

CHAPTER 242 BYLAWS

PART I

Constitution

The Constitution of the National Treasury Employees Union as amended at the most recent National Convention is hereby adopted as the Constitution of the Chapter. The Bylaws of this Chapter 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 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 242.

Section 2. Headquarters and jurisdiction

The headquarters of Chapter 242 shall be maintained in Chicago, Illinois, 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 NTEUC Constitution.

Section 3. Fiscal Year

The Fiscal year of Chapter 242 shall be from 10-1-XX through 9-30-XX.

PART III

Membership

Section 1. Any person who is presently employed within Chapter 242'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, creed, sex, age, or religion.

Section 2. A member of Chapter 242 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 an intention to remit the total of national per capita dues payable pursuant to the dues withholding program.

Section 3. Classification of membership in Chapter 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 (CSRS) or Federal Employees Retirement System (FERS).

- (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 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 242 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 active member, retiree member or member formerly employed by the Federal Government shall be at the rate identified in the National Bylaws. The per capita payments from each active member will include local dues in the amount of 10% of the national dues.”

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 as calculated utilizing the members Grade and Salary level and the percentages included in the National ByLaws, 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 or on a semi-annual basis with payment due on October 1 and April 1. 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 days.

Section 3. Increase in dues

- (A) At least thirty (30) days in advance of the counting of ballots for an increase in dues, a notice/ballot shall be mailed to all members. The notice shall state the reasons, amount, and the effective date of the proposed increase. The President shall issue the notice/ballot

for the proposed increase in dues which shall be mailed to each member's known address.

- (B) The dues shall be levied after a majority of those votes cast for the increase have been Counted and the President shall notify each member of the results of said vote within thirty (30) days in writing.
- (C) Any vote for an increase in dues shall be by secret ballot.

PART V

Chapter Meetings

Section 1. The Chapter shall hold at least one (1) meeting every three years. The date of this meeting shall be determined by the President of the Chapter and will be held during the Federal Deposit Insurance Corporation's Chicago Region Examiner Conference.

Section 2. The meeting place will be designated by the President and notice given to the members at least fourteen (14) days prior to the meeting date. This notice shall be by letter to all members, in a publication or a Chapter newsletter which is received by all members, and/or by posting the meeting notice on all official 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 members of this Chapter.

Section 4.

- (A) All members of Chapter 242 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 Constitution.

Section 5. A quorum at any meeting of Chapter 242 shall be a minimum of 10% of its members as defined in PART III, Section 2 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 meetings preceding the Chapter meeting.

PART VI

Chapter Executive Board

- Section 1. The Chapter Executive Board shall be composed of the President, Executive Vice President, Secretary, Treasurer, and one Vice President for each state included in the bargaining unit.
- Section 2. The Chapter Executive Board shall have jurisdiction over all matters not specifically reserved to the members, and shall have authority to:
- (A) Determine the budget for the Chapter annually;
 - (B) Fill any vacancy by a majority vote of the Board; and
 - (C) Approve, by a majority vote any local or supplemental collective bargaining agreement prior to its being signed by the Chapter President on behalf of the chapter.
- Section 3. A quorum for the purpose of an Executive Board Meeting shall consist of 51% of its members.
- Section 4. The Chapter Executive Board shall convene for regular meetings at least semi-annually. These meetings shall take place at a time and date designated by the President. These meetings may take place in person, via conference call, or via teleconference.
- Section 5. 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 meetings must be convened within thirty (30) days after receipt of the request by the President.
- Section 6. All actions of the Executive Board shall 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 VI, 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 242 officers shall be three (3) years. The election to office of all Chapter Officers shall take place as provided in the NTEU Constitution any Bylaws and these officers will assume their elected positions at

the beginning of the Chapter's fiscal year. This provision applies to all officers elected after 1997.

- (B) The Chapter President, Executive Vice President and Vice Presidents are considered delegates to District Conferences and National Conventions conducted during their term of office.
- (C) The election of any additional delegates to District Conferences and National Conferences 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 242 in accordance with the provisions of the National Constitution and the Chapters Bylaws.
 - (2) to issue proper notice calling meetings of the Chapter and of the Executive Board pursuant to Part V, Sections 1,2, and 3 and Part VI, Sections 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 Stewards.
 - (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 authorize the expenditure of funds in accordance with the budget approved by the Executive Board.
 - (10) to name **one of** the Vice Presidents Chairperson of the Membership Committee; and
 - (11) to provide articles for inclusion in the Chapter newsletter; and
 - (12) 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 during the President's absence or inability to serve;
 - (2) to serve as an assistant to the President;
 - (3) to provide articles for inclusion in the Chapter newsletter; and
 - (4) 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.

- (C) In addition to their responsibilities as members of the Executive Board, the Vice President's duties shall be:
- (1) to coordinate the activities of the membership committees in their areas and under the direction of the President; to build membership to the highest possible level;
 - (2) to report directly to the President any and all problems of the members in their areas and to keep the President informed as to the progress in solving these problems;
 - (3) to distribute information and assist the President as his/her spokesperson in their respective areas; and
 - (4) to provide articles related to their respective areas for inclusion in the Chapter newsletter

(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 to transfer these items to his/her successor at termination of his/her tenure of office;
- (4) to aid the Election and Nomination Committees in preparing ballots for officer elections and to inform the members of the results of such elections;
- (5) to distribute literature, copies of documents, the Chapters newsletter, 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;
- (7) to provide articles related to his/her respective area for inclusion in the Chapter newsletter and;
- (8) 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 Chapter President, and to maintain a petty cash fund in an amount as determined by the Executive Board;
- (3) to remit promptly to the Administrative Controller of the National Headquarters, as provided by the National Constitution, per capita dues collected from the members of Chapter 242, and to send an accompanying list of those members;
- (4) to submit semi-annual financial reports and other reports as requested by the Executive Board.
- (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;
- (9) to provide articles related to his/her respective area for inclusion in the Chapter newsletter;
- (10) 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. Any candidate for election to any office of Chapter 242 must be a member of the Chapter.
- Section 2. All members of Chapter 242 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 sixty (60) 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;
 - (2) Specify the date, time and place for any special meetings for the purpose of nominations for office or state that nominations must be submitted to the Chairperson of the Election and Nomination Committee in writing thirty (30) 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 thirty (30) days prior to the scheduled election date, unless a Chapter has authorized nominations from the floor on the date of the election.
- (D) The election shall be held utilizing a mail referendum ballot procedure. The mail referendum procedure will insure that all members will receive a ballot, that an 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 majority of members votes cast for that office shall be elected thereto. Where the nominee is unopposed, 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 the ballots, tally sheets, and related documents.
- (G) Any person who wishes to challenge an election conducted under these Bylaws must do so pursuant to Part IV of the NTEU Bylaws.

PART IX

Committees

The President shall appoint, within thirty (30) days of 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 Elections and Nominations shall consist of 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 mail a certified results summary to the Secretary of the Chapter who shall mail the results to every member at their last known address. The newly-elected officers shall be notified in writing by the Chairperson of the Election and Nominating Committee of their election.
 - (3) In 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 - This Committee shall consist of a Chairperson and two (2) additional members, for the purpose of increasing and retaining the number of active employee members eligible for membership in Chapter 242 and shall:

- (1) devise a program of membership and insurance recruitment of all employees in Chapter 242's jurisdiction in order for an effective membership program to be conducted on a continual basis;
 - (2) instruct and organize membership recruiters in each Field Office within Chapter 242's jurisdiction;
 - (3) accept and promptly forward to the Treasurer the dues collected along with the applications for cash dues paying members;
 - (4) report to the President the format of the membership program and its status; and
 - (5) distribute and accept membership applications, requests for transfers of membership from other Chapters or to other Chapters, assist with execution of Form 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 242 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.

PART X

Delegates and Proxies

Section 1. Delegates to the National Convention and District Conferences

- (A) The Executive Board, at a meeting at least thirty (30) days prior to the National Convention or the District Conference shall determine the number of Chapter delegates to the National Convention or the District Conference, and the amount of delegate expense that will be paid by Chapter funds. Each delegate must receive an equal amount of reimbursement.
- (B) The President and Executive 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 Constitution and Bylaws.
- (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 Conferences, Chapter 242 may designate by proxy any member or members of NTEU elected pursuant to Part IV of the NTEU 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 duly passed motion 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 242.

PART XI

Business Procedures

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) Report of President
- (4) Report of Treasurer
- (5) Report of the Executive Vice President
- (6) Report of the Vice Presidents
- (7) Report of the Chairpersons of standing committees
- (8) Unfinished Business
- (9) New Business
- (10) 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 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 then current edition of Robert's "Rules of Order, Revised."

Section 2.

Copies of these Bylaws shall be distributed to all members of Chapter 242 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 consideration. The President will then report the recommendations of the Executive Board to the next regular or special Chapter meeting which may adopt such amendments by a majority vote, provided the notice of the proposed amendment was given in writing at a previous meeting and/or all members were notified thirty (30) days before such meeting.

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