

CM 254

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 set forth roles 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 National Constitution and Bylaws.

PART II

NAME, HEADQUARTERS-JURISDICTION AND FISCAL YEAR

This organization shall be known as the National Treasury Employees Union, Chapter 254.

The headquarters of Chapter 254 shall be maintained at the same location as the Kansas City District Office of the U. S. Food and Drug Administration and have jurisdiction concurrent with the jurisdiction granted in the Charter issued pursuant to the National Constitution, unless amended by operation of the provisions of the NTEU Constitution.

The fiscal year of Chapter 254 shall be from Sept 1 to August 31.

PART III

MEMBERSHIP

SECTION 1 - Any person who is presently employed within Chapter 254's jurisdiction as defined in Part 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 254 is a present member, an employee or new employee who is eligible for membership pursuant to Article V, Section 1 of the Constitution and who has remitted to the Chapter and 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 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 a intention to remit the total amount of national per capita dues payable pursuant to the dues withholding program.

SECTION 3 - Classification of membership in Chapter 254 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 is drawing an annuity under the U.S. Civil Service Retirement System or the Federal Employees Retirement System.

(C) Former employee member - a member formerly employed by the Federal Government who left before he/she was eligible for retirement.

(D) New member - an employee who has never has been a member of NTEU or who has not been a member during the twelve months prior to submitting an application.

(E) Associate member - a member who is not otherwise eligible for membership in this organization, and who shall not enjoy the privileges of NTEU membership in the National Organization and shall not be a voting member on those matters relating to the national or local NTEU organization.

PART IV

DUES AND FUNDS

SECTION 1 - Revenue

(A) How prescribed - The revenue of Chapter 254 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 - The per capita payments from each member shall be at the rate of 30% of NTEU National dues per each biweekly pay period. Members retired or formerly employed by the Federal Government shall be set at the current rate for dues payable to NTEU National. No Chapter dues shall be charged for retired members unless such dues are approved by a majority of all Chapter members in accord with section 2. Payments for all members to national NTEU shall be as set by the last National Convention of NTEU.

SECTION 2 - INCREASE IN DUES

(A) At least fifteen (15) days in advance, notice shall be given to all members when a general or special meeting of members shall consider an increase in chapter dues. The notice shall state the amount and the effective date of the proposed increase. The President shall issued the notice for a general meeting in which the dues increase is to be considered or a special meeting which may be called pursuant to Part V, Section 3 of these bylaws. Notice shall be by; letter to all members sent via Agency electronic mail; posting the notice on the official bulletin boards.

(B) The dues increase shall be levied after a majority vote by secret ballot of the members of the Chapter at a general or special meeting as described above, or by a majority vote of the

members of the Chapter by secret ballot in a referendum conducted by secret ballot.

PART V

CHAPTER MEETINGS

SECTION 1 - The Chapter shall attempt to hold monthly meetings with the January meeting considered as the annual meeting of Chapter 254.

SECTION 2 - These meeting will be as designated and scheduled by the Chapter President or other elected officer in the absence of the Chapter President. Notice will be given to members at least five days in advance prior to the meeting date. Notice will be given to all members via Agency electronic mail and on the Union bulletin boards.

SECTION 3 - Special meetings of the Chapter may be convened by:

- A) Written call by the President;
- B) Written call by a majority of the Executive Board; or
- C) Written call signed by 25% of the members of this Chapter.

SECTION 4 - Member Rights

A) All members of Chapter 254 shall have equal rights to attend and participate in all chapter meetings.

B) Each member shall be entitled to one (1) vote at any regular 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 pursuant to the applicable provisions of the NTEU National Conventions.

SECTION 5 - A quorum at any meeting of Chapter 254 shall be a minimum of 15% of its members as defined in PART III of these bylaws.

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.

SECTION 7 - The rules and order of business of special and regular Chapter meetings shall be determined by the Executive Board at its regular or special meeting preceding the Chapter meeting.

PART VI

CHAPTER EXECUTIVE BOARD

SECTION 1 - The Chapter Executive Board shall be composed of the President, Executive Vice President, Vice Presidents/ Chief Stewards (each office location with an exception for ARL/NCTR/Shred Services who will have a Vice President and a Chief Steward), Secretary, and Treasurer.

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 and establish procedure for payment of authorized Chapter expenditures;

(B) Fill any office vacancy by a majority vote of the Board; and

(C) Approve by a majority vote any local or supplemental collective bargaining agreements prior to its being signed by the Chapter President on behalf of the Chapter.

(D) Approve steward appointment by the Chapter President.

SECTION 3 - A quorum for the purpose of the Executive Board meeting shall consist of no less than two thirds of it's members.

SECTION 4 - The Chapter Executive Board shall convene for meetings as requested by the Chapter President or at least two other members of the Executive Board. All members will be notified of a meeting at least five days in advance of that meeting, unless all members of the Executive board agree to waive that requirement.

SECTION 5 - All actions of the Executive Board will be reported by the Secretary at the next regular meeting of the Chapter.

PART VII

CHAPTER OFFICERS

SECTION 1 - Officer designations.

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

SECTION 2 - Qualifications

Any member of this Chapter may be elected to any office.

SECTION 3 - Elections

(A) Term of office for Chapter 254 officers shall be three (3) years. The election to office of all Chapter Officers shall take place as provided in the NTEU Constitution and Bylaws. A election of officers shall take place at the same time as the ratification vote for these by-laws and be held every three years after the ratification of these by-laws by the members of Chapter 254. New terms of office shall begin on January 1.

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

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

SECTION 4 - Duties

(A) The President's duties shall be:

(1) to perform as administrator of the affairs of Chapter 254 in accordance with the provisions of the National Constitution and the Chapter's Bylaws;

(2) to issue proper notice calling meetings of the chapter and Executive Board pursuant to Part V, Section 2 and 3 and Part VI, Section 4 and 5 of these Bylaws;

(3) to preside at all regular and special meetings of the chapter and the Executive Board;

(4) to appoint Chairpersons of all standing committees;

(5) to appoint all Stewards and Chief Steward;

(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) to perform all other duties as are necessary to protect and advance the interests of the membership.

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

(1) to perform the duties of the President if the president dies, resigns, is removed from office or is unable to serve for any reason;

(2) to serve as an assistant to the President; and

(3) to develop the Chapter's publicity, to handle special publicity projects as directed by the President and to supervise the printing of the Chapter's newsletter.

(4) to serve on the Chapter's Executive Board.

(5) to coordinate the activities of the membership committee(s) and to build membership to the highest possible level;

(6) 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.

(7) to distribute information and assist the President as his/her spokesperson.

The Vice President's duties shall be:

(C) The Vice President's duties shall be:

1. to assist with all organizational work of the chapter and to carry out the policies and objectives of the chapter within their respective NTEU District or area assigned by the President and/or Executive Vice President.

2. to serve on the Chapter's Executive Board.
3. to coordinate the activities of the membership committee(s) in their immediate areas and under the direction of the President and/or Executive Vice President, and to build membership to the highest possible level.
4. to report directly to the President and Executive Vice President any and all problems of the members and to keep the President informed as to the progression solving these problems.
5. to distribute information and assist the President and or Executive Vice President as his/her spokesperson in their respective areas or areas assigned by the President and/or Executive Vice President.

(D) The duties of the Secretary shall be:

- (1) to record and keep minutes on all meetings of the Chapter and the Executive Board;
- (2) to conduct such 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 aid the Election and Nominations Committee in preparing ballots for officer elections and to inform the members of the results of such elections;
- (5) to distribute literature, copies of documents and other communications to the Chapter members;
- (6) to prepare and maintain a calendar of chapter events for proper planning and coordination with the other Chapter Officers and Committee Chairpersons; and
- (7) 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 payment from funds as authorized by the Executive Board, and to maintain a petty cash fund in an amount as determined by the Executive Board;
- (3) to submit monthly financial reports and other reports as requested by the Executive Board;
- (4) to provide the Secretary with dues information necessary for the Secretary to maintain an updated membership roster;
- (5) to submit the Chapter books and accounts for audit on the demand of the Executive Board and on a yearly basis as required by the NTEU national yearly audit of chapter finances.
- (6) to prepare and file Internal Revenue Form 990 and Department of Labor LM forms; and
- (7) to keep an accurate and current record of all receipts and expenditures of the Chapter, according to accepted accounting practices.

PART VIII

CHAPTER ELECTIONS

Section 1. Candidates for Election.

Any candidate for election to any office of Chapter 254 must be a member of the Chapter.

Section 2. All members of Chapter 254 are eligible to vote in all Chapter elections and to nominate candidates for chapter office.

Section 3. Election of Chapter Officers.

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

(A) No less than thirty days prior to the scheduled election, the Chapter must mail to each member at his/her last known address, a Notice of Nomination and Notice of Election which shall:

(1) Identify the offices to be filled and

(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) Specify the date, time and place of the scheduled election.

(B) The Chairperson of the Election and Nominations Committee shall notify all nominees of their nominations for office.

(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. This Chapter authorizes nominations from the floor on the date of the election for a particular office only in the event no previous nominations have been accepted for that office. All individuals so nominated must accept nomination in writing.

(D) The election shall be held on the date, time and place specified in the Notice of Election, and the election shall be by secret ballot to be placed in boxes, unless the Chapter Executive Board has authorized the use of some standard type of election mechanical device insuring a secret ballot by machine vote. In the alternative, a mail referendum ballot procedure may be established which will insure that all members will receive a ballot, that an envelope is provided in which to place the ballot, that a return envelope is provided in which to mail the ballot and which identifies the voter, that the confidentiality of the ballot is maintained, and that the ballots will be secure until counted.

(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 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.

Section 1. Classification and responsibilities

(A) Committee on Election and Nominations -- shall consist of two 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 Bylaws.

(2) This Committee shall count the ballots, and shall inform all members of the election results either by posting or via Agency electronic mail. The newly-elected officers and nominees not elected shall be notified verbally by the Chairperson of the Election Committee of the election results prior to notification of the Chapter membership.

(3) In the case of a tie vote for any office, the Chairperson in the presence of his/her committee members shall determine the winner by the toss of a coin and so state in his/her report.

(4) The Chairperson shall immediately make a written report on the results of the election to the NTEU National Headquarters.

(B) Committee on Membership -- The Chairperson of this Committee shall be the Chapter Vice President and additional members shall include at least two additional members of the Chapter and shall;

(1) devise a program of membership recruitment of all employees in Chapter 254's jurisdiction in order for an effective membership program to be conducted on a continual basis;

(2) instruct and organize membership recruiters in each Post of Duty within Chapter 254's jurisdiction;

(3) accept and promptly forward to the Treasurer the dues collected along with the applications for cash dues paying membership;

(4) report to the President the format of the membership program and its status; and

(5) distribute and accept membership applications, assist with execution of Forms 1187 for dues withholding, and promptly forward such items to the Treasurer.

(C) Other such committees as are deemed necessary to accomplish the aims of Chapter 254 may be appointed by the President. The number of members shall be by the President. Such appointed committees shall serve until discharged by the President or until the end of the fiscal year.

PART X

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 District Conference shall determine the amount of delegate expense that will be paid by Chapter funds. The Chapter President shall receive priority consideration for funding followed by the Chapter Vice President.

(B) The President and Vice President shall serve as delegates unless unable to attend. If the Executive Board determines that additional delegates may attend, such delegates will be elected pursuant to the NTEU Constitution and Bylaws. Funding for delegates other than the President and Vice President will be at the discretion of the Executive Board.

(C) Any member who wishes to attend the National Convention or the District Conference 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 purposes of representation at the National Convention or District Conference, Chapter 254 may designate by proxy any member or members of NTEU elected pursuant to Part IV of the NTEU Bylaws on the 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 Chapter 254.

PART XI

Business Procedure

Section 1. Order of Business

(A) At each regular meeting of the Executive Board and the general membership as provided for in these bylaws the following order of business shall be observed:

- (1) call to order
- (2) roll call
- (3) report of President
- (4) report of Treasurer
- (5) report of Vice President
- (6) report of Chairpersons of standing committees
- (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 members present at the meeting. In the case of a special meeting of the Executive Board or a special meeting of the chapter membership, 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 provision to the contrary in the 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 Chapter 254 and to the National Headquarters Office.

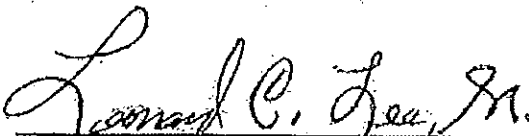
Section 3. Amendments

(A) Amendments to these Bylaws shall be submitted in writing to the Chapter Executive Board for their recommendations and considerations of the Executive Board to the next regular or special Chapter meeting which may adopt such amendments by a majority vote, provided notice of the proposed amendment was give in writing at a previous meeting and 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 were approved.

Certified as approved by a majority vote of the Chapter membership the 19th day of June 2007.


Cynthia L. Ewert, Chapter President


Leonard Lee, Sr., Chapter Vice President