

1 **ByLaws**  
2 **of**  
3 **National Federation of Federal Employees, FD1 Indian Health Service**  
4 **Council, and International Association of Machinist and Aerospace**  
5 **Workers**  
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7

8 With a view to improving the Federal service and promoting the common  
9 welfare of our members through cooperation, education and organization,  
10 we, an Indian Health Service Council of the National Federation of  
11 Federal Employees FD1, (NFFE) International Association of Machinists  
12 and Aerospace Workers, (IAMAW) adopt these bylaws  
13

14 **ARTICLE I**  
15

16 **1.1** The objectives of this **INDIAN HEALTH SERVICE COUNCIL** shall be to:  
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- 18 **a.** Promote and advance the purposes and objectives of the National  
19 Federation of Federal Employees (NFFE);  
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21 **b.** Host NFFE training seminars on a state, tribal or regional basis;  
22  
23 **c.** Extend the cooperation of NFFE Locals to best utilize the union's  
24 resources.  
25

26 **1.2** The methods for attaining these objectives shall be by petition to  
27 Congress, by creating labor-management forums, by creating and  
28 fostering public sentiment favorable to NFFE's position or proposed  
29 reforms, by cooperation, consultation, and negotiation with  
30 Government officials and employees, by legislation and other means  
31 in cooperation with NFFE Headquarters. This **INDIAN HEALTH**  
32 **SERVICE COUNCIL** is established under the International Association  
33 of Machinist and Aerospace Workers AFL-CIO (IAMAW) and  
34 National Federation of Federal Employees, (NFFE) Federal District 1  
35 from which it shall receive guidance. This **INDIAN HEALTH SERVICE**  
36 **COUNCIL** shall endeavor to minimize duplication and waste in its  
37 efforts to achieve its goals, utilizing IAMAW and NFFE wherever  
38 possible to promote travel efficiency and minimize costs where ever  
39 possible.  
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41 **ARTICLE II**  
42 **Organization and Operation**  
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44 **2.1** This organization shall be chartered as an **INDIAN HEALTH SERVICE**  
45 **COUNCIL** of the National Federation of Federal Employees, Federal  
46 District 1 and shall be governed by the International Association of

**Approved: 8-23-12**  
**Effective: 9-1-12**

1 Machinists and Aerospace Workers constitution, and National  
2 Federation of Federal Employees Constitution, these Bylaws and  
3 the democratic action of its membership.  
4

## 5 **2.2 Officers and their Duties:**

- 6
- 7 **a.** The elected officers of this **INDIAN HEALTH SERVICE COUNCIL** shall be  
8 a President; Vice President(s); a Secretary and a Treasurer. They  
9 shall be elected in consonance with Article VI of this Constitution.  
10
- 11 **b.** The terms of office shall be 4 years or until their successors are  
12 elected and duly qualified. Upon separation from office, an officer  
13 shall immediately turn over to his/her successor, or other properly  
14 designated official, all books, money and other effects of the **INDIAN**  
15 **HEALTH SERVICE COUNCIL** in his/her possession.  
16
- 17 **c.** The President shall preside at all meetings of the **INDIAN HEALTH**  
18 **SERVICE COUNCIL** and of the Executive Board unless absent or  
19 unable to serve; have general supervision of all activities of the  
20 **INDIAN HEALTH SERVICE COUNCIL**: appoint a parliamentarian, subject  
21 to approval by the Executive Board and conduct other duties as  
22 properly pertain to his/her office. He/she shall, with the approval by  
23 the Executive Board, appoint all committees. The President may  
24 from time to time change the membership of committees subject to  
25 the approval of the Executive Board. The President may otherwise  
26 remove an appointed committee Member only for failure to perform  
27 the duties of the office or for reasons similar to those in Article VII of  
28 this Constitution, subject to approval of the Executive Board. The  
29 President will ensure the performance of the other officers of this  
30 **INDIAN HEALTH SERVICE COUNCIL**.  
31
- 32 **d.** In the absence of the President or, in the case of his/her inability to  
33 preside, the Vice President will chair the meeting. The Vice  
34 President shall be assigned specific duties to assist the President in  
35 the conduct of the affairs of the **INDIAN HEALTH SERVICE COUNCIL** and  
36 to guide and assist chair persons of committees.  
37
- 38 **e.** The Secretary shall keep an accurate record of all meetings of the  
39 **INDIAN HEALTH SERVICE COUNCIL** and of the Executive Board, conduct  
40 correspondence as directed; keep a record of the correspondence  
41 and keep the Bylaws and standing rules current for ready reference.  
42 In the event of the absence of the President and other officers, and  
43 quorum is otherwise present, the Secretary shall call the meeting to  
44 order promptly as scheduled and conduct election of a temporary  
45 chairperson for the meeting. The Secretary shall receive all

1 applications from Locals for membership or reinstatement and shall  
2 have charge of the Council Charter and seal.

- 3
- 4 f. The Treasurer shall be responsible for and keep a record of all  
5 moneys received by the **INDIAN HEALTH SERVICE COUNCIL** and all  
6 disbursements of its funds as authorized by the Executive Board.  
7 Said officer shall keep the membership records and shall advise  
8 Locals by mail as to when per capita becomes payable. Said officer  
9 shall deposit all funds received to the credit of the **INDIAN HEALTH**  
10 **SERVICE COUNCIL** and in such bank or trust company as may be  
11 designated by the Executive Board. All funds shall be disbursed by  
12 check, if practicable, signed by the President or person designated  
13 by the Executive Board and the Treasurer. A detailed semiannual  
14 financial report shall be furnished to each Member of the **INDIAN**  
15 **HEALTH SERVICE COUNCIL** Executive Board (President, Vice  
16 President, Secretary and Treasurer) and to each Member of the  
17 Board of Directors (Local Presidents). Said officer shall bring  
18 records to the annual Council Convention for the purpose of audit.  
19 The Treasurer shall perform such other duties as are ordinarily  
20 ascribed to the position as well as any assigned by the President.  
21 Immediately after the Annual Meeting, the newly elected Treasurer  
22 shall report to the National Secretary-Treasurer the names,  
23 addresses, Local number and title of the new officers and shall  
24 forward a copy of the Audit Committee's report and any amendment  
25 to the **INDIAN HEALTH SERVICE COUNCIL** Constitution for approval.

- 26
- 27 **2.3** No officer of the **INDIAN HEALTH SERVICE COUNCIL** shall interfere with  
28 the normal conduct of the business of a Local. An officer may make  
29 official visits.

30

31 **2.4 Executive Board**

- 32
- 33 a. The Executive Board shall be composed of the elected officers of  
34 the **INDIAN HEALTH SERVICE COUNCIL** as provided for in Section 2 of  
35 this Article. One more than one half of the voting members of the  
36 Executive Board shall constitute a quorum for the transaction of  
37 Executive Board business. The Executive Board shall adopt rules  
38 governing its own procedures except that it shall meet at least yearly  
39 at the call of the President and at such times as deemed expedient  
40 by a majority of the members thereof. Accurate minutes of each  
41 meeting shall be kept and dispersed to all **INDIAN HEALTH SERVICE**  
42 **COUNCIL** Locals.
- 43
- 44 b. The Executive Board shall be the governing body of the **INDIAN**  
45 **HEALTH SERVICE COUNCIL** with the responsibility to recommend the  
46 policies of the **INDIAN HEALTH SERVICE COUNCIL** and submit them to

1 the **INDIAN HEALTH SERVICE COUNCIL** membership for action; to  
2 administer the business of the **INDIAN HEALTH SERVICE COUNCIL**  
3 including the authorization for disbursement of funds in consonance  
4 with the budget; to act for the **INDIAN HEALTH SERVICE COUNCIL** in  
5 matters arising between meetings of the **INDIAN HEALTH SERVICE**  
6 **COUNCIL**; to consider matters presented for adjustment; to delegate  
7 to officers or designees such authority as it may deem appropriate;  
8 and to have custody of the **INDIAN HEALTH SERVICE COUNCIL**'s funds  
9 and property except as otherwise provided for in these Bylaws.

10  
11 c. The Executive Board shall ensure that in consonance with the  
12 IAMAW Constitution and the NFFE Bylaws, required reports to  
13 members, IAMAW and NFFE Headquarters, and Government  
14 agencies, a system of records is established and maintained to  
15 account for membership gains and losses and funds received and  
16 expended. The Board shall ensure that all required reports to  
17 Government agencies are submitted and shall furnish or otherwise  
18 make available to every Member a copy of its Bylaws. The Board  
19 shall be under duty to permit any Member with just cause to  
20 examine any books, records and accounts necessary to verify such  
21 reports, and Bylaws.

22  
23 d. The Executive Board shall ensure that every officer, representative  
24 or employee who is authorized to handle funds or property of the  
25 **INDIAN HEALTH SERVICE COUNCIL** shall be bonded in conformance  
26 the IAMAW Constitution. These officials shall be covered by a  
27 blanket bond secured by the National Headquarters in an amount  
28 agreed upon by the **INDIAN HEALTH SERVICE COUNCIL** AND The  
29 National Headquarters, but not less than \$10,000.00. The premium  
30 on such bond over \$10,000.00 shall be paid from the funds of the  
31 **INDIAN HEALTH SERVICE COUNCIL**

32  
33 e. The newly elected **INDIAN HEALTH SERVICE COUNCIL** Executive Board  
34 and the outgoing members of the immediate past Council's  
35 Executive Board shall meet jointly after the election of officers for the  
36 purpose of timely transfer of offices and property. The Board shall,  
37 in addition, meet as necessary at the call of the President; such  
38 meeting to be held at a location convenient to most of the members  
39 of the Executive Board. The President shall outline in the call the  
40 major purposes and subjects to be acted upon. Where appropriate,  
41 a brief on the subjects shall be submitted with the call. Any Member  
42 of the **INDIAN HEALTH SERVICE COUNCIL** Executive Board or Board of  
43 Directors may submit matters to be included on the meeting agenda.  
44 These may be submitted prior to the convening of the meetings or  
45 during the meeting.

## 2.6 Committees

- a. The President shall appoint a Membership and Credentials Committee;
- b. The Committee on Membership and Credentials shall make determinations as to all questions of eligibility. The Committee shall work persistently to obtain new Locals and to retain old ones. It shall hold meetings to discuss membership activities; promote and solicit new Locals to join; and shall encourage members who are separated to retain their membership. It shall plan and conduct membership campaigns and shall keep the Executive Board and other officers informed of its plans and progress.
- c. It shall be the duty of the Auditing Committee to make an audit of the minutes of meetings and financial records as of June 30<sup>th</sup> and December 31<sup>st</sup> each year. The Auditing Committee's written report shall be submitted as the next regular meeting of the **INDIAN HEALTH SERVICE COUNCIL** following each audit and a copy of the report shall be mailed by the **INDIAN HEALTH SERVICE COUNCIL** to the NFFE National Secretary-Treasurer and the IAMAW General Secretary Treasurer. The Auditing Committee shall make such other audits as it may deem necessary or as the Executive Board may authorize. In making an audit, the Audit Committee shall ascertain and report whether all funds due the **INDIAN HEALTH SERVICE COUNCIL** has been remitted to the **INDIAN HEALTH SERVICE COUNCIL** Treasurer and that funds disbursed were authorized. The Auditing Committee shall ensure that all officials are properly bonded. It shall be the duty of this Committee with the assistance of the Treasurer to prepare a budget for the calendar year beginning the first day of January, and to submit it to the **INDIAN HEALTH SERVICE COUNCIL** at its regular meeting.

The Finance Committee can from time to time submit supplements to the budget for the current fiscal year.
- d. If it is not feasible to meet then the council officers shall utilize a conference call to conduct council business or other electronic means.

- 1 e. However, the council shall meet once a year at a designated place  
2 to conduct council business as designated by the majority of the  
3 council members. This meeting/s shall be scheduled by January 1<sup>st</sup>  
4 of each year. The designated meeting place will be decided by a  
5 majority of the council members.  
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7 **ARTICLE III**  
8 **Membership**  
9

- 10  
11 **3.1** Each NFFE Local in the **Indian Health Service** in good standing  
12 with the NFFE shall be eligible for membership in the **INDIAN HEALTH**  
13 **SERVICE COUNCIL** upon payment of the prescribed per capita tax.  
14  
15 **3.2** The entrance fee and per capita tax payment for any Local and per  
16 capita tax payments are set forth in Article V, Revenues, of these  
17 bylaws.  
18

19 **ARTICLE IV**  
20 **Council Convention**  
21

- 22 **4.1** The Council convention will be held every four (4) years in the years  
23 of the NFFE FD1 District Lodge convention. The location of the  
24 Council convention will be decided by the IHS Council in the year  
25 prior to the convention year. The meeting place will be set by the  
26 Executive Board  
27  
28 **4.2** The Council convention call shall be prepared and mailed to each  
29 member Local Lodge not later than one-hundred-twenty (120) days  
30 prior to the convening of the conventions. This call shall specify that  
31 each member Local Lodge shall submit in writing to the Council  
32 Secretary-Treasurer the names of its delegates and alternates to the  
33 Council convention.  
34  
35 **4.3** Delegates and alternates to the Council convention shall be elected  
36 by the Local Lodges and credentials forwarded to the Council  
37 Secretary-Treasurer not later than twenty (20) days prior to the  
38 convention. Each member Local Lodge shall have votes to be  
39 disbursed among the delegates elected. The number of council  
40 delegate votes shall be equal to the number of NFFE District Lodge  
41 delegate votes, as provided for in the NFFE FD1 District Lodge  
42 Bylaws.  
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1 **4.4.** A delegate must be a Regular member of the Local Lodge he/she  
2 represents, other than a supervisor, management official or  
3 confidential employee as defined in 5 U.S.C. 7102; provided, that  
4 two or more Local Lodges may unite in sending a delegate to the  
5 Council convention, such delegate to be a member in good standing  
6 of one of the Local Lodges represented. Delegates shall be entitled  
7 to votes on the basis of votes to which Local Lodges represented  
8 are entitled in accordance with Section 3.  
9

10 **4.5** A Local entitled to more than one delegate may send less than its  
11 allotted quota of delegates to a Council convention but the one or  
12 more delegates present may cast the same number of votes on all  
13 matters, including the election of officers, as if the full number of  
14 delegates were present in person; provided, that no delegate or  
15 delegates shall be permitted to cast a fractional part of a vote.  
16

17 **4.6** Alternate delegates may be seated in the absence of the delegates  
18 elected, upon presentation of their credentials.  
19

20 **4.7** The majority of the eligible delegates present shall constitute a  
21 quorum.  
22

23 **4.8** Minutes of the Council convention: The President and Secretary-  
24 Treasurer shall be jointly responsible for transcription, publication,  
25 and distribution of the proceedings of the Council convention. A  
26 copy of the minutes shall be mailed to each member Local and each  
27 member of the newly-elected Executive Board.  
28

## 29 **ARTICLE V**

### 30 **Revenues**

31

32 **5.1** Revenues shall be obtained through donations, fund raising  
33 projects, investments, sales, per capita and/or other funds  
34 appropriated for **INDIAN HEALTH SERVICE COUNCIL** use.  
35

36 **5.2** The per capita tax of his **INDIAN HEALTH SERVICE COUNCIL** shall be  
37 derived from the NFFE remittance or rebate from each IHS Local.  
38

39 **5.3** Each Local Secretary-Treasurer shall submit per capita reports to  
40 the **Indian Health Service Council** Treasurer by the 15th day of  
41 each month for the coming month-  
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**ARTICLE VI**  
**Election of Officers and Delegates**

**Election of Officers**

- 6.1** All officers of the Indian Health Service Council shall be members in good standing of the local lodges within the Indian Health Service Council
- 6.2.** No person of the Indian Health Service Council shall hold more than one office at a time within the Indian Health Service Council.
- 6.3.** Installation of a duly elected local president to the Indian Health Service Council Board of Directors shall be affected immediately after election results have been finalized at the local level.
- 6.4** Officers shall serve until they are elected out of their local lodge, resign, quit or remove for misconduct at the local or council level. The duly elected vice president of the local shall serve on the council until the local holds duly called election to elect a president
- 6.5** Officers of the Indian Health Service Council shall choose one delegate either from the membership of the locals within the union council, or the Indian Health Service Council members to attend the NFFE national convention on behalf of the union council in accordance with Department of Labor regulations and the NFFE national Bylaws.
- 6.6** No person shall be eligible to be a delegate unless he or she is a council member in good standing or a member in good standing of his or her local and that such local is a member in good standing of the Indian Health Service Council and National Federation Of Federal Employees. Officers or delegates who are members of suspended local shall automatically forfeit their offices as the date of suspension of their local.
- 6.7** The Delegate to the NFFE National Convention will be elected in accordance with the Indian Health Service Council and the Department of Labor regulations and the National Constitutions of both NFFE and IAMAW.
- 6.8** A majority vote is required of the Council members to elect delegates from either the council or the membership.



1 **6.9** The officers within the council shall be elected at the IHS Council  
2 Convention every four years. If a vacancy occurs, a special election  
3 shall be held as soon as possible. These officers shall be the  
4 President, Vice-president, Secretary and Treasurer.  
5

6 **ARTICLE VII**  
7 **Recall**  
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9 **7.1** Any officer, delegate or other elected representative of this **INDIAN**  
10 **HEALTH SERVICE COUNCIL** MAY be recalled prior to the expiration  
11 of his/her term of Office.  
12

13 **7.2** A recall action will be effected upon petition of one third of the  
14 Locals in this **INDIAN HEALTH SERVICE COUNCIL**. Such petition will be  
15 served upon the President of the **INDIAN HEALTH SERVICE COUNCIL**  
16 **AND** the accused elected official; Provided, That in the event of the  
17 recall of the President, the petition will be served on the Vice  
18 President and the Secretary. The Treasurer will verify that the  
19 petition is supported by not less than one third of the **INDIAN HEALTH**  
20 **SERVICE COUNCIL LOCALS**.  
21

22 **7.3** Upon verification of the recall petition by the Treasurer, the  
23 Executive Board of this **INDIAN HEALTH SERVICE COUNCIL** acting in a  
24 regular or special meeting shall establish arrangements and  
25 procedures to conduct a recall election.  
26

27 A majority vote by secret ballot of each Local of the **INDIAN HEALTH**  
28 **SERVICE COUNCIL** will mandate how that particular Local will cast its  
29 vote for or against recall. The number of votes cast by each  
30 participating Local will be one. Locals must respond to the request,  
31 for a recall vote no later than 90 days from the date of request for  
32 their vote to be tallied in the recall. If recall results, the **INDIAN**  
33 **HEALTH SERVICE COUNCIL EXECUTIVE** Board will fill the vacancy until  
34 the next Convention.  
35

36 **ARTICLE VIII**  
37 **Bill of rights of Members/Standards of Conduct**  
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39 **8.1** This **INDIAN HEALTH SERVICE COUNCIL** subscribes to the "Standards of  
40 Conduct for Labor Organizations," reflected in 5 U.S.C. and similar  
41 codes for states, counties and municipalities as may be applicable.  
42 Every Regular Member of this Federation shall have equal rights  
43 and privileges to nominate candidates, vote in elections or  
44 referendums of the **INDIAN HEALTH SERVICE COUNCIL**  
45

1 A Member must be allowed to review the **INDIAN HEALTH SERVICE**  
2 **COUNCIL** bylaws or, upon written request, must be provided a copy.  
3 The **INDIAN HEALTH SERVICE COUNCIL** may charge a reasonable  
4 amount for such copies.  
5

6 **8.2** Every Regular shall have the right to meet and assemble freely with  
7 other members and to express any views, arguments, or opinions  
8 and express at meetings of the his/her views upon candidates in a  
9 Federation election, or upon any business properly before the  
10 meeting, subject to established and reasonable rules pertaining to  
11 the conduct of meetings; Provided, That nothing herein shall be  
12 construed to impair the right of the to adopt and enforce reasonable  
13 rules as to the responsibility of every Member toward the as an  
14 institution and to his/her refraining from conduct that would interfere  
15 with the Council's or a Local's performance of its legal or contractual  
16 obligations.  
17

18 **8.3** The rates of dues over and above the minimum established by these  
19 Bylaws—and initiation fees payable by members shall not be  
20 increased, and no general or special assessments shall be levied  
21 upon such members, except:  
22

- 23 **a.** By majority vote of the delegates voting at a regular Convention or at  
24 a special Convention held upon not less than thirty days written  
25 notice to the office of each Local;  
26

27 **8.4** No limits shall be placed upon the right of any Regular-Member to  
28 institute an action in any court, or in a proceeding before any  
29 administrative agency except as provided in these Bylaws, or the  
30 right of any Member of this Council to appear as a witness in any  
31 judicial, administrative, or legislative proceeding, or to petition any  
32 legislature or to communicate with any legislator; Provided, That any  
33 such Member may be required to exhaust reasonable hearing  
34 procedures (but not exceed a four month lapse of time) within the  
35 Council, before instituting legal or administrative proceedings  
36 against the Federation or any officer thereof.  
37

38 **8.5** No Member may be suspended, expelled or otherwise disciplined  
39 except for non payment of dues or by any officer thereof unless such  
40 Member has been (a) served with written specific charges, (b) given  
41 a reasonable time to prepare his/her defense, and (c) afforded a fair  
42 hearing as provided in Article L, Code of the IAM Constitution.  
43

44 **8.6** Nothing contained herein shall limit the rights and remedies of any  
45 Member under any state or Federal law or before any court or other  
46 tribunal, except as provided in Article X.

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3 **8.7** No person may hold office in this who has been convicted of or who  
4 has served any part of a prison term resulting from his conviction of  
5 violating 18 U.S.C. 1001 by making a false statement in any report  
6 required to be filed pursuant to Subplot A of the Federal "Standards  
7 of conduct for Labor Organizations."  
8

9 **8.8**

10 **a.** No officer or agent of this Council shall, directly or indirectly through  
11 his/her spouse, minor child, or otherwise, (1) have or acquire any  
12 pecuniary or personal interest which would conflict with his/her  
13 fiduciary obligation to this Council ; or (2) engage in any business or  
14 financial transaction which conflicts with the fiduciary obligation.  
15

16 **b.** Actions prohibited by paragraph (a) of this section include, but are  
17 not limited to, buying from, selling, or leasing directly or indirectly to,  
18 or otherwise dealing with this Council , its affiliates, subsidiaries, or  
19 trusts in which this Council is interested, or having an interest in a  
20 business any part of which consists of such dealings, except bona  
21 fide investments exempted from reporting under 5 U.S.C. and  
22 implementing regulations. The receipt of salaries and reimbursed  
23 expenses for services actually performed or expenses actually  
24 incurred is not prohibited.  
25

26 **8.9** This shall not directly or indirectly make any loan to any officer or  
27 employee.  
28

29 Neither this Council nor any official or Member shall use, conspire to  
30 use, or threaten to use force or violence to restrain, coerce, or  
31 intimidate, or attempt to restrain, coerce, or intimidate any Member  
32 of this Council for the purpose of interfering with or preventing the  
33 exercise of any right to which he/she is entitled under 5 U.S.C. and  
34 implementing regulations.  
35

36 **ARTICLE IX**  
37 **Trusteeship**  
38

39 Article VI Section 8 of the IAMAW Constitution is hereby incorporated in  
40 this **INDIAN HEALTH SERVICE COUNCIL** Constitution by reference.  
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1 **ARTICLE X**  
2 **Arbitration**

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4 **10.1** The Executive Board will make decisions on invoking Council level  
5 arbitrations, or arbitrations that come before the Council.  
6

7 **10.2** The Executive Board will issue a written decision on any request to  
8 invoke arbitration. If the Executive Board decides against  
9 arbitration, it will explain its reasons in writing.  
10

11 **ARTICLE XI**  
12 **Parliamentary Authority**

13  
14 The rules contained in the current edition of Robert's Rules of Order,  
15 Newly Revised, shall govern in all cases to which they are applicable and  
16 in which they are not inconsistent with these Bylaws and any special rules  
17 of order this organization may adopt.  
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19 **ARTICLE XII**  
20 **Amendments**

21  
22 These bylaws may be supplemented or articles amended when permitted  
23 at any Convention of the **INDIAN HEALTH SERVICE COUNCIL** by a majority  
24 vote of the delegates present and voting; Provided, That such amendment  
25 has been mailed not less than one month prior thereto to the officers and  
26 Member Locals of each. By vote of two thirds of the Convention,  
27 amendments to the bylaws may be acted on even though the above  
28 provisions have not been met. Supplements or amendments will not  
29 become effective until approved by the IAMAW International National  
30 President.  
31

32 **ARTICLE XIII**  
33 **Adoption**

34  
35 These bylaws have been approved by the International President, of the  
36 International Association of Machinists and Aerospace Workers is  
37 adopted by the Council in accordance with the provisions of the IAMAW  
38 Constitution as indicated below.  
39

40 **Approved for and in behalf of**  
41 **International President**  
42  
43