

**Bylaws of the  
National Treasury Employees Union  
Chapter 72**

**Preamble**

For the betterment of the Internal Revenue Service, to protect the rights of the Internal Revenue Service employees, to advance and improve the general welfare of its employees, and to dedicate ourselves to the principles of justice, equality, and fraternity, we as a Union chapter composed of such employees, do hereby adopt the following bylaws.

**Article I**

Name

This Union Chapter shall be known as National Treasury Employees Union Chapter 72.

**Article II**

Domicile

The headquarters of this Chapter shall be located at the Austin Submission Processing Building located at 3651 South Interregional Hwy, Austin, TX 78741.

**Article III**

Aims

Section 1: The object, aim, and purpose of this Chapter shall be to increase the efficiency of the Internal Revenue Service employees by promotion of the economic status and by safeguarding their job rights and opportunities.

Section 2: This Chapter is expressly prohibited from engaging in or supporting in any manner a strike against the United States Government. This Chapter is also expressly prohibited from advocating the overthrow of the Constitution form of government of the United States.

Section 3: This Chapter shall adhere to the Standards of conduct and the Code of Fair Labor Practices issued in accordance with the provisions of Public Law 95-454.

## **Article IV**

### Membership

Section 1: Any person employed or formerly employed in the Internal Revenue Service wherever situated is eligible for membership in this Union and may remain a member for life, provide such person was a member in good standing at the time of his or her separation from the Internal Revenue Service; other than for cause, and continues the payment of annual dues.

Section 2: Any person shall be deemed a member in good standing who has paid his or her annual dues as prescribed by these laws:

## **Article V**

### Officers and Duties

Section 1: The Officers of this Chapter shall consist of a President, First Vice-President, Second Vice-President, a Secretary, and a Treasurer.

Section 2: The Executive Council shall consist of only the five officers identified above.

Section 3: The Executive Council as defined in Section 2 of this Article shall have jurisdiction over all matters not specifically reserved to the chapter members.. The Executive Council shall have specific authority to:

- (1) Act as an advisory board to the President;
- (2) Authorize expenditures of more than \$100;
- (3) Fill any officer vacancy by a majority vote.

Section 4: All actions of the Executive Council shall be reported by the Secretary at the next regular meeting of the Chapter.

Section 5: No salary will be paid to any Chapter Officer by the Chapter.

Section 6: The President duties shall be:

- (1) Preside at all meetings of the Chapter.
- (2) Act as Chairperson of the Executive Council
- (3) Appoint all committees
- (4) Authorize expenditures of \$100.00 or less and approve all other expenditures after approval of the Executive Council.
- (5) Supervise the other elected Officers in the performance of their Chapter duties.

- (6) Assure that all checks issued by the Treasurer are properly signed and countersigned.
- (7) Knowledgeable and up to date with the current National Agreement as it pertains to running the Chapter for exercising the utmost diligence in managing the affairs of the chapter.
- (8) Submit the first and last pages of the "Details Withholding Detail Report" and the ADP "Earnings Statement" report to the Treasurer monthly.
- (9) To determine and maintain an amount for petty cash up to \$400.00.
- (10) Have full authority over and control of the credit card
- (11) To appoint a Chapter Membership Coordinator to maintain membership records and perform any other duties assigned by the President.
- (12) To approve and ensure that all Chapter Stewards, staff members and representatives enforce the National Agreement and ensure that all employees are given proper representation.
- (13) Should any officer except the president becomes temporarily unavailable for a period lasting more than 30 days, the position may be temporarily filled by the choice of the president until the absent officer is available to resume his or her duties. Should the Chapter President permanently vacate his office then the First Vice President will assume the office of Chapter President.

Section 7: The First Vice-President shall also serve as the Legislative Director and his/her duties shall be:

- (1) Coordinate the legislative programs of the Chapter.
- (2) Keep up to date on all pending legislation and on the voting records of the legislators concerning subjects vital to Chapter members.
- (3) Keep the Chapter members up to date on all pending legislation that will affect Internal Revenue Employees.
- (4) Attend the Annual National Legislation Conference.
- (5) The Chapter Representative on the National Advisory Committee unless otherwise appointed by the President.
- (6) Perform any other duties assigned by the Chapter President.
- (7) Should the elected officer resign or become temporarily unavailable for a period lasting more than 30 days, the position may be temporarily filled by a vote of a quorum of the remaining officers until the absent officer is available to resume his or her duties. A simple majority of the voting officers is required to elect the replacement for the absent officer or otherwise, appointed by the President.

Section 8: The Second Vice-President Shall be:

- (1) Serve as the Activities Coordinator for the Chapter
- (2) Perform any other duties assigned by the Chapter President
- (3) Should the elected officer resign or become temporarily unavailable for a period lasting more than 30 days, the position may be temporarily filled by a vote of a quorum of the remaining officers until the absent officer is available to resume his or her duties. A simple majority of the voting officers is required to elect the replacement for the absent officer or otherwise, appointed by the President.

Section 9: The Secretary duties Shall be:

- (1) Record, keep minutes and maintain copies of all meetings of the Chapter in a secured location in the Chapter's main office.
- (2) Conduct any correspondence the chapter president may direct.
- (3) Act as circulation manager for the Chapter newsletter, etc.
- (4) Maintain copies of all minutes from meeting in a union file cabinet in the union office.
- (5) Perform any other duties assigned by the Chapter President.
- (6) Should the elected officer be temporarily unavailable for a period lasting more than 30 days, the position may be temporarily filled by vote of a quorum of the remaining officers until the absent officer is available to resume his or her duties. A simple majority of the voting officers is required to elect the replacement for the absent officer or otherwise, appointed by the president.

Section 10: The Treasurer duties Shall be:

- (1) Utilize the software QuickBooks Online to create Chapter reports and complete bank account reconciliations.
- (2) Maintain accurate records of all receipts and disbursements.
- (3) Deposit timely all collections in a depository designated by the Executive Council.
- (4) Issue receipts and disbursements as required.
- (5) Compare the National Office reports, i.e. ADP "Earnings Statement", "Details Withholding Detail Report" and "Listing of Payments to Chapter from the National Office" monthly and at fiscal year-end review the accuracy of all reports.
- (6) Perform a monthly petty cash reconciliation with cash replenishments at least quarterly.
- (7) Immediately implement recommendations from the Chapter audits once the Executive Council accepts and approves findings.
- (8) Maintain a current copy of all signature cards kept in a secured location in the Chapter's main office.
- (9) Write timely checks up to \$100.00 as authorized by the President.
- (10) Write checks for amounts greater than \$100.00 as authorized by Executive Council.

- (11) Submit an itemized Financial Report to the Chapter at each Chapter Meeting.
- (12) Submit timely all tax reports required by law;
- (13) Maintain the official files for Financial Reports and all other reports in a locked file cabinet in the Chapter's main union office.
- (14) Do not remove any files or Financial Reports from the Union Office or designated area.
- (15) Perform any other duties assigned by the Chapter President.
- (16) Should the elected officer resign or become temporarily unavailable for a period lasting more than 30 days, the position may be temporarily filled by vote of a quorum of the remaining officers until the absent officer is available to resume his or her duties. A simple majority of the voting officers is required to elect the replacement for the absent officer or otherwise, appointed by the president.

## **Article VI**

### **Election and Tenure of Officers**

Section 1: All Officers shall be elected by written ballot before the regular meeting of the Chapter in October, and they shall hold office for three years, from October 1 through September 30 of the third year. No member shall hold more than one office. All Officers may succeed themselves indefinitely.

Section 2: The Election and Nomination Committee shall contact and solicit candidates for all offices, endeavoring to obtain at least two candidates for each office. Any member who wishes to become a candidate should submit his or her name and the office to which he or she aspires to the Committee.

Section 3: Elections shall be conducted in accordance with the National Bylaws of the National Treasury Employees Union.

Section 4: Any candidate for Chapter 72 office must be a NTEU Chapter 72 member in good standing for at least 90 days prior to the posted deadline date for accepting nomination to office.

## Article VII

### Meetings

Section 1: The Chapter shall hold six (6) regular meetings in the alternate months of the Fiscal year. These meetings shall be held on the second Thursday of the months of October, December, February, April, June, and August, unless otherwise announced by the President.

Section 2: The time and place of all meetings shall be designated by the President with the approval of the Executive Council.

Section 3: The order of business at each Chapter meeting shall be as follows:

- (a) call to order;
- (b) reading of the minutes;
- (c) reports of Officers;
- (d) committee reports;
- (e) old business;
- (f) new business;
- (g) adjournment.

Section 4: Special meetings of the Chapter may be called by the President, or on a petition of fifteen ( 15) members in good standing, upon 48 hours written notice to all members.

Section 5: All members in good standing shall be entitled to vote at any regular or special meetings

Section 6: A quorum of the Chapter shall comprise of 10 (10) members in good standing. A quorum of the Executive Council shall consist of three (3) of its members.

Section 7: The order of business at each Executive Council meeting shall be as follows:

- (a) call to order;
- (b) declaration of quorum;
- (c) report of Officers;
- (d) old business;
- (e) new business;
- (f) adjournment.
- (g) The order of business may be changing by a majority vote of the Council members present for the meeting.

## **Article VIII**

### **Delegates**

Section 1: The Chapter shall send at least two delegates to the National convention and District Conferences. Delegates will be determined in accordance with the National Bylaws.

Section 2: The Executive council shall decide the number of delegates to the National convention and the amount of expenses to be paid to each delegate by the Chapter.

Section 3: The President or highest-ranking Chapter Officer who is a delegate shall act as chairperson of the delegation,

Section 4: The Delegation Chair shall present a report to the Chapter at the first regular meeting of the Chapter following the Convention or Conference. The report at the meeting may be verbal; however, the delegate must submit a written report to the Chapter within sixty days for Chapter records.

## **Article IX**

### **Revenue and Bonds**

Section 1: Annual national per capita dues shall be paid by each member at the rate established by majority vote of the delegates at a regular or special National Convention.

Section 2: The local dues for members of Chapter 72 shall be determined by vote of the members at a Chapter meeting. A simple majority of those voting is required to change the amount of local dues. Local dues are 15% of National dues;

Section 3: The Treasurer shall be bonded as provided by the National Bylaws of NTEU; such bond expense shall be borne by the Chapter.

Section 4: Any non-payroll deduction member who has not paid the annual dues by the end of December shall be dropped from the membership.

## **Article X**

### **Committees**

Committees shall be appointed by the Chapter President when needed for specific functions. The committees shall receive instructions from the Chapter President.

## Article XI

### Bylaws

Section 1: The Chapter may, by a majority vote of regular members present, amend these bylaws at any regular or special Chapter meeting in accordance with this article.

Section 2: A Bylaws Committee will be appointed by the President when needed. The duties of the Bylaws Committee shall be to solicit changes from the Membership, research and discuss the merits of such changes, and submit the proposed changes with recommendations for vote at the next Regular or Special Chapter Meeting.

Section 3: Proposals to amend or repeal any section or sections of these bylaws may be submitted to the Bylaws Committee by any Chapter member in good standing.

Section 4:

- a. The Bylaws Committee will consider proposed changes and will present options to the membership for vote during a regular or special Chapter meeting.
- b. The Bylaws Committee will offer to the membership for vote the proposed change, a change approved by the majority vote of the Bylaws Committee, or the option for a no change.
- c. Any member in good standing may offer additional changes to the article(s) under consideration from the floor. If a second is received to a motion from the floor that change will also be eligible for vote.
- d. A simple majority of the voting members who are present at the Chapter Meeting is necessary to enact a change to the Bylaws.

Section 5:

- a. When changes are recommended to the Bylaws, the Chapter shall post written notices on the Union Bulletin Boards at least ten (10) days prior to the meeting at which the changes will be voted upon.
- b. The notice will include the article or section of the Bylaws that is recommended to be changed, the proposed change, and, if different from the proposed change, the change recommended by the Bylaws Committee.
- c. If the proposed changes are extensive, the notice will state that the full text of the proposed changes is available at a specific location.
- d. If no majority is reached on the first vote, a second vote will be taken between the two proposals receiving the greatest number of votes.

Section 6: Changes in the bylaws will become effective immediately after they are approved at a Chapter meeting unless otherwise specified.



**Article XII****Parliamentary Authority**

The parliamentary authority shall be the current edition of "Robert's Rules of Order," provided this authority does not conflict with provisions contained in these bylaws or in the Constitution and Bylaws of the National Treasury Employees Union.

**Article XIII****Misconduct**

Any charges of malfeasance, misconduct, or dereliction of duty alleged against any Officer or Member of this Chapter will be processed in accordance with the Constitution of the National Treasury Employees Union.

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