

**BYLAWS OF THE
NATIONAL TREASURY EMPLOYEES UNION
CHAPTER 282**

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PART I
Constitution

The Constitution of the National Treasury Employees Union as amended at the last National Convention is hereby adopted as the Constitution of this Chapter. The Bylaws of this Chapter contained herein set forth rules for the local administration and functions of this Chapter. No part of these Bylaws shall be in force if they are contrary to or in conflict with the provisions of the NTEU National Constitution and Bylaws and the U.S. Department of Labor regulations.

PART II

Name, Headquarters -- Jurisdiction and Fiscal Year

Section 1. Name

This organization shall be known as the National Treasury Employees Union (NTEU), Chapter 282

Section 2. Headquarters and Jurisdiction

The Chapter shall have jurisdiction concurrent with the jurisdiction granted in the Charter issued pursuant to the NTEU National Constitution, unless amended by operation of the provisions of the NTEU National Constitution.

Chapter 282 has representational jurisdiction of all FDA bargaining unit employees located in Washington, District of Columbia (DC), and the States of Pennsylvania, Delaware, Maryland, Virginia and West Virginia.

Section 3. Fiscal Year

The fiscal year of the Chapter shall be from January 1 to December 31.

PART III
Membership

Section 1.

Any person who is presently employed by the Federal Government within the Chapter's jurisdiction as defined in Part II, Section 2, or any former employee, or any retired employee of the Federal Government, or employee of NTEU is eligible for membership in this Chapter, regardless of race, color, religion, sex, national origin, age, disability, marital status, or sexual orientation.

Section 2.

A member of the Chapter is defined as one who is eligible for membership pursuant to Part III, Section 1 of these Bylaws and who satisfies the dues remittance requirements in Part VII (D) of NTEU's National Bylaws.

Section 3.

Classification of membership in the Chapter shall mean:

- (A) Active employee member -- any member presently employed by the U.S. Food and Drug Administration within the jurisdiction of Chapter 282.
- (B) Retired member -- any member who is a former employee of the U.S. Food and Drug Administration whose last assigned post of duty was in the jurisdiction of the chapter and who is drawing an annuity under the U. S. Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS).
- (C) Former employee member -- any member formerly employed by the U.S. Food and Drug Administration who left before he/she was eligible for retirement.
- (D) New member -- any employee who has never been a member of NTEU or who has not been a member during the twelve months prior to submitting an membership application.

PART IV
Dues and Funds

Section 1. Revenue

(A) How prescribed -- The revenue of the Chapter shall be obtained from the membership dues paid by each member and from other activities as may be determined by the Chapter Executive Board.

(B) Amount of dues -- The per capita payment from each active employee member and new member shall be the national per capita plus local dues in the amount of fifteen percent (15%) of the national per capita, and from each retired member, former employee member, member-at-large, as prescribed by the NTEU National Bylaws.

(C) Proration of dues -- In the case of a new employee, or a 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 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 (a fraction of a month will be counted as a full month) remaining in the fiscal year.

Section 2. Method of Payment

(A) The per capita payments shall be made to the National Headquarters Office at the beginning of each fiscal year except for those members who are on dues withholding. The National Headquarters Office shall issue renewal bills to all members who are not on dues withholding at the beginning of each fiscal year. Retired or former employees will be permitted to pay dues on an annual basis with payment due on October 1. All other members will be permitted to pay dues on an annual basis with payment due on October 1 or on a quarterly basis, with payment due on October 1, January 1, April 1 and July 1 of each fiscal year. Per capita payments collected by the Chapter shall be forwarded to the National Headquarters Office.

(B) Dues withheld for members on a dues withholding program will be paid directly to the National Headquarters Office, which will then remit to the Chapter its share within ten (10) days.

Section 3. Increase in Dues

An increase in Chapter dues, which is not tied to an increase in National per capita dues, shall occur only by secret ballot in an annual, general or special meeting for which at least fifteen (15) days notice has been given to all members. The Chapter President shall issue the notice for an annual, general or a special meeting, which may be called pursuant to Part V, Section 2 and 3 of these Bylaws. The meeting notice shall state the amount and the effective date of the proposed increase. Notice shall be either by letter to all members, or publication in a Chapter newspaper, which is mailed to each member's last known address, or publication in

a special message, which is mailed to each member's last known address and by email to members last known home email address. The dues increase shall be levied after a majority vote of the members of the Chapter at an annual, general or special meeting as described above and shall become effective in accordance with any applicable time frame established in a collective bargaining agreement.

PART V
Chapter Meetings

Section 1.

The Chapter shall hold at least four meetings per year with one meeting considered as the annual meeting.

Section 2.

(A) The meeting place will be designated by the President and notice given to the members at least seven (7) calendar days prior to the meeting date. This notice shall be by at least one of the following: letter to all members via USPS delivery, in a publication or a Chapter newspaper which is mailed to each member's last known address, by electronic mail to each member's last known home e-mail address, and/or by posting the meeting notice on all official bulletin boards and/or social media page.

(B) Consistent with Part V, Section 6 of NTEU's National Bylaws, Chapter meetings may be held in more than one location simultaneously by telephone, video conferencing, or other electronic means that facilitate real time communication among members, provided that the notification procedures in Section 2A above are followed.

Section 3.

Special meetings of the Chapter may be convened by:

- (A) Written call by the President or;
- (B) Written call by a majority of the Executive Board; or
- (C) Written call signed by 50 of the members of this Chapter.

Section 4.

(A) All members of the Chapter shall have equal rights to attend and participate in all Chapter meetings.

(B) Each member shall be entitled to one (1) vote at any annual, general or special meeting, and in the election of officers.

(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 meeting. The member shall have a right to challenge this decision to the Chapter Executive Board, and then may make an appeal pursuant to the applicable provisions of the NTEU National Constitution and Bylaws.

Section 5.

A quorum at any meeting of the Chapter shall consist of 10 of the members present and in good standing.

Section 6.

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

PART VI
Chapter Executive Board

Section 1.

The Chapter Executive Board shall be composed of the President, the Executive Vice President, Secretary, Treasurer, Center Vice Presidents: Center for Biologics Evaluation and Research (CBER)(1), Center for Drug Evaluation and Research (CDER)(2), Center for Devices and Radiological Health (CDRH)(1), Center for Food Safety and Applied Nutrition (CFSAN) or its successor organization known as the Human Foods Program (HFP)(1), Center for Veterinary Medicine (CVM)(1), Office of the Commissioner (OC)(1), Office of Regulatory Affairs (ORA)(1), and Center for Tobacco Products (CTP)(1) . All of the above board members shall have one vote per person at any duly held executive board meeting.

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 over \$ 500.00 and establish procedures for payment of authorized Chapter expenditures over \$500.00; and
- (B) Fill an office vacancy by a majority vote of the Board. The exception to this is for vacancies of the President or Executive Vice President. If the offices of the chapter President or Executive Vice President become vacant before the end of their term of office the chapter shall hold a special election to fill such vacancy. The election procedures for Part VIII of this bylaws shall be used for such special elections.

Section 3.

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

Section 4.

The Chapter Executive Board shall convene for regular meetings at least quarterly 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 President; or
- (B) Written call of a majority of the Executive Board. Such special meeting must be convened within thirty (30) days after receipt of the request by the President.

Section 6.

All actions and minutes of the Executive Board will be available to the members by the Secretary. The Secretary will report to the members the availability of the minutes at the next annual or general meeting of the Chapter.

Section 7.

When a scheduled Executive Board meeting lacks a quorum due to absent members, the Chapter President has the authority to convene a remedial Executive Board Meeting. Prior to this, all Board members will receive advance notification via certified mail, email, phone, or in-person communication. During the remedial Executive Board Meeting, the same business agenda will be discussed and voted upon by the present and voting Board members. The decisions made during the remedial Executive Board Meeting will be considered official actions of the full Executive Board, and the Secretary will record minutes for both meetings.

PART VII
Chapter Officers and Chief Steward

Section 1. Officer Designations

The officers of this Chapter shall be those designated in Part VI, Section 1, of these Bylaws.

Section 2. Qualifications

Any member of this Chapter, excluding those members who are not in the bargaining unit, and who have not been a member for 24 consecutive months prior to the date of mailing of the Notice of Nominations and Elections may be elected to any office.

Section 3. Elections

- (A) Terms of office for the Chapter officers shall be three (3) years. The election to office of all Chapter officers shall follow the procedures provided for in the NTEU National Constitution and Bylaws and U.S. Department of Labor (DOL) Election Guidance. The election process shall begin on or about March 15, and the officers will assume their elected positions at the beginning May 1, of the same year. The Chapter President may not hold office for more than three (3) consecutive terms.
- (B) If the President or Executive Vice President resigns, or becomes permanently incapacitated, the chapter shall hold a special election to fill the vacancy for the remainder of the term of the vacant position. Within twenty-one (21) calendar days of the position becoming vacant the chapter's election committee must initiate election procedures for the vacant position(s) in accordance with Part VIII of these bylaws.
- (C) The Chapter President and Executive Vice President, by their election, are considered ex officio delegates to the NTEU National Conventions conducted during their terms of office.
- (D) The election of any additional delegates to the NTEU National Convention shall be conducted pursuant to the NTEU National Constitution and Bylaws.

Section 4. Duties

Article 10, Section 5B of the HHS/NTEU 2023 National Agreement (Contract) provides that chapter 282 may have up to three 100% official time positions one of which will be for the Chapter President unless that person declines the allocation. The Executive Vice President for chapter 282 at their election may utilize one of the 100% official time positions. The Chapter President shall determine how the remaining 100% official time position is allocated consistent with Article 10.

- (A) The President's duties shall be:
- (1) to appoint and remove stewards, including a Chief Steward and to serve as a steward representative;
 - (2) to issue proper notice calling meetings of the Chapter and the Executive Board pursuant to Part IV, Section 3 and Part V, Sections 2 and 3 of these Bylaws;
 - (3) to preside at all regular and special meetings of the Chapter and Executive Board;
 - (X) to appoint by majority vote of the board any vacant Center Vice President, to fill the remainder of the term of office
 - (4) to appoint chairpersons of all special and standing committees pursuant to Part IX of these Bylaws;
 - (5) to appoint all and remove committee members and maintain ex officio membership of each;
 - (6) to represent and act as spokesperson for the Chapter in all matters;
 - (7) to sign all documents pertaining to official business of the Chapter;
 - (11) to perform all other duties as are necessary to protect and advance the interests of the membership.
 - (12) Countersign all checks drawn against the funds of the chapter with the Treasurer
 - (13) to develop and present with the guidance and assistance of the Treasurer an annual budget for review and approval by the Executive Board.
- (B) The Executive Vice President's duties shall be:
- (1) to perform the duties of the President during the President's absence or inability to serve; until such time as the vacancy for President is filled per special election or regular election, and
 - (2) to serve as an assistant to the President and a steward representative.
 - (4) to assist in the coordination of the activities of the membership committee under the direction of the President, and to build membership to the highest possible level;
 - (5) to report directly to the President any an all problems of the members and to keep the President informed as to the progress in solving these problems; and

- (6) to distribute information and assist the President as his/her spokesperson as requested by the President.
 - (7) Upon approval by the Executive Board, be authorized to act as a co-signer of checks drawn on the funds of the chapter in place of the President or Treasurer.
- (C) The duties of the Center Vice Presidents shall be:
- (1) to serve as an assistant to the President and a steward representative.
 - (2) to assist in the coordination of the activities of the membership within the respective center represented by the position held under the direction of the President, and to build membership to the highest possible level;
 - (3) to report directly to the President any and all problems of the members, assist in resolving such problems and to keep the President informed as to the progress in solving these problems; and
 - (4) to distribute information within the respective center represented by the position held and to assist the President as his/her spokesperson for that center and/or as requested by the President.
 - (5) Upon two-thirds vote approval by the Executive Board, be authorized to act as a co-signer of checks drawn on the funds of the chapter in place of the President or Treasurer, if circumstantial need arises.
- (D) The duties of the Secretary shall be:
- (1) to record and keep minutes on all meetings of the Chapter and the Executive Board;
 - (2) to correspond to other parties as necessary and as directed by the President and to 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/her successor at termination of his/her tenure of office;
 - (4) to prepare and maintain a calendar of Chapter events for proper planning and coordination with other Chapter officers and Committee Chairpersons; and
- (E) The duties of the Treasurer shall be:
- (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 President or Executive Board, and prepare and sign checks for such purposes as required by these Bylaws or as authorized by the President and/or Executive Board consistent with these bylaws;

- (4) to submit financial reports and other reports as requested by the Executive Board, or NTEU National Office
- (5) to submit the Chapter books and accounts for audit on the demand of the Executive Board;
- (6) to furnish a surety bond to the Chapter, the premium of such bond to be paid by the Chapter;
- (7) to prepare and file Internal Revenue Form 990 and Department of Labor LM forms; and
- (8) to keep an accurate and current record of all receipts and expenditures of the Chapter, according to accepted accounting procedures,
- (10) to transfer all records, receipts, financial documents and access to chapter financial accounts to his/her successor at termination of his/her tenure of office;
- (9) to set-up and manage online banking account(s) for the chapter.

(F) The duties of the Chief Steward shall be:

- (1) to recommend stewards to the president for appointment or removal;
- (2) to assist the President in training the stewards as necessary;
- (3) to serve as a subject matter expert for the contract and assist employees in the execution of grievance filing and processing as necessary;
- (3) to receive, delegate and keep a complete and accurate record of all such cases (complaints, grievances and adverse actions)
- (5) to prepare a quarterly report and present it to the Executive Board on the status of all grievance cases outstanding employee complaint matters; and

PART VIII
Chapter Elections

Section 1. Candidates for Election

Any candidate for election to any office of the Chapter must be a member in good standing of the Chapter for a period of 24 consecutive months prior to the date of mailing the Notice of the Nominations and Elections. A candidate for chapter office must be a current federal employee of the U.S. Food and Drug Administration.

Section 2. Eligibility to Vote

All members in good standing of the Chapter and within election guidelines are eligible to vote in all Chapter elections and to nominate candidates for Chapter office consistent with Part VIII, Section 1. All officers are elected at large.

Section 3. Elections of Chapter Officers

Chapter officers shall be elected in the following manner, and in accordance with Part IV of NTEU's National Bylaws:

- (A) No less than forty-five (45) days prior to the scheduled election, a Chapter must mail to each member, by first class mail, at his/her last known address, a Notice of Nominations and Notice of Election which shall:
 - (1) Identify the office(s) to be filled;
 - (2) Provide that nominations must be submitted in writing and received by the Chairperson of the Nominations and Election Committee by a specified date, which date shall be at least twenty-five (25) days before the date of the election.
 - (3) Specify the date, time and place of the scheduled election or, in the case of electronic or telephonic voting, the time period in which votes must be cast.
- (C) A member otherwise eligible to run for office shall become a bona fide candidate only upon his/her nomination for office and acceptance of the nomination. Acceptance of a nomination must be made in writing no later than fifteen (15) days prior to the scheduled election date
- (D) The election shall be held on the date, time and place specified in the Notice of Election, and the election shall be by secret ballot to be placed in boxes, unless the Chapter Executive Board has authorized the election to be conducted in collaboration with a service that offers electronic/telephonic voting that contains safeguards and controls necessary to assure compliance with applicable law and regulations, including secrecy of the ballot and the ability to independently check and verify the eligibility of members who voted. Alternatively, if authorized by the Chapter Executive Board, a mail referendum ballot procedure may be established to ensure that all members will receive a ballot, that an envelope is provided in which to place the ballot, that a return envelope is furnished in

which to mail the ballot and which identifies the voter, that the confidentiality of the ballot is maintained, and that the ballots will be secure until counted.

(E) The candidate for each office who receives a plurality of members votes cast for that office shall be selected thereto. 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.

(F) The Chapter Secretary shall maintain for one (1) year 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.

(G) For special elections to fill a vacancy for the office of President and/or Executive Vice President when either the office becomes vacant prior the President and/or Executive Vice President's end of term the above election procedures must be initiated within 21 calendar days from the office of President and/or Executive Vice President becoming vacant.

Section 4. Challenges to Elections

Any person who wishes to challenge an election conducted under these Bylaws must do so pursuant to Part IV of the NTEU National Bylaws and/or applicable Department of Labor rules and regulations pertaining to union elections.

PART IX
Committees

The President shall appoint a Chairperson and the members of the following committees, and the President shall publish for the information of the membership the names of the Chairpersons and the members of each committee.

Section 1. Classification and Responsibilities

(A) Committee on Election and Nominations -- shall consist of at least three (3) members and a Chairperson for the purpose of conducting a democratic election of officers as provided in the NTEU Constitution.

(1) This Committee shall conduct the election of Chapter officers pursuant to Part IV, Section 2, of the NTEU National Bylaws and shall utilize as an informational resource as necessary the NTEU National Chapter Field Representative assigned to Chapter 282 .

(2) This Committee shall count the ballots and post the results of the election and mail results to all posts of duty. The newly elected officers shall be notified in writing by the Chairperson of the Election and Nominations Committee of their election.

(3) The Chairperson shall immediately make a written report on the results of the election to the NTEU National Headquarters Office.

(B) Committee on Membership -- shall consist of a Chairperson and at least two (2) additional members, for the purpose of increasing and retaining the number of active employee members eligible for membership in the Chapter, and shall:

(1) devise a program of membership aimed at recruitment of all employees in the Chapter's jurisdiction;

(2) accept and promptly forward to the Chapter Treasurer and NTEU National Headquarters office all applications for cash dues paying membership and any payments in support thereof;

(3) report to the President the format of the membership program and its status; and

(4) distribute and accept membership applications to the Chapter President as well as requests for transfers of memberships from other Chapters or to other Chapters, assist with execution of Form 1187 for dues withholding and promptly forward such items to the Treasurer and NTEU National Headquarters Office.

(C) Legislative Committee -- shall consist of two at least (2) members and a Chairperson for the purpose of ensuring Chapter participation in ongoing legislative efforts being conducted by the Chapter or National Headquarters Office.

- (1) This Committee shall keep abreast of all legislative issues as they apply to Federal employees;
 - (2) Coordinate lobbying efforts designed to inform Members of Congress of the Chapter's views on an issue of legislative proposal. These lobbying efforts may include, but are not limited to:
 - (a) Personal visits;
 - (b) Community group meetings
 - (c) Personal letters
 - (d) Telephone calls
 - (3) Conduct "legislative seminars" annually as necessary in an effort to educate the membership about the importance of legislative activity;
 - (4) Organize any informational picketing to be engaged in by the Chapter.
- (D) Newsletter/Publicity Committee – optional committee to be appointed by Chapter President - shall consist of an Editor-in-Chief and additional editors as required, and any necessary number of writers and assistants.
- (E) Other such committees as are deemed necessary to accomplish the aims of the Chapter 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 the purpose of the committee is accomplished or until discharged by the President.

PART X

Delegates and Proxies

Section 1. Delegates to National Convention

(A) The Executive Board at a meeting not less than thirty (30) days prior to the National Convention shall determine the amount of delegate expense that will be paid by Chapter funds. Each delegate must receive an equal amount of reimbursement.

(B) The President and Executive Vice President respectively shall serve as delegates unless unable to attend. If the Executive Board determines that additional or alternate delegates may attend, such delegates will be elected pursuant to Part IV of the NTEU National Bylaws via chapter meeting.

(C) The Chairperson of the delegation will be the President or in his/her absence, the highest-ranking officer who is a delegate. If no Chapter officer is a delegate, the Executive Board will appoint the Chairperson and define the succession of authority in the delegation.

Section 2. Proxies

If no Chapter delegates will attend the National Convention, the Chapter membership will be given an opportunity to vote on whether to be represented at the Convention and, if so, by designating a by proxy any member NTEU duly elected to serve as a Convention delegate pursuant to Part IV of the NTEU National Bylaws. A meeting for this purpose shall be called and held in accordance with Part V of these bylaws, provided that notice of the meeting must be mailed to the last known home address of each Chapter members at least fifteen (15) days before the meeting date. A proxy carrier shall be designated on a form prescribed by the Administrative Controller of NTEU.

PART XI
Business Procedure

Section 1. Executive Board -- Order of Business

(A) At each meeting of the Executive Board as provided by Part VII, Section 4, the following order of business shall be observed:

- (1) call to order;
- (2) roll call
- (3) report of President;
- (4) report of Executive Vice President;
- (5) report of Treasurer;
- (6) report of Center Vice Presidents;
- (7) report of Chairpersons of standing committees;
- (8) unfinished business;
- (9) new business; and
- (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.

PART XII
Miscellaneous

Section 1. Rules of Order

In the absence of any provisions to the contrary in the NTEU National Constitution and these Bylaws, all meetings of the Executive Board, 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 Bylaws shall be made available to all members of the Chapter and provided to the National Headquarters Office and the U.S. Department of Labor.

Section 3. Amendments

(A) Proposed Amendments to these Bylaws shall be submitted in writing to the Chapter Executive Board for their recommendations and consideration. The President will then report the recommendations of the Executive Board to the next annual, general or special Chapter meeting which may adopt such amendments by a majority vote, provided notice of the proposed amendment was given in writing to the Chapter membership at least fifteen (15) days before such meeting.

(B) These Bylaws, and any amendments, shall become effective at midnight on the day on which they are approved.