

**BYLAWS OF THE  
NATIONAL TREASURY EMPLOYEES UNION  
CHAPTER 282**

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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, Headquarters -- Jurisdiction and Fiscal Year

#### **Section 1: Name**

This organization shall be known as the National Treasury Employees Union (NTEU), Chapter 282.

#### **Section 2: Headquarters and Jurisdiction**

The headquarters of the Chapter shall be maintained in Silver Spring, Maryland and 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 fiscal year of the Chapter shall be from October 1 to September 30.

## PART III

### Membership

#### Section 1:

Any person who is presently employed by the Federal Government within the Chapter'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, color, religion, sex, national origin, age, disability, marital status, or sexual orientation.

#### Section 2:

A member of Chapter **282** is defined as one who is eligible for membership pursuant to Article V, Section 1 of the NTEU National Constitution and who has remitted to the Chapter and for 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 Chapter and 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 amount of Chapter and national per capita dues payable pursuant to the dues withholding program.

#### Section 3:

Classification of membership in Chapter **282** shall **be**:

- (A) **Bargaining Unit Member**: any member presently employed by the **Food and Drug Administration within the jurisdiction of Chapter 282.**
- (B) **Retired Member**: **any former employee of the Food and Drug Administration who is drawing** an annuity under the U.S. Civil Service Retirement System and/or the Federal Employees Retirement System.

- (C) Former Employee Member: any member formerly employed by the **Food and Drug Administration** 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) Member-at-Large:-- any person who meets the definition as set out in Part VII (E) of the NTEU National Bylaws.
- (F) Non-Bargaining Unit Member-Restrictive Membership: Any non-bargaining unit employee of Food and Drug Administration that pays membership dues.

## 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 members of the Chapter Executive Board.
- (B) Amount of dues -- Unless modified by Section 3(A) below, the per capita payment from each **bargaining unit active** 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, ~~or~~ member-at-large, **or non-bargaining unit member** as prescribed by the NTEU National Bylaws.
- (C) Proration of funds -- In the case of a new **member 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 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. 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. Per capita payments collected by the Chapter shall be forwarded to the National Headquarters Office.
- (B) Dues withheld for members on a dues withholding program will be paid directly to the National Headquarters Office, which will then remit to the Chapter its share within ten (10) days.

## **Section 3: Increase in Dues**

- (A) For each increase in the National per capita dues, the Chapter shall automatically increase at a rate of 50% of the National per capita increase, and become effective on October 1 of the year in question.
- (B) An increase in Chapter dues which is not tied to an increase in National per capita dues shall occur only by secret ballot in an annual, general 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 an annual, general or a special meeting which may be called pursuant to Part V, Section 2 and 3 of these Bylaws. The meeting notice shall state the amount and the effective date of the proposed increase. Notice shall be either by letter to all members, or publication in a Chapter newspaper which is mailed to all members' last known address, or publication in a special message which is mailed to all members' last known address. The dues increase shall be levied after a majority vote of the members of the Chapter at an annual, general or special meeting as described above.

## **PART V**

### Chapter Meetings

#### **Section 1:**

The Chapter shall hold at least two (2) meetings per year with one meeting considered as the annual meeting.

#### **Section 2:**

The meeting place will be designated by the President and notice given to the **bargaining unit** members at least seven (7) days prior to the meeting date.

Due notice of said meeting with a tentative agenda shall be issued at least seven (7) calendar days of the meeting

This notice shall be by at least one of the following: letter or via e-mail to all **bargaining unit** members, in a publication, a Chapter newspaper which is mailed to all members' last known address or by posting the meeting notice on all official bulletin boards or chapter website.

#### **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 **fifty (50) bargaining unit members employees of Chapter 282.**

#### **Section 4:**

- (A) **All bargaining unit members** of Chapter **282** shall have equal rights to attend and participate in all Chapter meetings.
- (B) Each **bargaining unit** member shall be entitled to one (1) vote at any annual, general or special meeting, and in the election of officers.
- (C) In case a **bargaining unit** member's right to vote is challenged, the Chapter President shall rule on the member's right to vote at said meeting. The **bargaining unit 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:**

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

#### **Section 6:**

Each **bargaining unit** 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:**

The Chapter Executive Board shall be composed of the following Chapter Officers: President, Executive Vice President, **~~Secretary/Vice President for Correspondence and Records, Treasurer/Vice President for Finance,~~** Center Vice Presidents:

CBER (1), CDER (2), CDRH (1) CFSAN ( 1), CVM (1), OC (1), ORA /BTL District (1) and CTP (1).

**Note:**

**1. The composition of the executive board will be become effective in the election of 2013. The current members of the board will remain in their positions until the new election.**

**2. The President will appoint with simple majority of the board the following additional non-voting members of the board: Vice Presidents for: CDER (1), CDRH (1), CFSAN (1) and VP's at Large (2).**

**Section 2:**

The Chapter Executive Board shall have jurisdiction over all matters not specifically reserved to the members, and shall have authority to:

(A) Authorize necessary Chapter expenditures over **\$300** and establish procedures for payment of authorized Chapter expenditures over **\$300** and

(B) Fill an office vacancy by a **simple** majority vote of the Executive Board.

**Section 3:**

A quorum for the purpose of an Executive Board meeting shall consist of a **simple** majority of its members.

**Section 4:**

The Chapter Executive Board shall convene for regular meetings quarterly at a time and place designated by the President.

**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 meeting must be convened within thirty (30) days after receipt of the request by the President.

**Section 6:**

The following business shall be observed: see Part XI (A)-Order of Business.

**Section 7:**

All actions and minutes of the Executive Board will be available to the members by the Secretary ~~for Correspondence and Records~~ at the next general or annual meeting of the Chapter.

**Section 8:**

"Whenever a duly scheduled meeting agenda of the Executive Board has been issued seven days in advance to the attention of its members by either email, telephoning, or face-to-face notifications and there is not enough members present on the date, time and place set for conducting said meeting to constitute a quorum per the By Laws, the Chapter President is authorized to convene a follow-up Call Meeting of the Board.

Members of the Board will be duly notified seven days in advance of the meeting by either certified mail, email, telephoning, or face-to-face notifications that the same business agenda that could not be discussed and voted on previously due to absentees as required by the By Laws will be discussed and voted on at the subsequent follow-up meeting by those Board members who are present and voting.

The decision reached at the Call meeting will be adopted as the action of the full Executive Board.

The Secretary will record the minutes of both meetings to show the process and procedure that was followed. The minutes will be read at the 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: Eligibility for Officer Nomination and Candidacy**

In order to be a candidate for election to any office of NTEU Chapter 282 the **candidate must be a bargaining unit member (as per Part III, Section 3A) of Chapter 282 bylaws and in good standing for 24 consecutive months prior to the elections.**

#### **Section 3: Elections**

- (A) Terms of office for the Chapter officers shall be three (3) years. The exception being that the President cannot run for more than two (2) consecutive terms. The election to office of all Chapter officers shall follow the procedures provided for in the NTEU National Constitution and Bylaws. The election process shall begin on or about August 15, and the officers will assume their elected positions on October 1, at the beginning of the Chapter's fiscal year.
- (B) The Chapter President and Vice Presidents, by their election, are considered ex officio delegates to the NTEU National Conventions conducted during their terms of office.
- (C) The election of any additional delegates to the NTEU National Convention shall be conducted pursuant to the NTEU National Constitution and Bylaws.

#### **Section 4: Duties**

- (A) The President's duties shall be:

- (1) To preside at all duly called meetings of the Chapter.
- (2) To appoint by simple majority vote of the board the following: Secretary, Treasurer, Vice Presidents: CDER (1), CDRH (1), CFSAN (1) and (2) VP's at Large.
- (3) To appoint and remove Stewards with concurrence and recommendation of the Chief Steward.
- (4) To appoint and remove the Chief Steward.
- (5) To issue proper notice calling meetings of the Chapter and the Executive Board pursuant to Part IV, Section 3 and Part V, Sections 2 and 3 of these Bylaws;
- (6) To preside at all regular and special meetings of the Chapter and Executive Board;
- (7) To appoint chairpersons of all committees (standing and nonstanding) with advice of the Executive Board.
- (8) To represent and act as spokesperson for the Chapter in all matters in harmony with the will and guidance of the Executive Board
- (9) To attend all meetings with the Agency's management as deemed necessary and briefs the Executive Board.

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

- (1) To act in the absence of the Chapter President per Section 4 above,
- (2) As the chief operations officer of the Chapter, the EVP interprets the CBA and performs duties as necessary to enhance the visibility and quality of responsiveness of the Chapter,

- (3) To coordinate the activities of the membership committee 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
- (5) To distribute information and assist the President as his/her spokesperson.

(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 each correspondence as may be necessary or as the President shall direct; and maintain copies in a permanent file;
- (3) To maintain custody of all books, records, papers and effects of the Chapter, and transfer these items to his/her successor at termination of his/her tenure of office;
- (4) To 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 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 President or Executive Board, and to maintain a petty cash fund in an amount as determined by the Executive Board;
- (3) To submit monthly financial reports and other reports as requested by the Executive Board;
- (5) To submit the Chapter books and accounts for audit on the demand of the Executive Board;
- (6) To furnish a surety bond to the Chapter, the premium of such bond to be paid by the Chapter;
- (7) To prepare and file Internal Revenue Form 990 and Department of Labor LM forms
- (8) To keep an accurate and current record of all receipts and expenditures of the Chapter, according to accepted accounting procedures.

(F) The duties of the Chief Steward shall be:

- (1) To recommend stewards to the president for appointment or removal;
- (2) To chair the Stewards' meetings;
- (3) To receive, delegate and keep a complete and accurate record of all such cases (complaints, grievances and adverse actions);
- (4) To report to the Executive Board at least once a year on the status of all relevant matters under the chapter purview.

## **PART VIII**

### **Chapter Elections**

#### **Section 1: Candidates for Election**

Any candidate for election to any office of the Chapter 282 **must be a bargaining unit employee (as per Part III, Section 3A) of Chapter 282 bylaws and in good standing for 24 consecutive months prior to the elections.**

#### **Section 2: Eligibility to **Nominate and Vote****

All **bargaining unit** members of Chapter 282 are eligible to vote in all Chapter elections and to nominate candidates for Chapter office. All officers are elected at large.

#### **Section 3: Elections of Chapter Officers**

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

(A) No less than forty-five (45) days prior to the scheduled election, a Chapter must mail to each **bargaining unit** member at his/her last known address, a Notice of Nominations and Notice of Election which shall:

- (1) Identify the offices to be filled;
- (2) Specify the date, time and place for any special meeting for the purpose of nominations for office or state that nominations must be submitted to the Chairperson of the Election and Nominations Committee in writing fifteen (15) days prior to the scheduled election date; and
- (3) The Chairperson of the Elections and Nominations Committee shall notify all nominees of their nominations for office in writing.

- (C) A **bargaining unit 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 five (30 5)** 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 by ~~held on the date, time and place specified in the Notice of Election, and the election shall be by secret ballot to be placed in boxes, unless the Chapter Executive Board has authorized~~ the use of a mail ballot election ~~or some standard type of election mechanical device insuring secret ballot by machine vote.~~
- (E) The candidate for each office who receives a plurality of **the bargaining unit** members' votes cast for that office shall be selected thereto. Where the nominee is unopposed, there shall be no necessity for the election of such nominee, and he/she shall be declared duly elected, effective as of the conclusion of the term of the previous incumbent.
- (F) **The Chapter Secretary** shall maintain for one (1) year all used, unused, and challenged ballots, envelopes used to mail marked ballots in the case of a mail ballot election, tally sheets and related documents.

#### **Section 4: Challenges to Elections**

Any **bargaining unit member person**-who wishes to challenge an election conducted under these Bylaws must do so pursuant to Part IV of the NTEU National Bylaws.

## **PART IX**

### Committees

The President shall appoint, within thirty (30) days after assuming office, a Chairperson and 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 Election 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 post the results of the election and mail results to all posts of duty. 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.
  - (4) The Executive Board will decide to compensate the members of this committee with an hourly rate for training to conduct and for conducting the chapter election. Total compensation per member of the committee will not exceed \$1000 for the election cycle. The compensation will be paid once the election has been completed and the new officers have been installed. Election cycle starts on October 1 and ends three years later on September 30.



- (B) Committee on Membership -- 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 the Chapter, and shall:
- (1) Devise a program of membership and insurance recruitment of all employees in the Chapter's jurisdiction in order for an effective membership program to be conducted on a continual basis;
  - (2) Accept and promptly forward to the Treasurer the dues collected along with the applications for cash dues paying membership;
  - (3) Report to the President the format of the membership program and its status; and
  - (4) Distribute and accept membership applications, requests for transfers of memberships from other Chapter or to other Chapters, assist with execution of Form 1187 for dues withholding and promptly forward such items to the Treasurer.
- (C) Legislative Committee -- shall consist of two (2) members and a Chairperson for the purpose of ensuring Chapter participation in ongoing legislative efforts being conducted by the National Headquarters Office.
- (1) This Committee shall keep abreast of all legislative issues as they apply to Federal employees;
  - (2) Coordinate lobbying efforts designed to inform Members of Congress of the Chapter's views on an issue of legislative proposal. These lobbying efforts should include, but are not limited to:
    - (a) Personal visits,
    - (b) Community group meetings,
    - (c) Personal letters,

(d) Telephone calls

## **PART X**

### Delegates and Proxies

#### **Section 1: Delegates to National Convention**

- (A) The Executive Board at a meeting not less than thirty (30) days prior to the National Convention shall determine 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 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 National Constitution and Bylaws.
- (C) Any member who wishes to attend the National Convention 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 the purpose of representation at the National Convention, the Chapter may designate by proxy any member or members of NTEU elected pursuant to Part IV of the NTEU National 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 motion duly passed at a regular or special Chapter meeting. The member of NTEU to whom the proxy is assigned shall be named therein and it shall be signed by the President and Secretary of the Chapter.

## **PART XI**

### **Business Procedure**

#### **Section 1: Executive Board -- Order of Business**

(A) At each annual or general meeting of the Executive Board as provided by Part VII, Section 4, the following order of business shall be observed:

- (1) call to order;
- (2) roll call
- (3) report of President;
- (4) report of Executive Vice President
- (5) report of Treasurer
- (6) report of Chief Steward
- (7) report of Chairpersons of Committees
- (8) reports by Vice Presidents
- (9) unfinished business
- (10) new business, and
- (11) adjournment.

(B) The above order of business may be suspended at any time by a majority vote of the Executive Board members presented 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 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: Bylaws**

Copies of these Bylaws shall be distributed to all members of the Chapter, ~~and~~ to the National NTEU Headquarters Office, and to the Department of Labor.

#### **Section 3: Amendments to Bylaws**

- (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 annual, general or special Chapter meeting which may adopt such amendments by a majority vote, provided notice of the proposed amendment was given in writing at a previous meeting and/or all bargaining unit members were notified at least fifteen (15) days before such meeting.
- (B) These Bylaws shall become effective at midnight on the day on which they are approved.

Last updated 07/16/2012

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