

NATIONAL TREASURY EMPLOYEES UNION
CHAPTER 29
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ST. PAUL, MINNESOTA 55101

BY-LAWS OF THE ST. PAUL CHAPTER
NATIONAL TREASURY EMPLOYEES UNION

Adopted April 29, 1966
As Amended September 10, 1973,
April 4, 1978
and May 10, 1988

Preamble

For the betterment of the Internal Revenue Service and especially for the protection, promotion and welfare of Internal Revenue Service employees through organization and cooperation, we, an organization made up of such employees, subscribe to the Constitution of the National Treasury Employees Union and adopt the following By-Laws:

ARTICLE I

Name, Headquarters and Fiscal Year

Section 1.

This organization shall be known as the National Treasury Employees Union, Chapter 29.

Section 2.

The headquarters of Chapter 29 shall be maintained in St. Paul, Minnesota.

Section 3.

The fiscal year of Chapter 29 shall begin October 1 and end on September 30 of the following year.

ARTICLE II

Aims

Section 1.

The object, aim and purpose of this chapter shall be to increase the efficiency of Internal Revenue employees to the Federal Government by the promotion of their economic status, by the safeguarding of their job rights and opportunities, and by the advancement of their social well-being.

Section 2.

The Chapter is expressly prohibited from engaging in an illegal strike against the United States Government. The Chapter is also expressly prohibited from advocating the overthrow of the Constitutional form of government of the United States.

ARTICLE III

Membership

Section 1.

Any person who is presently employed by the Internal Revenue Service in Minnesota and those geographic exceptions necessary for responsive representation, any former employee, or any retired employee of the Internal Revenue Service is eligible for membership in this Chapter, regardless of race, creed, sex, age, handicap or religion.

Section 2.

A member of Chapter 29 is a present employee, former employee, retired employee or new employee for whom the Chapter has notified the National Office of N.T.E.U. by either forwarding a cash dues application with remittance or the submission of a completed dues withholding application.

Section 3.

Classification of membership in Chapter 29 shall be:

- (A) Active employee member - any member presently employed by the Internal Revenue Service.
- (B) Retired member - any former employee of the Internal Revenue Service who is drawing an annuity under a federal retirement program.
- © Former employee member - a member formerly employed by the Internal Revenue Service who left before he/she was eligible for retirement.

ARTICLE IV

Chapter Membership Meetings

Section 1.

The Chapter shall hold all membership meetings in the Minneapolis/St. Paul Metropolitan area. There are to be at least two such meetings during the fiscal year, one in the Spring and one in the Fall.

Section 2.

The meeting place will be designated by the President or Executive Council and notice shall be given to the members at least ten (10) days prior to the meeting date, by letter or publication or by posting the meeting notice on all official bulletin boards.

Section 3.

Special Chapter membership meetings may be convened by:

- (A) Written call by the President;
- (B) Written call by a majority of the Executive Council; or
- (C) Written call signed by 25 percent of members of this Chapter.

Section 4.

- (A) All members of Chapter 29 shall have equal rights to attend and participate in all Chapter membership meetings.
- (B) Each member shall be entitled to one (1) vote at any regular or special membership meeting.
- (C) In case a member's right to vote is challenged, the Chapter President shall rule on the member's right to vote at said Chapter membership meeting. The member shall have a right to challenge this decision pursuant to the applicable provisions of the NTEU National Constitution.

Section 5.

A quorum at any Chapter membership meeting of Chapter 29 shall be a minimum of 25 of its members as defined in Article III of these By-laws.

Section 6.

Each member shall be entitled to full discussion at any Chapter membership meeting of the Chapter on those matters relating to the national or local organization.

Section 7.

The rules and order of business of special and regular Chapter membership meetings shall be determined by the Executive Council at its regular or special meeting preceding the Chapter meeting.

ARTICLE V

Dues and Funds

Section 1. Local Dues

Local dues of the Chapter shall be 50 percent of the assessed annual National NTEU dues.

Section 2. Method of Payment

Payment shall be in accordance with the By-laws of the National Treasury Employees Union.

Section 3. Funds

Additional revenues may be obtained from other sources authorized by the Executive Council.

Section 4. Annual Audit

An annual audit of the financial affairs of the chapter shall be made by an Audit Committee appointed by the president and approved by the Executive Council.

The audit report shall be submitted to the Executive Council for its approval.

A copy of the approved audit report shall be provided to all Chapter members.

ARTICLE VI

Chapter Executive Council

Section 1.

The Chapter Executive Council shall be composed of the President, First Vice President, Second Vice President, Secretary, Treasurer, and Directors.

Section 2.

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

- (A) Authorize necessary Chapter expenditures and establish procedures for payment of authorized Chapter expenditures.
- (B) Fill any office vacancy by a majority vote of the Board.
- (C) Approve by a majority vote any local or supplemental collective bargaining agreement signed by the Chapter President on behalf of the Chapter.
- (D) Remove any officer for cause by a two-thirds vote, upon due notice and after a hearing is granted on the charge or charges upon which removal is sought.

Section 3.

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

Section 4.

The Chapter Executive Council shall convene for regular meetings at a time and place within the Minneapolis/St. Paul Metropolitan area as designated by the President. These meetings are to be held at least quarterly with a meeting specifically designated in May.

Section 5.

Special meetings of the Executive Council may be convened by:

- (A) Written call of the President; or
- (B) Written call of a majority of the Executive Council. Such special meetings must be convened within thirty (30) days after receipt of the request by the President.

Section 6.

All actions of the Executive Council will be reported by the Secretary at the next regular meeting of the Chapter's Executive Council.

ARTICLE VII

Chapter Officers

Section 1. Officer designations.

The officers of this Chapter shall consist of a President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer, and a minimum of six and a maximum of nine Directors.

Section 2. Directors

The Chapter Executive Council at its May meeting prior to the Chapter general election shall determine the number and apportionment of Directors among the Divisions.

Section 3. Qualifications

Any member of this Chapter may be elected to any office.

Section 4. Elections

Term of office for Chapter 29 officers shall be for two (2) years. The election to office of all Chapter Officers shall take place as provided in Article VIII. These officers will assume their elected positions at the beginning of the Chapter's odd numbered fiscal year.

ARTICLE VIII

Election and Tenure of Office

Section 1. Candidates for Election.

Any candidate for election to any office of Chapter 29 must be a member of the Chapter.

Section 2. Voting Eligibility

All members of Chapter 29 are eligible to vote in all Chapter elections and to nominate candidates for chapter office.

Section 3. Election of Chapter Officers

- (A) The officers of the Chapter shall be elected by secret ballot.
- (B) An Election and Nomination Committee consisting of four members shall be appointed by the President not later than June 1. One member shall be designated, by the President, as Chairperson.
- (C) It shall be the duty of the Committee to call for nominations, and give notice of the time, date and method of election, in the form of a written notice by first class mail to each member.
- (D) No member may be a candidate for more than one office in any Chapter election.

Section 4. Nominations

- (A) Nominations shall be filed with the Chairperson of the Election and Nomination Committee not later than July 1 and shall close on that date unless extended by a majority vote of the Executive Council.
- (B) Acceptance of nomination is to be completed by the candidate indicating the office to which he/she aspires and containing his/her signature and the signature of five other members.
- (C) The Committee shall determine the validity of each nomination and assure that there is at least one candidate for each office.

Section 5. Voting

- (A) The Election and Nomination Committee, with the assistance of the Secretary, shall mail printed ballots to all members of the Chapter entitled to vote. The ballots shall be mailed by July 15 via first class mail.

- (B) The Committee shall establish a procedure for voting that will assure a secret ballot.
- (C) All ballots must be returned to the Chairperson of the Committee by August 1. The Committee shall count the ballots, and within ten days after the election, the results shall either be published in a Chapter publication or the Secretary may inform the membership by any other appropriate means. A written report of the election results shall be mailed to the NTEU National office.

Section 6. Chapter Elections

- (A) The candidate for each office who receives a plurality of members' votes cast for that office shall be selected thereto.
- (B) 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.
- (C) In the event of a tie vote for any office, the Chairperson shall select the winning candidate by the toss of a coin.
- (D) The Chapter Secretary shall maintain for a minimum of two (2) years 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 7. Tenure of Office

- (A) All Officers and Directors in good standing shall hold office for a two year period beginning October 1 of the election year.
- (B) All Officers and Directors in good standing may succeed themselves indefinitely.

Section 8. Challenges to Elections

Any person who wishes to challenge an election conducted under these Bylaws, must do so pursuant to the NTEU National By-Laws.

ARTICLE IX

Delegates

Section 1. Delegates to National Convention

- (A) The Chapter President, First Vice President, and Second Vice President are delegates to the National Conventions conducted during their term of office.
- (B) If the Executive Council determines that additional delegates are necessary to represent the Chapter or to serve as an alternate for a delegate who is unable to attend, such delegates must be elected pursuant to the NTEU Constitution and By-laws.
- (C) Any member who wishes to attend the National Convention as a delegate must be elected pursuant to the NTEU Constitution and By-laws.
- (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 Council will appoint the Chairperson and define the succession of authority in the delegation.
- (F) Each delegate shall be entitled to equal reimbursement of authorized expenses as approved by the Executive Council.
- (G) Any member may attend the National Convention at his/her own expense.

ARTICLE X

Officers' Duties

- (A) The President's duties shall be:
 - (1) to perform as administrator of the affairs of Chapter 29 in accordance with the provisions of the Chapter's By-laws;
 - (2) to issue proper notice calling meetings of the chapter and the Executive Council;
 - (3) to preside at all regular and special meetings of the chapter and the Executive Council;
 - (4) to appoint Chairpersons of all standing committees;
 - (5) to appoint all Stewards and Chief Steward;

- (6) to appoint all committee members and maintain ex-officio membership of each, as appropriate;
 - (7) to represent and act as spokesperson for the Chapter in all matters;
 - (8) to sign all documents pertaining to official business of the Chapters; and
 - (9) to perform all other duties as are necessary to protect and advance the interests of the membership.
- (B) The First Vice President's duties shall be:
- (1) to perform the duties of the President during the President's absence or inability to serve;
 - (2) to serve as an assistant to the President; and
 - (3) to handle special projects as directed by the President.
- (C) The Second Vice President's duties shall be:
- (1) to perform the duties of the First Vice President during the First Vice President's absence or inability to serve;
 - (2) to serve as an assistant to the President; and
 - (3) to handle special projects as directed by the President.
- (D) The Executive Council may appoint one of its members to perform the duties of the First or Second Vice-President in their absence or inability to serve, with the exception of the duty of serving as a delegate to the National Convention.
- (E) The duties of the Secretary shall be:
- (1) to record and keep minutes on all meetings of the Chapter and the Executive Council;
 - (2) to conduct such correspondence as may be necessary or as the President shall direct; and maintain copies in a permanent file;
 - (3) to maintain custody of all books (except those financial books maintained by the Treasurer), records, papers and effects of the Chapter, and transfer these items to his/her successor on the termination of his/her tenure of office;
 - (4) to aid the Election and Nominations Committee in preparing ballots for officer elections and to inform the members of the results of such elections;
 - (5) to aid in the distribution of literature, copies of documents and other communications to the Chapter members;

- (6) to prepare and maintain a calendar of chapter events for proper planning and coordination with the other Chapter Officers and Committee Chairpersons; and
 - (7) to maintain a correct and current record of the membership with the name, address and dues status of each member.
- (F) The duties of the Treasurer shall be:
- (1) to receive and deposit all funds of the Chapter in a depository approved by the Executive Council;
 - (2) to make payments from funds as authorized by the Executive Council, and to maintain a petty cash fund in an amount as determined by the Executive Council;
 - (3) to prepare annual financial statements and other interim financial reports as requested by the Executive Council;
 - (4) to submit the Chapter books and accounts for audit on demand of the Executive Council;
 - (5) to furnish a surety bond to the Chapter; the premium of such bond to be paid by the Chapter;
 - (6) to prepare and file Internal Revenue Form 990, all required employment tax returns, and Department of Labor LM forms; and
 - (7) to keep an accurate and current record of all receipts and expenditures of the Chapter, according to accepted accounting practices.
- (G) The duties of the Directors shall be:
- (1) offer their assistance in all Chapter activities and concern themselves with the general well-being of the Chapter; and
 - (2) devote particular attention to building membership to the highest level possible within their divisions and offices.

ARTICLE XI

Officers Compensation and Expenses

Section 1.

Officers of the Chapter may receive salaries for duties performed. The combined salaries of all officers will be no greater than \$6,000 per annum.

Section 2.

Salaries will be determined by the Executive Council at its May meeting of the election year and will be effective for the two year period beginning October 1.

Section 3.

All necessary expenses incurred by officers in connection with Chapter business shall be paid by the Chapter subject to approval of the Executive Council.

ARTICLE XII

Committees

Section 1.

The President is authorized to establish any necessary committees and to appoint the members thereof.

Section 2.

Each committee shall serve from the date of its appointment to the close of the fiscal year of the Chapter or until discharged by the President.

Section 3.

All necessary expenses incurred by committees in connection with Chapter business shall be paid by the Chapter subject to approval of the Executive Council.

ARTICLE XIII

Business Procedure

Section 1. Executive Council — Order of Business

- (A) At each regular meeting of the Executive Council, the following order of business shall be observed:
- (1) call to order
 - (2) roll call
 - (3) report of Secretary
 - (4) report of Treasurer

- (5) report of President
 - (6) unfinished business
 - (7) new business
 - (8) adjournment
- (B) The above order of business may be suspended at any time by a majority vote of the Executive Council members present at the meeting. In case of a special meeting of the Board, the President's call for the meeting shall set forth the business to be transacted and its order.

ARTICLE XIV

Miscellaneous

Section 1. Rules of Order

In the absence of any provision to the contrary in the Constitution and these By-laws, all meetings of the Executive Council, 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.

Copies of these By-laws shall be available to all members of Chapter 29, and to the National Headquarters Office.

Section 3. Amendments.

- (A) Amendments to these By-laws shall be submitted in writing to the Chapter Executive Council for their recommendations and consideration. The President will then report the recommendations of the Executive Council to the next regular or special Chapter Membership meeting which may adopt such amendment(s) by a two-thirds vote of those voting, provided notice of the proposed amendment(s) was mailed to all members at least fifteen (15) days before such meeting.
- (B) Chapter members proposing amendments must present them in writing in advance to the Executive Council for its consideration.
- (C) These By-laws shall become effective at midnight on the day on which they were approved.