



BYLAWS
NTEU Chapter 173
Detroit, MI

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 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 National Constitution and Bylaws.

PART II

**NAME, HEADQUARTERS-JURISDICTION AND FISCAL
YEAR**

SECTION 1. NAME. This organization shall be known as the National Treasury Employees Union, **Chapter 173.**

SECTION 2. Headquarters and Jurisdiction. The headquarters of Chapter 173 shall be maintained in Detroit, Michigan and have jurisdiction concurrent with the jurisdiction granted in the Charter issued pursuant to the National Constitution.

SECTION 3. Fiscal Year. The fiscal year of Chapter 173 shall commence at 12:01 a.m. on October 1st and end at midnight on September 30th of the following year.

PART III

MEMBERSHIP

SECTION 1. Any person who is presently employed within Chapter 173's jurisdiction as defined in **PART II, Section 2**, or any former employee, or any retired employee of the Treasury Department, U.S. Customs Service or Department of Homeland Security, U.S. Customs and Border Protection, is eligible for membership in this Chapter, regardless of race, creed, sex, age, or religion.

Section 2. A member of Chapter 173 is one who is eligible for membership and who has timely remitted an appropriate dues payment or who has authorized withholdings of dues from his/her compensation and notice of such authorization has been provided to Chapter 173.

Section 3. Classification of membership in Chapter 173 shall mean:

- (A) **Active employee member** – any member presently employed by the Department of Homeland Security, U.S. Customs and Border Protection.
- (B) **Retired Member** – any member formerly employed by the Treasury Department, U.S. Customs Service or Department of Homeland Security, U.S. Customs and Border Protection who has been retired from the Treasury Department, U.S. Customs Service or Department of Homeland Security, U.S. Customs and Border Protection and is drawing an annuity under the U.S. Civil Service Retirement System or Federal Employees Retirement System and who was a member of this organization at the date of his/her retirement.
- (C) **Former employee member** – a member formerly employed by the Treasury Department, U.S. Customs Service or Department of Homeland Security, U.S. Customs and Border Protection who left before he/she was eligible for retirement and who was a member of this organization when he/she was separated from the Department.
- (D) **New Member** – an employee who has never been a member of NTEU or who has not been a member during the twelve months prior to submitting an application.
- (E) **Associate Member** – a member who is not otherwise eligible for membership in this organization, and who shall not enjoy the privileges of NTEU membership in the National Organization and shall not be a voting member on those matters relating to the National or Local NTEU Organization.

PART IV

Dues and Funds

Section 1. Revenue

(A) How prescribed - the revenue of Chapter 173 shall be obtained from the membership dues paid by each member and from other activities as may be determined by the members of the Chapter Executive Board.

(B) Amount of Dues – the per capita payment from each member shall be at the rate of twenty-five percent (25%) more per each bi-weekly pay period than the national per-capita dues, except those members retired or formerly employed by the Treasury Department for whom the per-capita payments shall be the current national per capita per annum. These payments shall include the current national per capita payments at the rate as voted at the last NTEU National Convention per each bi-weekly pay period, except members retired or formerly employed by the Treasury Department, U.S. Customs Service or Department of Homeland Security, U.S. Customs and Border Protection for whom the national per capita payment shall be at the rate as voted at the last NTEU National Convention per annum. Each associate member shall pay dues at the rate as voted at the last NTEU National Convention per annum.

{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 current annual per capita dues will be prorated for the fiscal year 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 these 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 1st. All members other than those on dues withholding will be permitted to pay dues on October 1st and April 1st. 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 days. (10)

Section 3. Increase in dues

(A) Notice shall be given, at least fifteen (15) days in advance, to all members when a general or special meeting of members shall consider an increase in dues. The notice shall state the amount and the effective date of the proposed increase. The President shall issue the notice for a general meeting in which the dues increase is to be considered or a

special meeting which may be called pursuant to PART IV, Section 3 of the National Bylaws. Notice shall either be by letter to all members, or published in a Chapter newspaper which is received by all members, or posting the notice on all official bulletin boards.

(B) The dues increase shall be levied only after a majority vote by secret ballot of the Chapter members present at the meeting.

PART V

Chapter Meetings

Section 1. The Chapter shall hold quarterly meetings during the months of October, January, April, and July, with the October meeting considered as the annual meeting of Chapter 173. These months may be altered by the President if circumstances necessitate it.

Section 2. The meeting date, time, and place will be designated by the President and notice will be given by the secretary to the members at least seven (7) days prior to the meeting date. This notice shall be by letter to all members, in a publication or a Chapter newspaper which is received by all members, or by posting the meeting notice on all official bulletin boards.

Section 3. Special meetings of the Chapter may be convened by:

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

Section 4. Voting

- (A) Each member, except an associate member, shall be entitled to one (1) vote at any regular or special meeting, and in the election of officers.
- (B) 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 pursuant to the applicable provisions of the NTEU National Constitution.

Section 5. A quorum at any meeting of Chapter 173 shall be a minimum of seven (7) members as defined in PART III, Section 2 of these bylaws.

Section 6. Each member, except an associate 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 following: President, Executive Vice President; Vice President for Border Operations “3801”, Vice President for Main Office Staff, Vice President for Airport Operations “3807”, Secretary and Treasurer.

Section 2. The Chapter Executive Board shall have jurisdiction over all matters not specifically reserved to the members, and shall have authority to:

- (A) Authorize necessary Chapter expenditures and establish procedures for payment of authorized Chapter expenditures, by a majority vote.
- (B) Approve by a majority vote any collective bargaining agreement prior to its being signed by the Chapter President on behalf of the Chapter;
- (C) Appoint a committee of three (3) members not holding any other office to audit the books and accounts of the Treasurer bi-annually; and
- (D) Shall formulate the plans and policies of the Chapter.

Section 3. A quorum for the purposes of an Executive Board meeting shall consist of a majority of its members.

Section 4. The Executive Board shall convene for regular meetings 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 the President; or
- (B) Written call of a majority of the Executive Board members. Such special meetings must be convened within thirty (30) days after receipt of the request either by the President or the Board members.

Section 6. All actions of the Executive Board will be reported by the Secretary at the next regular meeting of the Chapter.

PART VII

CHAPTER OFFICERS

Section 1. Officer designations. The officers of this Chapter shall be those designated in PART VI, SECTION 1 of these bylaws.

Section 2. Qualifications. Any member of this Chapter except an associate member and the employee who, under the provisions of existing laws or executive orders is considered a supervisor and therefore, ineligible to participate or represent this Chapter as an officer, nor may be elected to any office.

Section 3. Elections.

(A) The term of office for Chapter 173 officers shall be two (2) years. The election to office of all Chapter Officers shall take place as provided in the NTEU Constitution and Bylaws, in August of odd numbered years, and these officers will assume their elected positions at the beginning of the Chapter's Fiscal Year.

(B) IN an alternative mail referendum ballot procedure, ballots will be mailed to all members at their last know address.

1. A sealable envelope will be provided in which to place the ballot, in order that the confidentiality of the ballot is maintained.
2. A separate return envelope shall be furnished for mailing the sealed ballot. The return envelope shall identify the voter.
3. Returned envelopes shall be checked against a bona fide membership list to insure the validity of the vote. The return envelope then shall be separated from the sealed ballot.
4. The sealed ballots shall be mixed-up, opened and counted by the Election and Nominations
5. Members that did not receive a ballot through the mail may present themselves to the Elections and Nominations Committee at the time and place of the scheduled election. After verification that no ballot was received, they shall obtain a duplicate ballot to be marked and returned to the Committee at that time.

Section 4. Duties

(A) The President's duties shall be:

1. to perform as administrator of the affairs of Chapter 173 in accordance with the provisions of the National Constitution and the Chapter's Bylaws;
2. to issue proper notice to the secretary of meetings of the Chapter and the Executive Board pursuant to PART V, Sections 2 and 3 and PART IV, Sections 4 and 5 of these Bylaws;

3. to preside at all regular meetings of the Chapter and the Executive Board;
4. To appoint Chairpersons of all standing committees;
5. to appoint all Stewards and the Chief Stewards;
6. to appoint all committee members and maintain ex-officio membership of each;
7. to represent and act as spokesperson for the Chapter in all matters;
8. to sign all documents pertaining to official business of the Chapter;
9. to name one of the Vice Presidents Chairperson of the Membership Committee and the other Vice President Chairperson of the Chapter Newsletter Committee;
10. to perform all other duties as are necessary to protect and advance the interests of the membership.

(B) The Executive Vice President's duties shall be:

1. to perform the duties of the President's absence or inability to serve;
2. to serve as an assistant to the President in all matters;
3. to develop the Chapter's publicity, to handle special publicity projects as directed by the President;
4. to help the Vice Presidents coordinate and supervise the Chapter Newsletter and Membership Committees;
5. to maintain ex-officio membership of all committees;
6. to perform all other duties as are necessary to protect and advance the interest of the membership.

(C) The Vice President's duties shall be:

1. to perform the duties of the Executive Vice President during the Executive Vice President's absence or inability to serve;
2. to serve as assistants to the President and Executive Vice President in all matters;
3. to assist the Executive Vice President in developing the Chapter's publicity;
4. to act as chairperson for the Membership and Chapter Newsletter Committees as appointed by the President;
5. to coordinate the activities of the Membership Committee in their immediate areas and, under the direction of the Executive Vice President, shall endeavor to build membership to the highest possible level;
6. to report directly to the Executive Vice President any and all problems of the members in their areas and to keep the Executive Vice President informed as to the progress in solving these problems;
7. to distribute information and assist the President as his spokesperson in their respective areas; and
8. act as Stewards of Chapter as required.

(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 conduct such correspondence as may be necessary or as the President shall direct; and maintain copies in a permanent file;
3. to maintain custody of all books, records, papers and effects of the Chapter, and transfer these items to his/her successor at the termination of his/her tenure of office;
4. to aid the Elections and Nominations Committee in preparing ballots for officer elections and to inform the members of the results of such elections;
5. to distribute literature, copies of documents and other communications to the Chapter members;
6. to maintain files of committee reports;
7. to prepare and maintain a calendar of Chapter events for proper planning and coordination with the other Chapter Officers and Committee Chairpersons;
8. to maintain a correct and current record of the membership with the name, address, and dues status of each member; and
9. to issue seven (7) day prior notice of the dates and places of meetings of the Chapter and/or Executive Board.

(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 Executive Board, and to maintain a petty cash fund in an amount as determined by the Executive Board;
3. to remit promptly to the Administrative Controller of the National Headquarters as provided by the National Constitution, the national portion of per capita dues collected from the members of Chapter 173 and to send an accompanying list of those members to be credited with payment of their dues;
4. to submit monthly financial reports and other reports as requested by the Executive Board;
5. to provide the Secretary with dues information necessary for the Secretary to maintain an updated membership roster;
6. to submit the Chapter books and accounts for audit to the Audit Committee (made up of three (3) members appointed by the Executive Board) once a year;
7. to prepare and file Internal Revenue Form 990 and Department of Labor LM forms;
8. to coordinate with the Administrative Controller and furnish a surety bond to the Chapter, the premium of such bond to be paid by the Chapter; and
9. to keep an accurate and current record of all receipts and expenditures of the Chapter, according to accepted accounting practices.

PART VIII

COMMITTEES

The President shall appoint, within thirty (30) days after assuming office a chairperson and the members of the following standing committees, and the Secretary shall publish for the information of the membership the names of the chairpersons and the members of each committee. These appointees shall serve at the will of the President.

Section 1. Classification and Responsibilities

(A) Committee on Elections and Nominations – shall consist of two (2) 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 pursuant to PART VII, Section 3 of these Chapter Bylaws.
2. This committee shall count the ballots and post the results of the election at all posts of duty. The newly elected officers shall be notified in writing by the Chairperson of the committee.
3. IN case of a tie vote for any office, the Chairperson in the presence of the committee members shall determine the winner by the toss of a coin and so state in the report to Headquarters.
4. The Chairperson shall immediately make a written report on the results of the election to the NTEU National Headquarters.

(B) Committee on Membership – The Chairperson of this committee will be appointed by the President from the Vice Presidents and the committee shall consist of four (4) additional members, for the purpose of increasing and retaining the number of active employee members eligible for membership Chapter 173 and shall:

1. Devise a program of membership and insurance recruitment of all employees in Chapter 173's jurisdiction in order for an effective membership drive to be conducted at least once annually;
2. Instruct and organize membership recruiters in each post of duty within Chapter 173's jurisdiction;
3. Accept and promptly forward to the Treasurer the dues collected along with the name and address of the members;
4. Report to the Executive Vice President the format of the membership program and its status; and

5. Distribute and accept membership applications, requests for transfers of memberships from other Chapters or to other Chapters, assist with the execution of Forms 1187 and 1188 for dues withholding, and promptly forward such items to the Treasurer.
- (C) Stewards/Chief Stewards – shall consist of those appointed stewards by the President, with one of the Chief Stewards, as appointed by the President, acting as Chairperson. It shall be the responsibility of the stewards to:
1. Hear and consider all complaints from any Department of Homeland Security, U.S. Customs and Border Protection employee, and actively pursue such complaints to a just and equitable conclusion;
 2. Hear and consider all matters directed to their attention by the President or Vice Presidents and consult with the NTEU Headquarters and Management in connection with the formulation and implementation of personnel policies and practices and matters that are of concern to members;
 3. Acquire the necessary knowledge of all rules and regulations concerning personnel matters; and
 4. Present a report of action at Chapter meetings.
- (D) Other such committees as are deemed necessary to accomplish the aims of Chapter 173 may be appointed by the President. The number of members shall be the number considered practical and necessary by the President. Such appointed committees shall serve until discharged by the President or until the end of the fiscal year.

PART IX

CONVENTIONS, DELEGATES AND PROXIES

Section 1. Delegates to National Conventions and District Conferences.

- (A) The Chapter President and all Chapter Vice Presidents elected in accordance with PART IV of the National Bylaws and PART VII, Section 3 of these Bylaws shall by virtue of such election be delegates to any National Convention or District Conference which may take place during their term of office.
- (B) The Executive Board, at a meeting not less than thirty (30) days prior to the National Convention or the District Conference, may by majority vote increase the number of delegates to attend, with the maximum number of allowable delegates equal to the vote entitlement as determined by ARTICLE VIII, Section 2 of the Constitution. The Board shall determine how many, if any, alternate delegates shall be designated.

- (C) If the Executive Board determines that additional delegates and/or alternate delegates are desired, they shall be selected in accordance with National and Chapter Bylaws.
- (D) The Executive Board shall determine the amount of delegate expense that will be paid by Chapter funds. Each delegate must receive an equal amount of reimbursement.
- (E) 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 shall appoint the Chairperson and define the succession of authority in the delegation.

Section 2. Proxies

For the purposes of representation at the National Conventions or District Conferences, Chapter 173 may designate by proxy any member or members of the National organization on a form prescribed by the Administrative Controller of NTEU. There shall be the statement made that the authority to issue and assign a proxy is given pursuant to a motion duly passed at a regular or special Chapter meeting, for which there has been notice as prescribed in these Bylaws. The member of NTEU to whom the proxy is assigned shall be named therein and it shall be signed by the President and Secretary of Chapter 173.

PART X

BUSINESS PROCEDURE

Section 1. General Meetings – Order of Business.

- (A) At each regular meeting of the membership of Chapter 173, the following order of business shall be observed:
 - 1. Call to order
 - 2. Roll call of officers
 - 3. Reading minutes of the last meeting
 - 4. Report of President
 - 5. Report of Vice Presidents
 - 6. Report of Treasurer
 - 7. Report of Chairperson of standing committees
 - 8. Unfinished business
 - 9. New business
 - 10. Adjournment

- (B) The order of business may be suspended at any time by a majority vote of the members present at the meeting.

Section 2. Executive Board – Order of Business

The Executive Board shall observe the same order of business as set forth in

PART XI

MISCELLANEOUS

Section 1. Rules of Order.

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

Section 2. Copies of these Bylaws.

Copies of these Bylaws shall be distributed to all members of Chapter 173, and to the National Headquarters Office.

Section 3. Amendments

- (A) Amendments to these Bylaws shall be submitted in writing to the Chapter Executive Board for their recommendations and consideration. The President shall then report the recommendations of the Executive Board to the next regular or social Chapter meeting which may adopt such amendments by a majority vote, provided notice of the proposed amendment was given in writing at a previous meeting and/or all members were notified at least fifteen (15) days before such meeting.
- (B) These Bylaws shall become effective at midnight on the day on which they were approved.

*****These Bylaws were approved and adopted at the regular July 14, 1983 meeting of Chapter 173.*****

PROPOSED

**An Amendment to the Bylaws of Customs Chapter 173 of the National Treasury
Employees Union**

**TO PROVIDE FOR THE FILLING OF PERMANENT VACANCIES IN THE
CHAPTER EXECUTIVE BOARD**

Part One

Any permanent vacancy of the Office of President of this Chapter will be fulfilled by the Executive Vice President, who will serve in the capacity of that Office with all privileges, duties, and responsibilities until the expiration of the current term of the office of Elected President.

Part Two

Any permanent vacancy of any elected member of the Executive Board, including Executive Vice President, Vice President for Inspectional and Control, Vice President for Commercial Operations, Secretary, Treasurer, and any other elected officer that the Chapter may decide in the future as being necessary to the proper functioning of the Chapter, will be filled by appointment by the President. The appointed Officer will serve in the capacity of that office with all privileges, duties and responsibilities until the expiration of the current term of office of the elected official.

Proposed: September 18, 1990

Posted: September 20, 1990

Ratified by vote of membership: December 7, 1990

PROPOSED

**An Amendment to the Bylaws of Customs Chapter 173 of National Treasury
Employees Union.**

**THE ADDITION OF ONE PERMANENT CHAPTER VICE PRESIDENT TO
NTEU Chapter 173 EXECUTIVE BOARD**

CHAPTER EXECUTIVE BOARD

Section 1. The Chapter Executive Board shall be composed of the following: President, Executive Vice President, and Vice President for Inspection Operations “3801”, Vice President for Main Office Staff, and Vice President for Airport Operations “3807”, Secretary, and Treasurer.

Proposed: May 2, 2003

Posted: May 13, 2003

Ratified by vote of membership: June 2, 2003.

PROPOSED

An Amendment to the Bylaws of Customs Chapter 173 of National Treasury Employees Union.

THE ADDITION OF THE DEPARTMENT OF HOMELAND SECURITY, U.S. CUSTOMS AND BORDER PROTECTION WITHIN THE REPRESENTED UNIT.

THE MODIFICATION FROM BI-MONTHLY MEMBERSHIP MEETINGS TO QUARTERLY MEMBERSHIP MEETINGS.

Chapter Meetings

Section 1. The Chapter shall hold quarterly meetings during the months of October, January, April and July, with the October meeting considered as the annual meeting of Chapter 173. These months may be altered by the President if circumstances necessitate it.

Dues and Funds

Amount of Dues – the per capita payment from each member shall be at the rate of twenty-five percent (25%) more per each bi-weekly pay period than the national per-capita dues, except those members retired or formerly employed by the Treasury Department for whom the per-capita payments shall be the current national per capita per annum.

Proposed: 19 Jan 2007

Posted: 19 Jan 2007

Ratified by vote of membership: 13 Feb 2007

PROPOSED

Eliminate additional appointed Executive Board member

Section 1. The Chapter Executive Board shall be composed of the following: President, Executive Vice President, and Vice President for Inspection Operations “3801”, Vice President for Main Office Staff and Vice President for Airport Operations, Secretary and Treasurer. ~~and one other member appointed by the President.~~

Proposed: 16 February 2008

Posted: 18 February 2008

Ratified by vote of membership: 05 May 2008

An Amendment to the Bylaws of Customs Chapter 173 of National Treasury Employees Union.

LOCAL MILEAGE REIMBURSEMENT

Local mileage will be reimbursed on a weekly basis for E-board members and Chief Stewards to travel from duty station to duty station for official union business. This mileage stipend will not be from home to either 3801 or 3807, rather once you have arrived at the first port/station to any subsequent ports/stations during your regular work day. This will be paid at the standard average government rate. Mileage will be calculated by using “Google maps” for the distance of travel to/from locations. E-board must approve each voucher prior to being disbursed for payment.

Proposed: May 19, 2011

Posted: June 10, 2011

Ratified by vote of membership: June 29, 2011

**An Amendment to the Bylaws of Customs Chapter 173 of National Treasury
Employees Union.**

LOCAL TRAVEL FOR TRAINING/TDY'S

Local travel guidelines for training/TDY will be as follows:

Chapter 173 will pay for the following expenditures;

- 1) Transportation to/from location up to cost of coach/economy airfare amount.
- 2) Designated hotel and taxes at location.
- 3) Baggage not to exceed 1 bag each way unless travel is more than five work days to include travel days.
- 4) Taxi to/from airport from your home.
- 5) Parking at airport in your hometown of travel.
- 6) Taxi/shuttle to/from airport.
- 7) Government per diem rate at location. Per Diem will be for a full day each day unless time spent traveling is less than 12 hours on your travel day, then the rate will be $\frac{3}{4}$ day rate.

Advances for travel will include the following: airfare, hotel, Per Diem, and any other item that an invoice or bill can be produced for. Invoices and/or bills must be submitted with travel advance request. All other expenses will be disbursed after travel is completed.

Proposed: May 19, 2011

Posted: June 10, 2011

Ratified by vote of membership: June 29, 2011

**An Amendment to the Bylaws of Customs Chapter 173 of National Treasury
Employees Union.**

CHANGE OF ELECTION TIMEFRAME FOR 2011 CHAPTER ELECTION

Change election timeframe for 2011 local Chapter election to a 3 year term (2011-2014), then in 2014 local Chapter election year, change the term back to a 2 year term for every subsequent election (2014-2016, 2016-2018, etc.). This will allow the local Chapter to have elections held in “even” years. The reason for this change is the National election, held in “odd years”, will give the current local E-board members at the time of each National election a full year remaining in their term to continue after the Chapter’s votes have been cast.

Proposed: May 19, 2011

Posted: June 10, 2011

Ratified by vote of membership: June 29, 2011