

BYLAWS
FOR LOCAL 94,
INTERNATIONAL FEDERATION OF
PROFESSIONAL AND TECHNICAL
ENGINEERS (IFPTE),
AFL-CIO & CLC



May 10, 2006

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ARTICLE 1

NAME

This organization shall be known as Local #94, International Federation of Professional and Technical Engineers, AFL-CIO & CLC.

ARTICLE 2

JURISDICTION

The jurisdiction of this Union shall be as set forth in its Grant of Charter allotted by the International Federation of Professional and Technical Engineers.

ARTICLE 3

OBJECTS

The objects of this Union shall be as set forth in the International Constitution and shall be to unite into one labor organization all employees eligible for membership, regardless of religion, race, creed, color, national origin, age, or sex; to secure improved pay, work schedule, working conditions, and other economic advantage for our Members through collective bargaining, through advancement of our standing in the community and in the labor movement, and other lawful methods; to provide educational advancement and training for Officers, employees and Members; to safeguard and promote the principle of free collective bargaining, the rights of federal employees; to protect and strengthen our democratic institutions and preserve and perpetuate the cherished traditions of our republic; to protect and preserve the Union as an institution and in the performance of its legal and contractual obligations. We determine and assert that the participation of this labor organization, individually and with other organizations, in the pursuit and attainment of the objectives set forth herein are for the sole benefit of the organization and its Members, to the extent permitted by law or regulation.

ARTICLE 4

ELIGIBILITY FOR MEMBERSHIP

Eligibility for membership shall be as set forth in the International Constitution.

ARTICLE 5

OFFICERS

Officers of this Union shall consist of the President, the Executive Vice-President (who is also the President-Elect), the Secretary, and the Treasurer. The preceding Officers, the Past President, the Chief Steward (or alternate Member in accordance with ARTICLE 10), and one representative at-large shall constitute the Executive Board of the Union. The Executive Board may appoint up to fifteen Representatives (hereinafter "Stewards"). Eligibility to hold office shall be governed by the provisions of the International Constitution and Bylaws.

In case of death, removal, or resignation of the President, the order of succession to the office of President shall be: Executive Vice-president, then Secretary, and then Treasurer. Other vacancies in office that occur between elections will be filled as specified in ARTICLE 11, *POWERS AND DUTIES OF THE EXECUTIVE BOARD*.

It is intended that the immediate previous President, if available, fill the "Past President" position. Otherwise, the order of preference is another past President, another past (elected) Officer, another past (appointed) Executive Board member, or another local Union Member.

One or more Officers may be Delegates to an IFPTE Convention that occurs during their term of office. Any such Officer/Delegate shall be selected in accordance with the IFPTE Constitution and these Bylaws (see ARTICLE 13, ARTICLE 21, and ARTICLE 22).

ARTICLE 6

DUTIES OF THE PRESIDENT

It shall be the duty of the President to preside at meetings of the Union and of the Executive Board, to preserve order therein, and enforce the International Constitution and Bylaws of the Union; to see that all Officers perform their respective duties; and to appoint all committees not otherwise provided for. The President shall also have the right to serve on all committees by virtue of his/her office.

The President shall decide on all questions of order, subject to an appeal to the membership; shall have the right to vote in the election of Officers; shall cast the deciding vote when a tie occurs on any question; shall announce the result of all votes and enforce all fines and penalties; and shall have the power to call special meetings when the President deems it necessary or when requested in writing by 10% of the membership.

The President, together with the Treasurer, shall sign all checks on bank accounts (see ARTICLE 11, paragraph 9 for exceptions); and perform such other duties as the International Constitution and these Bylaws may require of him/her. The President and the Treasurer shall be the principle representatives or employees of this Union with the authority, upon authorization by the Executive Board, to make payments from the funds of this local Union.

The President shall have the authority to sign all official documents; to order the disbursement of all monies necessary to pay the bills, obligations, and indebtedness of the Union, including such amounts which in his/her judgment will further the best interest of the Union, subject to the approval of the Executive Board or by the membership at a regular or special meeting.

The President shall appoint any and all committees, general and special, as may be required from time to time by the Union, and in general, the President shall have supervision of the conduct and affairs of the Union, its Officers and employees, including, without limitation, the right to appoint Members of the Union to chair meetings and to preserve order therein.

The President may take such action as in his/her judgment will further the best interests of the Union and its Members, which action shall include, but not be limited to, the expenditure of monies for such purposes, subject to the approval of the Executive Board. Such actions may include aid and assistance, monetary or otherwise, to such other persons or organizations that the President may feel are deserving of such aid in the best interest of the labor movement. The President shall have the authority to interpret these Bylaws and to decide all questions of law thereunder between meetings of the Executive Board.

ARTICLE 7

DUTIES OF THE EXECUTIVE VICE-PRESIDENT

It shall be the duty of the Executive Vice-president to preside at Union meetings in the absence of the president. He/she shall render such assistance and perform such other duties (including those duties of the President listed in ARTICLE 6) as may be directed by the President.

The Executive Vice-President is expected to accept nomination for President in the next election, in order to provide continuity of leadership.

ARTICLE 8

DUTIES OF THE SECRETARY

The Secretary shall retain records of the proceedings of all meetings of the Union and the Executive Board, as prepared by such person as is authorized to take such proceedings. The Secretary shall retain important documents, papers, correspondence, as well as files on contracts and agreements with employers. Upon request of any person, made in person or in writing, to the Secretary, during hours at the principle office, the Secretary shall provide a copy of the collective bargaining agreement made by the Union with the employer of such person, if the person making such request is directly affected by such agreement, and may require a receipt therefor. The Secretary shall also maintain at the principle office of the Union copies of

agreements made or received by the organization where another labor organization has negotiated such contract and the employees represented by this Union are directly affected by such agreement, which agreements shall be available for inspection by any Member or by any employee whose rights are affected by such agreement, during the regular hours maintained at the principle office of this Union. The Secretary shall also maintain a record of all Members in good standing with their last known addresses.

It shall be the duty of the Secretary to attend meetings of the Union and the Executive Board; to keep minutes of the proceedings of the Union and the Executive Board, which need not be verbatim; to record the vote of each Executive Board member on each measure at Executive Board meetings; to keep a record of the names of the Members comprising each committee; and, to handle the correspondence of the Union where required by the Bylaws. In his/her absence, the President shall appoint a member to act as Secretary Pro Temp and such Secretary Pro Temp shall have the duties herein set forth.

Whenever the term of office of the Secretary expires or is otherwise terminated, the departing Secretary shall give to the succeeding Secretary all papers, documents, records, vouchers, worksheets, books, reports, money, and other Union property that may have been entrusted to him/her by virtue of the office and shall be given an appropriate receipt therefor. Such records, vouchers, worksheets, receipts, books, reports, etc. shall be retained at the Union's principle office for a period of six years.

ARTICLE 9

DUTIES OF THE TREASURER

The Treasurer shall perform all duties imposed upon the local union Treasurer by the International Constitution. The Treasurer shall make a report to the membership at each regular meeting, giving the financial standing of the Union; shall keep records showing the source thereof of all monies received; and shall keep records, vouchers, worksheets, books, and accounts to verify the correctness of any such report.

The Treasurer shall upon request make available a copy for inspection of any annual report to any Member. Upon request by any Member made in writing, setting forth good and sufficient cause for requesting examination of any books, records, and accounts necessary to verify any report filed in compliance with any statutory requirement, the Treasurer shall make arrangements to have the records available for inspection at the principle office of the Union. In the event that the Treasurer believes that just cause does not exist for the request, the Member may appeal the matter within ten days in writing to the Executive Board.

The Treasurer shall receive all monies paid the Union, giving a receipt for any dues or other fees, assessments, or fines; except for dues or other funds deposited electronically by the employer into the bank account of the local Union. All monies received from any source whatever shall be placed in the bank in the name of the Union. The Treasurer shall verify, at least monthly, that dues have been properly deposited into the Union's bank by the employer.

Whenever the term of office of the Treasurer expires or is otherwise terminated, the departing Treasurer shall give to the succeeding Treasurer all papers, documents, records, vouchers, worksheets, books, reports, money, and other Union property that may have been entrusted to him/her by virtue of the office and shall be given an appropriate receipt therefor. Such records, vouchers, worksheets, receipts, books, reports, etc. shall be retained at the Union's principle office for a period of six years.

The Treasurer or Executive Board may call for an audit of financial records at any time they deem such an audit necessary or appropriate. Such an audit should be conducted after each election (when a Treasurer assumes the office or is re-elected) or any other time a new Treasurer assumes the office, but at least once every three years in any event.

ARTICLE 10

DUTIES OF THE CHIEF STEWARD AND STEWARDS

CHIEF STEWARD

The Chief Steward shall be appointed by the Executive Board. It shall be the duty of the Chief Steward to act as the primary liaison between the Executive Board and the Stewards and coordinate the activities of the Stewards. The Chief Steward shall conduct periodic meetings with the other Stewards, and shall preside over those meetings. Stewards who miss three consecutive meetings without good cause may be subject to revocation of their office at the Chief Steward's discretion. Removal and replacement of a Steward may be made by action of the Chief Steward, subject to override by the Executive Board.

The Chief Steward is expected to accept appointment by the Executive Board to serve as a member thereof, with full duties and privileges thereof (e.g., voting). If other duties prevent the Chief Steward from regularly attending Executive Board meetings, the Chief Steward may decline the appointment, which vacancy may be filled by another local Union Member through appointment by the Executive Board. The Chief Steward would retain the remaining Chief Steward duties, including the liaison function that would require attending some Executive Board meetings.

STEWARDS

It shall be the duty of the Stewards to use all legitimate means to educate and inform all people everywhere of the purpose of the Union; and to exercise all legitimate means to execute the purpose of the Union. Stewards shall maintain the recruitment of new Members and shall investigate the grievances of Members.

Any Steward shall bring to the attention of the Executive Board any request of a Member or consultant who is not able to attend Executive Board meetings.

Any Steward may have temporary duties as requested by the Executive Board.

Executive Board members may perform the duties of a Steward at their own discretion or when so requested by a Member of Local 94 (e.g., when another Steward is not readily available).

ARTICLE 11

POWERS AND DUTIES OF THE EXECUTIVE BOARD

Except as otherwise provided in these Bylaws, the Executive Board is authorized and empowered to manage, invest, expend, contribute, use, and acquire local Union funds and property in the pursuit and accomplishment of the objectives set forth in the International Constitution and these Bylaws. The Executive Board is hereby empowered, in addition to such powers as are set forth herein or are conferred by law, to:

1. Provide for salaries, allowances, direct and indirect disbursements, expenses, and reimbursement of expenses for Officers, agents, and employees;
2. Provide for direct and indirect loans for such purposes and with such security, if any, as it deems appropriate, and with such arrangement for repayment as it deems appropriate, all to the extent permitted by law;
3. Provide for the employment and payment of attorneys, accountants, and such other special or expert services as may be required for the organization;
4. On behalf of the Union, its Officers, employees, or Members, to initiate, defend, compromise, settle, arbitrate or release, or to pay the expenses and costs or any legal proceedings desirable to protect, preserve, or advance the interests of the organization;
5. Fill all vacancies in office that occur during the term of such office, which shall be for only the remainder of the term of office;
6. Transact all business and manage and direct the affairs of the Union between membership meetings except as may otherwise be herein provided for. It may delegate to any of its Officers any of the functions and powers herein set forth, other than the power to fill vacancies in office;
7. Do all acts, whether or not expressly authorized herein, which the Board may deem necessary or proper for the protection of the property of the Union and for the benefit of the organization and Members;
8. Decide appropriateness of expenses of representatives of the Union while on official Union business;

9. The President, together with the Treasurer, shall sign all checks on bank accounts. If the President or Treasurer is not available to sign a check within a reasonable time, or if the check is payable to the President or Treasurer, then the Executive Vice-President (if available, otherwise the Secretary, but not both) may sign the second signature block on the check. The President and Treasurer shall be informed of any such check, preferably before it is signed.
10. Officers who miss three (3) consecutive meetings without proper excuse may be subject to automatic revocation of their office.
11. The Executive Board shall meet at least once a month. Said meetings are to be conducted in accordance with the following:
 - a. A majority of the Board shall constitute a quorum. If a quorum is not achieved (or is lost due to early departure of a board member who does not expressly consent to its continuation), then the meeting may proceed for discussion only, with no decisions permitted or minutes required.
 - b. In voting on a motion, each board member present shall have one vote, except the President, who shall vote only to break a tie. A simple majority of those voting shall determine the outcome.
 - c. A board member may choose to be represented by proxy, held only by another Executive Board member, at an Executive Board meeting. No more than one such member will be considered present for determination of a quorum. Any such proxy shall:
 - i. Be in writing, signed (or emailed) by the member granting proxy;
 - ii. Specify the date and time of the scheduled meeting for which the proxy is granted, or range of dates thereof;
 - iii. Specify any specific voting instructions on issues expected to come before the board (for, against, or at the discretion of the proxy holder); and
 - iv. Specify whether or not the proxy can be used to vote on other motions that may come before the board and, if not, whether the proxy should be excluded from meeting the quorum requirement with respect to such additional business.
 - d. All Executive Board members shall be informed of the meeting place and time at least 24 hours (excluding weekends, holidays, and AWS days off, but not leave days) in advance, if feasible. If this notice is not provided and any decisions are made at the meeting, then any EB member may demand reconsideration of those decisions at an EB meeting for which proper notice was provided.
 - e. Any local Union Member in good standing may attend Executive Board meetings as a visitor, but shall have no vote. During executive sessions where sensitive issues (e.g., personnel issues) are to be discussed, the Executive Board may exclude all visitors. The

extent of participation in discussions by visitors shall be controlled in accordance with the President's duty to maintain order.

12. The Executive Board may make decisions between meetings by electronic mail. Any such motion must carry by a majority of the entire Executive Board voting in favor (not by a majority of only those voting).

ARTICLE 12 ALLOWANCES, EXPENSES, AND BENEFITS

1. Allowances

Recognizing that Officers, Members, or other employees of this Union must participate in cultural, civic, political, fraternal, and educational activities in addition to their specific duties provided in the International Constitution and these Bylaws; that such activities benefit the Union and the Members; and recognizing that the time spent in such activities may be unpredictable and unascertainable; such Officers, Members, and employees may be granted an allowance in such amount (daily, weekly, or monthly) as the Executive Board may determine appropriate. On all assignments that require travel outside of the municipality, Officers, Members, or employees may receive an out-of-town allowance in such amount as the Executive Board may determine appropriate. In addition to the allowances set forth above, all Officers, Members, and employees may be reimbursed for, or credit provided for, all expenses incurred in connection with their activities, if approved by the Executive Board, or by the membership at a regular meeting.

2. Expenses

When a representative of the organization is engaged in activities which have been authorized by the membership at a regular or special meeting or by the Executive Board, and acts in the interest of, or for the benefit of, the Union and its Members, the labor organization shall pay the reasonable expenses incurred therein, or reimburse the representative upon receipt of itemized vouchers from him/her or the supplier of such services.

ARTICLE 13

NOMINATION AND ELECTION OF OFFICERS

1. Meetings for nomination of Officers shall be held every even-numbered year at the regular meeting in May, which meeting should be scheduled for no later than the fourth Wednesday of May. Election shall be held not less than 30 days, nor more than 90 days, after nominations have been closed (unless no election is required due to selection of all Officers by acclamation as described below).
2. The Union shall elect its Officers by secret ballot. If an Officer is to be a Delegate (see ARTICLE 21) to an IFPTE Convention, then the ballot shall note specifically that the position being voted for is "<officer title>/Delegate to the <year> IFPTE Convention," in accordance with the IFPTE International Constitution.
3. Officers shall be elected for two years, but may hold office until their successor is duly elected, qualified, and installed. At least twenty (20) days prior to the date of the nomination meeting, specific notice of the date, time and place of the nomination meeting, and the offices involved, shall be given in such manner as shall be reasonably calculated to reach all Members, and each Member shall be advised in such specific notice that copies of these rules shall be made available to him/her immediately by one of the following methods:
 - a. By posting on the Local 94 website (provided said Member has internet access); or
 - b. By mailing a copy to each Member; or
 - c. By publication in the Union periodical, if there be one; or
 - d. By electronic mail.
4. The eligibility of Members shall be as follows:
 - a. *To nominate, vote for, or support candidates.*

Every Member who meets all of the following requirements shall have the right to nominate, vote for, or otherwise support the candidate of his/her choice:

 - i. Became a Member at least 60 days before the nominations meeting (at least 30 days if in the bargaining unit less than the aforementioned 60 days) and remained a Member in continuous good standing through and including the date of the applicable activity (nominations meeting or election); and
 - ii. Has dues paid up through the month in which the applicable activity (nomination or election) is held (provided, however, that no Member whose dues have been withheld by his/her employer for payment to the Union pursuant to his/her voluntary authorization provided for in a collective bargaining agreement shall be

declared ineligible to nominate, vote for, or be a candidate for office in the Union, by reason of an alleged delay or default in the payment of dues by his/her employer to the Union);

b. *To stand for election.*

Every Member in good standing, by the payment of his/her dues on or before the first business day of the current month in advance; in accordance with the International Constitution, and who has been in continuous good standing for each month in the one-year period immediately prior to nominations, as determined by the date the Member signed a Standard Form 1187, shall be eligible to hold office if he/she is otherwise eligible under the International Constitution and these Bylaws to hold office. President, Executive Vice-president, Secretary, Treasurer, and Stewards (Representatives) are permitted to run for reelection or for a different office. Any Member who is ruled ineligible to run for office shall appeal within forty-eight (48) hours of the ruling of ineligibility to the (IFPTE) International President; the International President or designee shall decide such an appeal within four (4) days.

5. The nomination meeting shall be as follows:

- a. Nominations and the conduct of the election and related questions shall be the first order of business at the nomination meeting and minutes shall be kept of the meeting.
- b. Members who are eligible to nominate (as described earlier in this article) but are unable to attend the nominations meeting may nominate candidates in advance. To do so, they shall communicate their nominations by electronic mail, or other reliable means, to the Election Official (the Secretary, unless another Member has been designated as the Election Official by the Executive Board) and at least one other Executive Board member. The Election Official shall provide a receipt to the Member for such nomination(s). Such advance nominations shall be presented by the Election Official or another Executive Board member at the nominations meeting (at earliest opportunity after the meeting is called to order and before nominations are closed), provided the nominating Member remains eligible to nominate on the date of the nomination meeting. No other proxy nominations (e.g., proxy held by a person at the meeting who is not otherwise qualified to nominate) will be accepted.
- c. Any question about the eligibility of candidates nominated by motion at such meeting shall be decided by the Secretary, Election Official, or President of the Union, or their designees, within twenty-four (24) hours and may be appealed to the International President, in accordance with the provisions of the eligibility paragraph. Questions about qualification of candidates nominated in advance of the meeting should be resolved before the meeting, if possible.
- d. Nominations shall not be closed until a call for further nominations has been made three times by the chairs without further nominations being made.
- e. Nominees shall be afforded the opportunity to expressly accept or decline the nomination. If feasible, this should be done before nominations are closed.

- f. In the event only one candidate is nominated for any office, no election shall be conducted for such office unless required by law, and such unopposed candidate shall be declared elected by acclamation at the nomination meeting.
 - g. If there is to be an election, then it must be decided at the nomination meeting whether or not to allow absentee voting.
 - h. Members may not nominate themselves.
6. Elections shall be held as follows:
- a. After the nomination meeting, but not less than twenty (20) days prior to the election, specific notice of the date, time, and place of the election shall be mailed to each Member at his/her last known home address.
 - b. Voting shall be conducted by secret ballot among the Members in good standing. There shall be no proxy vote. Each Member shall be entitled to one vote.
 - c. Absentee voting by mail and eligibility for absentee voting may be authorized by majority vote of the membership in attendance at the nomination meeting. Absentee ballots shall be valid only if they are received before the closing of the polls. Absentee voting shall be conducted with all proper safeguards.
 - d. All candidates shall be accorded a reasonable time to state their qualifications for office prior to the election.
 - e. Each candidate shall have the right to have an observer at the polls and at the counting of the ballots. Candidates and their observers may challenge the eligibility of voters, and all challenged ballots shall be set aside pending determination as to their validity. All challenges shall be investigated to determine their validity as promptly as possible if the challenged ballots are sufficient in number to affect the result of the election.
 - f. Protests concerning the rulings or the eligibility of voters and the conduct and validity of the election shall be filed within forty-eight (48) hours with the International President or his/her designee, who shall decide such protests within seven (7) days. Decisions of the International President shall be binding, subject to appeal as provided in the International Constitution, and shall determine which officers shall conduct the affairs of the Union pending final resolution of the protest.
 - g. All nomination and election records, including the minutes of the nomination meeting and the ballots cast, shall be preserved for a period of at least one year.
 - h. When there are more than two candidates for an office, the candidate receiving the most votes shall be declared elected.
 - i. There shall be no write-in candidates.

7. Duties of the Election Official (the Secretary, unless another Member has been designated as the Election Official by the Executive Board) in connection with nomination and election shall be as follows:
- a. The Election Official shall, at least twenty (20) days prior to the holding of any nomination, give notice to all Members of the time, place, and date at which nominations shall be held in connection with such election. Such notice shall be given in the manner determined by the Executive Board.
 - b. The Election Official shall accept advance nominations from Members eligible to nominate candidates for office; shall provide receipt to the Member for such advance nominations; and shall cause such advance nominations to be presented at the nomination meeting, provided the nominating Member remains eligible to nominate on the date of the nomination meeting.
 - c. The Election Official shall, at the time of any nomination, review the qualification for office of any Member at his/her request and shall make a determination of eligibility.
 - d. The Election Official shall give written notice to each Member of the Union at least twenty (20) days prior to any election date of the time, place, date, hours, and offices upon which voting shall be held by mailing such notice to the Member's last known address.
 - e. Upon reasonable request of any bona fide candidate for office, the Election Official shall arrange for the distribution of any campaign literature by mail, or otherwise, provided that in making such request the candidate pays all costs involved in advance. The Election Official may require that all campaign literature shall be presented to the principal office of the Union not later than twenty (20) days prior to the election and may, where the volume of work involved exceeds the facilities and capacities of the employees of the Union, provide for a consolidation of such distribution and the cost in that event of such distribution shall be distributed on a pro rata basis.
 - f. The Election Official shall make available for inspection by any bona fide candidate the membership list covered by Union security agreements once within thirty (30) days prior to the election date. Such inspection shall be arranged for in advance by the Election Official. No candidate shall be permitted by the Election Official to copy any names or addresses of the employees.
 - g. The Election Official shall retain copies of all requests for distribution for campaign literature and copies thereof; shall make a record of the date the literature was distributed, the cost thereof and the amount received for such work and for postage; a copy of the notices of nomination and of the election; copy of the ballot; the official tally sheet submitted by the tellers and such other records as shall relate to the conduct of the election. In the event there shall be any protest or charges made concerning the conduct of the election, such protest or charge shall be made in writing to the Election Official within forty-eight (48) hours of the event, specifying the exact nature of the protest and, where an election has already been held, setting forth how it has affected the outcome of

election. The Election Official shall refer the protest to the Executive Board for disposition.

- h. The Executive Board may appoint separate Election Officials for the nomination and election processes.

ARTICLE 14 DUES

The regular monthly dues of this organization shall be \$5.00 per pay period for GS-9 and below and \$8.00 per pay period for GS-10 and above. Members shall also have the option of electing to pay higher dues than required, at their discretion. Employees on part-time status (as defined by OPM, currently 32 or fewer hours per week) shall not be required to pay more than \$5.00 per pay period regardless of grade, but may elect to pay more.

Special assessments and levies may be made from time to time in the manner provided hereinafter.

Dues should be set at a level that at a minimum:

1. Covers the monthly per-capita tax (payable to IFPTE) for a GS-10 or above, full-time employee from one bi-weekly dues payment.
2. Covers the per-capita tax for a GS-9 or below employee from the total dues collected from said employee (i.e., the total dues collected from the Member over the 26 pay periods in a year equals or exceeds the total of the 12 monthly per-capita tax payments for the year for that Member).

Should dues fall below the above minimums due to increases in per-capita tax, the Executive Board shall propose a dues increase within 60 days of implementation of the new tax rate.

Any increase in the rate of dues or special assessments shall be made only in accordance with the following procedure:

1. Reasonable notice shall be given to the membership at least twenty (20) days prior to the meeting at which the membership will consider the question of whether or not such dues, or special assessment shall be changed or levied. The notice shall indicate that an increase or assessment is to be voted on. Such meeting may be general or special.
2. At the regular or special meeting called, voting shall be by secret ballot of the Members in good standing.
3. A majority vote by secret ballot of the Members in good standing voting at such meetings shall decide the issue.

ARTICLE 15 MEETINGS

1. Regular Meetings

Regular meetings shall be held as provided by the International Constitution at such places and at such times as designated by the Executive Board and approved by the membership at a general or special meeting.

Members in attendance at meetings shall have the right to express their views, arguments, or opinions upon any business properly before the meeting subject to these Bylaws and the rules and regulations adopted by the Executive Board pertaining to the conduct of meetings, but no Member in exercising such rights shall evade or avoid his/her responsibility to the organization as an institution or engage in or advocate any conduct that would interfere in the Union's performance of its legal or contractual obligations, or conduct himself/herself in an ungentlemanly, unladylike, unruly, or boisterous manner.

2. Special Meetings

Special meetings of the local Union may be called by the President, as set forth in ARTICLE 6. Upon failure of the President to call a special meeting within a reasonable time after a petition of 10% of the membership, a majority of the Executive Board may call such meeting by action taken at a duly called Executive Board meeting.

3. Quorum

A quorum of a general meeting shall consist of seven (7) Members attending in good standing. The Secretary shall determine when a quorum is present at a meeting and so inform the presiding officer before any meeting is called to order.

ARTICLE 16 MEMBERSHIP

An applicant shall be considered a Member when he/she shall meet all the following requirements for membership:

1. Written application for membership, as determined by the Union and consistent with the International Constitution (e.g., section 18.1).
2. Written and signed authorization for payroll deduction of dues on Standard Form 1187.
3. Acceptance of his/her application and dues by the Union.

- a. No applicant shall become a Member in the first ten days following the filing of his/her application.
 - b. A Member shall lose good standing in the organization by suspension or expulsion from membership after appropriate proceedings consistent with the Bylaws of this Union, or by nonpayment of dues on becoming three (3) months in arrears.
 - c. A Member losing good standing status because of failure to pay dues or other obligation as required by the International Constitution or these Bylaws, if having not been suspended or expelled from membership, may be reinstated to good standing by the payment of three (3) months dues and other financial obligations.
 - d. A Member shall be considered to have voluntarily withdrawn from membership upon revocation of voluntary dues payroll deduction. There is a limited exception for Members whose dues are stopped due to retirement from federal service. Refer to the International Constitution regarding rights and privileges of retired Members.
 - e. In any case where the Union is required to give an honorable withdrawal card under the terms of the International Constitution, it may provide for the continuance of union benefits only to such former Members under conditions that the Union shall set forth.
 - f. No Member shall engage in dual unionism, or espouse dual unionism or disaffiliation in the course of any meeting; shall not slander or libel the Union, its Members or its officers; shall not be a party to any activity to secure the de-certification of the Union as the collective bargaining agent; or interfere with any business agent or officer in the performance of his/her duties.
 - g. No Member shall be permitted to engage in any of the aforementioned conduct at any assembly or meeting of other Members.
 - h. It is the responsibility of each Member to live up to the agreement and report any and all violations to the Union officers.
 - i. Each Member shall inform the Secretary of his/her current mailing address, electronic mail address (if any), and any changes thereto.
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ARTICLE 17

UNION CONSULTANTS

Union Consultants are not officers of the local Union. They may be selected in such manner and have such duties as the Executive Board may direct. Union Consultants shall have in their possession a copy of the International Constitution, these Bylaws, the Federal Service Labor-Management Relations Statute, and a copy of the Negotiated Collective Bargaining Agreement.

ARTICLE 18

CHARGES AND TRIALS

Each Member of this Union shall have the right to fair treatment in the application of Union rules and law in accordance with the International Constitution, these Bylaws, and the Federal Code governing unions. In application of all rules and procedures relating to union discipline, the essential requirements of due process of law (notice, hearing, and judgment based upon the evidence) shall be observed, without, however, requiring the technical formality required in courts of law.

Members shall have the right to be represented by any Member in good standing; but no lawyer shall be permitted to appear on behalf of Members in internal Union trials, except upon approval of the trial board.

Recognizing that the requirements of fairness and due process of law shall be administered by groups of working people, this Union adopts the following procedures with the specific understanding that the following procedural guides are designed to attain justice both to the individual Member and the Union; and, in instances where deviations from such procedures do not substantially affect the Member's substantive rights, these procedures are not intended to constitute the technically precise requirements of strict pleadings in courts of law.

Members of this Union may be charged only with the offenses specified in the International Constitution and may be tried in accordance with procedures therein specified.

Officers may be charged only with the offences specified in the International Constitution, or with "serious misconduct". "Serious misconduct" of an officer shall be defined as:

1. Willful or negligent failure to hold the money and property of the Union solely for the benefit of the Union and its Members and to manage, invest, and expend the same in accordance with these Bylaws, or any resolutions or directions of the Executive Board, or the membership.
2. Dealing with the Union as an adverse party in any manner connected with his/her duties.
3. Holding or acquiring any written pecuniary or personal interest which conflicts with the interest of the Union.
4. Failure to account, after written request for accounting is made by Members in good standing, for any profit received by him/her or under his/her direction on behalf of the Union.

The procedures specified in the International Constitution shall govern all trials and appeals. The requirements of the International Constitution and the principles of fairness and due process shall be attained by substantial adherence to the following:

1. Copies of all charges should be submitted in writing to the person charged at least ten (10) days prior to any trial or hearing.
 2. Details of the conduct or activity charged should be described; giving dates and places where possible.
 3. The trial board should not include among its members any person who is in the role of an accuser.
 4. Verbatim minutes, mechanical recording, or other accurate summaries of the evidence should be kept.
 5. The accused should have the right to confront and cross-examine witnesses giving testimony against him/her.
 6. The trial board should give to the accused full opportunity to make his/her defense and to produce testimonial or documentary evidence for that purpose.
 7. The decision of trial boards should recite the facts that it finds to be true, and should set forth the basis for the decision reached.
 8. All documents in the proceeding, as well as summaries of evidence or stenographic minutes shall be preserved and kept available for use in further proceedings in the Union.
 9. It should always be understood that every accusation must be supported by proof.
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ARTICLE 19

EXHAUSTION OF REMEDIES

No local union, or any other subordinate body, nor any Member or officer thereof, nor any officer or member of the International Union, shall resort to any court or agency outside the International Union until all forms of relief and every avenue of appeal as provided by the International Constitution has been exhausted, unless otherwise provided by statutory law.

ARTICLE 20

BONDING

The Officers of this local Union shall be bonded in an amount equal to 10% of the funds handled by them or by their predecessors during the preceding fiscal year. The bonding requirements of the International Constitution shall also be observed.

ARTICLE 21 DELEGATES

Delegates shall be selected and credentialed in accordance with the IFPTE International Constitution, Article 12 *Conventions and Representation at Conventions*, which also specifies the number of delegates to which the Local Union is entitled.

The President shall be the first delegate and chairman of the delegation to conventions and caucuses of the International Unions, unless he/she declines for good cause. In the event the President cannot attend, the Executive Vice-President, the Secretary, or the Treasurer shall act as chair for the delegation, in the order of succession. If the Local Union is entitled to a second delegate, it shall be the Executive Vice-President or other Officer, in the same order of succession. Any other delegates shall be nominated and elected in a manner provided by the Executive Board of the Union provided that adequate notice of nominations and elections of such delegates shall be given and provided further that all such delegates shall be elected by secret ballot. In order to qualify for nomination and election as a delegate for this Union, each delegate shall, at the time of nomination, be a Member in good standing for one year immediately prior to being nominated.

ARTICLE 22 INTERNATIONAL CONSTITUTION

This Union acknowledges that the IFPTE International Constitution supersedes any and all provisions of these Bylaws that are inconsistent with such Constitution. The Union hereby re-adopts, as its Constitution, such International Constitution, and incorporates herein by reference, as though fully set forth herein, all such provisions of such Constitution, as it may be interpreted, modified, or amended from time to time, which are applicable to the Union matters and affairs.

Note: as of this writing, the International Constitution can be found on the IFPTE website, Governing Documents page, at <http://www.ifpte.org/about/docs.html> and a link to such a page will be maintained on the local Union's web page.

ARTICLE 23 SAVING CLAUSE

The provisions of these Bylaws relating to the payment of dues, assessments, fines or penalties, etc., shall not be construed as incorporating into any union security contract those requirements

for membership in good standing that may be in violation of applicable law, nor shall they be construed as requiring any employer to violate any applicable law. However, all financial obligations imposed by or under the International Constitution and these Bylaws (and in conformity therewith) shall be legal obligations of the Members upon whom imposed and enforceable in a court of law.

If any provision of these Bylaws shall be declared invalid or inoperative by any competent authority of the executive, judicial, or administrative branch of federal or state government, the Executive Board shall have the authority to suspend the operation of that provision during the period of its invalidity; and shall substitute in its place and stead a provision which shall be in accord with the intent and purpose of the invalid provision. If any Article of these Bylaws should be held invalid by operation of law, or by any tribunal of competent jurisdiction, the remainder of these Bylaws or the application of such Article to persons or circumstances other than those as to which it has been held invalid, shall not be affected thereby.

ARTICLE 24 AMENDMENTS

Any Member may propose amendments to these Bylaws. The proposed amendments, unless otherwise provided herein, shall be submitted to the Executive Board prior to being published in the Union's monthly periodical, or internet homepage, and shall be read at one regular meeting. In lieu of a reading at a regular meeting, the proposed amendments may be sent (e.g., by electronic or regular mail at the Members' last known addresses) in such manner as shall be reasonably calculated to reach each Member at least 20 days before a general meeting at which said amendments are voted upon. The proposed amendment shall be voted upon at the next regular meeting, or (provided they were read at a general or special meeting) through electronic mail. Amendments may be also proposed, read, and voted upon at a special meeting called for such purpose with advance written notice of fourteen (14) days to the membership of the nature of the amendment. Amendments approved by a majority vote of those Members present and voting shall take effect immediately upon receipt by this Union of such approval.

ARTICLE 25 PERIODICAL

The Union shall publish, as resources permit, a periodical, which shall be mailed or distributed electronically prior to each regular meeting and at such other times as are deemed appropriate by the Executive Board. The periodical shall be reviewed for accuracy and official Union position before publication by a member of the Executive Board and two other Members of the Union.

ARTICLE 26

STANDING RULES FOR UNION MEETINGS

GENERAL RULES

1. The regular order of business may be suspended by a majority vote of the meeting at any time to dispose of anything urgent.
2. If a quorum is present at the advertised start time, then the meeting shall commence promptly. A nomination meeting or other meeting with a particular purpose shall get to that purpose without delay after the meeting is called to order.
3. If a quorum is not present at the advertised start time, then Members present may attempt to contact other Members to encourage them to come to the meeting. The following is the order of precedence for continued action:
 - a. If a majority of those present concur, then the meeting will be canceled or rescheduled to a later date and advance notice requirements will apply again for the rescheduled date.
 - b. Otherwise, those present may wait in anticipation of achieving a quorum:
 - i. For up to 15 minutes, or
 - ii. With the consent of any Member who needs to leave before the quorum is achieved, for up to 60 minutes, or
 - iii. By unanimous consent of those present, for up to 3 hours.
4. The Chairman of the meeting shall enforce those rules and regulations and may direct that Members be removed from the meeting for violation of these rules.
5. Any conversation, by whispering or otherwise, or any other activity, which is calculated to disturb or may have the effect of disturbing a Member while speaking or disturb the conduct of the meeting or hinder the transaction of business, shall be deemed a violation of order.
6. All business done in the Union shall be strictly secret to all outside the Union, except that deemed releasable and published in our monthly periodical.
7. When a Member wishes the floor, he/she shall rise and respectfully address the Chair, and if recognized by the Chair, he/she shall state his/her name.
8. If two or more Members rise to speak, the Chair shall decide which is entitled to the floor.
9. Every Member, while speaking, shall adhere to the question under debate, avoid all personal insult and indecorous language, as well as any adverse reflection on the Union or any

Member thereof; but, all Members shall have the right to express their views, arguments, and opinions about candidates, and upon any proper business at the meeting.

10. No Member shall interrupt another while speaking except to a point of order, and he/she shall explicitly state the point.
11. Any Member, while speaking, being called to order by another, at the request of the chair, shall cease speaking and be seated until the question of order is determined.
12. If any Member shall feel himself/herself personally aggrieved by a decision of the chair, he/she may appeal the decision to the meeting without debate.
13. When an appeal is made on the decision of the chair, said appeal shall be stated by the Chairman to the meeting in these words: "Shall the decision of the Chair be sustained as the decision of this meeting?" The Member shall have the right to state the grounds of appeal, and the Chair shall give reasons for his/her decisions. Thereupon the Members shall proceed to vote on the appeal without further debate, and it shall require a majority vote to sustain such an appeal.
14. No Member shall speak more than once on the same question until all the Members wishing to speak have had an opportunity to do so; nor more than twice without permission of the Chair, nor more than ten (10) minutes at one (1) time.
15. All resolutions and motions, other than the first six (6) in Rule 18, or to accept or adopt the report of the committee, shall be reduced to writing by such person as is authorized to take such proceedings before the President shall state the same to the Union.
16. In presenting a motion, a brief statement of its object may be made, but no discussion of its merits shall be admitted until the question is stated by the Chair.
17. Any Member may call for a division on a question when the subject admits thereof.
18. All votes other than amendments to the Constitution, Bylaws, Rules, or Orders may be considered at the same or next succeeding meeting upon a motion made and seconded by two (2) Members who voted in the majority, provided the Union agrees thereto; but, after a motion to reconsider has been lost, it shall not be renewed.

PRIVILEGED QUESTIONS

19. The following motions shall have precedence in the following order herein arranged: First, to adjourn; second, to close debate; third, to take the previous question; fourth, to lie on the table; fifth, to postpone indefinitely; sixth, to postpone to a definite time; seventh, to refer, eighth, to amend.
20. The following motions are not debatable; one to adjourn; two, to lay on the table; three, for the previous question; four, to close debate.
21. When a question is postponed indefinitely, it shall not come up again, except upon a majority vote.

22. The motion to close debate may be made by two (2) Members, and shall be put in this form: "Shall the debate now close?" And, if adopted, the President shall proceed to take the question on the resolutions and amendments thereto, according to priority, without further debate.
23. The call for the previous question may be made by six (6) Members and shall be put in this form: "Shall the main question be now put?" If adopted, the effect shall be to take the question on the original resolution to the exclusion of all debate and all amendments that have not been adopted.
24. If a question has been amended, the question on the amendment shall be put first; if more than one amendment has been offered, the question shall then be put as follows: (1) amendment to the amendment; (2) amendment; (3) original proposition.
25. A motion to adjourn shall always be in order except: (1) when a Member has the floor; (2) when Members are voting.
26. A motion to adjourn having been put and lost shall not be in order again, provided there is further business before the local Union, until fifteen (15) minutes have elapsed.

VOTING

27. The President, while presiding, shall state every question coming before the Union before suffering debate thereon, and immediately before putting it to a vote he/she shall ask, "is the Union ready for the question?" Should no Member rise to speak and the Union indicates its readiness, the President shall rise to put the question. After he/she has risen, no Member shall be permitted to speak upon it.
28. When the presiding officer has commenced taking the vote, no further debate or remarks shall be allowed, unless a mistake has been made, in which case the mistake shall be rectified and the presiding officer shall recommence taking the vote.
29. Every Member present shall vote on all questions before the Union unless personally interested. A motion to excuse a Member from voting shall be put without debate.
30. When a motion has been declared carried or lost by acclamation, any Member, before the Union proceeds to other business, may call for a count, but the "yeas" and "nays" cannot be called unless demanded before the President rises to put the question.
31. The "yeas" and "nays" may be called for by two (2) Members and upon the assent of one-third (1/3) of the Members present shall be taken.
32. All and other proceedings in debate, not herein provided for, to be governed by Roberts' Rules of Order; latest revision.
33. One (1) tap of the gavel shall call to order; two (2) taps to be seated; three (3) taps to rise.