

**BYLAWS OF THE
NATIONAL TREASURY EMPLOYEES UNION
CHAPTER 344**

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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, Jurisdiction, Fiscal Year

Section 1. Name

This organization shall be known as the National Treasury Employees Union (NTEU), Chapter 344 (hereinafter, “Chapter 344” or the “Chapter”).

Section 2. Jurisdiction

Chapter 344 shall 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 Chapter’s fiscal year shall be from October 1 to September 30.

PART III
Membership

Section 1. Eligibility

Any person who is presently employed by the Federal Government within the Chapter's jurisdiction as defined in Part II, Section 2 of these Bylaws, or any former employee, or any retired employee of the Federal Government, or employee of NTEU is eligible for membership in the Chapter, regardless of race, color, religion, sex, national origin, age, disability, marital status, or sexual orientation.

Section 2. Membership

A member of the Chapter is defined as one who is eligible for membership pursuant to Part III, Section 1 of these Bylaws and who satisfies the dues remittance requirements in Part VII.D of NTEU's National Bylaws.

Section 3. Member Classifications

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) NTEU Staff member: Any NTEU employee who elects to become an NTEU member and a member of Chapter 344.

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 Chapter Executive Board.
- (B) Amount of dues: Unless modified by Section 3 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 employee member, member-at-large, or NTEU staff member as prescribed by the NTEU National Bylaws.
- (C) Proration of dues: 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 NTEU National Headquarters Office at the beginning of each fiscal year except for those members who are on dues withholding. The NTEU 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.
- (B) Per capita payments collected by the Chapter shall be forwarded to the NTEU National Headquarters Office. Dues withheld for members on a dues withholding program will be paid directly to the NTEU National Headquarters Office, which will then remit to the Chapter its share within ten (10) days.

Section 3. Increase in Dues

An increase in Chapter dues, which is not tied to an increase in National per capita dues, shall occur only by secret ballot in a Chapter 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 a Chapter Meeting or Special Meeting pursuant to Part V, Sections 2 and 3 of these Bylaws. The meeting notice shall state the amount and the effective date of the proposed increase. Notice shall be by U.S. mail to each member's last known address and by e-mail to all members. The dues increase shall be levied after

a majority vote of the members of the Chapter at a Chapter or Special Meeting as described above and shall become effective in accordance with any applicable time frame established in a collective bargaining agreement.

PART V
Chapter Meetings

Section 1. Regular Chapter Meetings

The Chapter shall hold at least four meetings per year, with one such meeting considered to be the annual meeting.

Section 2. Special Meetings

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 twenty (20) of the members of the Chapter.

Section 3. Meeting Notices

- (A) For regular Chapter meetings, the meeting place and time will be designated by the President. Notice shall be provided by e-mail to all members.
- (B) For Special meetings, the meeting place and time will be designated by the President and notice given to the members at least fifteen (15) days prior to the meeting date. Notice shall be provided via e-mail and, when required (by law, rule, regulation, or the NTEU National Constitution and/or Bylaws), also via U.S. mail.
- (C) Consistent with Part V, Section 6 of NTEU's National Bylaws, Chapter (including annual) and Special meetings may be held in more than one location simultaneously by telephone, video conferencing, or other electronic means that facilitate real-time communication among members, provided that all members in attendance at each of the meeting locations can speak to and hear one another.

Section 4. Voting Rights

- (A) All members of the Chapter shall have equal rights to attend and participate in all Chapter and Special meetings.
- (B) Each member shall be entitled to one (1) vote at any Chapter 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. Quorum

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

Section 6. Open Session

Each Chapter meeting held pursuant to Part V of these Bylaws shall include an Open Session. During an Open Session, the President shall make themselves available to all present members to answer any questions or respond to any concerns of any member on those matters relating to the national or local organization to the best of their ability and as time permits. 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. Executive Board Members

The Chapter Executive Board shall consist of the following positions:

- (A) President;
- (B) Executive Vice President;
- (C) Vice President, Regional Offices;
- (D) Vice President, Bureau of Economics;
- (E) Vice President, Non-Professional Members;
- (F) Secretary; and
- (G) Treasurer.

Section 2. Executive Board Appointed Positions

The President shall nominate, and the Executive Board must ratify by a majority vote, candidates for the following positions:

- (A) Chief Steward;
- (B) Stewards; and
- (C) Any member of any Committee delineated by Part IX of the Bylaws or created by the President, with approval of the majority of the Executive Board.

Section 3. Vacancies

In the event of a temporary or permanent vacancy, the President, with approval of the majority of the Executive Board, may appoint a replacement to the vacated position.

Section 4. Spending Powers

The Chapter Executive Board shall have jurisdiction over all matters not specifically reserved to the members, and shall have authority to authorize necessary Chapter expenditures over \$250.00, and establish procedures for payment of authorized Chapter expenditures over \$250.00.

Section 5. Quorum

A quorum for the purpose of an Executive Board meeting shall consist of a majority of its members. Executive Board members can vote via e-mail. Executive Board members who vote via e-mail by the date and time set for the start of the meeting shall be counted toward the quorum requirement.

Section 6. Executive Board Special Meetings

Special meetings of the Executive Board may be convened by:

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

Section 7. Executive Board Minutes

All actions and minutes of the Executive Board meetings will be reported by the Secretary at the next Chapter Meeting. Executive Board members may vote by e-mail. Executive Board members who vote by e-mail by the date and time set for the start of the meeting shall be counted toward the quorum requirement.

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. Officer Qualifications

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

Section 3. Officer Elections

- (A) Terms of office for the Chapter officers shall be two (2) years.
- (B) The election to office of all Chapter officers shall follow the procedures provided for in the NTEU National Constitution and Bylaws.
- (C) The election process shall begin on August 1, and the officers will assume their elected positions on or about October 1 of the same year.

Section 4. Officer Duties

- (A) The **President's** duties shall be:
 - (1) to appoint and remove stewards, including a Chief Steward, with approval of the majority of the Executive Board;
 - (2) to issue proper notice calling meetings of the Chapter and the Executive Board;
 - (3) to preside at all regular and special meetings of the Chapter and Executive Board;
 - (4) to appoint chairpersons of all special and standing committees pursuant to Part IX of these Bylaws;
 - (5) to appoint all committee members, with approval of the majority of the Executive Board, to remove committee members, and maintain ex officio membership of committee;
 - (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 perform all other duties as are necessary to protect and advance the interests of the membership; and
 - (9) to countersign all checks drawn against the funds of the Chapter.
- (B) The **Executive 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 serve as an assistant to the President;
 - (3) to contribute information and articles to Chapter publications;
 - (4) to coordinate the activities of the membership committee under the direction of the President, and to build membership to the highest possible level;
 - (5) 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;
 - (6) to distribute information and assist the President as their spokesperson; and
 - (7) upon approval by the Executive Board, to act as a co-signer of checks drawn on the funds of the chapter in place of the President or Treasurer.
- (C) Each of the three **Vice President's** duties shall be:
- (1) to serve as an assistant to the President and Executive Vice President.
 - (2) to contribute information and articles to Chapter publications;
 - (3) to assist in coordinating the activities of the membership committee under the direction of the President, and to build membership to the highest possible level;
 - (4) 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
 - (5) to distribute information and assist the President as their spokesperson
- (D) The **Secretary's** duties shall be:
- (1) to record and keep minutes on all meetings of the Chapter and the Executive Board;
 - (2) to correspond with other parties as necessary and as directed by the President and to maintain copies of such correspondence in a permanent file;
 - (3) to maintain custody of all books, records, papers, and effects of the Chapter, and transfer these items to their successor at termination of their 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, e-mail address, and dues status of each member.
- (E) The **Treasurer's** duties 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, maintain a petty cash fund in an amount as determined by the Executive Board, and prepare and sign checks for such purposes as required by these Bylaws or as authorized by the Executive Board;
- (3) to remit promptly to the NTEU National Headquarters Office any 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.

PART VIII
Chapter Elections

Section 1. Candidates for Election

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

Section 2. Eligibility to Vote

All members in good standing 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

Chapter officers shall be elected in the following manner, and in accordance with Part IV of NTEU's National Bylaws:

- (A) No less than forty-five (45) days prior to the scheduled election, a Chapter must mail to each member, by first class mail, at their last known address, a Notice of Nominations and Notice of Election ("Election Notice"), unless the laws, regulations and NTEU National Constitution and Bylaws which govern the election process have been updated and allow the Chapter to communicate the Election Notice to members via another method. Under that circumstance, the Chapter Election Committee will determine which method it will use.
- (B) The Election Notice shall:
 - (1) Identify the offices to be filled;
 - (2) Provide that nominations must be submitted in writing and received by the Chairperson of the Nominations and Election Committee by a specified date, (which date shall be at least twenty-five (25) days before the date of the election) or specify the date, time, and place for any special meeting for the purpose of deciding upon nominations for offices; and
 - (3) Specify the date, time, and place of the scheduled election or, in the case of electronic or telephonic voting, the time period during which votes must be cast.
- (C) A member otherwise eligible to run for office shall become a bona fide candidate only upon their nomination for office and acceptance of the nomination. Acceptance of a nomination must be made in writing no later than fifteen (15) days prior to the scheduled election date, unless the Chapter's Executive Board has authorized nominations from the floor on the date of the election.
- (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 election to be conducted in

collaboration with a service that offers electronic/telephonic voting that contains safeguards and controls necessary to assure compliance with applicable law and regulations, including secrecy of the ballot and the ability to independently check and verify the eligibility of members who voted. Alternatively, if authorized by the Chapter Executive Board, a mail referendum ballot procedure may be established to ensure that all members will receive a ballot, that an envelope is provided in which to place the ballot, that a return envelope is furnished 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.
- (G) For each officer of the Chapter, the entire chapter membership is eligible to vote for each officer position. No Chapter member may be excluded from voting for any officer position.

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 a Chairperson and the members of the following 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 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. 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 & Engagement shall consist of at least three (3) members and a Chairperson, for the purpose of increasing and retaining the number of active employee members in the Chapter, and shall:
- (1) devise a program of membership aimed at recruitment of all employees in the Chapter's jurisdiction. The program should be coordinated with the Chapter President and/or Executive Board and should include:
 - (a) planning regular events for members and/or bargaining unit employees ("BUEs") aimed at educating BUEs, increasing the chapter's visibility and recruiting new members; and
 - (b) presenting to new BUEs at FTC New Employee Orientations.
 - (2) accept and promptly forward to the Chapter Treasurer, the person designated by FTC as its membership form contact, and NTEU National Headquarters Office all applications for cash dues paying membership and any payments in support thereof;
 - (3) distribute and accept membership applications, requests for transfers of memberships from other Chapters or to other Chapters, assist with execution of Form 1187 for dues withholding and promptly forward such items to the Treasurer, the person designated by FTC as its membership form contact, and NTEU National Headquarters Office;
- (C) Committee on Member and Bargaining Unit Communication shall consist of at least three (3) members and a Chairperson, for the purpose of maintaining regular e-mail

and other communication with members/BUEs to educate employees, maintain chapter visibility, and recruit new members. The Committee shall:

- (1) Devise a plan to communicate with members and/or BUEs via e-mail on at least a monthly basis;
 - (2) Draft communications and/or a newsletter;
 - (3) Coordinate the plan and draft communications with the Chapter President and/or Executive Board; and
 - (4) Work with the President and Executive Board to design, implement, and maintain a Chapter website (via member volunteers or a third-party service).
- (C) Other committees may be formed as the President deems necessary to accomplish the aims of the Chapter, with approval of the majority of the Executive Board. The number of members in each such Committee shall be the number considered practical and necessary by the President. Such appointed committees shall serve until the purpose of the committee is accomplished, or until discharged by the President.

PART X

Delegates and Proxies

Section 1. Delegates to National Convention

- (A) Only the Chapter President and Executive Vice President, by their election, are considered ex officio delegates to the NTEU National Conventions conducted during their terms of office.
- (B) The President and Executive Vice President, respectively, shall serve as delegates at National Conventions, unless unable to attend. If the Executive Board determines that additional or alternate delegates may attend, such delegates will be elected pursuant to Part IV of the NTEU National Bylaws.
- (C) The Chairperson of the Chapter delegation will be the President or, in their absence, the highest-ranking Chapter officer who is a delegate. If no Chapter officer is a delegate, the Executive Board will appoint the Chairperson and define the succession of authority in the delegation.
- (D) The Executive Board, at a meeting at least thirty (30) days prior to the National Convention, shall determine the amount of delegate expense that will be paid or reimbursed from Chapter funds. Each delegate must receive an equal amount of reimbursement.

Section 2. Proxies

- (A) If no Chapter delegates will attend the National Convention, the Chapter membership will be given an opportunity to vote on whether to be represented at the Convention and, if so, by designating by proxy any member NTEU duly elected to serve as a Convention delegate pursuant to Part IV of the NTEU National Bylaws.
- (B) A meeting for this purpose shall be called and held in accordance with Part V of these bylaws, provided that notice of the meeting must be mailed to the last known home address of each Chapter members at least fifteen (15) days before the meeting date. A proxy carrier shall be designated on a form prescribed by the Administrative Controller of NTEU.

PART XI
Business Procedure

Section 1. Executive Board -- Order of Business

- (A) At each meeting of the Executive Board as provided for by Section VII, the following order of business shall be observed:
- (1) call to order;
 - (2) roll call;
 - (3) report of President;
 - (4) report(s) of the Executive Vice President and/or Vice Presidents;
 - (5) report of the Treasurer;
 - (6) reports 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 Executive 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 made available to all members of the Chapter and provided to the NTEU National Headquarters Office and the U.S. Department of Labor.

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 at the next Chapter meeting, which may adopt such amendments by a majority vote, provided notice of the proposed amendment was given in writing to the Chapter membership at least fifteen (15) days before such meeting.
- (B) These Bylaws, and any amendments, shall become effective at 11:59pm Eastern on the day on which they are approved.