CHAPTER BY LAWS

FOR THE

NATIONAL TREASURY EMPLOYEES UNION

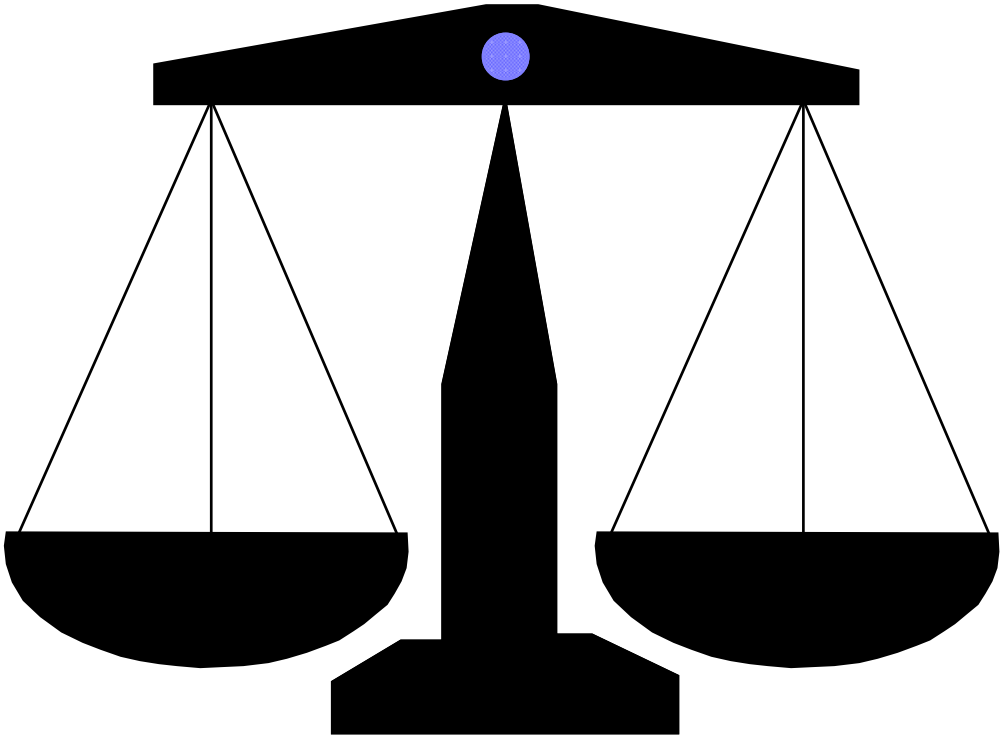
CHAPTER 172

U.S. CUSTOMS and BORDER PROTECTION

CHICAGO, ILLINOIS

RATIFIED

March 15TH, 2010



CHAPTER 172 MISSION

"To Organize U.S. Customs and Border Protection Employees Represented by Chapter 172 to Work Together to Ensure that Every U.S. Customs and Border Protection Employee Represented by Chapter 172 is Treated With Dignity and Respect."

CHAPTER 172 BY LAWS

PART 1

CONSTITUTION

The Constitution of the National Treasury Employees Union, as amended at the last National Convention of the National Treasury Employees Union, and hereafter referred to as the NTEU Constitution, is hereby adopted as the Constitution of this organization.

Bylaws

The Bylaws of this organization shall be referred to hereafter as "the Chapter 172 Bylaws," "Chapter 172 Bylaws," or "These Bylaws." The Bylaws of the National Treasury Employees Union, as amended at the last National Convention of the National Treasury Employees Union, are hereafter referred to as "the NTEU Bylaws." The Chapter Bylaws set forth rules for the local administration and functions of this organization. Consistent with Article II, Section 2 of the NTEU Constitution, any part of the Chapter 172 Bylaws that are contrary to or in conflict with any provision of NTEU Constitution or the Bylaws shall not be enforced by this organization and shall have no force or effect. The Chapter Bylaws adopted by the Chapter 172 in March of 2010, constitute a complete statement of the Chapter Bylaws, and therefore supersede all if any previously adopted Chapter Bylaws and any amendments thereto. To amend or change these Chapter 172 Bylaws will require that the President call a Chapter meeting which will be posted at least fifteen (15) days prior to the scheduled meeting. To change or amend these Chapter Bylaws will require a two third (2/3) vote of the members present at the meeting that had been scheduled to amend or change the bylaws.

Statement of Purpose

The purpose of this organization shall always be consistent with the purpose of the National Treasury Employees Union. This organization shall exist for the purpose of promoting dignity, respect, and quality of life for its members in the work place and in the community. In doing so, this organization shall strive to provide the highest quality of service for its members, including job-site representation, negotiations, legislative action, other member benefit programs, social functions, community visibility projects, public relations, and other such services. In order to do so, this organization recognizes that it must have strength through membership, effective leadership, effective administration, and an effective communication system. To these purposes, this organization is committed.

PART II

NAME, HEADQUATERS-JURISDICTION, AND FISCAL YEAR

SECTION 1. Name:

This organization shall be known as the National Treasury Employees Union, U.S. Customs and Border Protection, Chicago Chapter 172.

SECTION 2. HEADQUARTERS and JURISDICTION:

The headquarters of Chapter 172 shall be maintained in Chicago, Illinois and have jurisdiction concurrent with the jurisdiction granted in the Charter issued pursuant to the National Constitution.

SECTION 3. Fiscal Year:

The Fiscal Year will coincide with the calendar year, and shall commence at 12:01 a.m. on January 1st and end at midnight of December 31st of the same year.

PART III

MEMBERSHIP

SECTION 1. Any person who is presently employed within the jurisdiction of Chapter 172 as defined in ARTICLE V., SECTION 1, or any former employee, or any retired employee of the Department of Homeland Security/U.S. Customs and Border Protection, Treasury Department/U.S. Customs Service, Department of Justice/Immigration & Naturalization Service, and U.S. Department of Agriculture/APHIS is eligible for membership in this Chapter, regardless of race, creed, or national origin.

CHANGE OR AMEND TO:

SECTION 1. Any person who is presently employed within Chapter 172's jurisdiction as defined in PART II, Section 2, or any former employee, or any retired employee of the Treasury Department, U.S. Customs Service or Department of Homeland Security, U.S. Customs and Border Protection, is eligible for membership in this Chapter, regardless of race, creed, sex, age, or religion.

SECTION 2. A member of Chapter 172 is one who is eligible for membership and who has timely remitted an appropriate dues payment, or who has authorized withholding of

dues from his or her compensation, and notice of such authorization has been provided to Chapter 172.

SECTION 3. Classification of membership in Chapter 172 shall mean:

A) Active Employee Member – any member presently employed by United States Customs and Border Protection.

B) Retired Member – any member formerly employed by the agencies listed in Part III, Section 1 of this document, who has been retired from the agencies listed in Part III, Section 1 of this document, and/or is drawing an annuity under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS), and who was a member of this organization at the date of retirement.

C) Former Employee Member – a member formerly employed by an agency listed in Part III, Section 1 of this document, who left before retirement eligibility, and who was a member of this organization when the separation from the agency was effective.

D) Associate Member – a member who is not otherwise eligible for membership in this organization, and who shall not enjoy the privileges of NTEU membership in the National Organization and shall not be a voting member on those matters relating to the National or Local NTEU Organization.

PART IV

DUES AND FUNDS

SECTION 1. **Revenue:**

A) How prescribed – The revenue of Chapter 172 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.

B) Amount of Dues – These payments shall include the current national per capita payments at the rate as voted at the last NTEU National Convention per each biweekly pay period, except Retired Members or Former Employee Members from the agencies listed in Part III, Section 1 of this document for whom the national per capita payment shall be at the rate voted at the last NTEU National Convention per annum. Each Associate Member shall pay dues at the rate voted at the last NTEU National Convention. Note: As of the adoption of these by laws Chapter 172 receive ten percent (10%) from each member per each

biweekly pay period from payments collected by the National Chapter per each biweekly pay period.

C) Prorating of Dues – In the case of a new employee, probationary employee or 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 current 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 (each fractional month shall be counted as a full month) remaining in the fiscal year.

SECTION 2. Method Of Payment:

The method of payment will be as prescribed by the National guidelines.

SECTION 3. Changes in Dues:

A) When a general or special meeting of members shall consider an increase or decrease in dues, the Chapter shall provide reasonable notice at least fifteen (15) days in advance to all members. The notice shall state the amount and the effective date of the proposed increase or decrease. Notice shall be by publication in a special message which is received by all members, or posting the notice on all official bulletin boards.

B) The dues change shall be levied only after a majority of those members voting, excluding Associate Members of the Chapter, have voted affirmatively for said change.

PART V

CHAPTER MEETINGS

SECTION 1. Whenever possible, the Chapter shall hold bi-annual meetings for all of Chapter 172. The President will announce the day and date of the meeting.

SECTION 2. The meeting place will be designated by the President and notice given to the members at least five (5) days prior to the meeting date. Every attempt will made to rotate meetings between locations near the Port Office, Cargo Office and the Airport Office.

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.

C) Written call signed by twenty-five (25) members of the Chapter and submitted to the Executive Board.

Notification of the time and place for such Special Meetings shall be given to all members, if possible. Such notification shall be made at least forty-eight (48) hours prior to the meeting time and shall include posting of notice on the bulletin board.

SECTION 4. **The Vote:**

A) Each Chapter member, except an Associate Member, shall be entitled to one (1) vote at regular or special meetings, and in the election of Chapter officers.

B) In case of a challenge of the right to vote by a member, the Chapter President shall rule on the member's right to vote at said meeting. The member shall have the right to challenge this decision pursuant to the applicable provisions of the NTEU Constitution.

SECTION 5. **Quorum:**

A quorum for a regular or special meeting shall be five (5) members.

SECTION 6. **Minutes:**

Any regular or special meeting minutes are to be posted within five business days on the Chapter's bulletin board.

PART VI

CHAPTER EXECUTIVE BOARD

SECTION 1. The Chapter Executive Board shall be composed of the President, Vice President, Secretary, Treasurer, and a Chief Steward.

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 and establish procedures for payment of authorized Chapter expenditures by a majority vote of the Board.

B) Fill any vacancy by a majority vote of the Board.

CHANGE OR AMEND TO (ADD):

(C) Appoint a committee of three (3) members not holding any other office to audit the books and accounts of the Treasurer annually; and

(D) Shall formulate the plans and policies of the Chapter.

SECTION 3. Quorum:

A quorum for an Executive Board meeting shall consist of a majority of its members.

SECTION 4. The Chapter Executive Board shall convene for meetings 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.

SECTION 6. The Secretary at the next regular meeting will report all actions of the Executive Board of the Chapter and post a review on the Chapter's bulletin board.

CHANGE OR AMEND TO (ADD):

Section 6. All actions of the Executive Board will be reported by the Secretary at the next regular meeting of the Chapter; and/or posted on the Chapter's bulletin board; and/or the Chapter's website.

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. Qualification:

Any member of Chapter 172, who has been a member for at least sixty (60) days is eligible to vote in union meetings and elections, and may be elected to any office. A member may hold only one (1) office at any time.

SECTION 3. Term of Office:

The term of office for the Chapter 172 President, Vice President, Secretary, Treasurer and Chief Steward shall be for two (2) years. The election to office of all Chapter Officers shall take place in accordance with the NTEU Constitution and Bylaws in December of the appropriate year and these officers will assume their elected positions at the beginning of the calendar year, which begins January 1st of each year.

CHANGE OR AMEND TO (ADD):

Section 3. Term of Office:

The term of office for Chapter 172 officers shall be three (3) years. The election to office of all Chapter Officers shall take place in accordance with the NTEU Constitution and Bylaws in December of the appropriate year and these officers will assume their elected positions at the beginning of the calendar year, which begins January 1st of each year.

SECTION 4. Elections:

A) In accordance with the NTEU Constitution and Bylaws, a duly elected Chapter President and Vice President are considered ex-officio delegates to the District Conference and the National Convention conducted during their terms of office. The Chapter President and Vice President will always attend the District Conference and the National Convention (chapter funds permitting) unless they are unable to do so. The Chapter Chief Steward is also a delegate to the National Convention and the District Conference.

B) The election of any additional delegates to District Conferences and the National Convention shall be conducted pursuant to the NTEU Constitution and Bylaws.

SECTION 5. Duties:

A) The Duties of the President Shall Be: The Chapter President shall enforce the laws, rules, and policies of this organization; approve all official publications issued by this organization; and perform all other duties as necessary to protect and advance the interests of Chapter 172. The Chapter President shall carry out the instructions of the Chapter Executive Board and have full authority to direct the operation. The Chapter President shall also do the following:

1) To act as administrator of the affairs of Chapter 172 in accordance with the provisions of the National Constitution and the Chapter Bylaws.

2) To issue proper notice calling meetings of the Chapter and the Executive Board.

3) To issue prior notice of the date and places of meetings of the Chapter. [Moved from Number 6.]

4) To preside at all regular and special meetings of the Chapter and Executive Board.

5) To appoint Chairpersons of all standing committees, serve on all IBM's, PPC, PQIC's etc., and appoint other union members to the same.

6) To appoint the Chapter 172 Director of Public Relations, Steward(s), Membership Coordinator, TEPAC-Legislative Coordinator, and Committee Chairpersons, and remove such persons from their appointed positions.

7) To supervise the performance of administrative and clerical duties by any paid employees or volunteers.

8) Represent and act as spokesperson for the Chapter in all matters.

9) To execute all documents pertaining to official business of the Chapter.

10) To appoint an Editor of the Chapter Newsletter.

11) To execute or delegate the authority of another executive board member to execute all documents and/or agreements pertaining to Chapter 172. Any such delegation shall be in written form.

B) <u>The Duties of the Vice President Shall Be:</u>

1) Unless the President makes a designation otherwise, perform the duties of the President during the President's temporary inability to serve.

   a) Inability to serve is defined as the President being out of town on vacation, union travel, agency travel, sick leave etc. for more than twenty four (24) consecutive days.

2) To assist the President in all duties and functions of the President, and to the extent possible, serve as joint participant in any discussions with management concerning union business.

3) To develop the Chapter's publicity, to handle special publicity projects as directed by the President and to supervise the printing of the Chapter Newsletter.

4) To serve as the Acting President of Chapter 172 until a special election can be held if the elected President vacates the office.

a) The election to fill the vacancy will be held within sixty (60) days of the office of the President becoming vacant and the vacancy filled within thirty (30) days after the election.

b) The term of office will be the remainder of the departing President's term of office from the last regular election as provided in Part VII, Section 3.

c) In the event of a special election to fill a Presidential vacancy, the remaining members of the Executive Board shall act as the Election Committee.

5) To contribute information and articles to the Chapter Newsletter editor.

6) To build membership to the highest possible level.

7) To report directly to the President any and all problems of the members in their areas and to keep the President informed as to the progress in solving these problems.

8) The area of responsibility is the same as the President, which is the entire chapter.

9) May serve as a steward if named by the President.

10) Other matters, as assigned by the President or the Executive Board delegates.

11) This position covers all employees and includes all out ports and/or stations. Area of coverage is everything that is not listed and also includes the Customs Management Center.

C) <u>The Duties of the Secretary Shall Be:</u>

1) To record and keep minutes on all meetings of the Chapter and the Executive Board.

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, records, papers and effects of the Chapter, and transfer these items to his or her successor at termination of tenure of office.

4) To aid the Election and Nomination Committee in preparing ballots for officer elections and to inform the members of the results of such elections.

5) To distribute literature, copies of documents, posting of minutes on the electronic bulletin board and other communications to the Chapter members as the President shall direct.

6) To be the editor of the Chapter Newsletter if appointed by the President and to maintain files of committee reports.

7) To prepare and maintain a calendar of Chapter events for proper planning and coordination with the other Chapter Officers and Committee Chairpersons.

8) To maintain a correct and current record of the membership with the name, address, email address if available and dues status of each member.

9) To perform other duties as assigned by the President.

10) To provide typed written minutes of the Chapter Meetings and Executive Board Meetings at the next following Chapter Meeting for the approval and signatures of the Executive Board.

11) To maintain all approved official minutes of the Chapter Meetings and Executive Board Meetings in a single binder in chronological order and able to produce such minutes at the Chapter or Executive Board Meetings for review.

D) <u>The Duties of the Treasurer Shall Be:</u>

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 Executive Board.

3) To submit financial reports and other reports as requested by the Executive Board or the President.

4) To provide the Secretary with dues information necessary for the Secretary to maintain an updated membership roster.

5) To submit the Chapter books and accounts for audit on the demand of the Executive Board or President. To provide quarterly statements to the members showing income, expenses itemized and banking accounts balance.

6) To prepare and file Internal Revenue Form 990 and Department of Labor LM forms.

7) To keep an accurate and current record of all receipts and expenditures of the Chapter, according to accepted accounting practices.

8) To perform other duties requested by the President.

E) <u>The Duties of the Chief Steward(s) Shall Be:</u>

1) To keep written records of all disputes for Chapter 172.

2) To be the member of the Executive Board to whom all stewards report. All stewards will report all disputes in their area to the chief steward, and also give the chief steward copies for the Chapter's files.

3) To represent all bargaining employees of Chapter 172, if requested to do so by the President.

4) To represent members of the Executive Board, when requested to do so.

5) To give advice to stewards about ongoing disputes.

6) To report directly to the President about all disputes.

7) To serve on negotiating teams, PPC's, IBN's and PQIC when asked.

F) <u>The Duties of all the Stewards Shall Be:</u>

1) To represent all bargaining members in their assigned area fairly, and to the best of their ability. To make note of their work and to encourage the members to provide a written statement of all issues of concern to them.

2) To report promptly to the Chief Steward, the President, or the President's designee) regarding any disputes that are taking place.

3) To report immediately to the President or President's designee any requests by management to negotiate policy changes, etc. Stewards are not allowed to negotiate with management any change of policy, disciplinary action, etc. without the express instructions of the Chapter President.

4) To work with the NTEU regional office when needed.

5) Other duties that may be assigned by the President or Executive Board.

6) To serve on IBN's, PQIC's, PPC, Safety Committees, etc.

PART VIII

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~~ (redundant), the names of the chairpersons appointed and the members of each committee for the information of the membership. The appointees shall serve for one year.

SECTION 1. Classification and Responsibilities:

A) Committee on Elections and Nominations:

1) The Chairperson of this committee shall be appointed by the President from the membership and the Committee shall consist of three (3) additional members. The Committee shall exist for the purpose of conducting a democratic election of officers as provided in the NTEU Constitution.

2) This committee shall count the ballots and post the results of the election to all posts of duty.

3) At the conclusion of every election, the newly elected officers shall be notified of their election in writing by the Chairperson.

4) In case of a tie vote for any office, the Chairperson in the presence of his/her committee members shall determine the winner by the toss of a coin and so state in the election report. The coin used shall be defined as a U.S. Quarter.

5) The Chairperson shall immediately make a written report on the results of the election to the NTEU Headquarters.

6) This committee may make recommendations and submit nominations to the Executive Board for their consideration in filling officer vacancies, which may occur during the fiscal year.

B) Committee on Membership:

1) The Chairperson of this Committee will be appointed by the President from the membership and the Committee shall consist of two (2) additional members. The Committee shall exist for the purpose of increasing and retaining the number of active employee members eligible for membership in Chapter 172. ~~and shall:~~

2) The Committee shall devise a program of membership and ensure recruitment of all employees within Chapter 172's jurisdiction.

3) The Committee shall conduct an effective membership drive at least once annually.

4) The Committee shall instruct and organize membership recruiters in each Post of duty within Chapter 172's jurisdiction.

5) The Committee shall report to the President the format of the membership program and its status.

6) The Committee shall distribute and accept membership applications, requests for transfers of membership from other Chapters or to other Chapters, assist with execution of Forms 1187 and 1188 for dues withholding, and promptly forward such items to the Secretary to be processed.

C) Committee on Labor – Management Relations:

~~1)~~ This Committee shall consist of those appointed as stewards. ~~It shall be the responsibility of the stewards to:~~

2) This Committee shall hear and consider all complaints from any Customs and Border Protection employee and actively pursue such complaints to a just and equitable conclusion.

3) This Committee shall hear and consider all matters directed to the Committee's attention by the President and consult with the NTEU Headquarters and Management in connection with the formulation and implementation of personnel policies and practices and matters that are of concern to members.

4) This Committee shall acquire the necessary knowledge of all rules and regulations concerning personnel matters.

5) This Committee shall present a report of Committee action at Chapter meetings.

6) This Committee shall prior to any dispute/grievance becoming formal, give the dispute/grievance to the President, Vice President, or Chief Stewart for final approval from the Executive Board. The formal dispute/grievance must contain the signature of the President or President's designee. This will ensure the best, most all-inclusive, and fair remedy for the interests of all members. The President may ask that the Chief Steward be the person that receives all disputes for the Executive Board.

D) TEPAC and Legislative Action Committee:

1) This committee shall consist of a Chairperson and two (2) to three (3) additional members for the purpose of ensuring Chapter 172 participation in TEPAC and ongoing legislative efforts being conducted by the National Office.

2) This Committee shall keep abreast of all TEPAC and legislative issues as they apply to Federal Employees.

3) This Committee shall coordinate lobbying efforts designed to inform members of Congress of the Chapter's views on an issue of proposed legislation. These lobbying efforts should include, but are not limited to:

   a) Personal visits
   b) Community group meeting
   c) Personal letters
   d) Telephone calls

4) This Committee shall conduct two (2) "TEPAC – Legislative Seminars" annually in effort to educate the membership about the importance of TEPAC and Legislative activity.

5) This Committee shall organize any informational picketing to be engage in by the Chapter.

E) Other such committees as are deemed necessary to accomplish the aims of Chapter 172 may be appointed by the President. The number of members shall be the number considered practical and necessary by the President. Such appointed committees shall serve until discharged by the President or until the end of the fiscal year.

PART IX

DELEGATES AND PROXIES

SECTION 1. Delegates to the National Convention:

A) The President, Vice President and Chief Steward respectively shall serve as delegates to the District Conference or National Convention 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 Constitution and Bylaws. [A and B were switched.]

B) The Executive Board, at a meeting not less than thirty (30) days prior to the District Conference or National Convention, shall determine the number of Chapter Delegates to the District Conference or National Convention in addition to the President, Vice President and Chief Steward and the amount of delegate expenses that will be paid by Chapter funds. Each delegate must receive an equal amount of reimbursement. This expenditure must be approved by a majority vote of the members present at a regular or special chapter meeting, provided that a quorum is present. The vote on approval must come at least fifteen (15) days prior to the Convention or Conference.

C) Any member who wishes to attend the District Conference or National Convention as a delegate at his or her own expenses 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 as defined in Part VI, Section 1 of these Bylaws is a delegate, the Executive Board will appoint the Chairperson and define the succession of authority in the delegation.

SECTION 2. Proxies:

For purposes of representation at the National Convention, Chapter 172 may designate by proxy any member or members of the National Organization on a form prescribed by the Administrative Controller 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, whichever the case may be. The member of NTEU to whom the proxy is assigned shall be named therein and shall be signed by the President and the Secretary of Chapter 172.

PART X

BUSINESS PROCEDURES

SECTION 1. Executive Board – Order of Business:

A) At each regular meeting of the Executive Board or the Chapter as provided by Part VI, Section 4, the following order of business shall be observed:

1) Call to order

2) Roll call

3) Report of the Secretary and approval of previous meetings minutes

4) Report of the Treasurer

5) Report of the Vice President

6) Report of the Chairpersons of Standing Committees

7) Report of the President

8) Unfinished business

9) Adjournment

CHANGE OR AMEND TO (ADD):

1. Call to order
2. Roll call of officers
3. Reading minutes of the last meeting
4. Report of President
5. Report of Vice Presidents
6. Report of Treasurer
7. Report of Chairperson of standing committees
8. Unfinished business
9. New business
10. Adjournment

B) The above order of business may be suspended at any time by a majority vote of the Executive Board 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 the order of it.

SECTION 2. The order of business outlined in Section 1 will apply to any regular or special chapter meeting.

PART XI

MISCELLANEOUS

SECTION 1. Rules of Order:

In the absence of any provision to the contrary in the Constitution and these Bylaws, all meetings of the Executive Board, Committees, and Chapter meetings shall be governed by the parliamentary rules and usage contained in the current edition of Robert's Rules of Order, revised.

SECTION 2. Copies of these Bylaws shall be distributed to all members of Chapter 172, National NTEU Headquarters and also the Department of Labor.

SECTION 3. Amendments:

A) Amendments to these Bylaws shall be submitted in writing ~~to the Committee on Resolutions for their recommendation and~~ for consideration by the Executive Board. The Executive Board will then report their recommendation to the next regular or special meeting of the Chapter which may adopt such amendment(s) by a majority vote, provided notice of the proposed amendments was given in writing at a previous meeting and/or all members were notified at least five (5) working days before such meeting.

B) These Bylaws shall become effective at midnight on the day on which they are approved by a majority vote of the members present at the meeting. All changes hereafter will become effective at midnight on the day on which they are approved by vote of the Chapter members present at a meeting to change the Bylaws.

SECTION 4. Elections:

Election of Chapter Officers shall be conducted as provided in the NTEU Constitution and Bylaws. Election of Chapter Officers shall be as follows:

A) Nomination ballots are to be mailed out to current Chapter members on November 1st or the next business day if November 1st falls on a weekend or legally observed holiday.

B) Nomination ballots are to be received back by the end of the business day on November 20th or the next business day if November 20th falls on a weekend or legally observed holiday.

C) Election ballots are to be mailed out to members on November 25th or the next business day if November 25th falls on a weekend or legally observed holiday.

D) Election ballots are to be received back by the end of the business day on December 15th or the next business day if December 15th falls on a weekend or legally observed holiday.

E) Election ballots are to be opened and counted at the end of the business day on December 15th or the next business day if December 15th falls on a weekend or legally observed holiday.

F) Election results are to be posted within twenty-four (24) hours of the official count.

G) The period between December 15th and December 31st will be the transition period between the old administration and the newly elected officers. Newly

elected officers will officially begin their terms on January 1st of the following year.

Note: Upon the passage of the Chapter 172 By Laws, for the purpose of the first election under these Bylaws the election for the next officers will begin in November 2005 and the elected officers will begin their term of office on January 1, 2006. Thus, elections should be held in every odd numbered year thereafter.

By accepting office all elected and appointed Chapter Officers agree to comply with the National Bylaws and Chapter 172 Bylaws and accept the responsibilities and limitations described therein. All elected officers will assist every member to the best of their ability.

CHANGE OR AMEND TO (ADD):

Note: Upon the passage of the Chapter 172 By Laws, for the purpose of the first election under these Bylaws the election for the next officers will begin in November 2022.

The elected officers will begin their term of office on January 1, 2023. Thus, elections should be held in every three (3) years thereafter.

By accepting office all elected and appointed Chapter Officers agree to comply with the National Bylaws and Chapter 172 Bylaws and accept the responsibilities and limitations described therein. All elected officers will assist every member to the best of their ability.

SECTION 5. Chapter 172 Members Bill of Rights:

A) Each member has the right to expect and receive fairness and the truth from the Chapter Officers, Stewards and officials.

B) Any member's personal concerns are to remain private unless the member approves any disclosure.

C) Each member has the right to believe and expect Chapter officials will not use their elected or appointed official position for personal gain or trade for favor with their employer or any other entity that may have an interest in the Union.

D) Each member has the right to know that if an official of the Chapter has an unavoidable conflict of interest, the affecting official will advise the affected member and the Executive Board of Chapter 172.

E) Each member has the right to know that any proposed change in working conditions or proposed employee/member discipline must be presented to the Chapter President for the final official determination. No decision can be official and final without the approval of the President's or President's Designee.

These Bylaws consist of pages 01-20.