
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 35, Austin, TX 78741.

Jurisdiction

The Chapter shall have jurisdiction concurrent with the jurisdiction granted in the Charter issued pursuant to the NTEU National Constitution, unless amended by operation of the provisions of the NTEU National Constitution. The addresses of jurisdiction include: 3651 South Interregional Hwy 35, Austin TX 78741; 2021 East Woodward Street, Austin TX 78741; 2191 Woodward Street, Austin TX 78744; 4175 Friedrich Lane, Austin TX 78744; 5015 South Interregional Hwy 35, Austin TX 78744

Article III

Aims

Section 1: The object, aim, and purpose of this Chapter is to increase the efficiency of the Internal Revenue Service employees by the promotion of their 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 Constitutional 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 within the Chapter's jurisdiction as defined in Article II is eligible for membership in this Union and may remain a member for life, provided such person was a member in good standing at the time of their 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 their 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 Vice-President Secretary, and a Vice-President Treasurer.

Section 2: The Executive Council shall only consist of 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 Vice-President 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 duties of the President shall be:

- (1) Regularly attend and preside at meetings of the Chapter.
- (2) Act as Chairperson of the Executive Council.
- (3) Appoint all committees.
- (4) Authorize expenditures of \$100 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 Vice-President 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 "Dues Withholding Detail Report" and the ADP "Earnings Statement" report to the Vice-President Treasurer monthly.
- (9) Determine and maintain an amount for petty cash up to \$400.
- (10) Have full authority over and control of the chapter credit card.

- (11) Appoint a Chapter Membership Coordinator to maintain membership records and perform any other duties assigned by the President.
- (12) 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 become 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 their duties or until the remaining officers vote to temporarily fill the position. Should the Chapter President permanently vacate their office, then the First Vice President will assume the office of Chapter President.

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Section 7: The First Vice-President shall serve as the Legislative Director. Their duties shall be:

- (1) Regularly attend Chapter Meetings.
- (2) Coordinate the legislative programs of the Chapter.
- (3) Keep up to date on all pending legislation and on the voting records of the legislators concerning subjects vital to Chapter members.
- (4) Keep the Chapter members up to date on all pending legislation that will affect Internal Revenue Service employees.
- (5) Attend the annual National Legislative Conference.
- (6) Serve as the Chapter representative on the national Advisory Committee unless otherwise appointed by the President.
- (7) Perform any other duties assigned by the Chapter President.
- (8) Should the elected officer resign or become temporarily unavailable for a period lasting more than 30 days, the position may be temporarily filled by the President until the absent officer is available to resume their duties or until a vote of a quorum of remaining officers. A simple majority of the voting officers is required to elect the replacement for the absent officer. If no majority is reached the position will be appointed by the President.

Section 8: The Second Vice-President's duties shall be:

- (1) Regularly attend Chapter Meetings.
- (2) Serve as the Social Activities Coordinator for the Chapter.
- (3) Perform any other duties assigned by the Chapter President
- (4) Should the elected officer resign or become temporarily unavailable for a period lasting more than 30 days, the position may be temporarily filled by the President until the absent officer is available to resume their duties or until a vote of a quorum of remaining officers. A simple majority of the voting officers is required to elect the replacement for the absent officer. If no majority is reached the position will be appointed by the President.

Section 9: The Vice-President Secretary's duties shall be:

- (1) Regularly attend Chapter Meetings.
- (2) Record, keep minutes, and maintain copies of all meetings of the Chapter in a secure location in the Chapter's main office.
- (3) Conduct any correspondence the Chapter President may direct.
- (4) Act as circulation manager for the Chapter newsletter and other forms of communications.

- (5) Perform any additional duties assigned by the Chapter President
- (6) Should the elected officer resign or become temporarily unavailable for a period lasting more than 30 days, the position may be temporarily filled by the President until the absent officer is available to resume their duties or until a vote of a quorum of remaining officers. A simple majority of the voting officers is required to elect the replacement for the absent officer. If no majority is reached the position will be appointed by the President.

Section 10: The Vice-President Treasurer's duties shall be:

- (1) Regularly attend Chapter Meetings.
- (2) Utilize accounting software to create Chapter reports and complete bank account reconciliations.
- (3) Maintain accurate records of all receipts and disbursements.
- (4) Deposit timely all collections in a depository designated by the Executive Council.
- (5) Issue receipts and disbursements as required.
- (6) Compare the National Office reports, i.e. ADP Earnings Statement, Dues Withholding Detail Report, and Listing of Payments to Chapter from the National Office, monthly. At fiscal year-end, review the accuracy of all reports.
- (7) Perform a monthly petty cash reconciliation with cash replenishments at least quarterly.
- (8) Immediately implement recommendations from the Chapter audits once the Executive Council accepts and approves findings.
- (9) Maintain a current copy of all signature cards kept in a secured location in the Chapter's main office.
- (10) Write timely checks up to \$100 as authorized by the President.
- (11) Write checks for amounts greater than \$100 as authorized by Executive Council.
- (12) Submit an itemized Financial Report to the Chapter at each Chapter Meeting.
- (13) Submit timely all tax reports required by law.
- (14) Maintain the official files for Financial Reports and all other reports in a locked file cabinet in the Chapter's main union office.
- (15) Do not remove any files or Financial Reports from the Union Office or designated area.
- (16) Perform any other duties assigned by the Chapter President.
- (17) Should the elected officer resign or become temporarily unavailable for a period lasting more than 30 days, the position may be temporarily filled by the President until the absent officer is available to resume their duties or until a vote of a quorum of remaining officers. A simple majority of the voting officers is required to elect the replacement for the absent officer. If no majority is reached the position will be appointed by the President.

Article VI

Election and Tenure of Officers

Section 1: All Officers shall be elected by secret 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 at a time. All Officers may succeed themselves indefinitely.

Section 2: Elections shall be conducted in accordance with the National Bylaws of the National Treasury Employees Union. The form of voting shall be determined by the Executive Council.

Section 3: 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.

Section 4: All Vice-Presidents shall be delegates to the National Convention.

Article VII

Meetings

Section 1: The Chapter shall schedule at least two (2) regular Chapter meetings per year. These meetings shall be held on the second Tuesday of the months of April and October, 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) report of the 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 meeting.

Section 6: A quorum of the Chapter shall comprise of ten (10) members in good standing, including at least three (3) members of the Executive Council.

Section 7: A quorum of the Executive Council shall consist of three (3) of its members.

Section 8: 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 changed by a majority vote of the Council members present for the meeting.

Article VIII

Delegates

Section 1: The President, the First Vice-President, the Second Vice-President, the Vice-President Secretary, and the Vice-President Treasurer shall serve as delegates to the National Convention and District Conferences, unless unable to attend. Otherwise, delegates will be determined in accordance with the National Bylaws.

Section 2: The Executive Council, in accordance with the National Bylaws, 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 Vice-President 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. Committees shall report minutes to the Vice-President Secretary.

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.