

CONSTITUTION AND BYLAWS
NATIONAL TREASURY EMPLOYEES
UNION,
CHAPTER 73

Chapter 73 Bylaws
Effective May 18, 2011

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 rules for the local administration and function of this Chapter. No part of those Bylaws shall be valid if they are contrary or in conflict with the provisions of the 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, Chapter 73, or NTEU 73.

Section 2 Headquarters and Jurisdiction

The headquarters of Chapter 73 shall be maintained in Covington, Kentucky and have jurisdiction concurrent with the jurisdiction granted in the Charter issued pursuant to the National Constitution.

The officers of this organization shall be a President, Vice President, Secretary, Treasurer, and the Board of Directors (Consisting of five (5) elected Directors.)

Section 3 Fiscal Year

The Fiscal Year of Chapter 73 shall begin October 1st and end September 30th the following calendar year.

PART III
MEMBERSHIP

Section 1

Any person who is presently employed within Chapter 73 jurisdiction, as defined in Part II, Section 2, or any former employee or any retired employee of the Treasury Department is eligible for membership in this Chapter, regardless of sex, national origin, handicap or age.

Section 2

A member of Chapter 73 is one who is eligible for membership and who has timely remitted an appropriated dues payment in full 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

Classification of membership in Chapter 73 shall mean:

- A.** Active employee member: any member presently employed by the Treasury Department.
- B.** Retired member: any member formerly employed by the Treasury Department who has been retired from the Treasury Department and is drawing an annuity under the U.S.Civil Service Retirement System and who was a member of this organization at the date of his/her retirement and / or has signed up to be a member or continues to pay dues as a retired member.
- C.** Former employee member: a member formerly employed by the Treasury Department who left before he/she was eligible for retirement and who was a member of this organization when he/she was separated from the Treasury Department and continues to pay dues as a former member.
- D.** Associate member: A member who is or was a federal employee but is not otherwise eligible for membership in this organization, and who shall not enjoy the privileges of NTEU membership other than insurance coverage in the National Organization and shall not be a voting member on those matters relating to the national or local organization.

PART IV **DUES AND FUNDS**

Section 1 Revenue

- A.** How Prescribed: The revenue of Chapter 73 shall be obtained from membership dues paid by each member and from other activities as may be determined by Executive Board.
- B.** The per capita payment from each member for Chapter dues shall be 15% of National dues payment per each biweekly pay period, except members, retired or formerly employed by the Federal Government for which such the per capita payments shall be an annual per capita dues, as set by the latest NTEU National Convention plus Chapter 73 annual dues equal to four bi-weekly dues payments of employed members. Such funds will be paid within thirty (30) calendar days of separation. Notice of such payment will be provided to the Chapter 73 Executive board upon request in a timely manner.

E. C. Members Ineligible for Dues Withholding: Members not eligible for dues withholding (i.e.—non bargaining unit employees) will be billed “in advance” annually/ quarterly at the rate prescribed in (b) above

F. Proration of dues

(1) In the case of new active employee member who elects to pay the annual dues on the cash basis, the annual per capita dues, at the rate prescribe 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 dies 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 a retirees 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 dies for only those month (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, in accordance with the National Constitution and bylaws.

(C) For membership rights and eligibility proof of payment of membership dues must be provided to the Chapter 73 Executive Board upon request in a timely manner.

Section 3 Increase in Dues

A. Advance reasonable notice of at least fifteen (15) days 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 effective date of the proposed increase. The notice shall be by letter to all members, be published in the Chapter newsletter and publication in a special message which will be posted on official bulletin boards.

- B. The dues increase shall be levied only after a majority vote by secret ballot of the Chapter member present at the Special Meeting, (associate members are excluded from voting.)

PART V

CHAPTER MEETINGS

Section 1 General Meetings

- A. The Chapter shall hold a minimum of four (4) meeting each year. The meetings will be conducted on the third Wednesday of the month in October, January, April, and July. The October meeting will be considered the annual meeting of Chapter 73.
- B. If there is a need to postpone any General Meeting, then the meeting may be postponed only by a majority vote of the Executive Board. At which time if it is agreed to postpone a meeting the Executive Board will then determine the specific date and time of such a meeting with a date not to exceed more than a one (1) month delay.

Section 2 Location of Chapter Meetings

- A. The chapter President or their designee will establish the meeting place and notify the members. A minimum of seven (7) calendar day's prior notification will be given when possible. If a special or designated issue other than the normal repetitive issues requires a vote the seven (7) calendar day's prior notification may be required.

Section 3 Special Meetings

- A. Special Meetings of the Chapter may be convened by:
 - a. Written call by the President or their designee
 - b. Written call by a majority of the Executive Board
- B. Notice of special meeting shall be in the same manner as prescribed in Article V, except in emergency or unusual situations as determined by the President or their designee, the notice period may be shortened.

Section 4 Chapter Meetings will be conducted accordingly:

- A. Agenda
 - 1. Read Minutes of previous meeting.
 - 2. Read Minutes of previous membership meeting as applicable.
 - 3. Treasurer's report including a complete financial report.
(Treasurer's report including a complete financial report (paper or electronic version) will be provided at least three (7) work days in advance of each meeting).
 - 4. Read Committee reports as applicable.
 - 5. Old Business

6. New Business

C. Annual meeting reports will include:

1. A complete financial report
2. Previous year and current year budget
3. Actual budget for current year and proposed budget for new year as approved by the Executive Board.
4. Financial reports will be shared electronically with the board members at least 7 days in advance of scheduled meetings.
5. A limited number of paper copies (twenty five (25)) will be available at each meeting so those that did not get an electronic copy can follow along during the meeting.
6. Unless there are objections to a report all reports will be approved as read.

Section 5 Voting:

- A. Each member in good standing with the chapter shall be entitled to one (1) vote at any regular or special meeting or the election of officers.
- B. Proxy voting will not be accepted.
- C. 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 6 Quorum:

A quorum at any meeting of Chapter 73 shall be a minimum of 12 members as defined in Part III, Section 2 of these bylaws.

Section 7 Debate:

Each member, except Associate Members (described in Part III), shall be entitled to debate at any meeting of the Chapter on those matters relating to the national or local organization.

Section 8 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 Board Composition:

The Chapter Executive Board shall be composed of the President, Vice President, Secretary, Treasurer, Board of Directors, 5 elected directors All members of the Executive Board shall be members in good standing.

Section 2 Jurisdiction and Authority:

The 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:

1. Authorize by vote all necessary Chapter expenditures in excess of \$100 that are not already listed and approved in the annual budget.
2. Establish procedures for the payment of authorized Chapter expenditures
3. Maintain a Post Office box used by the Chapter. (currently 2011, P.O. Box 12389, Covington KY 41012)

After briefing, which may be completed using electronic mail, the Executive Board may submit comments on all Negotiated Agreements requiring a signature of the Chapter President before signing. These comments must be received within three (3) business days of the briefing to the board.

4. To approve an annual plan and budget consistent with the goals and purposes of Chapter 73 and the National Treasury Employees Union.
5. Will approve a depository where NTEU maintains the Chapter's Funds.
6. The Executive Board will approve travel expenses for the Chapter President and/or Vice President to attend all scheduled Chapter President meetings/training sessions and National Conventions conducted by National NTEU, if such travel was not already approved in the annual budget.
7. Will establish and vote on an annual budget item that will allow at least two (2) Chapter Delegates to attend each National Convention. Delegate expenses when necessary will be paid for by the Chapter funds.
 1. An Executive Board vote or meeting will be held at least 30 days in advance prior to any National Convention when both the President and Vice President are unable to attend.
 2. In this meeting or vote a determination of the number of delegates that will attend will be determined.

Section 3 Quorum:

- A. A quorum for the purpose of an Executive Board Meeting shall consist of a majority of its members.

Section 4 Meeting Schedule:

The Chapter Executive Board shall convene for regular meetings the second Monday of each month prior to the general Chapter Meeting (the 3rd Wednesday of the month).

1. If the second Monday falls on a holiday, the board will meet on the next business day.
2. If chapter business such as training or National Conventions or other non-routine Chapter business occurs during a otherwise scheduled Chapter Meeting or Executive Board meeting date/period a meeting may be postponed to the next available work week by the Chapter President or their designee.

Section 5 Special Chapter Meetings

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 10 members in Good Standing.
- D. Special meeting may also, at the discretion of the President, be conducted by telephone.

Section 6 Executive Board Voting

- A. The Chapter's Executive Board shall convene for regular meetings and will require each member to be in attendance (in person / on phone) for most meeting votes.
- B. On occasion email votes will be promulgated through out the committee for a special vote generally requesting approval or denial.
- B. Email votes will be calculated by the designated official and distributed to all Executive Board members.
- C. All Executive Board members shall be in compliance with the Chapter 73 By-Laws as described in part 4.

Section 7 Reports to the Members

All actions of the Chapter Executive Board will be reported by the Secretary of the Chapter or their designee at the next regular meeting of the Chapter. A copy will be retained in the Chapter office and available to members in good standing upon request.

Section 8 Filing Officer Vacancies

- A. Except for the Chapter President, if an elected officer dies, resigns, is removed or is removed from office per provisions in the NTEU National Constitution and Bylaws, Article XVIII, the resulting vacancy shall be filled in each case by a majority vote of the Executive Board no later than thirty (30) days after the vacancy has been declared. The Executive Board will submit one (1) name as a nominee for consideration within five business days of the announced vacancy and The Chapter President will also submit one (1) name as a nominee for consideration. If the Board can not come to a consensus and nominate someone within seven (7) business days of the vacancy then the President will be responsible for submitting two (2) names of nominees for consideration within a total of ten (10) business days. These nominees must be members in good standing.

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

- a. In the event the Chapter President dies, resigns, is removed or is removed from office per provisions in the NTEU National Constitution and Bylaws, Article XVIII, the Chapter Vice President will fully assume the role as President and the office of Vice President will be considered vacant. The resulting vacancy will be filled as prescribed above.
 - b. Should both the position of President and Vice President be vacant at the same time the Executive Board will “immediately alert all chapter members” via email and post notification on designated bulletin boards. The day shift Chief Steward will be temporarily “Acting President.” In the event that the Vice President and the chief steward were one in the same, the Acting President shall be the Chapter Secretary.
 - i. The Acting President will then appoint an acting Vice President from a pool to consist of active stewards who are confirmed to be members in good standing.
 - ii. Within five (5) work days, the Executive Board will nominate at least two (2) names from the pool to consist of active stewards or Executive Board members who are confirmed to be members in good standing, and hold a Executive Board vote on the seventh (7th) work day as to who will be the acting President and Vice President.
 - iii. Selections by the Executive Board will remain in office through the “remaining official office term” unless the remaining term is more than one (1) year at which time they will remain in office until a special election is established between 45-60 days from the date of the vacancy
- B. If a current Executive Board member wishes to be considered for the appointment to a vacated office he/she must resign the office currently held before accepting nomination to another office.

PART VIII

CHAPTER OFFICERS

Section 1 Officer Designation

The Officers of Chapter 73 shall be the President, Vice President, Secretary, and Treasurer.

Section 2 Elections

Term of Office:

- A. The term of office for all Chapter 73 Executive board Members shall be three (3) years. The elections to office of all Chapter 73 Executive Board members shall take place as provided in the NTEU Constitution and By-laws. The Chapter Executive Board members thus elected will assume their elected position at 12:01 am on the day following the election.

- B. The Chapter President and Vice President are considered delegate to all National Conventions, District Conferences, and Presidents meetings conducted during their terms of office. If neither the Chapter President nor the Vice President is able to attend a designee will be nominated and appointed my majority vote of the Executive Board. These decisions will be conducted pursuant to the NTEU National Constitution and By-laws.

Section 4 Qualifications

Candidates for elected chapter positions must have been members of Chapter 73 in good standing, with all their dues fully paid for a minimum of one (1) year 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 5 Duties

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

A. Presidents Duties shall be:

1. To perform as administrator of the affairs of Chapter 73 in accordance with the provisions of the National Constitution and the Chapter 73's Bylaws;
2. To remove the duties from any elected officer for a period not to exceed seven (7) business days in the event that the conduct directly related to the officials duties is called in to question. This will afford the Board the opportunity to proceed with a meeting to make a formal decision on the matter pending Article 18 charges.
3. To issue and/or oversee the proper notice calling meetings of the Chapter and the Executive Board pursuant to Part V of these bylaws;
4. To preside at all regular and special meetings of the Chapter and the Executive Board, and to designate a person to preside in his/her behalf if unable to attend such meetings;
5. To promptly inform the Board of all actions affecting major policy, no later than the next scheduled meeting of receiving such notice;
6. To issue and/or insure that at least seven (7) days prior notice of the date and places of meetings of the chapter and/or Executive Board;
7. To appoint and/or ratify all appointments of Officers, Executive Board members and/or other committee appointments;
8. To appoint Chairpersons of all standing committees;

9. To represent and/or delegate spokesperson activities for the Chapter in all matters;
10. To sign all documents pertaining to official business of the Chapter;
11. To perform all other duties as are necessary to protect and advance the interest of the membership.
12. To ensure all Officers/Executive Board vacancies are filled in accordance with these Bylaws as contained in section VI Section 8.
13. To appoint a Chief Steward to each shift and provide them with the overall guidance and instruction desired by the Chapter and President.

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.
2. To fill the office of the President for the remainder of the Official Remaining Term if the President dies, resigns or is removed or unable to continue her representational duties for any reason.
3. To serve as an assistant to the President and assist the Chapter as the President sees necessary.

C. The Secretaries duties shall be:

2. To record and keep minutes on all meetings of the Chapter and Executive Board;
3. To conduct such correspondence as may be necessary or as the President shall direct, and maintain copies in a permanent file;
4. To maintain a permanent minutes book and transfer this and the correspondence file to his or her successor at the termination of his or her tenure of office;
5. To maintain permanent report files for each committee.
6. To prepare and maintain a calendar of Chapter events for proper planning and coordination with the other Chapter Officers and Committee Chairpersons.

D. The Treasurer's duties shall be:

7. To receive and deposit all funds of the chapter in a Executive Board approved Depository;
8. To make all authorized payments of the Chapter as necessary in a timely manner
9. To submit quarter financial reports and other reports as requested and as necessary to meet the minimum advance 15 day notice required in these Bylaws.
10. To submit the Chapter books and accounts for audit on demand of the Executive Board and/or Chapter President within five (5) calendar days of a request.

11. To furnish a surety bond to the Chapter, the premium of such bond to be paid by the Chapter;
12. To prepare and file all required Internal Revenue Forms including Forms 990 and Department of Labor Form LMR 3 and any others required by the chapter;
13. To keep an accurate and current record of all receipts and expenditures of the Chapter, according to accepted accounting practices.
14. 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;

PART IX **COMMITTEES**

The President shall appoint or see that each committee has a Chairperson for each Standing Committee in the Chapter except for the Election and Nomination Committee who is exclusively selected by the Executive Board.

Section 1

- A. The committee on election and nominations shall consist of at least six (6) members, but no more than thirteen (13) members, including a chairperson, for the purpose of conducting a democratic election of officers as provided by the NTEU National Constitution and By-laws.
 - i. Seven (7) members will be chosen from volunteers at the October Chapter meeting prior to the election
 - ii. If more than seven (7) volunteers are received the names will be put in hat and all names will be selected by the Chapter President.
 - iii. Six (6) members will be appointed by the Executive Board
 1. One (1) of these six (6) appointees will be selected by the Executive Board's vote as the chairperson of this committee
- B. Chapter membership will be informed of the agenda for the establishment of the committee of Elections and Nominations at least 30 days in advance.
- C. Elections will take place on the third Tuesday of April of the election year. (every three (3) years)
- D. The Election and Nomination committee will determine the type of election that will take place.
- E. The committee will be provided a copy of the budget for the last election within 5 days of establishment of the committee.
- F. The committee will establish and submit a budget to the current Chapter Treasurer for approval within 15 days of establishing the thirteen (13) member committee.
- G. Any expenditure of the committee must be authorized if a quorum of at least five (5) board members express written communication to their approval. Email is an appropriate method of written communication.
 1. Non-budgeted expenditures of \$100 or less may be made without a quorum by merely justifying and notifying the board of the need for the expenditure

- prior to expenditures if possible or within 3 work days thereafter with a explanation.
2. Expenditures over \$100 must be approved by both the incoming and outgoing chapter president and treasurer as applicable during the transition period.
 3. Approved expenditures will be paid by the Chapter through the Chapter Treasurer.

G. Campaigning:

- a. The election committee will ensure election campaigning may start immediately after “nomination acceptance forms” are officially acknowledged by the Election and Nomination Committee. If the election committee becomes aware of early campaigning it will issue a written cease and desist to the party engaging in such conduct.

H. Member Eligibility to Vote:

- a. Members on the rolls as of January 1 of the election year and in good standing on the date of the election are eligible to vote.
 - (1) Employees who may have turned in an 1188 removing themselves from membership would not be eligible to vote if the election is after the 1188 form signature date.

I. Candidate Nomination Forms

- a. Nomination forms must be sent to all employees at least 60 days prior to an Election.
 - (1) Nomination forms must include the office to be filled. (See National Contract)
 - (2) Department of Labor for Rules and Regulations will apply, and can be obtained from the U.S. Department of Labor.
 - (3) Candidates will be given Rules and Regulations, either at a meeting or hand carried to each candidate.

I. Key/Combination lock Turn Over:

- a. One key for each union office will be turned over with combinations to door locks to the Election and Nominations Committee Chairperson on the day of the election prior to the counting of any ballots.
 - (1) Incumbents and Newly Elected officials will be given keys/combinations to the NTEU Offices.

J. Ballot Counting:

- a. The Election and Nomination Committee shall count the ballots and post the results of the election.
- b. Only candidates’ and/or members designated as official observers may raise challenges to the Election Committee at the time of the vote counting.
- c. Any member in “good standing” will be permitted to watch the vote counting.
- d. Each candidate can appoint one (1) “official observer” to watch the vote counting on their behalf.
- e. Only candidates’ and/or members designated as official observers may raise challenges to the Election Committee at the time of the vote counting.

- f. The newly-elected officers shall be notified by the chairperson of the Election Committee and will be given keys to the appropriate offices when counting is completed.
- K. Tie Votes
 - a. In the case of a Tie Vote for any office, the Election Committee shall conduct a immediate recount. If the official Tie Vote remains a Run-Off Election will be set up by the Election Committee and conducted within 60 days.
 - b. The chairperson will immediately make a written certification on the results of the election for the NTEU Headquarters, Regional Vice President and the Field Office Representative.
- L. Swearing In New Officers:
 - 1. Newly elected officers will be sworn into office fourteen (14) days after the election and will begin their term in office at that time.
- M. Transition Period:

A fourteen (14) day transition period will be given after an election to allow case turnovers and work practices to be shared in the best interest of NTEU and its membership.

Section 2 Membership Committee:

- a. Membership Coordinator
 - (1) Shall consist of one (1) Membership Coordinator assigned by the President.
 - (2) Reporting to the President the format(s) that will be used in the membership program to encourage membership by non-members.
 - (3) Ensuring the President is aware of all aspects of the membership program.
 - (4) Ensure tracking of the membership is maintained accurately showing current accurate list of members and non-members within the Chapters jurisdiction.
 - (5) A minimum of two (2) additional members selected by the President or the Membership Coordinator.
 - (6) Additional volunteers may be solicited by either party (President or Membership Coordinator) to assist with membership incentives.
- b. The committee's official duties will include:
 - (1) Instructing and organizing membership recruiters in each post-of-duty within Chapter 73's jurisdiction;
 - (2) Establishing membership drives and/or incentives to encourage membership.
 - a. Making up flyers and distributing them.
 - b. Distributing and accepting membership applications, request for transfers of membership from other chapters or to other chapters.
 - c. Assist as needed with the execution and tracking of Forms 1187 and 1188 for dues withholding.
 - (3) Work with the local Field Representative and National Office NTEU to ensure National membership incentives and records are maintained accurately.
 - (4) Send documentation to Non-members to encourage membership.
 - (5) Provide membership articles encouraging membership in the monthly Force at least 4 times a year.

Section 3 Other Committees:

Other such committees as are deemed necessary to accomplish the goals of Chapter 73 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 discharges by the President or the committee is no longer deemed necessary.

PART X **DELEGATES and PROXIES**

- A. The Executive Board will approve travel expenses for up to two delegates to attend National Conventions when both the President and Vice President are unable to attend. Expenses will be paid for by the Chapter.
 - ii. The respective President and Vice President (elected not appointed) shall serve as delegates unless both are unable to attend.
 - iii. Vice Presidents who were not officially voted into office and were appointed by the President to the position will not automatically be considered a delegate with chapter voting rights.
 - a. If the Vice president is Voted into Office they will become the delegate and have full voting rights of the Chapter/for the Chapter.
- 2. If either the President and Vice President both cannot attend, or if the Vice President was appointed and not elected by the Chapter an election for Delegates shall be held pursuant to the NTEU National Constitution and Bylaws at least 30 days in advance.
- B. Any member in good standing who wishes to attend a National Conference as a delegate at his or her own expense must be elected pursuant to the NTEU Constitution with the approval of the Chapter President and/or Vice President.
- C. The Chairperson of the delegation will be the President. In their absence the Vice President. If both are absence the next highest ranking officer who is a delegate will become the Chairperson.
- D. If no Chapter Officers are delegates, the Executive Board will appoint the Chairperson and define the succession of authority in the delegation.

PART XI **BUSINESS PROCEDURE**

Section 1

Executive Board – Order of Business:

- A. At each regular meeting of the 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. Secretary reads minutes of last meeting.
4. Report of President.
5. Report of Vice-President.
6. Report of Treasurer
7. Report of Chairpersons of standing committees.
8. Unfinished Business.
9. New Business.
10. Adjournment.

This order of business may be suspended at any time by a majority vote of the Executive Board members present at the meeting providing a quorum is present.

Section 2 Special Meetings of the Executive Board:

The Presidents call for the meeting will set forth the business agenda and the order will be set at that time.

PART XIX
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 usage contained in the current edition of Roberts Rules of Order Revised.

Section 2 Bylaws Distribution:

Copies of these Bylaws shall be distributed to any member of Chapter 73, upon request within 7 work days of request. The Chapter Bylaws will also be posted on the Chapter web-site.

Section 3 Amendments:

- A. Amendments to these By-laws shall be submitted in writing to the Chapter Executive Board, by any Board Member, for their recommendation and consideration. The President will then report the recommendations of the Executive Board to the next regular or special chapter meeting. Subsequently, a special chapter meeting will be scheduled for the purpose of adopting such amendment(s), the chapter may adopt such amendment(s) by a majority vote, provided notice of the proposed amendment was given in writing at a previous meeting and/or all members were notified within fifteen (15) days before such meeting. Notification may be accomplished through any one of the following means a letter to all members, publication in a Chapter Newsletter, which is distributed to members or by posting on all Chapter bulletin boards.
- B. These By-laws shall become effective at midnight on the day on which they were approved.

Section 4 Conflict of Bylaws with NTEU Constitution:

That any section or section(s) of these Bylaws is in conflict with one or more Articles or Sections of the National Constitution that Section or Section(s) of these Bylaws found in conflict shall become null and void and shall be as if they never existed.

Section 5 Conflict of Interest:

A. Elected Officer's shall:

(1) For the duration of their term of office within a Chapter

- a. Hold no other position within NTEU as the Chapter representative on a Joint Council or the Chairperson thereof.
- b. Chapter 73 representatives offered a position at the National organization requiring acceptance within their current term of office must resign their current Chapter 73 position upon acceptance of the national position.

B. Vacant positions will be filled as covered herein VI Section 8

C. Chapter 73 elected officials may not at any time fill any post in the Chapter other than:

- a. Chairperson of a committee, and/or
- b. Steward, and/or
- c. Chief Steward within the chapter.

Section 6 Remuneration of Officers:

No officer shall receive remuneration from the Chapter unless expressly approved consent of both the President and the Executive Board.

PART XIIX
OFFICIAL PUBLICATION

The official publication of Chapter 73 shall be published at intervals as determined by Chapter 73's Executive Board and/or the President. The publication will be reviewed by the President at least 30 days prior to any printing.

Part XIX
Definitions

In addition to ordinary meanings, the terms used in these By-laws shall have the following meanings:

- A. Retiree – means a former employee of the Federal Government who is retired from the Federal government and is drawing an annuity under the U.S. Civil Service Retirement system and/or the Federal Employees Retirement System.
- B. Former Employee – means any former employee of the Federal Government who left the Federal Government before he/she was eligible for retirement.

- C. New Employee – means an employee who has never been a member of NTEU or who has not been a member during the twelve (12) months prior to submitting an application.
- D. Member – One who is eligible for membership pursuant to the National Constitution and By-laws as defined in Part VII.
- E. Member in Good Standing – A member who has remitted dues in full
- F. Timely - unless otherwise specified, means within fifteen (15) calendar