

National Association of Government Employees

Local R7-11

Constitution and By-Laws

Date of Adoption: August 18, 2019

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Article I : Organization

Section 1: Name

This organization shall be known as IAEP Local R7-11 of the National Association of Government Employees, affiliated with Service Employees International Union and may also be referred to as SEIU / NAGE Local 5000.

Section 2: Organization

This Local shall be organized and conducted within the framework of these Local Constitution and By-Laws, and the National Constitution and By-Laws of the National Association of Government Employees and any amendments thereof.

Section 3: Address

The Local shall maintain post office box 484, located in the United States Postal Service location in Delaware Ohio.

The complete mailing address will be as follows:

IAEP Local R7-11
P.O. Box 484
Delaware, OH 43015

Article II : Membership

Section 1: Eligibility

Subject to the provisions of this article, any person shall be eligible for membership in this organization who is (i) employed by Delaware County Emergency Medical Services holding a rank up to and including Lieutenant, and a recognized part of the bargaining unit according to the certification (ii) pays all dues and maintains his/her dues on a current basis with the Union.

Section 2: No Discrimination

There shall be no discrimination against any member, or any applicant for membership by reason of race, ethnicity, creed, color, religion, gender, gender identity, marital status, sexual orientation, national origin, ancestry, age, or disability.

Section 3: Application

Any individual desiring membership in this local shall complete and sign a dues deduction card, and return it to the Treasurer for filing.

Section 4: Reinstatement

No person may become a member of Local R7-11 who has at any time been found guilty of any conduct violative of Article XI of these local Constitution and By-Laws and Article XII of the National Constitution and By-Laws titled "Discipline of Local and Members" without obtaining a waiver of these provisions from the Executive Board of the Local Unit, and the National Executive Committee.

Section 5: Good Standing

A member who maintains his/her dues on a current basis will be considered a member in good standing.

Section 6: Retirement

A member, upon retirement or disability separation from employment is entitled to become a retired member. Such retired members can attend Local meetings but may not vote or hold Local Office unless he/she is a full dues paying member in good standing and has received a waiver from the National Executive Committee.

Article III: Officers

Section 1: Elected Officers

The elected officers of the Local shall be:

President
Vice President
Treasurer
Secretary
Chief Steward

The above referenced Elected Officers shall constitute the governing body of the Local, and shall be called the Executive Board.

Section 2: Term of Office

The term of office for Elected Officers shall be three (3) years.

Section 3: Vacancies

The Elected Officers of the Local Unit shall serve until installation of their successors. An office shall be considered vacant upon the death, discharge, resignation, or removal of an officer from the employers' jurisdiction. The Local President shall have the authority to appoint, with the approval of the majority of the Executive Board, a member in good standing to fill any vacancy for the remainder of the term of office. In the event that the office of the President becomes vacant, the Vice President will take the office for the balance of the term.

Article IV: Powers and Roles of Officers

Section 1: President

The President shall preside over all meetings and conduct them in accordance with parliamentary rules as well as those set forth in these Local, and the National Constitution and By-Laws. He/She shall maintain order, and enforce the constitution and By-Laws of this Local, as well as the National Constitution and By-Laws. The President shall execute all official documents that pertain to the Local. He/She shall countersign all checks drawn on the Local Treasury. The President serves as the Chairperson, and a member of the Grievance Committee. He/She shall perform all the necessary duties to advance the welfare of the Local. He/She shall have the authority to appoint Officers, Stewards, and Committee members , subject to the majority approval of the Executive Board. He/She shall have the authority to remove any member who holds their office by appointment, subject to majority approval of the Executive Board. The President serves as a member of all committees created to conduct activities on behalf of the Local. The President by virtue of his/her office shall be the voting delegate to all intermediate, national, or international bodies including all conventions.

Section 2: Vice President

The Vice President shall assist the President as required in the operation of the Local. In the absence of the President, he/she shall preside over meetings, and perform the duties of the President. The Vice President serves as a member of the Grievance Committee.

Section 3: Treasurer

The Treasurer will keep a true and accurate record of all money received, all appropriations and/or expenditures from the Local Treasury. He/She will disburse money only upon receipts approved by the Executive Board. The Treasurer shall make a financial report at each Executive Board meeting and General Membership meeting indicating monetary receipts, disbursements, and the balance on hand. The Treasurer shall submit all bank statements, cancelled checks, and financial statements to the Executive Board as directed. The Treasurer shall cosign all checks, and orders for funds drawn on the Local Treasury. The Treasurer serves as a member of the Grievance Committee.

Section 4: Secretary

The Secretary shall record the minutes and call roll at all Executive Board, general membership, and special meetings of the local. He/She shall maintain a current list of names, home addresses, and telephone numbers of all members of the Local, as well as committee lists. He/She will keep copies of the dues deduction signature cards, and shall keep the National informed of any status changes regarding members of the Local. He/She shall assist the President in handling the preparation of brochures, pamphlets, articles, bulletins, and shall be responsible for getting out notices of general membership meetings, reports of meetings, and various materials such as advertisements, notices, posters, and/or flyers. The Secretary serves as a member of the Grievance Committee.

Section 5: Chief Steward

The Chief Steward will supervise the activities of the shop stewards. He/She will report activities of the stewards to the Executive Board. The Chief Steward will assist the President in enforcing the contract language, and monitor working rules and conditions for violations of the contract. The Chief Steward will ensure the members of the Local understand their Rights and Responsibilities as members of the Local. The Chief Steward also serves as a member of the Grievance Committee.

Section 6: Executive Board

The Executive Board shall be the governing body of this Local and shall act between membership meetings on all matters affecting the membership. Executive Board actions, not specifically authorized by the Local Constitution and By-Laws, or requiring approval by a vote of this Local, shall be taken by a majority vote of the Executive Board, providing such action does not violate the Constitution and By-Laws of this Local or of the National Organization. The Executive Board shall determine and approve expenses as may be appropriate for the conduct of Union affairs. All expenses shall be supported by receipts and/or expense vouchers. The Executive Board serves as the Grievance Committee for the Local.

Article V : Committees and Stewards

Section 1: Appointments

The President shall nominate stewards and committee members of the Local and said appointments are subject to a majority approval of the Executive Board. The President shall have the authority to remove members from appointed positions with majority approval of the Executive Board.

Section 2: Stewards Duties

The duties of the Stewards shall be to advise members and attempt to settle minor first step grievances with the review and concurrence of the Grievance Committee and to accompany the member to the appropriate Local Officer if further assistance is required. Stewards shall also be responsible for notifying the Executive Board members of unsatisfactory conditions within his/her work area or station. Stewards are required to complete training for the position as required by the Local.

Section 3: Creation of Committees

The President may establish and/or appoint members in good standing to any committee subject to the approval by a majority vote of the Executive Board. Any committee, whether "standing" or other may be dissolved by the President and a new committee established in its place, subject to approval by a majority of the Executive Board or by a majority vote at any meeting of the Local.

Section 4: Grievance Committee

The Executive Board shall serve as the Grievance Committee for the Local. The Grievance Committee shall review all grievances submitted by Local Stewards for merit and shall render a decision in writing on whether or not to process the grievance. The Grievance Committee shall screen all grievances prior to requesting arbitration. Any grievance that is not meritorious, or is frivolous or detrimental to the Local may be denied final binding arbitration. The decision of the Grievance Committee shall be based on recommendations of the NAGE National Representatives, NAGE Attorneys, or Executive Board members who handled the prior step.

Appeal of the Grievance Committee's decisions not to proceed to arbitration shall be handled in accordance with Article IX of these By-Laws, titled "Handling of Grievances" and/or Article IVA of the National Constitution and By-Laws.

Article VI : Nomination for Election of Officers

Section 1: Nomination

A reasonable opportunity shall be given for the nomination of candidates and every member in good standing shall have the right to nominate, vote, or otherwise support the candidate of his/her choice without being subject to penalty, discipline, or improper interference or reprisal of any kind by the Local Unit or any members thereof.

Section 2: Eligibility

A member may run for and hold office if they have maintained good standing for a period of one continuous year prior to the date of the Nominations open. Any member found guilty of any conduct violative of Article XI of these Local Constitution and By-Laws and/or Article XII of the National Constitution and By-Laws titled "Discipline of Local and Members" must obtain a waiver from the Executive Board of the Local Unit and the National Executive Committee to be eligible to hold office.

Section 3: Notice of Nomination

Timely notice of nomination must be given in a manner reasonably calculated to reach all members in good standing.

Section 4: Nomination Procedure

All nominations shall be made on a form supplied by the Local and shall be submitted twenty (20) days after the mailing date of the form during the Election Year. Candidates must sign a form indicating a willingness to serve. A member in good standing may only accept one nomination and may not run for two local offices at the same time. Self-nominations are permissible. The Secretary shall provide and publish a certified list of all nominees at least fifteen (15) days prior to the election, listing the nominees alphabetically.

Article VII : Election of Officers

Section 1: Elections

The election of officers shall be by secret ballot not less than once every three (3) years and will be held on August 31st.

Section 2: Eligibility to Vote

Each member in good standing shall be eligible to vote and shall be entitled to one vote. The votes cast shall be counted and the results published.

Section 3: Notice of Elections

No less than fifteen (15) days prior to an election, notice thereof shall be mailed to each member at his/her last known home address.

Section 4: Ballots

No less than fifteen (15) days prior to an election, ballots shall be mailed to each member at his/her last known home address.

Section 5: Election Tabulation

All Officers of the Local Unit shall be elected by a plurality vote of the membership participating in the election that is eligible to vote. The votes cast shall be counted and the results published.

Section 6: Records of Election

The ballots and records pertaining to the election shall be preserved for three (3) years after the date of the election.

Section 7: Election Expenses

No monies received by way of dues, assessments, or similar levy shall be contributed or applied to promote candidacy of any person in the election. However, such monies may be utilized for notices, factual statements of issues not involving candidates, and other expenses necessary for holding an election.

Article VIII : Meetings

Section 1: Executive Board Meetings

The Executive Board will meet as needed to conduct routine business of the Local and is also required to prepare the agenda for General Meetings. The Executive Board shall be comprised of the following members with full voting power: President, Vice President, Treasurer, Secretary, and Chief Steward.

The quorum for purposes of casting a vote or transacting business by the Executive Board shall be no fewer than three (3) members. Meetings may be held through the use of electronic means, including but not limited to telephone, email, instant messaging, video conferencing, or similar means, so long as each participant can communicate adequately with each other during the meeting.

Section 2: General Membership Meetings

General Membership meetings will be held bi-annually at a reasonable place and time as determined by the majority of the Executive Board. The meeting place and time will be announced prior to the meeting. Members shall be notified of each meeting by any practical means of communicating, reasonably calculated to reach each member of the Local.

Meetings may be held through the use of electronic means, including but not limited to telephone, email, instant messaging, video conferencing, or similar means, so long as each participant can communicate adequately with each other during the meeting.

Section 3: Special Meeting

Special Meetings may be called by the President, a majority of the Executive Board in session, or upon the request of at least twenty-five (25) members in good standing.

Section 4: Quorum

A quorum for the purpose of transacting business at a General or Special Meeting shall be twenty-five percent (25%,) of the members in good-standing, including those attending via electronic or telecommunication means.

Section 5: Conduct

All procedural rules not provided for in these By-Laws or the National By-Laws will be decided in accordance with the current edition of Robert's Rules of Order.

Section 6: Records

Records of the Local Unit, including bank statements; financial records, checks, correspondence, grievance records, notes, and minutes of official meetings, shall be maintained for six (6) years from the last year filed. Said official records shall be turned over to the duly elected President or his/her designee upon succession to office.

Section 7: Presentation of Financial Information

A Local unit financial report, including supporting data shall be presented at every local meeting.

Section 8: Order of Business

The order of business shall be conducted by agenda, including but not limited to the following:

1. Call the meeting to order
2. Roll call of the Officers
3. Reading of the minutes of the previous meeting
4. Old business
5. New business
6. Reports of Officers
7. Reports of Committees
8. Treasurer's financial report
9. Adjournment

Article IX : Handling of Grievances

Section 1:

Any person employed in a bargaining unit represented by the Local Unit of the National Association of Government Employees (hereinafter the "grievant") shall have the following rights and shall employ the following remedies under the provisions of this Constitution and By-Laws if he or she believes the Local Grievance Committee has acted improperly in handling that member's grievance under the Collective Bargaining Agreement.

Section 2:

The Grievant, upon receiving written notification from the Local Unit Grievance Committee that the Committee has determined to either to (i) reject his or her grievance (ii) settle the grievance, or (iii) decline further process of the grievance, shall take the following action to protect his or her rights.

A: Step One

The Grievant shall within seventy-two (72) hours of notification of the Local Committee's action complained of, notify at least one member of the Grievance Committee, in writing, that the Grievant appeals the committee's' decision to the National President. **The Local shall immediately take the required action to protect the Grievant's right under the Collective Bargaining Agreement by proceeding to the next step of the Grievance Procedure.**

B: Step Two

The Grievant must notify the office of General Counsel, in writing within five (5) calendar days following the decision of the Local Grievance Committee, that he/she appeals the Local Committee's decision.

a:

Such appeal shall set forth a complete narrative as to the facts in support of the Grievance, a copy of the Collective Bargaining Agreement, the decision of the Local Grievance Committee, and whatever documents are reasonably necessary for an understanding of the case.

b:

The Appeal will be decided by a National Officer duly designated to act by the National President.

c:

The duly designated National Officer will schedule and conduct a hearing if necessary on the Grievant's Appeal as soon as administratively possible.

d:

The duly designated National Officer, at his or her sole discretion may (i) render a decision conducting whatever investigation he/she deems necessary or (ii) decide the matter on records created by the Local Unit or (iii) refer the matter for decision to the National Executive Committee.

e:

The duly designated National Officer may, at any time (i) order the Local Grievance Committee to take all steps necessary to protect the Grievant's rights under the Grievance Procedure pending the decision of the National Officer under (d) above, or (ii) if the final decision is in favor of the Grievant such National Officer shall order the Local to take whatever action he/she deems necessary under the Collective Bargaining Agreement. Arbitration of termination cases is decided by the National Officer or National Executive Committee will be paid by the National.

Section 3:

Any member of a NAGE Local Unit who believes that his or her grievances has been improperly handled by the Local Unit Grievance Committee or other authorized local bargaining agent shall, without exception, employ the remedies and procedures contained herein. No complainant shall be entitled to enforce or present his or her claim against NAGE or its Local subordinate in any Court, or other administrative body without first exhausting the internal procedures.

Article X : Delegates to Conventions and Regional Meetings

Section 1: Delegates

The President of the Local Unit is the ex-officio delegate to all intermediate or national bodies including the National Conventions, provided he/she has been elected by a secret ballot vote in accordance with US Department of Labor rules and regulations.

Section 2: Additional Delegates

The Local Unit Officers who have been elected by secret ballot shall serve as the voting delegates to intermediate and/or national bodies including National Conventions. If the total number of officers is greater than the number of delegates allowed, the officers shall attend as delegates in the following order:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Chief Steward

Section 3: Number of Delegates

The number of delegates and/or alternates the Local designates to the National Convention shall be in accordance with "Article VI, Section 5" of the National Constitution and By-Laws, which states that each Local Unit shall be allocated one (1) delegate for every 500 members or less, and one (1) additional delegate(s) for every 500 members or fraction thereof.

Section 4: Selection of Additional Delegates

If the number of elected officers is less than the number of delegates, then arrangements shall be made for nominations in the Local Unit, and a secret ballot election. Notice of elections must be mailed to each member of the Local at his/her last known address, not less than fifteen (15) days prior to the election. Notice of nominations and elections may be combined provided that a reasonable time is allowed for nominations. The Local Secretary shall preserve for three (3) years after the date of the election, the ballots, and all other records pertaining to the election.

Article XI : Discipline

Section 1:

Local Officers or members may be charged with the following:

1. Violation of any specific provision of the Local Constitution and By-Laws and/or the National Constitution and By-Laws of the National Association of Government Employees;
2. Violation of the oath of loyalty and/or their duty to the International Union, NAGE, the Local Unit, and/or the members thereof;
3. Misfeasance, malfeasance, or nonfeasance such that they have breached their duty to the International Union, NAGE, the Local Unit, and/or the members thereof;
4. Disloyalty or conduct unbecoming a member;
5. Financial malpractice;
6. Corrupt or unethical practices or racketeering;
7. Advocating or engaging in dual unionism or secession;
8. Disobedience to the regulations, rules, mandates, and decrees of the International Union, NAGE, or the Local Unit;
9. The wrongful taking or retaining of any money, books, papers, or any other property belonging to the International Union, NAGE, or the Local Unit; or the wrongful destruction, mutilation, or erasure of any books, records, bills, receipts, vouchers, or other property of the National Unit, or Local Unit;
10. Working as a strike breaker or violating wage or work standards established by the International Union, NAGE, or the Local Unit;
11. The bringing of false charges against a member or officer without good faith or with malicious intent;
12. Failing to pay his or her proper union membership dues, or failing to remit proper dues from the Local to the National;
13. Discrimination or advocacy of forbidden discrimination against any other member on the basis of race, ethnicity, creed, color, religion, gender, gender identity, marital status, sexual orientation, national origin, ancestry, age, or disability.

If such charges are substantiated in accordance with the procedures established hereinafter, such remedial and/or punitive action can be taken as is justified and in the best interest of the organization and its members.

Section 2: Disciplinary Procedures

Charges brought by member(s) of the Local Unit and determined at the Local level:

a:

Charges alleging any conduct in Section 1 above on the part of any member or officer of a Local Unit shall be filed in duplicate with the Secretary of the Local Unit, who shall serve a copy thereof on the accused either personally, or by registered or certified mail, directed to the last known address of the accused, at least ten (10) days before the hearing upon the charges. The Local Unit President shall send a copy of this Notice to the National President.

The charges must specify the events or acts which the charging party believes constitutes the basis for charges and must state which subsection(s) of Section 1 of this Article the charging party believes have been violated. If the charges are not specific, the Trial Body may dismiss the charges either before or at the hearing, but the charging party shall have the right to refile more detailed charges which comply with this section. No charges may be filed more than six (6) months after the charging party learned, or could have reasonably learned, or the act or acts which are the basis of the charges.

b:

The Executive Board of the Local shall act as the Trial Body. The accused may appear in person and with witnesses to answer the charges against him/her and shall be afforded a full and fair hearing. The person charged may select any member to act as his/her advocate unless otherwise limited by these Local Constitution and By-Laws.

c:

If any portion of the charges is sustained by the evidence, then the trial body shall render such judgement and impose such discipline as it considers just. If the charges are not sustained, they shall be dismissed and the accused shall be restored to full rights or membership and/or office.

d:

If the charges brought are against member(s) of the Local Executive Board or Trial Body, that person(s) charged shall not sit as a member of that body for the purposes of deliberating on the charges. If this results in an insufficient number of persons to constitute a quorum of the Trial Body, the parties shall agree to a method of establishing a fairly constituted panel to determine the sufficiency of the charges and to issue a judgement. If the parties cannot agree, either party may submit the issue to the National President by contacting the National President in writing. The National President shall determine the method of establishing a fairly constituted panel, or shall order that the National take immediate jurisdiction.

e:

If the accused is unable or unwilling to be present at any hearing provided for herein, a defense may be presented in writing. In default of appearance or defense, the Trial Body shall proceed with the hearing regardless of the absence of the accused.

f:

The trial body, after requisite due process has been afforded, may impose such penalty as it deems appropriate and as the case requires. The National President shall be notified of the hearing decision.

Article XII : Appeals

Section 1: Appeal of Disciplinary Order

Any person or body against whom disciplinary action has been taken, whose charges have been dismissed in whole or in part, or any person adversely affected by a Local decision, shall have the right to appeal. An appeal to the National President may be taken either by the accused the member filing the charges, or the member adversely affected, from any decision of this Local Unit with respect to such charges, provided such decision is a final decision under the terms of the Constitution and By-Laws of the Local Unit. Any such appeal must be filed in writing with the NAGE Office of General Counsel by registered or certified mail, within fifteen (15) days after the decision. No specific form or formality shall be required, except that such appeal shall clearly set forth the decision being appealed and the grounds for the appeal. During the pendency of any appeal, the decision being appealed from shall remain in full force unless it is stayed by the National President. The National President may decide the appeal on the records made by the Trial Body, or may, in his/her discretion, upon at least ten (10) days notice, hear arguments or hold a rehearing either himself/herself or before a hearing officer or officers designated by him/her. The Nation President may confirm, reverse, or modify the decision appealed from.

Section 2: Appeal of Election

Any member of the Local may use the following procedure to appeal the results of an election for Local Officers and/or delegates to the National Convention. Within ten (10) calendar days after the tally of ballots has been posted or furnished to the members of the local, any member of the Local may file objections to the conduct of the election, or conduct affecting results of the election to the Local's Election Officer or Committee. Objections must be made in writing and must contain specific reasons in support thereof.

Section 3: Appeals of Local Unit Decision

An appeal to the National President may be taken by either the accused or the member filing the charges from any decision of a Local Unit with respect to such charges, provided such decision is a final decision under the terms of the Constitution and By-Laws of the Local Unit. Any such appeal must be filed in writing with the NAGE Office of General Counsel by registered or certified mail, within fifteen (15) days after the decision. An appeal is considered timely if placed in the mail within fifteen (15) days after the decision, as shown by an official postmark of the US Postal Service. No specific form or formality shall be required, except that such appeal shall clearly set forth the decision being appealed and the grounds for the appeal. During the pendency of any appeal, the decision being appealed from shall remain in full force unless it is stayed by the National President. The National President, or other member(s) of the National Executive Board designated by the National President, may decide the appeal on the records made by the Trial Body or may, upon at least ten (10) days notice, hear arguments or hold a hearing. The National President may confirm, reverse, or modify the decision appealed.

Article XIII : Financial Records

Section 1: Financial Records

Financial records of the Local Unit shall be kept on a fiscal year basis. The Fiscal Year begins September first (1st), and ends August thirty-first (31st).

Section 2: Revenues

The revenues of the Local Unit shall be derived from membership dues and from such other sources as may be approved by the Local Executive Board.

Section 3: Prohibition Against Loans to Members

No Local Unit or the National Union shall directly or indirectly make any loan to any member or employee.

Section 4: Financial Data to National

The Local Unit shall submit bank statements, canceled checks, and other information as may be requested periodically by the National Audit Committee, pursuant to Article VII Section 4(D) of the National Constitution and By-Laws. The Local Unit shall submit this material to the Audit Committee within thirty (30) days from the date of the request. In the event that a local unit refuses to comply with this section, the Per Capita payments under Section 6 of Article X of the National Constitution and By-Laws will be suspended until such time as the Local Unit complies. No Local Unit shall be required to provide the requested information more than twice in any year except under special circumstances. Information provided under this Section shall be submitted to the Auditors of the National Association of Government Employees.

Section 5: Bank Accounts

The Local Unit shall maintain a separate bank account for the business of the Local and shall not commingle Union monies with any personal accounts. No Bank Debit / ATM cards will be utilized for this Local Unit's Bank account(s). The Local may request a waiver from the National President to justify the use of Debit / ATM cards for this Local's business.

Section 6: Signatories

All checks drafted by the Local Unit must be signed by two (2) officers of the Local.

Section 7: Records

Records of the Local Units, including bank statements, financial records, checks, correspondence, grievance records, notes and minutes of official meetings, shall be maintained for six (6) years from the last year filed. Said official records shall be turned over to the duly elected President or his/her designee upon succession to office.

Article XIV : Bonding of Local Officers

Section 1: Bonding of Local Officers

Every officer, agent, or employee of the Local handling funds or other property of the Local whose property and annual receipts exceeds \$5000 in value shall be bonded, with a recognized surety company, in accordance with the provisions of Section 502(a) of the Federal Reporting and Disclosure Act of 1959 as amended. The bond of each such person shall be fixed at the beginning of the Local's Fiscal Year and shall be in an amount not less than ten percent (10%) of the funds handled by such person and his predecessor or predecessors, if any, during the preceding fiscal year of the Local, but in no case more than \$500,000.

Article XV : Expenditures and Operational Expenses

Section 1: Expenditures

All expenditures to be made by the Local require a majority vote of the Executive Committee.

Section 2: Operation Expenses

The Operational Expenses of the Local, including but not limited to; postage, rental fees, registration fees, licensing, and service fees, that are authorized by a vote of the Executive Committee can be disbursed as required by the Treasurer.

Section 3: Property and Equipment Purchases

Purchases of equipment, including but not limited to office equipment, computers, computer hardware, and software, can be purchased upon a majority vote of the Executive Committee, subject to a one-thousand dollar (\$1,000) spending limit.

Article XVI : Disposal of Local Owned Property

Section 1: Disposal of Property

Property owned by the Local, and used to conduct Local business, can be disposed of at the end of its useful life if approved by a majority vote of the Executive Committee. Property that is still functional, but has been replaced, and property that is no longer needed by the Local can be sold by way of a First-Price Sealed-Bid Auction (Blind Auction).

a

Computer equipment to be sold by the Local will have all Local data removed, including files, user information, and network connection data prior to sale.

Section 2: Decision to Repair or Replace Property

In order to determine whether to repair or replace an item of Local property, the Treasurer will determine its residual or salvage value, and calculate the depreciation for the item using a five (5) year useful life. If the purchase price minus the accumulated depreciation is less than the cost of repair, then the item should be removed from inventory and disposed of according to Section 1. Property that is not able to be repaired, or sold according to Section 1, shall be discarded. Computers to be disposed of should be handled according to Section 1(a), and have the hard drive removed and rendered unusable.

Section 3: Responsible Disposal of Property

Any property that is disposed of should be handled in an environmentally responsible fashion through recycling when possible.

Article XVII : Amendments

Section 1: Amendments

Proposed Amendments to this Constitution and By-Laws shall be submitted to the Executive Board of the Local in writing, and signed by five (5) members in good standing. The proposed Amendment shall be cited within the call for a regular or special membership meeting. The proposal may be amended at the regular or special meeting by a simple majority vote of the members present, both physically and through electronic means. The Amendment shall require a two-thirds ($\frac{2}{3}$) vote for adoption by members present, both physically and through electronic means..

Article XVIII : Conflicts

Section 1: Conflicts

In the event that these Local Constitution and By-Laws conflict with the National Constitution and By-Laws and/or are silent, the National Constitution and By-Laws will supersede and control.

Bylaw Approval Date: _____

Amy Chandler, President

Bryan Jeffers, Vice President

James Griffith, Treasurer

Shelly Gannon, Secretary

Tom Calland, Chief Steward