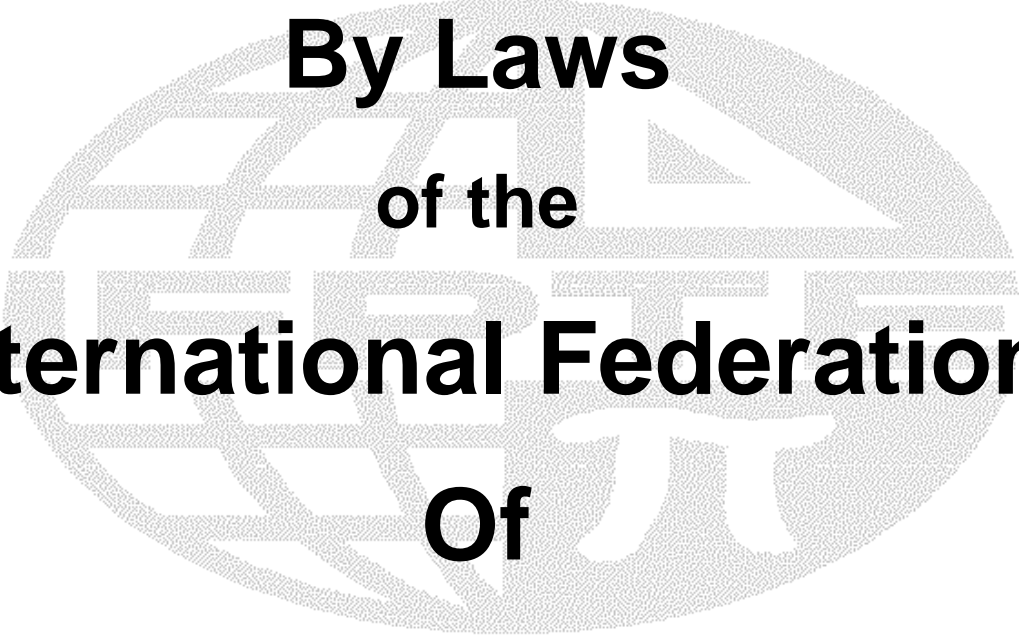


**The
Constitution
and
By Laws
of the
International Federation
Of
Professional and
Technical
Engineers
Local 12**



(February 2005 REVISION)

CERTIFICATION OF AUTHENTICITY

The Constitution and By Laws of the International Professional and Technical Engineers Local 12 is current through August 2004.

 /signature on file/
Beth Bachtel, Recording Secretary

 2/24/05
Date

 /signature on file/
Robert Steinmetz, President

 2/24/05
Date

RECORD OF CHANGES

Change ratified December 4, 1996

- a. Changed Article 11 on page 20.
- b. Changed Article 14 on page 24.
- c. Changed Article 17 on pages 27, 28, 29 and 30

Change to the by-laws was ratified by General Membership Meeting of 01 March 2000, Gari Lewis, Recording Secretary.

- a. Changed Article 6, Section 6. Added Recording Secretary and Chief Rep/Business Manager.

Change to the by-laws was ratified by General Membership Meeting of 04 October 2000, Gari Lewis, Recording Secretary.

- a. Changed Article 3, Section 2, by deleting [FOOTNOTE 1] at end of sentence;
- b. Changed Article 3, Section 2. a., September in lieu of October;
- c. Changed Article 3, Section 2. b., 1 October in lieu of November;
- d. Changed Article 3, Section 2. c., 1 November in Lieu of 1 December;
- e. Changed Article 3, Section 2. c., 10 November in lieu of 10 December;
- f. Changed Article 3, Section 3, by replacing the Section;
- g. Changed Article 3, Section 5, by deleting “or fails to attend three consecutive General meetings”, and adding “ by the Executive Board after the word vacant, and adding the word “writing in” after the words “excusal must be submitted in”.
- h. Changed Article 3, Section 5, by deleting [FOOTNOTE 1].

Change to the by-laws was ratified by General Membership Meeting of 05 September 2002, Stephen Hatzenbihler, Recording Secretary.

- a. Changed Article 7, Section 1, by adding “and other expenses” after the words routine bills.
- b. Changed Article 7, Section 6, by deleting the word “Transportation”, and replacing it with “Extraordinary bills”, deleting the words “of expense” and replacing them with “that exceed the authorized budgeted expense”.

Change to the constitution ratified by membership ballot election on January 24, 2003 and certified by IFPTE Election Committee on January 29, 2003, by Stephen Hatzenbihler, Recording Secretary.

- a. Changed Article 3, Section 1, by adding paragraph (h) to insert the word “Secretary” to Local 12’s order of Administrative Authority.

- b. Changed Article 5, Section 4, by striking the sentence “No member shall be eligible to hold the office of President for more than two consecutive terms”. Section 4 will remain and be reserved for future use.
- c. Changed Article 5, Section 6, by adding the word “Secretary” to the listing of the of the Local’s executive officers.

Change to the By-laws was ratified by General Membership Meeting of 05 June 2003, Beth Bachtel, Recording Secretary.

- a. Changed Article 6, Section 2, by inserting the word “all” before “Local 12 property”; by inserting the words “that is” following the words “Local 12 property”; and added sentence “The minimum value of property recorded shall be \$100.
- b. Changed Article 6, Section 3, by replacing the words “Audit-Budget Committee” with “annual Audit Committee” (2 places); by deleting the sentence “The Audit-Budget Committee shall audit the records of the Financial Secretary semi-annually”; by inserting the words “and the Financial Secretary” following the word “Treasurer”; by replacing the words “each quarter” with “December of each year”; added the words “to function as part of the annual audit committee” following the words “membership-at-large”; and by adding “There shall be random unannounced audits during the year, the number of these audits to be between four (4) and twelve (12). The Administrative Vice-President can appoint any member to conduct a random audit. The Administrative Vice-President shall present the Annual Audit findings and Random Audit findings to the Executive Board.”

NOTE: These changes have resulted in additional minor changes to the table of contents and page numbering due to text movement.

Change to the By-laws was ratified by General Membership Meeting of 03 July 2003, Beth Bachtel, Recording Secretary.

- a. Changed Article 13, Section 1, by striking the sentence “The initiation fee shall be \$5.00 in all areas”; and replace the wording “waive or reduce the” with “introduce an”.

Change to the By-laws was ratified by General Membership Meeting of 04 March 2004, Beth Bachtel, Recording Secretary.

- a. Changed Article 16, Section 1 through 3, by striking the wording in-total and replacing with a new Article 16 titled “Discipline Offenses.”

Change to the By-laws was ratified by General Membership Meeting of 13 May 2004, Beth Bachtel, Recording Secretary.

- a. Changed Article 16, Section 1 through 3, by striking the wording in-total and replacing with a new Article 16 titled “Dispute Resolution.”
- b. Changed Article 18, Section 1, by inserting “those in attendance at a regularly scheduled” between “...majority vote of...” and “...General Membership Meeting.” New Sections 2 and 3 were added.

Change to Article 3 of the By-laws was ratified by General Membership Meeting of 05 August 2004, Patsy Obenchain, Recording Secretary (Acting).

- a. Changed Section 2 by striking “Local 12”.
- b. Changed Article 3 throughout by replacing the wording “Ballot Committee” with “Election Committee.”
- c. Changed Section 2e by replacing the wording “...by an election by ballot to select between the tied candidates, at the next General Membership Meeting.” with “...at the next General Membership Meeting by conducting a ballot election to select between the tied candidates.”
- d. Added a new Section 2f to discuss when an officer election must be redone.
- e. Changed Section 3 by adding a new sentence to discuss alternate method of installing a duly elected officer who was not present at the installation meeting.
- f. Changed Section 4 by inserting “If an officer position is not filled during the election process, or...” in front of “If a vacancy in a Local 12 office is created...”. Also added discussion on how to address the situation for when an officer is temporarily promoted outside the bargaining unit.
- g. Changed Section 5 by inserting the words “declare the office vacant and” between “the Executive Board shall” and “appoint”. Added “as stated in Section 4” to the end of the sentence. Deleted the last two sentences.

Change to Article 11 of the By-laws was ratified by the General Membership Meeting 06 January 2005, Beth Bachtel, Recording Secretary.

- a. Add a new Section 2 to provide for any change affecting or modifying the bargaining unit.

Change to Article 10 of the By-laws was ratified by the General Membership Meeting 03 February 2005, Beth Bachtel, Recording Secretary.

- a. Section 1: Add new sentence “The bargaining unit shall be represented by one (1) Safety Vice-President”.
- b. Add new section 4 to define the duties of the Safety Vice-President.

TABLE OF CONTENTS

	<u>Page</u>
Certification of Authenticity.....	I
Record of Changes	ii to iv
Table of Contents.....	v to vii

CONSTITUTION

ARTICLE ONE

NAME, LOCAL AND JURISDICTION.....	1
-----------------------------------	---

ARTICLE TWO

OBJECTIVES.....	2
-----------------	---

ARTICLE THREE

ADMINISTRATIVE AUTHORITY.....	3
-------------------------------	---

ARTICLE FOUR

THE EXECUTIVE BOARD	4
---------------------------	---

ARTICLE FIVE

THE OFFICERS	5
--------------------	---

ARTICLE SIX

QUALIFICATION FOR MEMBERSHIP	6
------------------------------------	---

ARTICLE SEVEN

AMENDMENTS.....	7
-----------------	---

TABLE OF CONTENTS (Continued)

BY-LAWS

	<u>Page</u>
ARTICLE ONE	
ADMISSION TO MEMBERSHIP	8
ARTICLE TWO	
MEMBERSHIP-AT-LARGE AND RETIREMENT	10
ARTICLE THREE	
ELECTION OF OFFICERS	11
ARTICLE FOUR	
DUTIES OF THE PRESIDENT	13
ARTICLE FIVE	
DUTIES OF THE EXECUTIVE VICE-PRESIDENT	14
ARTICLE SIX	
DUTIES OF THE ADMINISTRATIVE VICE-PRESIDENT	15
ARTICLE SEVEN	
DUTIES OF THE TREASURER	17
ARTICLE EIGHT	
DUTIES OF THE FINANCIAL SECRETARY	18
ARTICLE NINE	
DUTIES OF THE SECRETARY	19
ARTICLE TEN	
DUTIES OF THE BOARD VICE-PRESIDENTS	20
ARTICLE ELEVEN	
DUTIES OF THE EXECUTIVE BOARD	21
ARTICLE TWELVE	
APPOINTIVE POSITIONS	22

**TABLE OF CONTENTS (Continued)
BYLAWS (Continued)**

	Page
ARTICLE THIRTEEN	
FINANCE	23
ARTICLE FOURTEEN	
GENERAL PROVISIONS	25
ARTICLE FIFTEEN	
AGREEMENT RATIFICATION	26
ARTICLE SIXTEEN	
DISPUTE RESOLUTION	27
ARTICLE SEVENTEEN	
ORDER OF BUSINESS AND INSTALLATION PROCEDURES	29
ARTICLE EIGHTEEN	
AMENDMENTS TO THE BY-LAWS	33

CONSTITUTION

ARTICLE ONE

NAME, LOCAL AND JURISDICTION

Section 1. The organization shall be known and entitled as "Local 12 of the International Federation of Professional and Technical Engineers" (the IFPTE), hereinafter referred to as Local 12.

Section 2. Local 12 headquarters shall be maintained in Bremerton, Washington.

Section 3. The area of jurisdiction shall include, but not be limited to, all federal employees who work in the general and technical and scientific fields, engineering, architecture and allied occupations, in Kitsap County, State of Washington, who request charter to this organization and are so enjoined by authorization, ballot, regulation and/or statute.

CONSTITUTION

ARTICLE TWO

OBJECTIVES

Section 1. The objectives of Local 12 shall be to foster and develop a true spirit of uniformity in American Brotherhood, to maintain a high standard of citizenship, to elevate the intellectual, moral and social conditions of its members, to assist each other in sickness and distress, to improve the general working conditions, to cultivate a harmonious condition among the members, to settle all disputes between employer and employee (by arbitration, if necessary), and to secure adequate and proper compensation for its work by legal and recognized means.

CONSTITUTION

ARTICLE THREE

ADMINISTRATIVE AUTHORITY

Section 1. The structure of Local 12 shall be composed of, and authority vested in, the following order:

- a. The General Membership**
- b. The Executive Board**
- c. The President**
- d. The Executive Vice-President**
- e. The Administrative Vice-President**
- f. The Treasurer**
- g. The Financial Secretary**
- h. Secretary**

CONSTITUTION

ARTICLE FOUR

THE EXECUTIVE BOARD

Section 1. The Executive Board of Local 12 shall consist of the Local officers, and the Board Vice-Presidents. A quorum shall consist of five Executive Board members and must include at least two of the Officers listed in Article 5, Section 6.

Section 2. The Executive Board shall be the administrative and policy making body of Local 12. Its decisions shall be subject to review and approval by the general membership.

Section 3. The Executive Board may agree to assist other International Federation of Professional and Technical Engineer locals in organizing and negotiations.

CONSTITUTION

ARTICLE FIVE

THE OFFICERS

Section 1. The Officers of Local 12 shall be: President, Executive Vice-President, Administrative Vice-President, Treasurer, Financial Secretary, Secretary and Board Vice-Presidents.

Section 2. No officer of Local 12 shall hold more than one office in the Local.

Section 3. The officers of Local 12 shall be elected for a term of two years, or until their successors have been duly elected, qualified and installed.

Section 4. Reserved.

Section 5. No member may become an officer of Local 12 while serving as any officer in any other Labor Union.

Section 6. The President, Executive Vice-President, Administrative- Vice President, Treasurer, Financial Secretary and Secretary shall constitute the Executive Officers of Local 12.

CONSTITUTION

ARTICLE SIX

QUALIFICATION FOR MEMBERSHIP

Section 1. The individuals eligible for membership in Local 12 are: Those qualified by education and/or experience, or those who are actively engaged in performing engineering, scientific, technical or related work, as determined by the Local 12 Executive Board, in the various fields of engineering, architecture and science.

Section 2. No person shall be denied membership in Local 12 because of race, creed, color, sex, age or national origin. No person shall be admitted to membership who is not employed or eligible for employment, in an occupation under the jurisdiction of Local 12 or who advocates principles or lends support to organizations or movements whose purposes and/or objectives are contrary to the fundamental principles of the established government of the United States of America, or which are in conflict with the policies of Local 12.

CONSTITUTION

ARTICLE SEVEN

AMENDMENTS

Section 1. This Constitution may be amended by a two-thirds vote of the members in good standing, voting in a secret ballot. The Executive Board shall make rules for the conduct of the election, provided that said rules shall stipulate a minimum of thirty-day notice of the ballot.

Section 2. Proposed amendments may be initiated in either of two (2) ways:

- a. By majority vote of the Executive Board at a meeting of the Executive Board; or
- b. By submitting the proposal in writing and signed by one percent, or more, of the membership in good standing.

Section 3. The proposed amendment shall be read at the first meeting at which introduced, but shall not be submitted to ballot until after a second reading.

Section 4. Secret ballot shall be conducted for amendment of all Constitutional Amendments. Ballot will be mailed to all members in good standing at their last known mailing address by the first of the month. Ballots returned shall be postmarked no later than the fifteenth of that month.

BY-LAWS
of the
CONSTITUTION
of
LOCAL 12
of the
INTERNATIONAL FEDERATION
of
PROFESSIONAL AND TECHNICAL ENGINEERS
BY-LAWS
ARTICLE ONE
ADMISSION TO MEMBERSHIP

Section 1. Any individual desiring to become a member of Local 12 shall make written application in ink upon a regularly prescribed form provided for this purpose. The application shall be validated by two members in good standing as vouchers for the applicant's fitness to become a member. The application shall be presented with fees as prescribed in Section 2 of this Article to the Treasurer and read by the President at the next meeting. Each candidate, upon admission to membership, pledges to abide by the Constitution and By-Laws of Local 12.

Section 2. Applicants for membership shall submit with their application, the initiation fee (if not waived by the Executive Board) and a Request for Pay-roll Deduction form number 1187. Those not desiring payroll deduction shall submit advance dues as prescribed by the Executive Board but under no circumstances less than one month's dues.

Section 3. Members whose dues are paid by the fifteenth of the current month shall be considered to be in good standing. Members whose dues have been checked off with their voluntary authorization shall be members in good standing and shall not be disqualified from any right of membership for reason of any alleged delay or default in the payment of and the checking off of such dues by the employer.

Section 4. Any person presenting a valid traveling card from any other local union affiliated with the AFL-CIO, and who has the requisite qualifications, maybe admitted to membership in Local 12 free of initiation fee.

Section 5. Members three (3) months in arrears may be dropped from the rolls and may not become in good standing again except by joining as a new member or paying all back dues. Fines and assessments may be waived at the discretion of the Executive Board.

Section 6. It shall be the duty of every member to uphold the ideals and principles of Local 12 and to abide by all its rules and decisions. All business transacted in meetings shall be strictly confidential. Penalty for divulgence of such shall be expulsion, to be effected by two-thirds concurring vote at a meeting called for consideration of the same. It shall be the duty of all members to adhere strictly to this rule, except when authorized or called upon by a court having civil or criminal jurisdiction. No member shall undermine a fellow member by accepting or offering to accept his position at a lower rate of pay, and member found guilty of such action shall be subject to expulsion.

Section 7. Qualified members who interrupt their regular employment to serve as a paid representative of Local 12 shall be considered as still employed in the field under the jurisdiction of Local 12 and shall be entitled to full membership rights and privileges.

BY-LAWS

ARTICLE TWO

MEMBERSHIP-AT-LARGE AND RETIREMENT

Section 1. Members who move to localities where no IFPTE Local Union has been chartered may be members-at-large until such time as a local union is chartered in such locality. At such time such members-at-large shall seek to become members of such local union.

Section 2. Dues for members-at-large shall be set by the Executive Board. Members-at-large shall receive a special annotation to the membership card denoting the status. The dues for membership-at-large shall be paid on an annual basis.

Section 3. Members who are transferred or obtain employment in areas under the jurisdiction of other IFPTE Locals shall be obliged to apply for transfer into such other local unions.

Section 4. Upon retirement from employment coming under the jurisdiction of the International Federation of Professional and Technical Engineers, Honorary Life Membership may be granted a member whose record of service and devotion to Local 12 extends beyond what could be reasonably expected of a member.

Section 5. Should a holder of an Honorary Life Membership card again return to employment under the jurisdiction of the International Federation of Professional and Technical Engineers, he/she shall, within thirty days, apply for active membership.

BY-LAWS

ARTICLE THREE

ELECTION OF OFFICERS

Section 1. To be eligible for nomination as an officer of Local 12, a member must have been in good standing in Local 12 for a period of at least six (6) months immediately prior to nomination.

Section 2. Election of officers shall be by secret ballot vote of the members in good standing. The election shall be conducted in accordance with the following rules except as amended by Section 3.

a. Notice of election and opening of nominations shall be at the first General Membership Meeting in September.

b. Nominations will be closed at 1700 of the next business day following 1 October. Names of all nominees, except those who signify orally or in writing that they decline the nomination, will appear on the ballot. Space for write-in candidates shall be provided on the ballots.

c. Secret balloting shall be conducted for all elections. Ballots shall be mailed to all members in good standing, at the last known mailing address by 1 November. All ballots must be received in Local 12's Post Office Box no later than six PM on 10 November in order to be a valid ballot.

d. Ballots shall be counted under the direction of the Election Committee. Each candidate shall be entitled to have one observer present at the counting of the ballots.

e. For all officers, election shall be by plurality. In the event of a tie, the winner shall be determined at the next General Membership Meeting by conducting a ballot election to select between the tied candidates.

f. If an officer election must be redone for any reason, the Election Committee Chair shall inform the Executive Board. The Election Committee shall set the date and place for new elections with the approval of the Executive Board.

Section 3. Notification of election of Officers shall be the first order of business at the **December** General Membership Meeting at which the Election Committee certifies the election. Installation of officers shall be done at the first General Meeting in **January**. Duly elected or appointed officers who are not present at the meeting may be installed by the presiding officers or designee with at least two members in good standing present to witness the installation.

Section 4. If an officer position is not filled during the election process, or if a vacancy in a Local 12 office is created by resignation, removal or death, it shall be filled by appointment by the Executive Board. If an officer is temporarily promoted outside of the bargaining unit, the President shall appoint a replacement to the position to serve until the elected officer is returned to the bargaining unit or the elected officer's term expires. The replacement officer may not vote as a member of the Executive Board until confirmed by a vote of the Executive Board and installed. If a replacement officer is not confirmed by the Executive Board the President may appoint a different replacement and shall seek Executive Board approval.

Section 5. If any officer shall fail to discharge the duties of his/her office, the office shall be declared vacant by the Executive Board and the Executive Board shall declare the office vacant and appoint a replacement for that position as stated in Section 4.

BY-LAWS

ARTICLE FOUR

DUTIES OF THE PRESIDENT

Section 1. The President shall preside at all meetings of Local 12 and the Executive Board. He/she shall preserve order and enforce the Constitution and By-Laws of the organization. He/she shall have the deciding vote in case of a tie.

Section 2. The President shall make appointment to the appointive positions listed in Article Twelve, subject to approval of the Executive Board.

Section 3. The President shall appoint all committees, unless otherwise ordered by the Executive Board and may act as an ex-officio member of all committees.

Section 4. The President, or designee, shall administer the oath of obligation to officers.

Section 5. The President shall monitor the officers to assure that the officers achieve their prescribed responsibilities.

Section 6. The President may be a delegate of Local 12 to any and all central councils or other bodies with which Local 12 is affiliated. The President may, with the approval of the Executive Board, appoint delegates to such councils and/or bodies as he/she deems to be in the interest of Local 12 to have additional representation.

BY-LAWS

ARTICLE FIVE

DUTIES OF THE

EXECUTIVE VICE-PRESIDENT

Section 1. The Executive Vice-President shall assist the President in the discharge of his/her official duties. He/she shall act as President in the absence of the President.

Section 2. In case the Office of President shall be vacated, the Executive Vice-President becomes President until the next regular election.

Section 3. The Executive Vice-President shall be responsible for all organizing activities within Local 12.

Section 4. The Executive Vice-President shall route such general correspondence deemed informative to the Officers and Representatives of Local 12.

Section 5. The Executive Vice-President shall monitor the committees appointed by the President and assure the committees achieve the intended purpose.

BY-LAWS

ARTICLE SIX

DUTIES OF THE

ADMINISTRATIVE VICE-PRESIDENT

Section 1. The Administrative Vice-President shall assist the President and Executive Vice-President in the discharge of his/her official duties. He/she shall act as President Pro Tempore by appointment during the absence of the President and Executive Vice-President.

Section 2. The Administrative Vice-President shall keep a custody record of all Local 12 property that is in the custody of Local 12 Officers and members. The minimum value of property recorded shall be \$100.

Section 3. The Administrative Vice-President shall chair the annual Audit Committee. The Audit Committee shall audit the books of both the Treasurer and the Financial Secretary within forty-five days (45) after the end of December of each year. The Administrative Vice-President shall appoint one (1) member to the Audit Committee from the Board Vice-Presidents and one (1) member from the membership-at-large to function as part of the annual audit committee. There shall be random unannounced audits during the year, the number of these audits to be between four (4) and twelve (12). The Administrative Vice-President can appoint any member to conduct a random audit. The Administrative Vice-President shall present the Annual Audit findings and Random Audit findings to the Executive Board.

Section 4. The Audit-Budget Committee shall draw up a budget consistent with the income of Local 12 and submit it to the Executive Board for approval before 1 October of each year.

Section 5. The Administrative Vice-President or his/her designee shall act as Parliamentarian and rule on all parliamentary procedure questions.

Section 6. The Administrative Vice-President shall instruct the officers of the approved bank to pay no money on the Account of Local 12, except when signed by any two of five signatures, of the Treasurer, President, Executive Vice President Administrative Vice President or the Financial Secretary, Recording Secretary, or Chief Representative/Business Manager (Revised by General Membership 01 March 2000).

BY-LAWS

ARTICLE SEVEN

DUTIES OF THE

TREASURER

Section 1. The Treasurer shall be custodian of all funds of Local 12 deposited in the name of the Local in such banks as may be designated by the Executive Board. He/she may contract expenditures in the name of Local 12 and must report such expenditures immediately to the President and to the Executive Board at its next meeting. He/she shall pay current routine bills and other expenses as authorized by the budget and extraordinary bills on authority of the Executive Board.

Section 2. The Treasurer shall formulate and establish adequate accounting and other record keeping procedures regarding all financial transactions including collection of dues and other collections and shall furnish such standard forms as he/she deems necessary. All procedures shall be subject to the approval of the Executive Board.

Section 3. The Treasurer shall inform the Financial Secretary of all members three months or more in arrears in dues.

Section 4. The Treasurer shall direct the maintenance of files and records in cooperation with the Financial Secretary and the Secretary.

Section 5. The Treasurer shall have custody and authority for the use of the Local 12 seal. He/she shall affix the seal to only official correspondence of Local 12.

Section 6. The Treasurer shall pay all bills, wages, reimbursements and expenses in accordance with the Budget. Extraordinary bills or other essential items, that exceed the authorized budget expense, deemed proper by the Executive Board, shall be approved by the General Membership.

Section 7. The Treasurer shall submit an itemized statement of all funds received and disbursed on a quarterly basis to the Executive Board. The statement shall cover the months up to and including the month prior to submittal.

BY-LAWS

ARTICLE EIGHT
DUTIES OF THE
FINANCIAL SECRETARY

Section 1. The Financial Secretary shall receive all incoming monies except for the monthly payroll dues deduction made by the activity which may be forwarded directly to the financial institution for deposit to the Union's account. He/she shall collect monies from the Area Representatives or the members themselves for initiation fees, dues, assessments, fines, etc. He/she shall coordinate the activities of the Area Representatives as he/she deems necessary to assist him/her in those duties, subject to the approval of the Executive Board.

Section 2. The Financial Secretary shall deposit all monies received in the approved local bank, forwarding the information to the Treasurer. He/she shall keep a record of the monies received and deposited except that the financial institution report shall be sufficient record in the case of payroll deposits.

Section 3. The Financial Secretary shall notify all members three months or more in arrears of their bad standing. This shall be done within one week after being informed by the Treasurer.

Section 4. The Financial Secretary shall keep a correct record of each member with full name, address, code, code and home phone numbers in cooperation with the Treasurer and the Secretary. He shall submit a Change of Address form each quarter to be printed in the Local 12 Newsletter.

BY-LAWS

ARTICLE NINE

**DUTIES OF THE
SECRETARY**

Section 1. The Secretary shall record and preserve accurate minutes of all meetings of Local 12.

Section 2. The Secretary shall coordinate all correspondence of Local 12, submission, typing, mailing and distribution. He/she shall maintain a file of Local 12 correspondence.

Section 3. The Secretary shall maintain at all times a corrected copy of the Constitution and By-Laws, amended and revised in accordance with Article Seven of the Constitution.

Section 4. The Secretary shall send a list of all new officers, with names, addresses, work and home phones, to the International Office. He/she shall keep the International Office notified of any changes of Officers during the period of office.

Section 5. The Secretary shall supply each new officer with a copy of Local 12's Constitution and By-Laws and a copy of the International Constitution.

Section 6. The Secretary shall preserve all ballots and other election records until the next completed election. At such time he/she shall destroy the old records and preserve the new.

BY-LAWS

ARTICLE TEN

DUTIES OF THE

BOARD VICE-PRESIDENTS

Section 1. Each major code in the units represented by Local 12 may have a Board Vice-President.

Section 2. It shall be the duty of the Board Vice-Presidents to assist the Executive Officers in the discharge of their duties. They shall assist in grievance handling and other duties as assigned. Vice Presidents may be appointed chairmen of committees.

Section 3. Board Vice-Presidents shall represent the unit members on the Executive Board. They shall solicit the unit membership for input to the Board and contribute in communication of the Board's action to the membership.

Section 4. It shall be the duty of the Safety Vice-President to execute the duties in Sections 2 and 3 above in the area of Safety and Health. The Safety Vice-President shall serve as the safety Representative for IFPTE Local 12. The Safety Vice-President may recommend members to the President or Executive Board, to serve as Safety Committee members to assist in serving as Safety and Health points fo contact for IFPTE Local 12.

BY-LAWS

ARTICLE ELEVEN

**DUTIES OF THE
EXECUTIVE BOARD**

Section 1. The Executive Board shall be the administrative and policy making body of Local 12. Its decisions shall be subject to the review and approval of the general membership.

Section 2. Any proposed change affecting or modifying the bargaining unit shall be endorsed by the Executive Board and submitted to the General Membership for approval prior to entering into any agreement concerning the bargaining unit.

BY-LAWS

ARTICLE TWELVE

APPOINTIVE POSITIONS

Section 1. The President shall appoint a member in good standing to fill the position as Chief Representative. The Chief Representative may recommend members to serve as Area Representatives. The President shall appoint members in good standing as Area Representatives, the number to be determined by the Executive Board.

Section 2. The Chief Representative shall direct and counsel the Area Representatives in their duties. He/she shall assist the President and Officers in formal grievance handling and arbitration.

Section 3. The Area Representatives shall represent the unit members in employer-employee relations and administer the employer-employee agreement(s) under the direction of the Chief Representative and the Executive Officers, subject to the approval of the Executive Board.

Section 4. The Area Representatives may recruit members and such other duties as assigned by the Chief Representative.

Section 5. The President may appoint a Sergeant-at-Arms. He/she shall take charge of the door at the meetings and see that none but members in good standing shall enter.

Section 6. The President may appoint an Editor. He/she shall be responsible for all Local 12 publications subject to the approval of the President.

BY LAWS

ARTICLE THIRTEEN

FINANCES

Section 1. The Executive Board shall be empowered to introduce an initiation fee for limited periods for specific organizational purposes.

Section 2. Dues shall be set by the General Membership. Any dues change shall be effective the first pay period after 1 March.

Section 3. Members who become unemployed shall pay no dues after they are unemployed thirty days, but shall pay a nominal carrying charge, the amount of which shall be determined by the Executive Board. The Executive Board shall be empowered to remit this carrying charge in case of illness or other extenuating circumstances.

Section 4. Members who leave engineering or technical work to attend school shall pay the carrying charge unless on automatic payroll deductions, then no carrying charge will be required. Members wanting to retain their benefits (e.g. Denticare) shall pay full dues.

Section 5. Special assessments to cover exigencies may be made by vote of the General Membership. Notice that a proposed assessment is pending shall be sent to all members fifteen days before a vote is taken on the proposal, and a two-thirds majority of all votes cast shall be required to carry the measure.

Section 6. Any requests for donations for promotional or charitable purposes shall be referred to the Executive Board for action. No monies shall be loaned from the funds of Local 12, except investments approved by the Executive Board.

Section 7. A copy of the current financial statements shall be made available to any member upon his request.

Section 8. Any and all health and welfare plans in which Local 12 participates shall be under the supervision of the Executive Board.

Section 9. Any Officers handling funds shall be bonded as required by law and shall not, at any time, hold more money than the amount of his/her bond.

Section 10. The Treasurer shall submit an itemized statement of all funds received and disbursed on a quarterly basis to the Executive Board. The statement shall cover the months up to and including the month prior to submittal.

BY-LAWS

ARTICLE FOURTEEN

GENERAL PROVISIONS

Section 1. Delegates to International Federation of Professional and Technical Engineer's conventions shall be nominated and elected in accordance with the following rules: Notice of pending nomination shall be printed in the Local 12 publication. Election shall be by secret ballot and there shall be no proxy voting. Each member in good standing shall receive a written notice of the time and place of the meeting at which elections of delegates are to be held. Such notices shall be mailed to each member's last known home address not less than fifteen days prior to such election.

Section 2. Affiliation may be made with labor bodies upon approval of the General Membership.

BY-LAWS

ARTICLE FIFTEEN

AGREEMENT RATIFICATION

Section 1. Whenever a meeting of Local 12's membership is required for the purpose of ratifying a collective bargaining agreement(s), the following procedures and rules shall govern:

a. Conclusion of bargaining shall be the date the last article is initialed off by the chief negotiators for management and Local 12. All times of the ratification process shall be calendar days beginning the day after the conclusion of bargaining.

b. By day 3 (or the next work day after day 3), a special Federalite flyer will be issued announcing the schedule for ratification.

c. By day 7, the proposed agreement(s) will be reproduced and copies made available to any member in good standing for review.

d. In the two weeks from day 7 to day 21, the following minimum number of meetings must be held for discussion and debate of the proposed agreement(s):

(1) 2 workday lunch meetings

(2) 2 evening meetings

e. On day 21 (or the next work day after day 21), a special lunch meeting shall be held to vote on ratification of the proposed agreement(s).

f. Voting shall be by secret ballot.

g. When two or more bargaining units have proposed agreements that are essentially the same, they may be voted as one if approved by a simple majority vote at either meeting of d. (1) above.

h. Ratification is effected by a simple majority vote of the members in good standing voting.

i. In the event of non-ratification of the proposed agreement(s), an advisory voice vote article by article will be held to aid the negotiating team in future negotiations.

BY-LAWS

ARTICLE SIXTEEN

DISPUTE RESOLUTION

Section 1. When any difficulty arises between members, the dispute shall be resolved using the methods provided in Sections 2 or 3.

Section 2. Members in good standing may file charges directly to the International Federation of Professional and Technical Engineers International Office in accordance with Article 17 of the International Constitution.

Section 3. Members in good standing that have a dispute that does not rise to the level of a formal charge as provided for in Section 2, may present their dispute to the President for resolution. Disputes will be resolved in accordance with the following sections.

Section 4. Disputes must be submitted in writing, within 60 days of the occurrence or the date the member should have been aware of the issue in dispute. A member in good standing with a disputed issue, will present the dispute in writing, and must include a statement that certifies that a copy of the written dispute has been provided to each party named in the dispute, and the method used to provide each copy. Failure to provide copies will result in the dismissal of the dispute, with no further right of appeal.

Section 5. A properly submitted dispute will be processed in accordance with the following procedure. The procedures provided in the International Federation of Professional and Technical Engineers Manual of Policy, Trial Board Procedures should be used as a guide.

a. The President will appoint a three member Dispute Resolution Board composed of three members in good standing. No more than one member may be a member of the Executive Board.

b. Each party to the dispute may select a member in good standing as a representative of their choosing.

c. The Dispute Resolution Board will elect a chair for the hearing from among their members.

d. The Dispute Resolution Board will schedule a hearing between the parties with any representatives identified to the Dispute Resolution Board. The involved parties will be notified at least seven days in advance of the hearing.

e. Each side of the dispute will present all relevant statements, documents and testimony at the hearing, in the order requested by the Board.

f. The Dispute Resolution Board will consider the facts as presented. The Dispute Resolution Board will prepare a written recommendation to the Local 12 President within 30 days of the conclusion of the hearing.

g. The President will render the final decision regarding the dispute. The decision of the President is final and all parties are bound by that decision.

h. Article 17 of the International Federation of Professional and Technical Engineers Constitution is the exclusive appeal process.

BY-LAWS

ARTICLE SEVENTEEN

ORDER OF BUSINESS

and

INSTALLATION PROCEDURES

Section 1. The rules contained in *Robert's Rules of Order (Newly Revised Edition)* shall govern Local 12 in all cases to which they are applicable and in which they are not inconsistent with the By-Laws or the special rules of Local 12 or the International Federation of Professional and Technical Engineers.

Section 2. There are three types of meetings held by Local 12. These are the Executive Board Meetings, General Membership Meetings, and Informational Meetings. Each of these meetings are discussed in the following sections.

Section 3. Executive Board Meetings shall be held at least monthly, at a date and time to be determined by the board. Additional meetings may be called by the Local 12 President or by five Vice- Presidents. A quorum for the Executive Board is specified in Article 4 of the Constitution. The proposed agenda for the Executive Board Meeting shall normally be published and made available to all Board members at least one day prior to the meeting. Minutes shall be kept for all meetings of the Executive Board. The order of business for Executive Board Meetings shall be as follows:

1. The Sergeant at Arms (if assigned) shall take charge of the door.
2. The President, or Presiding Officer, (referred to as "the chair" below) calls the meeting to order.
3. The chair submits the agenda for approval.
4. The Secretary reads the Minutes of the previous Executive Board Meeting. The chair asks if there are any corrections. There being none, the chair rules the Minutes approved.
5. Appropriations and bills (two thirds majority to exceed the Budget).
6. Unfinished Business.
7. New Business.

8. Good and Welfare.

9. Date, time and place of next meeting.

10. Adjournment.

11. Departure from the above order of business may be made by a majority vote of those present. Special Executive Board Meetings called for single issues (e. g. discussion of a proposed MOU, approval of emergency expenditures, etc.) are exempted from this order of business, but must still comply with all other portions of this section.

Section 4. General Membership Meetings shall be held at least monthly, at a date and time to be determined by the President. Special General Membership meeting may be called by petition to the President by seven (7) or more members in good standing. A quorum shall consist of seven members in good standing and shall include any two of the Executive Board officers as defined in Article Five, Section 6 of the Constitution. The proposed agenda for the General Membership Meeting shall normally be published and made available to all members (through their Area Representatives) at least one day prior to the meeting. Minutes shall be kept for all meetings of the General Membership. The order of business for General Membership Meetings shall be as follows:

1. The Sergeant-at-Arms (if assigned) shall take charge of the door.

2. The President, or Presiding Officer, (referred to as the chair below) calls the meeting to order.

3. The chair submits the agenda for approval.

4. The Secretary reads the Minutes of the previous General Membership Meeting. The chair asks if there are any corrections. There being none the chair rules the Minutes approved.

5. The chair reads applications for membership, reinstatement, withdrawal, or traveling cards. Action is taken.

6. The chair reads any applicable correspondence.

7. Appropriations and bills (two-thirds majority to exceed the Budget). 8. Reports of Officers, delegates and committees are submitted. These reports shall normally be submitted in writing only, summarizing important aspects previously discussed at Information Meetings. The

submitting Officer is responsible for notifying the President at least two working days before the General Membership meeting if any action from the General Membership is needed (such as approval of an expenditure). The written reports shall be incorporated into the minutes as attachments. The Secretary shall notify the President of any standing committee or department meeting which does not submit a report for three months or more.

9. Unfinished business.

10. New business.

11. Good and Welfare.

12. Date, time, and place of next meeting.

13. Adjournment.

14. Departure from the above order of business may be made by a majority vote of those present. Special General Membership meetings called for single issues (e. g. discussion of and/or ratification of a MOU, approval of emergency expenditures, etc.) are exempted from this order of business, but must still comply with all other portions of this section.

Section 5. Informational Meetings will normally be held at least weekly. Some Informational meetings may be general in nature, while others may target information of interest to a specific portion of the membership. Special informational meetings may be requested by two (2) or more members in good standing contacting the President or their Area Vice President. While there is no quorum for Informational meetings at least one of the Executive Board officers as defined in Article Five, Section 6 of the Constitution shall attend. The proposed agenda for the Informational Meeting shall normally be published and made available to all applicable members (through their Area Representatives at least one day prior to the meeting. Business shall not be conducted at Informational Meetings; though action items may be assigned relating to clarifying or further researching information presented and Good Of The Order recommendations may be made. The senior Executive Officer present shall be responsible for providing the President with a list of any such action items or recommendations. Minutes shall normally NOT be kept for Informational meetings. The order of business for Informational Meetings shall be as necessary to best present the desired information.

Section 6. On occasions of installation of any elected officer(s), they will take their place in front of the presiding officer or his/her designee. All members will rise and remain standing while the presiding officer administers to the officer(s) (collectively), the following obligation:

"I (candidate pronounces his/her name), do hereby sincerely pledge my honor to perform the duties of my office as required by the Constitution and By-Laws of Local 12 and the Constitution of the International Federation of Professional and Technical Engineers. I will deliver to my successor in office, all books, papers and other property of this Union that may be in my possession at the close of my official term."

The presiding officer then instructs: *"You will now proceed to your respective chair(s) and perform the duties devolving on your office(s)."* The outgoing officers then vacate their chairs to their successors.

BY-LAWS

ARTICLE EIGHTEEN

AMENDMENTS TO THE BY-LAWS

Section 1. The By-Laws may be amended by majority vote of those in attendance at a regularly scheduled General Membership Meeting.

Section 2. Proposed changes to the By Laws will be presented at a regularly scheduled General Membership meeting. The proposed change shall be the first item of business under the heading of New Business. The General Membership will be advised at that meeting that the By Laws change will be the first order of Unfinished Business at the next General Membership meeting and a vote of the members in good standing taken to accept or reject the proposal.

Section 3. The proposed change to the By Laws will be the first order of Unfinished Business at the next regularly scheduled General Membership meeting. A minimum of 28 days must separate the date of the initial announcement of the proposed change and the vote to accept or reject the proposed change to the By Laws.