership pursuant to Article V, Section 1 of the NTEU National Constitution and who has remitted to the Chapter and for whom the Chapter has remitted to the National Headquarters Office, within sixty (60) days following the beginning of the fiscal year, the total amount of Chapter and national per capita dues payable as a cash payment, or one who has notified the Chapter and for whom the Chapter has notified the National Headquarters Office of an intention to remit the total amount of Chapter and national per capita dues payable pursuant to the dues withholding program.

Section 3.

Classification of membership in the Chapter shall mean:

- (A) Active employee member -- any member presently employed by the Federal Government.
- (B) Retired member -- any member who is a former employee of the Federal Government whose last assigned post of duty was in the jurisdiction of the chapter and who is drawing an annuity under the U. S. Civil Service Retirement System or the Federal Employees Retirement System.
- (C) Former employee member -- any member formerly employed by the Federal Government who left before he/she was eligible for retirement.
- (D) New member -- any employee who has never been a member of NTEU or who has not been a member during the twelve months prior to submitting an application.
- (E) Member-at-Large -- any person who meets the definition as set out in Part VII(E) of the NTEU National Bylaws.

PART IV
Dues and Funds

Section 1. Revenue

- (A) How prescribed -- The revenue of the Chapter shall be obtained from the membership dues paid by each member and from other activities as may be determined by the members of the Chapter Executive Board.
- (B) Amount of dues -- Unless modified by Section 3(A) below, the per capita payment from each active employee member and new member shall be the national per capita plus local dues in the amount of fifteen percent (15%) of the national per capita, and from each retired member, former member or member-at-large, as prescribed by the NTEU National Bylaws.
- (C) Proration of funds -- In the case of a new employee, or a former NTEU member whose membership has lapsed for a period of more than one year, who elects to pay the annual dues on a cash basis, the annual per capita dues 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.

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 renewal 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 on October 1 or on a quarterly basis, with payment due on October 1, January 1, April 1 and July 1 of each fiscal year. Per capita payments collected by the 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. Increase in Dues

- (A) For each increase in the National per capita dues, the Chapter shall automatically increase at a rate of 50% of the National per capita increase, and become effective on October 1 of the year in question.

- (B) An increase in Chapter dues, which is not tied to an increase in National per capita dues, shall occur only by secret ballot in an annual, general or special meeting for which at least fifteen (15) days notice has been given to all members. The Chapter President shall issue the notice for an annual, general or a special meeting, which may be called pursuant to Part V, Section 2 and 3 of these Bylaws. The meeting notice shall state the amount and the effective date of the proposed increase. Notice shall be either by letter to all members, or publication in a Chapter newspaper, which is mailed to each member's last known address, or publication in a special message, which is mailed to each member's last known address. The dues increase shall be levied after a majority vote of the members of the Chapter at an annual, general or special meeting as described above.

PART V
Chapter Meetings

Section 1.

The Chapter shall hold at least four meetings per year with one meeting considered as the annual meeting.

Section 2.

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

This notice shall be by letter to all members, in a publication or a Chapter newspaper, which is mailed to each member's last known address, and/or by posting the meeting notice on all official bulletin boards or via e-mail.

Section 3.

Special meetings of the Chapter may be convened by:

- (A) Written call by the President or;
- (B) Written call by a majority of the Executive Board; or
- (C) Written call signed by 20 of the members of this Chapter.

Section 4.

- (A) All members of the Chapter shall have equal rights to attend and participate in all Chapter meetings.
- (B) Each member shall be entitled to one (1) vote at any annual, general or special meeting, and in the election of officers.
- (C) In case a member's right to vote is challenged, 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 to the Chapter Executive Board, and then may make an appeal pursuant to the applicable provisions of the NTEU National Constitution and Bylaws.

Section 5.

A quorum at any meeting of the Chapter shall consist of 10 of the members present and in good standing.

Section 6.

Each member shall be entitled to full discussion at any meeting of the Chapter on those matters relating to the national or local organization.

PART VI

Chapter Executive Board

Section 1.

The Chapter Executive Board shall be composed of the President, the Vice President, Secretary, Treasurer and seven (7) Regional Representatives. The seven (7) Regional Representatives shall consist of one (1) elected member from each of the following Regions; 1,2,3,4,5, Central Office and OCCU.

Section 2.

The Chapter Executive Board shall have jurisdiction over all matters not specifically reserved to the members, and shall have authority to:

- (A) Authorize necessary Chapter expenditures over \$250.00 and establish procedures for payment of authorized Chapter expenditures over \$250.00 ; and
- (B) Fill an office vacancy by a majority vote of the Board.

Section 3.

A quorum for the purpose of an Executive Board meeting shall consist of six (6) of its members.

Section 4.

The Chapter Executive Board shall convene for regular meetings quarterly at a time and place designated by the President.

Section 5.

Special meetings of the Executive Board may be convened by:

- (A) Written call of President; or
- (B) Written call of a majority of the Executive Board. Such special meeting must be convened within thirty (30) days after receipt of the request by the President.

Section 6.

All actions and minutes of the Executive Board will be reported by the Secretary at the next annual or general meeting of the Chapter.

PART VII
Chapter Officers

Section 1. Officer Designations

The officers of this Chapter shall be those designated in Part VI, Section 1, of these Bylaws.

Section 2. Qualifications

Any member of this Chapter, excluding those members who are not in the bargaining unit, may be elected to any office.

Section 3. Elections

- (A) Terms of office for the Chapter officers shall be three (3) years. The election to office of all Chapter officers shall follow the procedures provided for in the NTEU National Constitution and Bylaws. The election process shall begin on or about October 1, and the officers will assume their elected positions at the beginning January 1, of the following year.
- (B) The Chapter President and Vice Presidents, by their election, are considered ex officio delegates to the NTEU National Conventions conducted during their terms of office.
- (C) The election of any additional delegates to the NTEU National Convention shall be conducted pursuant to the NTEU National Constitution and Bylaws.

Section 4. Duties

- (A) The President's duties shall be:
 - (1) to appoint and remove stewards, including a Chief Steward.
 - (2) to issue proper notice calling meetings of the Chapter and the Executive Board pursuant to Part IV, Section 3 and Part V, Sections 2 and 3 of these Bylaws;
 - (3) to preside at all regular and special meetings of the Chapter and Executive Board;
 - (4) to appoint chairpersons of all standing committees pursuant to Part IX of these Bylaws;
 - (5) to appoint all committee members and maintain ex officio membership of each;

- (6) to represent and act as spokesperson for the Chapter in all matters;
 - (7) to sign all documents pertaining to official business of the Chapter;
 - (8) to name a Chairperson of the Membership Committee;
 - (9) to name a Chairperson of the Legislative Committee;
 - (10) to appoint an Editor of the Chapter newsletter; and
 - (11) to perform all other duties as are necessary to protect and advance the interests of the membership.
 - (12) Countersign all checks drawn against the funds of the chapter, or jointly authorize electronic transactions along with the Treasurer.
 - (13) To name a chairperson of an audit committee to conduct an annual audit of the chapter's financial records.
- (B) The Vice President's duties shall be:
- (1) to perform the duties of the President during the President's absence or inability to serve; and
 - (2) to serve as an assistant to the President.
- (C) In addition to the responsibility as a member of the Executive Board, the Vice President's duties shall be:
- (1) to contribute information and articles to the Chapter newsletter editor;
 - (2) to coordinate the activities of the membership committee under the direction of the President, and to build membership to the highest possible level;
 - (3) to report directly to the President any and all problems of the members and to keep the President informed as to the progress in solving these problems; and

- (4) to distribute information and assist the President as his/her spokesperson.
 - (5) Upon approval by the Executive Board, be authorized to act as a co-signer of checks drawn on the funds of the chapter in place of the President or Treasurer.
- (D) The duties of the Secretary will be:
- (1) to record and keep minutes on all meetings of the Chapter and the Executive Board;
 - (2) to conduct each correspondence as may be necessary or as the President shall direct; and maintain copies in a permanent file;
 - (3) 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;
 - (4) to distribute literature, copies of documents and other communications to the Chapter members;
 - (5) to prepare and maintain a calendar of Chapter events for proper planning and coordination with other Chapter officers and Committee Chairpersons; and
 - (6) to maintain a correct and current record of the membership with the name, address and dues status of each member.
- (E) The duties of the Treasurer shall be:
- (1) to receive and deposit all funds of the Chapter in a depository approved by the Executive Board;
 - (2) to make payments from funds as authorized by the President or Executive Board, and to maintain a petty cash fund in an amount as determined by the Executive Board and prepare and sign checks or jointly authorize electronic transactions along with the President for such purposes as required by the constitution or are authorized by the Executive Board;
 - (3) to remit promptly to the Administrative Controller of the

National Headquarters Office, as provided by the National Constitution, per capita dues collected from the members of the Chapter and to send an accompanying list of those members;

- (4) to submit financial reports and other reports as requested by the Executive Board, or NTEU National Office
- (5) to provide the Secretary with dues information necessary for the Secretary to maintain an updated membership roster;
- (6) to submit the Chapter books and accounts for audit on the demand of the Executive Board;
- (7) to furnish a surety bond to the Chapter, the premium of such bond to be paid by the Chapter;
- (8) to prepare and file Internal Revenue Form 990 and Department of Labor LM forms; and
- (9) to keep an accurate and current record of all receipts and expenditures of the Chapter, according to accepted accounting procedures.
- (10) Upon taking office, the Treasurer shall be responsible for having an independent audit performed on the chapter's financial records.

PART VIII
Chapter Elections

Section 1. Candidates for Election

Any candidate for election to any office of the Chapter must be a member of the Chapter.

Section 2. Eligibility to Vote

All members of the Chapter and within election guidelines are eligible to vote in all Chapter elections and to nominate candidates for Chapter office.

Section 3. Elections of Chapter Officers

All elected Chapter officers shall be selected in the following manner:

- (A) No less than thirty (30) days prior to the scheduled election, a Chapter must mail to each member at his/her last known address, a Notice of Nominations and Notice of Election which shall:
 - (1) Identify the offices to be filled;
 - (2) Specify the date, time and place for any special meeting for the purpose of nominations for office or state that nominations must be submitted to the Chairperson of the Election and Nominations Committee in writing fifteen (15) days prior to the scheduled election date; and
 - (3) The Chairperson of the Elections and Nominations Committee shall notify all nominees of their nominations for office in writing.
- (C) A member otherwise eligible to run for office shall become a bona fide candidate only upon his/her nomination for office and acceptance of the nomination. Acceptance of a nomination must be made in writing no later than five (5) days prior to the scheduled election date.
- (D) The election shall be held on the date, time and place specified in the Notice of Election, and the election shall be by mail ballot.
- (E) The candidate for each office who receives a plurality of members' votes cast for that office shall be selected thereto. Where the nominee is unopposed, there shall be no necessity for the election of such nominee, and he/she shall be declared duly elected, effective as of the conclusion of the term of the previous incumbent.

- (F) The Chapter Secretary shall maintain for one (1) year all used, unused, and challenged ballots, envelopes used to mail marked ballots in the case of a mail ballot election, tally sheets and related documents.

Section 4. Challenges to Elections

Any person who wishes to challenge an election conducted under these Bylaws must do so pursuant to Part IV of the NTEU National Bylaws.

PART IX
Committees

The President shall appoint, within thirty (30) days after assuming office, a Chairperson and the members of the following standing committees, and the President shall publish for the information of the membership the names of the Chairpersons and the members of each committee. These appointees shall serve for one (1) year.

Section 1. Classification and Responsibilities

- (A) Committee on Election and Nominations -- shall consist of at least three (3) members and a Chairperson for the purpose of conducting a democratic election of officers as provided in the NTEU Constitution.
- (1) This Committee shall conduct the election of Chapter officers pursuant to Part IV, Section 2, of the NTEU National Bylaws.
 - (2) This Committee shall count the ballots, and post the results of the election and mail results to all posts of duty. The newly elected officers shall be notified in writing by the Chairperson of the Election and Nominations Committee of their election.
 - (3) The Chairperson shall immediately make a written report on the results of the election to the NTEU National Headquarters Office.
- (B) Committee on Membership -- shall consist of a Chairperson and no less than two (2) additional members, for the purpose of increasing and retaining the number of active employee members eligible for membership in the Chapter, and shall:
- (1) devise a program of membership and insurance recruitment of all employees in the Chapter's jurisdiction in order for an effective membership program to be conducted on a continual basis;
 - (2) accept and promptly forward to the Treasurer the dues collected along with the applications for cash dues paying membership;
 - (3) report to the President the format of the membership program and its status; and
 - (4) distribute and accept membership applications, requests for transfers of memberships from other Chapter or to other

Chapters, assist with execution of Form 1187 for dues withholding and promptly forward such items to the Treasurer.

- (C) Legislative Committee -- shall consist of two at least (2) members and a Chairperson for the purpose of ensuring Chapter participation in ongoing legislative efforts being conducted by the National Headquarters Office.
 - (1) This Committee shall keep abreast of all legislative issues as they apply to Federal employees;
 - (2) Coordinate lobbying efforts designed to inform Members of Congress of the Chapter's views on an issue of legislative proposal. These lobbying efforts should included, but are not limited to:
 - (a) Personal visits;
 - (b) Community group meetings
 - (c) Personal letters
 - (d) Telephone calls
 - (3) Conduct two (2) "legislative seminars" annually in an effort to educate the membership about the importance of legislative activity;
 - (4) To organize any informational picketing to be engaged in by the Chapter.
- (D) Newsletter/Publicity Committee -- shall consist of an Editor-in-Chief and additional editors as required, and a necessary number of writers and assistants.
- (E) Other such committees as are deemed necessary to accomplish the aims of the Chapter 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 until the end of the fiscal year.
- (F) Audit Committee – Shall consist of a Chairperson and two (2) members at large. Audit committee members cannot be current or immediate past incumbent officers of the office of Chapter President or Treasurer. Otherwise, any member in good standing of NTEU Chapter 303 is eligible for the audit committee. This committee shall provide:

- (1) For an audit to be performed on chapter books and records at least each calendar year, and going back to the last audit date;
- (2) Provide an audit report to the Executive Board, including scope and procedures performed, at conclusion of the audit;
- (3) In addition, as part of succession, perform any year's annual audit within 90 days after resignation, termination, or completion of term of any treasurer.

PART X
Delegates and Proxies

Section 1. Delegates to National Convention

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

Section 2. Proxies

For the purpose of representation at the National Convention, the Chapter may designate by proxy any member or members of NTEU elected pursuant to Part IV of the NTEU National Bylaws 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. The member of NTEU to whom the proxy is assigned shall be named therein and it shall be signed by the President and Secretary of the Chapter.

PART XI
Business Procedure

Section 1. Executive Board -- Order of Business

- (A) At each annual or general meeting of the Executive Board as provided by Part VII, Section 4, the following order of business shall be observed:
- (1) call to order;
 - (2) roll call
 - (3) report of President;
 - (4) report of Vice President;
 - (5) report of Treasurer;
 - (6) report of Chairpersons of standing committees;
 - (7) unfinished business;
 - (8) new business; and
 - (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 XII
Miscellaneous

Section 1. Rules of Order

In the absence of any provisions to the contrary in the NTEU National Constitution and these Bylaws, all meetings of the Executive Board, Committees and Chapter meetings shall be governed by the parliamentary rules and usages contained in the then current edition of *Robert's Rules of Order, Revised*.

Section 2.

Copies of these Bylaws shall be distributed to all members of the Chapter and to the National Headquarters Office.

Section 3. Amendments

- (A) Proposed Amendments to these Bylaws shall be submitted in writing to the Chapter Executive Board for their recommendations and consideration. The President will then report the recommendations of the Executive Board to the next annual, general 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 least fifteen (15) days before such meeting.

- (B) These Bylaws shall become effective at midnight on the day on which they are approved.