

# Bylaws

International Federation of Professional and Technical Engineers  
Local 777

September 24, 2025

Table 1: Revision History

Revision Number	Revision Adopted by Membership	Approved by IFPTE
-	November 3, 1993	Unknown
1	December 4, 2024	December 5, 2024
2	September 1, 2025	September 24, 2025 <sup>a</sup>

<sup>a</sup> The revisions to Articles IV & XXVII meant to address the effects of Executive Order 14251 were not approved; but rather deferred for further coordination with the IFPTE Executive Council and Staff.

**ARTICLE I. NAME**

This organization shall be known as Local 777, International Federation of Professional and Technical Engineers, hereafter in this document the "Local."

## ARTICLE II. JURISDICTION

The jurisdiction of this Local shall be as set forth in its Grant of Charter allotted by the International Federation of Professional and Technical Engineers.

### ARTICLE III. PURPOSE

**§ 3.1. In General.**— The purpose of this Local shall be as set forth in the International Constitution and shall:

- a. Unite into one labor organization all workers eligible for membership, regardless of personal characteristics; and
- b. Secure improved remuneration, hours, working conditions, and other advantages for our Members through collective bargaining, advancement of our standing in the community, in the labor movement, and through other lawful methods.

## ARTICLE IV. ELIGIBILITY FOR MEMBERSHIP

**§ 4.1. Full Membership.**— Eligibility for Full Membership in this Local shall be as set forth in the International Constitution; and shall be limited to employees:

- a. Within the scope of bargaining unit(s) for which the Local is the exclusive representative as certified by the Federal Labor Relations Authority (“FLRA”), or
- b. Within the scope of a unit of workers who are excluded from the Federal Service Labor-Management Relations Statute (“FSLMRS”) by Executive Order, but that the Local has determined would otherwise meet the requirements for an appropriate unit as defined by the FSLMRS as supported by FLRA case law, and who this Local may represent without violation of the AFL-CIO Constitution.

### **§ 4.2. Associate Membership.**—

- a. Employees of the Department of Defense who are eligible for inclusion in a bargaining unit - notwithstanding Presidential determinations pursuant to 5 U.S.C. §7103(b) - but not currently represented by any union, are eligible for Associate Membership in the Local by paying dues as specified in Article XII. The Executive Board of the Local may limit this eligibility to components of the Department of Defense, such as the U.S. Army Corps of Engineers.
- b. Those who have retired from the civilian service while a Full or Associate Member, and are desiring to remain in solidarity with the workers in this Local may continue as Associate Members of the Local by paying dues as specified in Article 16.

## ARTICLE V. OFFICERS

**§ 5.1. Local Officers.**— Officers of this Local shall consist of a President, a Secretary, a Treasurer, one Vice-President from each Chapter other than the President’s Chapter, a Chief Steward, a Chief Advocate, and a Chief Organizer. These Officers shall constitute the Executive Board of the Local.

**§ 5.2. Chapter Officers.**— Each Chapter of the Local shall have the following officers: a Vice-President, a Vice-Secretary, a Vice-Treasurer, a Lead Steward, a Lead Advocate, and a Lead Organizer. These officers shall constitute the Steering Committee of their respective Chapter. A Member of the Local Executive Board shall serve as the Chapter Steering Committee Member in the same capacity (for example, the Treasurer would also serve in the role of Vice-Treasurer for their chapter.)

**§ 5.3. Eligibility.**— Eligibility to hold office shall be governed by the provisions of the International Constitution and these Bylaws.

**§ 5.4. Vacancies.**— In case of a vacancy in the office of the President, the order of succession to the office of President shall be: Vice-President(s) in order of tenure on the Executive Board, followed by the other members of the Executive Board in order of tenure on the Executive Board. In the event of the vacancy falling to two or more identically-tenured Executive Board Members, the tie may be broken by mutual agreement between them or failing that, a special election. If a special election is necessary, the Executive Board must call a nomination meeting within one month of the Executive Board meeting where the need for the election is ascertained.

**§ 5.5. President Emeritus.**— In the event that a Member has served as President of the Local (or of any local merged into the Local) for 20 or more years without being removed from office, they are entitled to the title “President Emeritus”<sup>1</sup> for as long as they maintain membership in the Local. President(s) Emeritus are non-voting members of the Executive Board

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<sup>1</sup>For feminine, “Emerita” and for gender-neutral or inclusive, many contemporary sources suggest “Emeritēs.” The office-holder is allowed to style the title with similar forms of the word “Emeritus,” consistent with their identity.

(unless serving an elected or appointed term for one of the offices enumerated above), and may sit on sub-committees of the Executive Board.

## ARTICLE VI. DUTIES OF THE PRESIDENT

**§ 6.1. Presiding Officer.**— It shall be the duty of the President: to preside and preserve order at meetings of the Local and of the Executive Board; to enforce the International Constitution and Bylaws of the Local; and to see that all Officers perform their respective duties. They shall also have the right to serve on all committees by virtue of their office.

**§ 6.2. Parliamentary Authority.**— The President shall: decide all questions of order, subject to an appeal to the membership; have the right to vote in the election of Officers; cast the deciding vote when a tie occurs on any question; announce the result of all votes; enforce all fines and penalties; and have the power to call special meetings when they deem it necessary or when requested in writing by 20% of the membership.

**§ 6.3. Financial Duties and Powers.**— The President, together with the Treasurer and Vice-Treasurer(s), may sign checks on the Local's bank accounts; and perform such other financial duties as the International Constitution and these Bylaws may require. The President, the Treasurer, and the Vice-Treasurer(s) shall be the principal representatives of Members of this Local with authority to make payments from the funds of this Local.

**§ 6.4. Principal Signatory.**— The President shall have the authority to sign all official documents.

**§ 6.5. Committees.**— The President shall appoint any and all committees, both general and special, as may be required from time to time by the Local and in general, they shall have supervision of the conduct and affairs of the Local, its Officers and employees, including, without limitation, the right to appoint Members of the Local to chair and preserve order in meetings. The President may delegate this Authority to Vice-Presidents with respect to Chapter committees and meetings.

**§ 6.6. General Authority.**— The President may take such action as in their judgment will further the best interests of the Local and its Members. Such actions may include aid and assistance, monetary or otherwise, to such other persons or organizations that the President deems deserving of such

aid in the best interest of the labor movement. The President shall have authority to interpret and decide all questions of law under these Bylaws between meetings of the Executive Board.

## ARTICLE VII. DUTIES OF THE VICE-PRESIDENT(S)

**§ 7.1. Alternate Local Presiding Officer.**— The Vice-President(s) preside at Local meetings in the absence of the President. They shall perform such other duties and render such assistance as may be directed by the President.

**§ 7.2. Chapter Presiding Officer.**— The Vice-President for each Chapter shall preside over Chapter meetings.

**§ 7.3. Communications.**— The Vice-President for each Chapter shall be the primary spokesperson for the Chapter, and the primary point-of-contact for the agency for the unit(s) the Chapter represents.

**§ 7.4. Chapter Steering Committee.**— The Vice-President for each Chapter shall chair their respective Chapter Steering Committee.

**§ 7.5. Local Executive Board.**— The Vice-President(s) shall serve as voting member(s) of the Local Executive Board. The President does not receive a second vote in their Vice-President capacity.

## ARTICLE VIII. DUTIES OF THE SECRETARY AND VICE-SECRETARY(S)

**§ 8.1. Membership Data.**— The Secretary, along with the Vice-Secretary(s), shall maintain a record of all Members in good standing with their last known address, personal email address, and personal phone number.

**§ 8.2. Meeting Note Taking.**— The Secretary shall attend meetings of the Local and the Executive Board; to keep minutes of the proceedings for the Local and the Executive Board, which need not be verbatim; to record the vote of each Executive Board Member on each measure at Executive Board meetings; to keep a record of the names of the Members comprising each committee; to handle the correspondence of the Local where required by the Bylaws. In the absence of the Secretary, the President shall appoint a Vice-Secretary, or if necessary, another Member, to act as Secretary Pro Tempore who shall have the duties set forth above. The Vice-Secretary(s) shall keep minutes of Chapter meetings and Chapter Steering Committee meetings for their respective Chapter, including records of Chapter and Chapter Steering Committee votes.

**§ 8.3. Recordkeeping.**— The Secretary shall retain records of the proceedings of all meetings of the Local and the Executive Board. The Vice-Secretary(s) shall retain the records of their respective Chapter. The Secretary and Vice-Secretary(s) shall retain important documents, papers, correspondence, as well as files on contracts and agreements with the Agency. The Secretary shall ensure that all collective bargaining agreements are published publicly.

**§ 8.4. Succession.**— Whenever a Secretary's term of office shall expire or otherwise be terminated they shall give to their successor (or if vacant, another officer) all papers, documents, records, reports, and other Local property that may have been entrusted to them by virtue of their office and shall be given an appropriate receipt.

**§ 8.5. Transparent Governance Committee.**— The Secretary shall chair the Transparent Governance Committee of the Local. The Vice-Secretary(s) shall serve as voting members of the Transparent Governance Committee of the Local.

**§ 8.6. Local Executive Board.**— The Secretary shall serve as a voting member of the Executive Board.

**§ 8.7. Chapter Steering Committee.**— The Vice-Secretary(s) shall serve as voting member(s) of their respective Chapter Steering Committee.

## ARTICLE IX. DUTIES OF THE TREASURER AND VICE-TREASURER(S)

**§ 9.1. In General.**— The Treasurer and Vice-Treasurer(s) shall be responsible for all the duties imposed upon local union Treasurers by the International Constitution. They shall make a report to the membership at each regular meeting (of the Local or of their Chapter, respectively), giving the financial standing of the Local; shall keep itemized records, showing the source of all funds received, and shall keep records, vouchers, worksheets, books, and accounts to verify the correctness of any such report.

**§ 9.2. Annual Inspection.**— The Treasurer shall appoint two or three members of the Local nominated by the Finance Committee to perform an inspection of the Local's finances within three months of the end of the Local's fiscal year. The Treasurer shall provide all relevant books, records, and accounts for this inspection. The Members performing the inspection shall write an annual report identifying any inconsistencies or apparent improprieties, and the Treasurer is responsible for resolving any errors or for obtaining a professional audit of the Local's finances.

**§ 9.3. Availability of Records.**— The Treasurer shall upon request make available a copy for inspection of any annual report to any Member. Upon a request by any Member made in writing setting forth good and sufficient cause for requesting examination of any books, records, and accounts necessary to verify any report filed in compliance with any statutory requirement, they shall make arrangements to have the records desired available for inspection during the regular business hours at the principal office of the Local. In the event that they believe that just cause does not exist for the request made, the Member shall then appeal the matter within ten days in writing to the Executive Board.

**§ 9.4. Receipts.**— The Treasurer, along with the Vice-Treasurer(s), shall receive all funds paid to the Local, giving their receipt for any dues, initiation fees or other fees, assessments, or fines. All funds received from any source whatsoever shall be placed in a bank in the name of the Local.

**§ 9.5. Required Reporting.**— The Treasurer shall be responsible for preparing, and with the President submitting, all reports required by the

U.S. Department of Labor and the U.S. Internal Revenue Service. Examples include the LM-1, LM-3, or LM-4 forms required by the provisions of the Civil Service Reform Act of 1978 implementing the Labor-Management Reporting and Disclosure Act of 1959; and the Form 990-N required by the Internal Revenue Code.

**§ 9.6. Succession.**— Whenever a Treasurer’s term of office shall expire or otherwise be terminated they shall give to their successor all papers, documents, records, vouchers, worksheets, books, reports, money, and other Local property that may have been entrusted to them by virtue of their office and shall be given an appropriate receipt. Such property shall be retained at the Local’s principal office for a period of six years.

**§ 9.7. Finance Committee.**— The Treasurer shall chair the Finance Committee of the Local. The Vice-Treasurer(s) shall serve as voting members of the Finance Committee of the Local.

**§ 9.8. Local Executive Board.**— The Treasurer shall serve as a voting member of the Executive Board.

**§ 9.9. Chapter Steering Committee.**— The Vice-Treasurer(s) shall serve as voting member(s) of their respective Chapter Steering Committee.

**ARTICLE X. DUTIES OF THE CHIEF STEWARD AND LEAD STEWARD(S)**

**§ 10.1. Representation Processing.**— The Chief Steward, with the Lead Steward(s), shall be the primary officer(s) responsible for reviewing potential grievances, unfair labor practice charges, and other cases that may need to be filed against the employer. The Chief Steward, with the Lead Steward(s), will review the work of the various Shop Stewards in receiving and evaluating possible cases and shall have the authority to file grievances with the employer, Unfair Labor Practice charges with the Federal Labor Relations Authority, or other complaints or appeals with appropriate authorities.

**§ 10.2. Stewards.**— The Chief Steward, with the Lead Steward(s), is responsible for recruiting and training Shop Stewards in as many working areas (e.g. field offices, divisions within the headquarters office, etc.) as possible to ensure that Members have a primary point-of-contact between Members and the Local & Chapter officers and Executive Board & Chapter Steering Committee.

**§ 10.3. Duty of Fair Representation.**— The Chief Steward is responsible for ensuring that the Local meets its duty of fair representation of all bargaining unit employees for which the Local is the exclusive representative. The Chief Steward, with the Lead Steward(s), is responsible for creating the procedures by which the Stewards document a case brought to the Local by a bargaining unit employee and ensuring that the rationale for the course of action recommended by the Steward is documented prior to committing the Local to that course of action or recommending the decision to the Executive Board.

**§ 10.4. Safety Inspections.**— The Chief Steward and Lead Stewards are responsible for ensuring that the Local and its Chapters are represented at safety inspections in all workplaces where Members or unit employees work.

**§ 10.5. Representation Committee.**— The Chief Steward shall chair the Representation Committee of the Local. The Lead Steward(s) shall serve as voting members of the Representation Committee of the Local.

**§ 10.6. Local Executive Board.**— The Chief Steward shall serve as a voting member of the Executive Board.

**§ 10.7. Chapter Steering Committee.**— The Lead Steward(s) shall serve as voting member(s) of their respective Chapter Steering Committee.

**ARTICLE XI. DUTIES OF THE CHIEF ADVOCATE AND LEAD ADVOCATE(S)**

**§ 11.1. Primary Duties.**— The Chief Advocate, along with the Lead Advocate(s) shall be the primary officer(s) responsible for ensuring that the Members' priorities are communicated to Members of Congress and Executive Branch Officials.

**§ 11.2. Surveys.**— The Chief Advocate, with the Lead Advocate(s), shall survey, canvass, or otherwise investigate the positions of the Members, and when applicable and deemed necessary or advantageous, the whole bargaining unit(s).

**§ 11.3. External Communications.**— The Chief Advocate and Lead Advocate(s) are responsible for publicizing the positions of the Members (of the Local or their Chapter, respectively) when appropriate, including through the use of press releases, letters to editors of media outlets, or interviews in the press.

**§ 11.4. Rulemaking, National Consultations.**— The Chief Advocate is responsible for ensuring that comments on notices of proposed rulemaking and/or proposed policies relayed to the Local by IFPTE pursuant to National Consultation Rights are prepared and submitted as necessary, and that if the Members desire a change to a regulation, that an appropriate petition is drafted and submitted to the relevant agency.

**§ 11.5. Wage Surveys.**— The Lead Advocate(s), with assistance from the Chief Advocate as necessary, shall be responsible for participating to the greatest extent possible in any wage surveys for Federal Wage System members within their Chapter.

**§ 11.6. Legislative Advocacy Conference.**— The Chief Advocate and Lead Advocate(s), with the President, shall attend the annual IFPTE Legislative Advocacy Conference in Washington, DC to the extent funds allow. The Advocacy Committee shall select the attendee(s) based on the number of attendees authorized by the Executive Board.

**§ 11.7. Committees on Political Education.**— The Chief Advocate and Lead Advocate(s) shall encourage the greatest possible participation in the Committees on Political Engagement (COPE) in the Local's affiliate Central Labor Councils.

**§ 11.8. Advocacy Committee.**— The Chief Advocate shall chair the Advocacy Committee of the Local. The Lead Advocate(s) shall serve as voting members of the Advocacy Committee of the Local.

**§ 11.9. Local Executive Board.**— The Chief Advocate shall serve as a voting member of the Executive Board.

**§ 11.10. Chapter Steering Committee.**— The Lead Advocate(s) shall serve as voting member(s) of their respective Chapter Steering Committee.

**ARTICLE XII. DUTIES OF THE CHIEF ORGANIZER AND LEAD ORGANIZER(S)**

**§ 12.1. Primary Duties.**— The Chief Organizer and Lead Organizer(s) shall be the primary officers responsible for organizing new members into the Local, training organizers from among the Members, and organizing Local campaigns to pursue the objectives identified by the Membership.

**§ 12.2. Promotional Materials.**— The Chief Organizer, with the Lead Organizer(s), shall have the primary responsibility for developing Local and Chapter promotional materials, clothing items, graphic identity assets, and other intellectual property.

**§ 12.3. Internal and External Communications.**— The Chief Organizer, with the Lead Organizer(s), shall have the primary responsibility to establish and maintain such communication vehicles as they may determine advisable. This may include website(s), social media account(s), and newsletter(s).

**§ 12.4. Education of Members.**— The Chief Organizer, with the Lead Organizer(s), shall have the primary responsibility for developing educational materials for new employees in the units the Local represents or is organizing, for new members of the Local, and for Members.

**§ 12.5. Organizing & Education Committee.**— The Chief Organizer shall chair the Organizing & Education Committee of the Local. The Lead Organizer(s) shall serve as voting members of the Organizing & Education Committee of the Local.

**§ 12.6. Local Executive Board.**— The Chief Organizer shall serve as a voting member of the Executive Board.

**§ 12.7. Chapter Steering Committee.**— The Lead Organizer(s) shall serve as voting member(s) of their respective Chapter Steering Committee.

## ARTICLE XIII. POWERS AND DUTIES OF THE EXECUTIVE BOARD

**§ 13.1. Financial Management.**— Except as may be otherwise provided in these Bylaws the Executive Board is authorized and empowered to manage, invest, expend, contribute, use, and acquire Local funds and property in the pursuit and accomplishment of the objectives set forth in the International Constitution and in these Bylaws. The Executive Board is hereby empowered, in addition to such other powers as are set forth in these Bylaws or are conferred by law, to:

- a. Provide for the salaries, allowances, direct and indirect disbursements, expenses, and reimbursement of expenses for Officers, agents, and employees;
- b. Provide for direct and indirect loans for such purposes and with such security, if any, as it deems appropriate, and with such arrangement for repayment as it deems appropriate, all to the extent permitted by law;
- c. Provide for the employment and payment of attorneys, accountants, and such other special or expert services, as may be required for the organization;
- d. On behalf of the Local, its Chapters, Officers, employees, or Members, to initiate, defend, compromise, settle, arbitrate or release, or to pay the expenses and costs of any legal proceedings deemed necessary to protect, preserve, or advance the interests of the organization;
- e. Fill all vacancies in office which occur during the term of such office, which shall be for only the remainder of the term of office, except in the cases of recall of an officer;
- f. Transact all business and to manage and direct the affairs of the Local between Membership meetings except as may otherwise be provided for. It may delegate to any of its Officers any of the functions and powers set forth here, other than the power to fill vacancies in office;

- g.** To do all acts, whether or not expressly authorized here, that the Board may deem necessary or proper for the protection of the property of the Local and for the benefit of the organization and Members; Decide appropriateness of expenses of representatives of the Local while on official Local business; and
- h.** Select, from Finance Committee Members, a third representative to sign a check for disbursement of funds. This representative may sign a check only in an emergency in which either the President or Treasurer is not available within a reasonable length of time.

**§ 13.2. Recall of Executive Board Members.**— The Executive Board may pass a resolution requesting a recall vote (which shall not be subject to the normal procedures for a petition with a 66% showing) in the event that an Executive Board Member misses three consecutive meetings without proper excuse, in the sole judgment of the President.

**§ 13.3. Executive Board Meetings.**— The Executive Board shall meet at least quarterly. A majority of the Board shall constitute a quorum.

## ARTICLE XIV. ALLOWANCES, EXPENSES, AND BENEFITS

### § 14.1. Allowances.—

- a. Recognizing that the Officers of this Local and its Chapter(s) must participate in cultural, civic, political, fraternal, and educational activities in addition to their specific duties provided in the International constitution and these Bylaws; that such activities benefit the Local, its Chapter(s), and the Members; that the time spent in such activities is unpredictable and unascertainable; such Officers and employees may be granted an allowance in such amount (daily, weekly, or monthly) as the Executive Board may determine (but not to exceed 25% of the annual basic pay of a GS-13, Step 1 employee in the Chicago locality pay area per calendar year);
- b. On all assignments, which require travel outside of the municipality, Officers or employees may receive an out-of-town allowance in such amount as the Executive Board may determine; and
- c. In addition to the allowances set forth above, all Officers and employees may be reimbursed for, or credit provided for, all expenses incurred in connection with their activities, if approved by the Executive Board or by the Membership at a regular meeting.

§ 14.2. Expenses.— When a representative of the Local or a Chapter is engaged in activities which have been authorized by the Membership at a regular or special meeting and are in the interest of or for the benefit of the Local, its Chapter(s), or its Members, the Local shall pay the expenses incurred, or reimburse the representative upon receipt of itemized vouchers from him or the supplier of such services.

**ARTICLE XV. NOMINATION, ELECTION, AND REMOVAL OF OFFICERS**

**§ 15.1. Controlling Law.**— All elections in this Local shall be conducted in accordance with the Labor-Management Reporting and Disclosure Act of 1959, where applicable.

**§ 15.2. Nomination Meeting Timing.**— Meetings for nomination for Officers shall be held at the regular meeting held in November, beginning in 2003. Elections shall be held not less than thirty days after nominations have been closed.

**§ 15.3. Term of Office.**— The Local shall elect its Officers by secret ballot for a term not to exceed three years, and may hold office until their successor is duly elected, qualified, and installed. Officers may succeed themselves.

**§ 15.4. Notice of Nomination Meeting.**— At least 15 days prior to the date of the nomination meeting specific notice of the date, time and place of the nomination meeting, and the offices involved and shall be mailed to each Member at their last known home address, and/or electronically to their last known personal email, of the time and place at which nominations are to be held and the manner in which Members may nominate a candidate prior to the nomination meeting.

**§ 15.5. Member Rights and Responsibilities.**— The right and responsibility of Members shall be as follows:

- a. To nominate, vote for, or support candidates. Every Full Member whose dues are paid up through the month in which the nomination or election is held shall have the right to nominate, vote for, or otherwise support the candidate of their choice. Associate members have the right to support any candidate, including by speaking in support of a candidate; and

**b.** To stand for election. As used in this section, “good standing” means the payment of dues in a timely manner (including by having a valid Request for Payroll Deductions for Labor Organization Dues on file with the employer); in accordance with the International Constitution.

**i.** Every Full Member who has been in continuous good standing for each month in the six-month period immediately prior to nominations shall be eligible to be elected as an officer or delegate.

**ii.** Associate Members who are not currently supervisors in the Federal Government and who have been in continuous good standing for each month in the six-month period immediately prior to nominations shall be eligible to be elected as a delegate.

**iii.** Any Member may be appointed to unelected positions or to fill unexpired terms.

**iv.** Any Member who is ruled ineligible to run for any elected position may appeal within 48 hours to the International President or their designee.

**§ 15.6. Nomination Meeting Procedures.**— The nomination meeting shall be conducted as follows:

**a.** Nominations and the conduct of the election and related questions shall be the first order of business at the nomination meeting and minutes shall be kept of the meeting, with nominations for President/Vice-Presidents and delegate(s) to the IFPTE International Convention first, followed by other Chapter offices;

**b.** Any question of the eligibility of candidates nominated by motion at such meeting shall be decided by the Secretary of the Local, or designee, within 24 hours and shall be appealable to the International President, in accordance with the provisions of the above eligibility paragraph;

**c.** Nominations for Chapter offices automatically are nominations for the Local-level counterpart (for example, nominations for Lead Steward are also nominations for Chief Steward); and

- d. Nomination shall not be closed until a call for further nominations has been made three times by the chair without further nominations being made.

**§ 15.7. Election Procedures.**— Elections shall be held as follows:

- a. After the nomination meeting, but not less than 15 days prior to the election, specific notice of the date, time, and place of the election shall be mailed to each Member at their last known address (unless Presidential or Congressional action has rendered the Local not subject to the election provisions of the LMRDA, in which case, notice may be provided by electronic means);
- b. For the officers of the Local and all delegates to IFPTE International Conventions, an at-large secret-ballot ranked-choice vote of all eligible Members of the Local shall be held, with a write-in option. For the officers of each Chapter and all delegates to affiliated labor bodies apportioned to that Chapter, a secret-ballot ranked-choice vote of all Chapter members shall be held, with a write-in option.
- c. Elections for office containing the winner of a race for Local office will be canceled, as the winner of these Local-level officers serve ex officio as the Chapter-level counterpart.
- d. Absentee voting by mail and/or electronic voting, and eligibility for absentee/electronic voting may be authorized by majority vote of the Membership in attendance at the nomination meeting. Absentee/electronic ballots shall be valid only if they are received before the closing of the polls. Absentee/electronic voting shall be conducted with all proper safeguards;
- e. All candidates shall be accorded a reasonable time to state their qualifications and vision for office prior to the election (including providing a written statement to be included in absentee/electronic ballots) and are expected to do so;

- f. Each candidate shall have the right to have an observer at the polls and at the counting of the ballots. Candidates and their observers may challenge the eligibility of voters, and all challenged ballots shall be set aside pending determination as to their validity. All challenges shall be investigated to determine their validity as promptly as possible if the challenged ballots are sufficient in number to affect the result of the election;
- g. Protests concerning the rulings, or the eligibility of voters and the conduct and validity of the election shall be filed within 48 hours with the International President or their designee. Decisions of the International President shall be binding, subject to appeal as provided in the International Constitution, and shall determine which Officers as to whom there is a contest shall conduct the affairs of the Local pending final resolution of the protest; and
- h. All nomination and election records, including the minutes of the nomination meeting and the ballots cast, shall be preserved for a period of at least one year.

**§ 15.8. Installation; Start of Term.**— Newly elected Officers will be installed and take office at the next regular or special meeting.

**§ 15.9. Duties of the Local Secretary.**— Duties of the Secretary in connection with nomination and election shall be as follows:

- a. The Secretary shall at least 15 days prior to the holding of any nomination give notice to all Members of the time, place, and date at which nominations shall be held in connection with such election. Such notice shall be given in the manner determined by the Executive Board;
- b. The Secretary shall, at the time of any nomination, review the qualifications for office of any Member and at his request and shall make a date, hour(s), and office(s) upon which voting shall be held by mailing such notice to the Member's last known address;

- c. The Secretary shall give written notice to each Member of the Local at least 15 days prior to any election date of the time, place, date, hours and offices upon which voting shall be held by mailing such notice to the Member's last known address;
- d. Upon reasonable request of a bona fide candidate for office, the Secretary shall arrange for the distribution of any campaign literature by mail, or otherwise, provided that in making such request the candidate pays all costs involved in advance. The Secretary may require that all campaign literature shall be presented to the principal office of the Local not later than 15 days prior to the election and may, where the volume of work involved exceeds the facilities and capacities of the employees of the Local, provide for a consolidation of such distribution and the cost in that event of such distribution shall be distributed on a pro rata basis;
- e. The Secretary shall make available for inspection by any bona fide candidate the membership list at least once within 30 days prior to the election date. Such inspection shall be arranged for in advance by the Secretary; and
- f. The Secretary shall retain copies of all requests for distribution for campaign literature, shall make a record of the date the literature was distributed, the cost and the amount received for such work and for postage, a copy of the notices of nomination and of the election, a copy of the ballot, the official tally sheet submitted by the tellers and such other records as shall relate to the conduct of the election. In the event there shall be any protest or charges made concerning the conduct of the election, such protest or charge shall be made in writing to the Secretary within 48 hours of the event complained of, specifying the exact nature of the protest and where an election has already been held, setting forth how it has affected the outcome of the election. The Secretary shall refer them to the Executive Board for disposition.

**§ 15.10. Member-Initiated Recall.**— If, before the term of an officer is completed, it becomes apparent that an officer is failing to complete their duties as described in these Bylaws, members in good standing may petition to remove (recall) the officer(s) and hold elections for a replacement to serve the remainder of the term of office. The requirements to recall an officer are as follows:

- a. The reason(s) for the recall must be clearly stated and presented to all members in good standing. The presentation of reasons for recall may be made at a regular or special meeting, or may be made by written communication, including email.
- b. Possible reasons for recall include, but are not limited to,
  - i. Failure to execute the duties of the office;
  - ii. Gross negligence in the execution of the duties of the office;
  - iii. Criminal behavior that prevents the officer from executing their duties;
  - iv. Conflicts of interest that prevent the officer from executing their duties.
- c. A minimum of 66% of the Members in good standing of the Local or Chapter at issue must sign a petition requesting a recall vote, based on the reasons presented.
- d. A special meeting of the Local or Chapter at issue will be called to consider the recall. The recall meeting must be scheduled with a minimum 15 day notice of the time and place for the meeting. Members of the Local or Chapter at issue must be notified of the recall meeting time, and location by mailing such notice to the Member's last known address, and/or electronically to their personal email.
- e. At the recall meeting, both the officer being recalled and a spokesman for the majority wishing recall will be allowed to present their justification for or against recall.
- f. Votes will be cast in secret, written ballot, and will be counted in public at the meeting. A minimum of 66% of members of the Local or Chapter at issue must vote in favor of the recall to recall an officer. In the event of a recall vote for a Local Officer, the officer's Chapter shall vote separately; and if the Local votes to recall but the Chapter does not, the officer retains only their Chapter level office. A successful Chapter level recall of a Local Officer removes them from both levels.

- g.** Immediately following a successful vote to recall, a meeting time and location of the Local or Chapter at issue will be set for a meeting to nominate candidates. The procedures given in this article governing elections shall also be followed for special elections to replace a recalled officer.

## ARTICLE XVI. DUES AND ASSESSMENTS

**§ 16.1. Dues for Retirees, Associate Members, and in Unrecognized Units.**— The dues of this organization shall be:

- a. \$25 per month for part-time workers, retirees, and full-time workers at grades GS/WG/WY/XF 1–7, DB/DJ 1, DE 1–2, and DK 1–3.
- b. \$35 per month for full-time members at grades GS 8–12, WG/WY/XF 8+, DB/DJ 2–3, and DK 4.
- c. \$45 per month for full-time members at grades GS 13+ and DB/DJ 4.

**§ 16.2. Dues in Recognized Units.**— The dues of this organization shall be 0.5% of the Member’s basic pay per pay period.

**§ 16.3. Dues Increase Procedure.**— Any increase in the rate of dues or initiation fees or the levy of a special assessment shall be made only in accordance with the following procedures:

- a. At least 20 days notice shall be given to the membership prior to the meeting at which the membership will consider the question of whether or not such dues, initiation, or reinstatement fees, or special assessment shall be changed or levied. The notice shall indicate that an increase or assessment is to be voted on. Such meeting may be general or special;
- b. At the regular or special meeting called, voting shall be by secret ballot of the Members in good standing; and
- c. A majority vote by secret ballot of the Members in good standing, voting at such meetings, shall decide the issue.

## ARTICLE XVII. MEETINGS

### § 17.1. Regular Meetings.—

- a. Semiannual (twice per year) business meetings shall be held at such places and at such times as designated by the Executive Board and approved by the membership at a general or special meeting.
- b. Monthly informal meetings should be held where possible to foster camaraderie, disseminate information, and build solidarity among the membership.
- c. Members in attendance at meetings shall have the right to express their views, arguments, or opinions upon any business properly before the meeting subject to these Bylaws and the rules and regulations adopted by the Executive Board pertaining to the conduct of meetings, but no Member in exercising such rights shall evade or avoid their responsibility to the organization as an institution in the Local's performance of its legal or contractual obligations, or conduct himself or herself in a disruptive, unruly, or boisterous manner.

**§ 17.2. Special Meetings.—** Special meetings of the Local may be called by the President as set forth in Article 6. Upon failure of the President to call a special meeting within a reasonable time after a petition of 10% of the membership, a majority of the Executive Board may call such meeting by action taken at a duly called Executive Board meeting.

**§ 17.3. Quorum.—** A quorum of a general meeting shall consist of a minimum of 10% of the Members in good standing. The Secretary shall determine when a quorum is present at the meeting and so inform the presiding Officer before any meeting is called to order.

**§ 17.4. Access.—** The Secretary shall provide an electronic means for meeting participation to allow Members to participate regardless of duty station. At a minimum, a call-in option must be available, but a video conference shall be offered if possible.

## ARTICLE XVIII. MEMBERSHIP

**§ 18.1. Requirements for Full Membership.**— An applicant shall be considered a Member when they shall meet all of the following requirements for membership:

- a. Written application for membership as determined by the Local;
- b. Tender of the initiation fees, when in effect, as well as initiation of automatic annual or monthly dues payments electronically in the system established by the Local, or upon arrangement with the Treasurer to pay dues by cash or other transaction method;
- c. Acceptance of their application and dues by the Local.

**§ 18.2. Loss of Good Standing.**— A Member shall lose their good standing in the organization by suspension or expulsion from membership after appropriate proceedings consistent with the Bylaws of this Local, or by non-payment of dues on becoming three months in arrears. Members who are in non-pay status (such as serving in the Armed Forces; on detail to a non-Defense agency; or on long-term leave or workers' compensation) must either make other arrangements with the Treasurer for dues payments; or will be ineligible to vote or hold office during these periods of absence.

**§ 18.3. Regaining Good Standing.**— A Member losing their good standing status because of their failure to pay their dues or other obligations as required by the International Constitution or these Bylaws, if they have not been suspended or expelled from membership, may reinstate their good standing by the payment of three months dues or any dues not paid during loss of good standing, whichever is less, and other financial obligations. The Treasurer may waive this requirement for reinstatement for Members who were on a long-term non-pay status, provided the Member notified the Treasurer in a timely manner.

**§ 18.4. Voluntary Withdrawal.**— A Member shall be considered to have voluntarily withdrawn from membership upon receipt of a written resignation of membership; a cancellation of automatic dues payments without

otherwise making arrangements to pay manually; or upon a Member leaving federal service other than by retirement and therefore no longer meeting eligibility requirements.

**§ 18.5. Prohibitions.**— No Member shall engage in dual unionism or espouse dual unionism or disaffiliation in the course of any meeting, shall not slander or libel the Local, its Chapter(s), its Members, or its Officers, shall not be a party to any activity to secure the disestablishment of the Local as the collective bargaining agent, or interfere with any business agent of Officer in the performance of their duties.

**§ 18.6. At Meetings.**— No Member shall be permitted at any assembly or meeting of other Members to engage in any of the conduct described above.

**§ 18.7. Intoxication, Disruption.**— No Member who is in an intoxicated condition or under the influence of drugs shall be permitted to attend or participate in a Local meeting and no Member shall use intemperate, profane, or abusive language during the course of a meeting, under penalty of being required to leave the meeting or under penalty of being subjected to disciplinary proceedings.

**§ 18.8. Collective Bargaining Agreements.**— It is the responsibility of each Member to live up to the agreement and report any and all violations to the Local or Chapter Officers.

**§ 18.9. Contact Information.**— Each Member shall inform the Secretary of their current mailing address, personal phone number, and personal email address.

## ARTICLE XIX. UNION CONSULTANTS

**§ 19.1. In General.**— Union Consultants are not Officers of the Local. They shall be selected in such manner and shall have such duties as the Executive Board may direct. Union Consultants shall be provided access to the documents necessary to perform their duties.

## ARTICLE XX. DISCIPLINE-OFFENSES

**§ 20.1. Due Process.**— Each Member of this Local shall have the right to fair treatment in the application of Local rules and law in accordance with the International Constitution, these Bylaws, and the Federal Code governing Unions. In application of all rules and procedures relating to Local discipline the essential requirements of due process of law—notice, hearing, and judgment based upon the evidence shall be observed, without, however, requiring technical formality followed in courts of law.

**§ 20.2. Representation.**— Members shall have the right to be represented by any Member in good standing; but no lawyer shall be permitted to appear on behalf of Members in internal Local trials, except upon approval of the trial board.

**§ 20.3. Offenses.**— Recognizing that these requirements of fairness and due process of law will be administered by groups of laboring people, this Local adopts the following procedures with the specific understanding that the following procedural guides are designed to attain justice both to the individual Member and the Local, and in instances where deviations from such procedures are not such as to substantially affect the Members' substantive rights, these procedures are not to constitute technically precise requirements of strict pleadings of courts of law.

- a. Members of this Local may be charged and tried only in accordance with the offenses and procedures specified in the International Constitution.
- b. Officers may be charged only with offenses defined in the International Constitution, or with "serious misconduct." Serious misconduct of an Officer shall be defined as:
  - i. Willful or negligent failure to hold the money and property of the Local or its Chapter(s) solely for the benefit of the Local, its Chapter(s), and its Members and to manage, invest, and expend the same in accordance with these Bylaws, or any resolution for directions of the Executive Board, or the membership;

- ii. Dealing with the Local or its Chapter(s) as an adverse party in any manner connected with their duties;
- iii. Holding or acquiring any written pecuniary or personal interest which conflicts with the interest of the Local or its Chapter(s); and
- iv. Failure to account, after written request for accounting is made by Members in good standing, for any profit received by them in connection with transactions conducted by them or under their direction on behalf of the Local or its Chapter(s).

**§ 20.4. Process.**— The requirements of the International Constitution and of fairness and due process will be attained by substantial adherence to the following:

- a. Copies of all charges should be submitted in writing to the person charged at least 10 days prior to any trial or hearing; Details of the conduct or activity charged should be described, giving dates and places where possible;
- b. The trial board should not include among its Members any person who is in the role of an accuser;
- c. Either verbatim minutes, mechanical recording, or accurate summaries of the evidence should be kept;
- d. The accused should have the right to confront and cross-examine any witness giving testimony against them;
- e. The trial board should give to the accused full opportunity to make their defense and to produce testimonial or documentary evidence for that purpose;
- f. The decision of trial boards should recite the facts which it finds to be true and should also set for the basis for the decision reached;

- g.** All documents in the proceeding, as well as summaries of evidence or stenographic minutes shall be preserved and kept available for use in further proceedings in the Local; and
- h.** It should always be understood that every accusation must be supported by proof.

## ARTICLE XXI. EXHAUSTION OF REMEDIES

**§ 21.1. In General.**— No local Union or other subordinate body, nor any Member or Officer, nor any Officer or Member of the International Union, shall resort to any court or agency outside the International Union until all forms of relief and avenue of appeal as provided by the International Constitution have been exhausted unless otherwise provided by statutory law.

## ARTICLE XXII. BONDING

**§ 22.1. In General.**— The President and Treasurer shall be bonded in an amount equal to 10% of the funds handled by them or by their predecessors during the preceding fiscal year, or as required by the International Union, or as required by law.

**ARTICLE XXIII. AFFILIATION WITH OTHER LABOR ORGANIZATIONS**

**§ 23.1. Authority.**— The Local may affiliate with other labor organizations such as central labor councils, state federations, and councils within IFPTE such as the National Council of Army Corps of Engineers Locals. For those bodies that assess dues or assessments as a requirement of affiliation, a majority vote of the Membership is required to authorize the President to conduct the affiliation. Otherwise, the President shall have the authority to affiliate with formal or informal labor bodies in the best interest of the Local.

**§ 23.2. Allocation.**— Affiliates with specific geographic jurisdictions, such as central labor councils and state labor federations, will be allocated by the Executive Board to Chapter(s). The Chapter allocated to an Affiliate shall serve as the primary point-of-contact for that Affiliate.

## ARTICLE XXIV. DELEGATES

**§ 24.1. Delegates Ex Officio.**— The President shall be a delegate and chairperson of the delegation to conventions of the International Union, as well as to other labor bodies such as the Central Labor Council(s) and State Federation(s) of the AFL-CIO, and council(s) within IFPTE, unless they decline for good cause or delegate this responsibility at an Executive Board or General Membership Meeting to the Vice-President of the Chapter allocated to that Affiliate.

**§ 24.2. Other Delegates.**— Other delegates shall be nominated and elected in a manner provided by the Executive Board of the Local provided that adequate notice of nominations and elections of such delegates shall be given and provided further that all such delegates shall be elected by secret ballot. In order to qualify for nomination and election as a delegate for this Local each delegate shall, at the time of nomination, be a Member in good standing for one year immediately prior to being nominated.

## ARTICLE XXV. INTERNATIONAL CONSTITUTION

§ 25.1. **In General.**— This Local acknowledges that the International Constitution supersedes any provisions of these Bylaws, which are inconsistent with that Constitution. The Local re-adopts, as its Constitution, the International Constitution, and incorporates by reference, as though fully set forth, all such provisions of such Constitution, as it may be interpreted, modified, or amended from time to time, which are applicable to the Local matters and affairs.

## ARTICLE XXVI. MERGER

**§ 26.1. Initial Discussions and Negotiations.**— The Local President is empowered to enter discussions with other local union(s) affiliated with IFPTE on the topic of merger. Should the local union(s) desire to merge into this Local, the President is empowered to disclose information about the Local’s finances and other strategic information, and to negotiate conditions of said merger; including dues payments for merged-local members for the remainder of the Local’s fiscal year, handling of the merged-local(s)’ funds and property, expected Chapter establishment, and mapping of the merged-local(s) validly elected officers onto Local and/or Chapter offices.

**§ 26.2. Basic Requirements.**— A local desiring to merge into this Local shall present evidence of having held a special meeting with merger as the only item of business, proper notice of said meeting, communication at the meeting and with the vote of the “choices inherent” in the decision to merge or not, and a secret ballot vote of the members of the merged-local voting in the affirmative.

**§ 26.3. Ratification.**— The Executive Board, upon receipt of such evidence, shall call a vote of all Members of the Local, and upon a majority voting in the affirmative, shall take all necessary actions to effectuate the merger. The Executive Board shall determine whether to initiate any representation petitions with the FLRA as a result of the merger.

## ARTICLE XXVII. EXTERNAL ORGANIZING COMMITTEES

**§ 27.1. When Authorized.**— The Local President is empowered to establish an Organizing Committee when workers eligible for Membership in this Local, but outside of established units, so request.

**§ 27.2. Committee Structure.**— The Organizing Committee may operate with officers corresponding to the Chapter Officer positions of this Local, or other structures in consultation with the Local President. The Local President has the authority to appoint officers of an Organizing Committee as with any other committee; but Organizing Committees may request to nominate officers and/or to conduct advisory elections.

**§ 27.3. Budget.**— The Organizing Committee may request a budget from the Finance Committee; and where possible the Finance Committee should approve a budget of at least the amount of dues collected from Associate Members in the unit(s) being organized. The Finance Committee must notify the Executive Board of any budget approved under this provision.

**§ 27.4. Chapter Formation or Incorporation.**— When the Organizing Committee can demonstrate having met the following criteria, it may petition the Executive Board to create a Chapter of the Local that would include the unit(s) being organized; or to recognize the Members within the organizing unit(s) as Full Members of an existing Chapter.

- a. At least twenty-five eligible workers from the new unit(s) – or in the case of a unit with less than 50 potential members that seeks to join an existing Chapter, at least 10% of eligible unit workers – have joined the Local as Associate Members, and
- b. A petition has been signed by at least 30% of the workers in the unit (or for multi-unit Chapter(s), for each unit), expressing interest in being represented by a union, and

- c.** An Organizing Committee with representation from at least three organizational subdivisions of the workplace is meeting regularly; or
- d.** The Federal Labor Relations Authority has certified the Local as the exclusive representative of the unit(s).

## ARTICLE XXVIII. SAVINGS CLAUSES

**§ 28.1. Financial Obligations.**— The provisions of these Bylaws relating to the payment of dues, assessments, fines or penalties, etc., shall not be construed as incorporating into any Union security contract those requirements for good standing membership which may be in violation of applicable law, nor shall they be construed as requiring any employer to violate any applicable law. However, all financial obligations imposed by or under the International Constitution and these Bylaws (and in conformity therewith) shall be legal obligations of the Members upon whom imposed and enforceable in a court of law.

**§ 28.2. Severability.**— If any provision of these Bylaws shall be declared invalid or inoperative, by any competent authority of the Executive, Judicial, or Administrative branch of the federal or state government, the Executive Board shall have the authority to suspend the operation of such provision during the period of its invalidity and to substitute in its place and stead a provision which will meet the objections to its validity and which will be in accord with the intent and purpose of the invalid provision. If any Article of these Bylaws should be held invalid by operation of law or by any tribunal of competent jurisdiction, the remainder of this Constitution or the application of such Article to persons or circumstances other than those as to which it has been held invalid, shall not be affected thereby.

## ARTICLE XXIX. AMENDMENTS

**§ 29.1. In General.**— Any Member may propose amendments to these Bylaws. The proposed amendments, unless otherwise provided in the Bylaws, shall be submitted to the Executive Board prior to being published by the Local and read at one regular meeting. The proposed amendment shall be voted upon at the next regular meeting. Amendments may also be proposed, read, and voted upon at a special meeting called for such purpose with advance written notice of 14 days to the membership of the nature of the amendment. Amendments approved by a majority vote of those Members present and voting shall be sent to the Office of the International President for approval and shall take effect immediately upon receipt of this Local of such approval unless otherwise specified in the amending language.