

CONSTITUTION
FOR
NATIONAL FEDERATION OF FEDERAL EMPLOYEES
LOCAL 1418

PREAMBLE

With a view to improving the Government service and prompting the common welfare of Government employees through cooperation, education and organization, we, a local of the National Federation of Federal Employees, adopt this constitution.

ARTICLE I
OBJECTS AND METHODS

Section 1. The objects of this local shall be to:

- a. Organize and maintain units of exclusive recognition of employees of the Federal Government; and
- b. Represent the interest of these employees through collective bargaining, legislative action and other appropriate means;
- c. Improve the working conditions through constructive dealings with the appropriate agencies; and
- d. Promote high standards and greater efficiency in the various services of the United States.

Section 2. The methods for attaining these objectives shall be by petition to Congress, by creating and fostering public sentiment favorable to NFFE's position or proposed reforms, by cooperation, consultation, and negotiation with Government officials and employees, by legislation and other means in cooperation with NFFE Headquarters. As a responsible organization of public employees it shall take leadership in obtaining through legislation or other means, necessary machinery to ensure public employees have adequate protection against unfair, and/or discriminatory action of Government.

ARTICLE II
LOCAL ORGANIZATION, OFFICERS, COMMITTEES
AND ADMINISTRATION

Section 1. This organization shall be chartered as a local of the National Federation of Federal Employees and shall be governed by the National Constitution, this Constitution, the democratic action of its membership at local meetings and by a local executive board elected in accordance with this Constitution.

Section 2. Officers and Their Duties:

- a. The elected officers of this local shall be a president; vice-president; secretary-treasurer; and a recording secretary. They shall be elected in consonance with Article V of this Constitution. Subordinate officers of this local shall be the shop stewards from master control, studios, central recording, maintenance, field, and New York, and any other areas as may be added in the future.

- b. The terms of office of the president, vice-president, secretary-treasurer, and recording secretary shall be one (1) year with no limit as to the number of times an incumbent may be re-elected to office. Upon separation from office, an officer shall immediately turn over to his/her successor, or other properly designated official, all books, money, and other effects of the local in his/her possession.
- c. The president shall preside at all meetings of the local and of the executive board unless absent or unable to serve; have general supervision of all activities of the local; shall appoint all heads of non-elected committees of the local, and shall ask for volunteers to fill the rest of the committees. No committee shall have less than three (3) members. The maximum amount shall be determined by the president. It shall be the duty of the president of this local to call meetings of the executive board as set forth in Article IV.
- d. In the absence of the president or, in the case of his/her inability to preside, the vice-president shall preside at the meetings. The vice-president shall be assigned specific duties to assist the president in the conduct of the affairs of the local and to guide and assist chairpersons of the committees.
- e. The vice-president is responsible for overall supervision and maintenance of the Steward Corps. He/she should furnish guidance, training and assistance in resolving problems, and coordinate all activities and communications between the stewards and the president.
- f. The recording secretary shall keep an accurate record of all meetings of the local and of the executive board, and shall transcribe and post minutes of such meetings on all union bulletin boards.
- g. The secretary-treasurer shall conduct correspondence of the local and executive board as directed; keep a record of the correspondence of the local; and keep the Constitution and standing rules current for ready reference. In the absence of the president and vice-president, the secretary-treasurer shall call the meeting to order promptly as scheduled and conduct election of a temporary chair for the meeting.

The secretary-treasurer shall also be responsible for, and keep a record of, all monies received by the local and of all disbursements of local funds. He/she shall keep the membership record of the local and shall give notice to members by mail, or as otherwise appropriate as to when dues become payable under Article III of this Constitution. He/she shall prepare and submit the required monthly reports to the National Office, as well as the required reports to members and to Government agencies; shall deposit all funds to the credit of the local in such bank or trust company as may be designated by the membership; shall disburse with appropriate countersignature the funds of the local by check; have custody of the Official Seal and Charter of the local and shall receive and report to the local all applications for membership. Upon completion of term of office the secretary-treasurer shall deliver all monies, books, records and other property of the local to the duly elected and installed successor, or other properly designated official. The local's financial records shall be kept on a fiscal year basis. The fiscal year shall begin July 1 and end on June 30.

All checks drawn against the local shall be signed by the secretary-treasurer and president. In the absence of the president, checks may be signed by the secretary-treasurer and the vice-president. In the absence of the treasurer, checks may be signed by the president and vice-president with the approval of the majority of the members on the executive board.

- h. 1. No officer or agent of this local shall, directly or indirectly through his/her spouse, minor child, or otherwise,

- (a) Have or acquire any pecuniary or personal interest which would conflict with his/her fiduciary obligation to this local;
 - (b) Engage in any business or financial transaction which conflicts with the fiduciary obligation.
2. Actions prohibited by paragraph 1 of this section include, but are not limited to, buying from, selling, or leasing directly or indirectly to, or otherwise dealing with this local, its affiliates, subsidiaries, or trusts in which this local is interested, or having an interest in a business any part of which consists of such dealings, except bona fide investments exempted from reporting under 5 USC and implementing regulations. The receipt of salaries and reimbursed expenses for services actually performed or expenses actually incurred is not prohibited.
- i. The following oath of office shall be administered to all local officials by a duly authorized installing officer:

"I, _____, do hereby sincerely promise to faithfully perform the duties of my office and to abide by the Constitution of this local and the Constitution of the National Federation of Federal Employees; that I will attend all meetings of this local when possible to do so; that I will endeavor to advance the interests of the Federation; that I will safeguard all property in my possession; that I will assist my successor and deliver to my successor all records and property that I may have. I agree to make available for inspection by proper officials all records pertaining to my office and to deliver all such to the president of the National Federation of Federal Employees or his representative on demand. I further promise that I will never defraud the local of anything whatever, or allow it to be defrauded, if within my power to prevent it. To all of this I solemnly pledge my sacred word of honor."

Violations of the oath or actions by any member which are deemed inimical to the welfare and best interests of the local shall, when reported to the National President, be immediately investigated and appropriate measures taken. Any member or official of the local may be removed for violation of oath or lack of fidelity to the local.

Section 3. The Executive Board.

a. The executive board shall be composed of the elected officers of the local as provided for in Section 2, of this article. In the absence of the president, the vice-president shall act as chair of the executive board. One more than one-half of the voting members of the executive board shall constitute a quorum for the transaction of executive board business. The executive board shall adopt rules governing its own procedures. The executive board shall meet on the first Tuesday of each month at 5:00 PM. The executive board will be advised prior to the meeting as to the location of the meeting. Accurate minutes of each meeting shall be kept and read at the next meeting of the local.

b. The executive board shall be the governing body of the local, with the responsibility to recommend the policies of the local and submit them to the local membership for action; to administer the business of the local subject to the approval of the local membership; to act for the local in matters arising between meetings of the local; to consider matters presented for adjustment; to delegate to officers or designees such authority as it may deem appropriate; and to have custody of the local's funds and property except as otherwise provided in this Constitution. The executive board shall ensure that no funds are expended unless authorized by the membership or the executive board in consonance with authorities and limits established by the membership. Payment of per capita tax to the National Headquarters does not require a vote of authorization by either the membership or executive board, as it is a trust fund due the National Office and thus is not local funds.

c. The executive board shall ensure that, in consonance with Article IV of the National Constitution and required reports to members, National Office and Government

agencies, a system of records is established and maintained to account for membership gains and losses and funds received and expended. The board shall ensure that all required reports to Government agencies are submitted and shall furnish or otherwise make available to its members the information required to be contained in such reports and shall furnish or otherwise make available to every member a copy of its Constitution and standing rules. The board shall be under duty to permit any member with just cause to examine any books, records and accounts necessary to verify such reports, and Constitution and standing rules.

d. The executive board shall ensure that every officer, agent, steward, other representative or employee who is authorized to handle funds or property of the local be bonded in conformance with Article IV of the National Constitution. These officials shall be covered by a blanket bond secured by the National Office in an amount agreed upon by the local and the National Office, but not less than \$5,000.00. The premium on such bond shall be paid from the funds of the local. Further, that members' rights are preserved in accordance with Article VII of the National Constitution.

e. The stewards shall also be members of the executive board.

Section 4. Committees.

a. The president shall appoint a membership and credentials committee; an auditing committee; a consultation/negotiations committee; and such other committees as he/she may consider necessary.

b. The committee on membership and credentials shall make determinations as to all questions of eligibility. The committee shall work persistently to obtain new members and to retain old ones. It shall hold meetings to discuss membership activities, shall promote person-to-person solicitation, shall be alert to invite new employees to join, shall promote the payment of dues in advance, and shall encourage members who are separated to retain their memberships. It shall promote and encourage members to participate in the payroll deduction of dues to help stabilize membership. It should encourage members to participate in NFFE-sponsored insurance programs. It shall keep the executive board informed of its plans and progress.

c. A permanent grievance committee shall consist of the executive board. All grievances shall be disposed of by this board. All grievances shall be read at executive board meetings.

d. It shall be the duty of the auditing committee to make an audit of the financial records of the local as of 30 June each year. The auditing committee's written report shall be submitted at the next regular meeting of the local following each audit, and a copy of the report shall be mailed by the local to the National Secretary-Treasurer. The auditing committee shall make such other audits as it may deem necessary, or as the executive board may authorize. In making an audit, the audit committee shall ascertain and report whether all per capita tax due the National Office has been remitted to the National Secretary-Treasurer. The auditing committee shall ensure that all officials are properly bonded.

e. Reserved.

f. There shall be a consultation/negotiation committee of not less than three (3) members of which at least two (2) hold elected office in this local. The committee shall be responsible for all consultations and negotiations with the top level of management. All actions shall be reported to the executive board and the local membership, in turn, as soon as possible. The board shall be the watchdog of the local's agreement with management. It shall also be responsible for developing agreement revision and supplements as necessary. Within 30 days of the start of contract negotiations, the president shall call a special meeting of the membership for the purposes of:

- (1). Announcing the starting date of negotiations.
- (2). Announcing members of negotiating committee.

Ratification of any future contracts shall be by a 2/3 majority of the membership and voting; with voting by secret ballot.

g. The Steward Corp will be composed of the necessary number of stewards to effectively represent employees in the unit in consonance with the labor-management agreement. Stewards are elected officials of the local. The steward is responsible for representing the personnel of his unit to the local and to management at his level. The steward is the local's representative for his unit and shall strive for 100% membership and communicate the local's goals, accomplishments, and operation to the members. The steward shall consult with management officials at his level, constructively relating to the position of the majority of the people. The steward shall objectively and sincerely represent personnel from within his designated unit regarding dissatisfaction, adverse actions, etc.

ARTICLE III MEMBERSHIP AND REVENUES

Section 1. Any person eligible for membership under Article IV, Section 1 of the National Constitution is eligible for membership in this local. No eligible person shall be denied membership in this local because of race, color, sex, creed or national origin. No individual advocating overthrow of the Government of the United States of America shall be eligible for membership or to retain membership in this local.

- a. Each applicant for membership shall be recommended by a member in good standing, and shall be elected to membership by a majority vote at a regular meeting of the local; provided, that no employee of the exclusive unit may be denied membership except as provided by 5 USC 7116(c) and applicable laws, regulations, and constitutions of this local or the National.
- b. A regular member of this local, including one separated or retired from Government service, shall upon continuing to pay full dues, be eligible for election as an officer of this local and shall be eligible for election as a delegate to National, State and/or council conventions of this Federation and election as National, State Federation and council officers. Any regular member will be dropped from membership upon failure to pay the appropriate dues and, if applicable, have suspended his/her insurance benefits. However, any member dropped under this provision shall be eligible for reinstatement to full membership by paying the appropriate back dues and advance dues; provided, that employees of the bargaining unit represented by this local shall always be eligible for membership except as otherwise provided herein and the National Constitution.
- c. No person may hold office in this local who has been convicted of, or who has served any part of a prison term resulting from his conviction of violating 18 USC 1001 by making a false statement in any report required to be filed pursuant to 5 USC 7120, the "Standards of Conduct for Labor Organizations."
- d. A regular member may, upon retirement or separation from the service, continue as such as long as he/she pays such dues. However, if he/she does not wish to continue as such and ceases to pay regular member dues, he/she may become a local associate member by payment of the appropriate dues in advance. Where an associate membership has lapsed for 30 days or less because of nonpayment of dues, the desired membership may be reinstated by payment of appropriate dues in advance. An associate member may not vote or hold office.

Section 2. Revenues: The revenues of this local shall be obtained through donation; fund raising projects; receipts from rentals; investments; sales; duplicating and mailing services; dues of members; and assessments.

- a. The dues of the local shall be established by the membership of the local in accordance with Article VIII, Section 2 of this Constitution except as provided in (b) below.
- b. Beginning October 1976, increases to the local's dues shall be determined by the average salary increases received by General Schedule employees pursuant to the Federal Pay Comparability Act. In accordance with Article IV, Section 4.h. of the National Constitution, when Federal pay raises total ten (10) percent, the NFFE National Executive Council may approve by majority vote an increase of fifty (50) cents per capita tax per member per month which shall be effective the following January 1st. At such time, the local's dues will automatically be raised by an equal amount.

Section 3. The local shall be composed of the following types of members and members shall pay in advance as specified.

- a. Regular Member. One who pays full membership dues and is entitled to participate actively in all local affairs. Dues will be paid in advance and shall be for a regular member: \$156.00 per year or by payroll deduction of \$6.00 per bi-weekly pay period, of which \$8.00 monthly per capita tax as required by Article IV of the National Constitution is a trust fund due the National Office for per capita tax payments, and \$1.40 per pay period per regular member will be deposited into an interest bearing account for the Arbitration Fund.
- b. Associate Member:
 - (1). A retired or a separated regular member who has elected to remain a member of NFFE, but does not desire to remain active or hold an office in the local. Dues for an associate member shall be \$11.00 per annum, of which \$10.00 per annum shall be remitted to the National Office.
- c. Honorary Member. Any person not eligible for membership may be elected by a local to honorary membership; provided, that the local shall pay the appropriate membership fee to the National Office. Such honorary membership shall carry with it no right to vote or hold office. The dues for an honorary member are \$4.00 per annum. Such dues shall be paid by the local to the National Office.

Section 4. No assessment of any kind can be made by this local except as voted by secret ballot by a majority of the membership voting in a mail referendum. This local shall not assess its membership more than \$10.00 per member per pay period, or more than \$260.00 per member in any fiscal year.

ARTICLE IV MEETINGS

Section 1. The regular meetings of the local shall be held on the last Monday of February, April, May, August and November. The time of the meeting will be selected so as to ensure maximum opportunity for members to participate. The president shall post notices of the meetings not later than one week prior to the meetings. The meetings will be held in the engineers' lunch room unless otherwise stated on the meeting notice.

Section 2. Special meetings may be called by the president or by the executive board and shall be called upon the written request of ten members of the local. The purpose

of the meeting shall be stated in the call. Except in the case of an emergency, at least five days' notice shall be given.

Section 3. Ten (10) members of the local shall constitute a quorum.

Section 4. Summary minutes shall be recorded by the local recording secretary or other appropriate official of each official membership meeting or executive board meeting. Minutes of the most recent membership meeting and executive board meeting shall be read at each official local meeting. Approval of local membership meeting minutes is required.

Section 5. The local executive board shall meet on the first Tuesday of each month at 5:00 PM. Prior to the meeting, the executive board will be advised as to the location of the meeting.

ARTICLE V ELECTION OF OFFICERS AND DELEGATES

Section 1. All officers of this local shall be elected in accordance with this Constitution, 5 USC and Department of Labor regulations. The election shall be by secret ballot once every one (1) year.

- a. This local shall comply with all reasonable requests of any candidate for office to distribute by mail or otherwise, at the candidate's expense, campaign literature in aid of such person's candidacy to all members in good standing.
- b. This local shall refrain from discrimination in favor of or against any candidate with respect to the use of lists of members or distribution of campaign literature. Distribution at the request of any bona fide candidate shall be made with equal treatment as to the expense of such distribution.
- c. Adequate safeguards to ensure a fair election shall be provided, including the right of any candidate to have an observer at the counting of the ballots.
- d. Reasonable opportunity shall be given for the nomination of candidates and every regular member in good standing shall be eligible to be a candidate and to hold office and shall have the right to vote for or otherwise support the candidate or candidates of his/her choice, without being subject to penalty, discipline, or improper interference or reprisal of any kind by the local or any member thereof.
- e. Not less than fifteen days prior to the election, notice thereof shall be mailed to each member at his/her last known home address. Each regular member shall be entitled to one vote. No member whose dues have been withheld by an agency pursuant to his/her voluntary authorization shall be declared ineligible to vote or be a candidate for office by reason of alleged delay or default in the payment of dues. The votes cast shall be counted, and the results published separately. The ballots and records pertaining to the election shall be preserved for one year.
- f. Steward elections will take place at the same time as the election of officers. Each shop will nominate and elect its own steward.

Section 2. The president shall represent the local at the Biennial Convention of the National Federation of Federal Employees. If the president elects not to attend the convention, a secret mail referendum must be held to decide if the membership wishes to send an alternate delegate to the convention, and if so, to select a member from a list of volunteers. The executive board will approve of adequate expenses to send a delegate or delegates to the National Convention.

Section 3. Delegates or representatives to other conventions which elect delegates to the national convention must be elected in the same manner as set forth in Section 1 of this Article.

Section 4. Candidates for elective positions shall be nominated at the regular meeting in April, and elected at the regular meeting in May of each year. The elected candidates will be installed automatically on June 1st.

A majority vote is required to elect. If a majority vote is not obtained, the two individuals receiving the greatest number of votes will have their names placed on the run-off ballot, and voting will continue, in accordance with appropriate law and regulations for those office(s) for which a majority vote was not obtained.

Section 5. No member shall hold more than one office at a time.

Section 6. Any member who desires to protest the election of local executive officers or delegates must do so within ten calendar days after the official notice of the election results is posted. The protest must be filed with the local executive board. The executive board shall reply within 15 calendar days of the protest. If not satisfied with the resolution of the protest, it may be appealed to the National Executive Council but not later than 25 calendar days after the local executive board decision.

Section 7. In the event an office becomes vacant prior to the expiration of a term of office, the executive board will appoint an eligible member to complete the term of office. Such appointment will be subject to the approval of the local membership at a special meeting to be called for this purpose.

ARTICLE VI DISCIPLINE

Section 1. Discipline or removal of a local officer:

- a. A local officer may be removed for misconduct in office. Under this section, any conduct detrimental to the best interests of the Federation shall be cause for discipline and/or removal and includes but is not limited to:
 - (1). Violations of the oath of office, Standards of conduct for Labor Organizations (5 USC 7120), or this Constitution.
 - (2). Violations of the Constitution of the National Federation of Federal Employees.
 - (3). Advocating, encouraging or attempting to bring about a secession from the Federation of any local or of any member or group of members.
 - (4). Working in the interest of or becoming a member of the Communist Party or any other organization which advocates overthrow of the democratic form of government under which our members live. Penalty for conviction under this sub-paragraph shall be expulsion.
 - (5). Willfully, with intent to cause harm, making known the business of any affiliate of the Federation to management officials of any agency or other persons not entitled to such knowledge.
 - (6). Assisting, counseling or aiding any member or officer to commit any of the offenses set forth herein.
- b. Elected officials of this local may not be removed from office during their elected term except through the procedures of this Constitution or the Constitution of the National Federation of Federal Employees. Officers

enjoy the normal rights and privileges of membership and are protected in their exercise.

- c. Charges against a local officer must be filed in writing with the local president and must specify the actions of the accused that allegedly constitute misconduct. The accused local officer shall be served with a copy of the charges. If the charges are filed against the local president, they must be filed in writing with each member of the local executive board. The executive board shall then meet and elect a chair to carry out the following process in place of the local president.
- d. Upon receipt of charges against a local officer, the local president shall appoint a committee of at least three (3) people to conduct a fair and impartial investigation of the charges. If the charges are brought against the president, the vice-president shall assume the duties of the president until such time as the investigation is concluded. This committee shall report its findings of fact to the local president (or vice-president) as soon as possible, but in any case within (15) fifteen days. If the local president (or vice-president) finds that there is no basis in fact for the charges, he/she may dismiss the charges; provided that such dismissal may be appealed by the charging party to the local executive board.
- e. If the local president (or vice-president) finds a basis in fact or has a question concerning the facts, he/she shall issue notice of hearing with such hearing to be conducted by the local executive board. A hearing under this section must be preceded by a written notice to the charged party, sent via certified mail to his/her last known home address at least (15) fifteen days prior to the hearing date. The notice shall state at a minimum the date, time and place of the hearing and the specific violations of which the accused has been charged. The local executive board will serve as the hearing board and will keep a summary record of the proceeding.
- f. The charged and charging parties shall be allowed full participation in the hearing. The accused will have the right to be represented by a representative of his/her choosing, except that a manager or supervisor in any activity where the local holds exclusive recognition may not be selected.
- g. The executive board shall have full authority to make findings of guilt and to administer discipline; such actions to be accomplished in a democratic fashion based on the facts set forth during the hearing. Any penalties administered under this section will be fairly and equally applied. The charged party may not participate in the actions of the executive board in deciding guilt or administering discipline. The executive board may temporarily suspend the accused from performing local functions for good cause pending the outcome of the hearing, only where financial misconduct is alleged.
- h. The actions of the executive board may be appealed by either the charged or charging party in writing to the National President and, in turn, a decision of the National President may be appealed to the National Executive Council to be considered at the Council's next regular session. The National President or, in turn, Council may upon full consideration of the record amend the action of the local. The local shall forward the complete record of the case to the National President upon notification of any appeal under this section.

Section 2. Discipline or removal of a member:

- a. A local member may be removed and/or disciplined for misconduct. Under this section, any conduct detrimental to the best interests of the Federation shall be cause for discipline and/or removal and includes but is not

limited to those violations listed in Section 1.a. of this Article (excluding oath of office violations.)

- b. No member shall be fined, suspended, expelled, or otherwise disciplined except for nonpayment of dues or by any officer unless such member has been:
 - (1). Served with written specific charges;
 - (2). Given a reasonable time to prepare his/her defense; and
 - (3). Afforded a fair hearing as provided herein.

- c. Charges against a member: Charges against a member must be preferred in writing by another member of this Federation. They must be filed with the president of the local and must specify the acts or statements detrimental to the best interests of the National Federation of Federal Employees.
 - (1). A copy of such charges must be furnished the accused by the accuser, and a written statement that he/she has done so must be made by the accuser on the copy of the charges filed with the president of the local.

 - (2). The charges must be brought to the attention of the executive board of the local by the president and that board shall set a date for the hearing and shall hear such charges after the accused has been given (15) fifteen days' notice of the date set for the hearing. Both the accuser and the accused may appear in person and each may produce witnesses. The accused may be represented by a person of his/her own choosing, except that managers and supervisors of any Federal activity where this local holds exclusive recognition may not serve as representatives. Further, officers or representatives of competitor labor organizations may not be present during the proceeding. If without good cause the accuser and witnesses against fail to appear on the date set for the hearing, the charges against the accused shall be dismissed. Charges may be sustained, in whole or in part, by vote of a quorum of the executive board.

 - (3). The accused may be fined, reprimanded, suspended from membership for a specific time, or expelled. Either the charged or charging party has the right to appeal from the local's action to the National President within 30 days of the date of notification. If the action is appealed, it may not be enforced pending the National President's decision.

- d. A decision of the National President under Section 2.c(3) of this Article may be appealed in writing to the National Executive Council, to be considered at the next regular session of the Council. The National Executive Council may affirm, modify or revoke the action of the National President only when the decision was arbitrary, capricious, illegal, or not supported by the facts.

Section 3. Any fines levied under this article may not exceed either the total per capita or local dues for a member for one year. The failure of a member to pay a fine within 30 days shall result in his/her expulsion from the local; provided, that upon the majority vote of the executive board, the member shall be readmitted upon paying the fine.

ARTICLE VII RECALL

Section 1. Any officer, delegate, or other elected representative of this local may be recalled prior to expiration of his/her term of office.

Section 2. A recall action will be effected upon petition of one-third of the members in the local. Such petition will be served upon the president of the local and the accused elected officer; provided, that in the event of the recall of the local president, the petition will be served on the vice-president and the secretary. The local treasurer will verify that the petition is signed by not less than one-third of the local membership.

Section 3. Upon verification of the recall petition by the treasurer, the executive board of this local, acting in a regular or special meeting, shall establish arrangements and procedures to conduct a recall election. The accused may observe the proceedings if he/she desires and so requests in writing. As a minimum, those procedures shall include:

- a. A special written notice of the recall election mailed to the last known address of each member at least fifteen (15) days in advance of the election, specifying the time, date and place of the election and the officer/office subject to the recall action;
- b. A reasonable opportunity for each member in good standing to vote a secret ballot; and
- c. A clearly worded ballot which sets forth the choices inherent in the election, for or against removal of the officer.

Section 4. Upon completion of the voting, an impartial committee of election tellers shall certify the results. A recall action may not be taken against any officer more than once each term in office.

Section 5. Any office vacated under this section shall be filled under the terms of this Constitution.

ARTICLE VIII BILL OF RIGHTS OF MEMBERS

Section 1. Equal Rights. Every member of this local shall have equal rights and privileges to nominate candidates, to vote in elections or referendums of the local, to attend membership meetings and to participate in the deliberations and voting upon the business of such meetings, subject to reasonable rules and regulations in this Constitution and bylaws.

Section 2. The rates of dues and initiation fees payable by members shall not be increased, except by majority vote by secret ballot after reasonable notice of the intention to vote upon such question has been given to the membership in accordance with this Constitution.

Section 3. No limits shall be placed upon the right of any regular member to institute an action in any court, or in a proceeding before any administrative agency except as provided in this Constitution, or the right of any member of this local to appear as a witness in any judicial, administrative, or legislative proceeding, or to petition any legislature or to communicate with any legislator; provided, that any such member may be required to exhaust reasonable hearing procedures set forth in this Constitution before instituting legal or administrative proceedings against the local or any officer thereof.

Section 4. Neither this local nor any officer, steward, or other representative or any employee thereof shall fine, suspend, expel, or otherwise discipline any of its members for exercising any right to which he/she is entitled under the provisions of the pertinent

Civil Service Reform Act of 1978, Labor-Management Relations, or the Federal Standards of Conduct for Labor Organizations. No person shall use, conspire to use, or threaten to use force or violence to restrain, coerce, or intimidate, or attempt to restrain, coerce, or intimidate any member of this local for the purpose of interfering with or preventing the exercise of any right to which he/she is entitled under 5 USC and implementing regulations.

Section 5. This local shall not directly or indirectly make any loan to any officer or employee.

Section 6. Every regular member shall have the right to meet and assemble freely with other members and to express any views, arguments, or opinions and to express at meetings of the local his/her views upon candidates in a local election or upon any business properly before the meeting, subject to established and reasonable rules pertaining to the conduct of meetings; provided, that nothing herein shall be construed to impair the right of the local to adopt and enforce reasonable rules as to the responsibility of every member toward the local as an institution and to his/her refraining from conduct that would interfere with its performance of its legal or contractual obligations.

Section 7. The local shall furnish a copy of each agreement to any unit employee who request such copy and whose rights are directly affected by such agreement. The local shall maintain copies of any such agreement, more of which shall be available for inspection by any member or by any employee whose rights are affected by such agreement.

ARTICLE IX TRUSTEESHIP

Article X of the National Constitution is hereby incorporated in this local Constitution by reference.

ARTICLE X ARBITRATION

Section 1. An arbitration fund is hereby established. All local members become participants in the fund automatically. Non-members may voluntarily become participants in the fund. The purpose of the fund is to defray all or part of the local's share of the cost of arbitration invoked on behalf of fund participants. The fund's assets will be maintained in an interest-bearing account in a financial institution to be designated by the local executive board. Only fund participants may receive any benefits from the fund.

Section 2. An entrance fee of \$2.00 will be required of all fund participants. The fee will be paid by the person whether he/she is a new member or a non-member. The fee will be paid in cash, check or money order (payable to Local 1418 Arbitration Fund) directly to the local secretary-treasurer.

Section 3. Monthly fees for the fund will be \$3.03, until a total of \$25,000 has accumulated. After \$25,000 has been accumulated, the funds collected will revert into another interest-bearing savings account at a financial institution to be designated by the local executive board. The local will transfer this amount to the fund each month from the membership dues it receives from each local member in good standing. Non-member participants must pay this amount by cash, check, or money order (payable to Local 1418 Arbitration Fund) directly to the local secretary-treasurer. Non-member participants may pay dues to the fund on an annual basis.

Section 4. Fund participants more than 30 days in arrears will be considered delinquent. Re-entry into the fund by such individuals will require a reinstatement fee of \$1.00, as well as the payment of all delinquent dues to the local or the fund. If an individual remains delinquent for more than 12 months, he/she will have to pay a new en-

trance fee to be reinstated. The local will not pay a second entrance fee on behalf of any member who becomes delinquent. In such cases the member will pay the entrance fee.

Section 5. No participant may receive any benefit from the fund until he/she has been a participant for six (6) months. No participant found to be delinquent may receive any benefit from the fund until he/she has paid the required reinstatement fee along with all delinquent dues. The requirements of this section will be waived for persons who are newly hired and enter into the fund within three (3) months of his/her starting date. Anyone who is a member of this bargaining unit as of January 1, 1984 will be automatically grandfathered in.

Section 6. No monies will be expended from the fund unless the local has invoked arbitration in accordance with the relevant collective bargaining agreement.

- a. The executive board will make decisions on invoking arbitration. Special meetings will be called if necessary. Meetings to discuss such questions will be open, during which the grievant as well as the steward or local official who handled the case will be permitted to present his/her views. The executive board will base its decisions about invoking arbitration upon:
 - (1). The merits of the case;
 - (2). The amount in the arbitration fund;
 - (3). The effect of a decision on the local's prestige; and
 - (4). The effect on the interests of the unit as a whole.

In deciding which cases to take to arbitration, the executive board shall be mindful of the duty of fair representation imposed by Title VII of the Civil Service Reform Act of 1978. No case shall be refused simply because it is brought by a non-member of the local.

- b. The executive board will issue a written decision on any request to invoke arbitration. If the executive board decides against the arbitration, it will explain its reasons.

Section 7.

- a. The executive board may determine that a particular grievance ought to go to arbitration but that a decision will affect only the grievant and does not meet the criteria in Section 6 above. In such cases, the board may vote to invoke arbitration provided the grievant pays the local's share of the cost of arbitration after the first \$100.00 which will be paid from the fund if the grievant is a participant in the fund. However, in no case will a non-participant receive any benefits from the fund.

No participant will be asked to contribute to the cost of arbitration simply because he/she is a non-member of the local.

- b. If a grievant decides to pay the local's share of the arbitration costs, he/she will sign an agreement with the local to that effect. This agreement will be executed prior to the local's invoking arbitration and after the local gives the grievant an estimate of the costs.
- c. No later than the cancellation deadline set by the arbitrator, the grievant shall pay to the local a sum that the local requests to cover the estimated cost of arbitration. The local will place this sum in escrow. The grievant's obligation will be paid from this sum. Any surplus in the escrow account will be refunded to the grievant as soon as possible.

ARTICLE XI PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rule of order this organization may adopt.

ARTICLE XII AMENDMENTS

This Constitution may be amended at any meeting of the local by a majority vote of the members present and voting; provided, that such amendment has been introduced not less than one month prior thereto at a regular meeting of the local, and due notice thereof shall have been given to all members in good standing; and provided further, that such amendment has been approved by the National President.

This Constitution, approved by the National President, is adopted by the local in accordance with provisions of the National Constitution. A copy of the minutes of the meeting held by the local, reflecting the number and types of offices, dues established, meeting dates and any other pertinent information must be forwarded to the National Office promptly. Likewise, a copy of minutes of the local meeting at which changes are made as to the number and types of officers, dues established, meeting dates and other pertinent information must be forwarded to the National Office promptly.

APPENDIX B

NATIONAL FEDERATION OF FEDERAL EMPLOYEES (STANDING RULES OF THE LOCAL)

ARTICLE I ORDER OF BUSINESS

The order of business shall be as follows, unless suspended by a majority of the members present:

1. Calling the meeting to order.
2. Reading and approval of minutes of previous local meeting.
3. Treasurer's report.
4. Voting on applications for membership.
5. Installation of officers, when appropriate.
6. Old/unfinished business.
7. New business.
8. Other matters of relevance.
9. Adjournment.

ARTICLE II RULES OF ORDER

Except as provided in the Constitution of this local and these Standing Rules, Robert's Rules of Order, Newly Revised, shall govern the procedures of this local.

**ARTICLE III
AMENDMENTS**

These Standing Rules may be amended at any meeting of the local by majority vote of the members present and voting; provided, that such amendment has been introduced not less than one month prior thereto at a regular meeting of the local and that due notice thereof shall have been given to all members in good standing.

Approved: October 31, 1986

Accepted Under the Terms of the Affiliation Agreement as their Operating Document.