



NHCFAE *Con Orgullo en Nuestra Hispanidad*
National Hispanic Coalition of Federal Aviation Employees

National Hispanic Coalition of Federal Aviation Employees

Bylaws

**As amended at the Annual Meeting
July 6, 2009**

**NATIONAL HISPANIC COALITION OF
FEDERAL AVIATION EMPLOYEES**

NATIONAL BYLAWS

ARTICLE 1A

OFFICERS AND DUTIES

SECTION 1: The officers of this organization shall be governed by this article. However, the Executive Committee and/or the members of this organization may request or direct any officer to perform duties not herein articulated, provided that such request or direction is not in violation of any regulation, rule, law, or this organization's Constitution and Bylaws.

SECTION 2: The National President of this organization shall be the Chief Executive Officer of this organization, and shall preside at all meetings of the Executive Committee and at the annual National Conference.

He/she shall be member ex-officio of all committees of this organization.

The President shall:

- a. Be accountable to the members of this organization, to the Executive Committee for any exercise of authority, and for the performance of his/her duties.
- b. Represent the interests of this organization without consideration for personal gain.
- c. Abide by the direction given by the members of this organization to the best of his/her ability.
- d. Have the authority to negotiate on behalf of this organization pursuant to its goals and objectives.
- e. Have the authority to meet and deal with top government officials, provided that the organization's interests are not compromised. In times of emergency or urgency, the President has the authority to make decisions for this organization, upon concurrence from any two National Officers.
- f. Have the authority to designate a Special Assistant to assist in the execution of his/her duties.
- g. Provide general leadership to this organization.
- h. Be head of any National Tribunals.

The President need only vote on issues before this organization when it is necessary to break a tie vote.

The President shall present a report on the state of this organization at its National Conference.

Should the President become incapacitated to fulfill his/her term in office the National Vice President shall succeed him/her and complete the President's term.

The President may sign checks or vouchers under the amount of \$5,500 or less without co-signature. He/She must approve and/or countersign all checks drawn by the National Director of Resources for the appropriation of monies in excess of \$5,500, and all expenditures over \$5,500 with approval and concurrence of the Executive Committee and countersignature by the National Director of Resources.

Should any of the National Director's positions not have any candidates running for election, the President has the authority to designate someone to fulfill the vacancy or contract out the required services with the concurrence of the Executive Committee.

The President may temporarily and for as long as necessary, reassign the duties of any national officer to any other national officer as necessary to carry on the business of the Organization, except that the duties of the Vice-President may not be reassigned.

SECTION 3: The National Vice President shall:

- a. Assist the President in performance and exercise of his/her duties and powers.
- b. Automatically succeed the president should he/she be unable to fulfill his/her term in office.
- c. The Executive Committee shall designate a successor to the Vice President and the President shall confirm the designee, provided the President agrees. Should there be no agreement a special election shall be held, in accordance with these Bylaws.
- d. Preside at meetings in the absence of the President.
- e. Be member ex-officio of all committees of this organization.
- f. Spearhead all organizing activities of this organization, and perform all other assignments given to him/her by the President.

Should the Vice President be unable to fulfill his/her term, the President shall designate a successor for the remainder of the duty term.

SECTION 4: The National Director of Resources shall:

- a. Receive, keep, and disburse all monies from this organization's treasury, subject to membership approval of an annual National Budget.

- b. Maintain accurate records of all NHCFAE financial transactions, in accordance with generally accepted accounting practices.
- c. Submit an up-to-date report, in writing, at least quarterly to the Executive Committee. Said report shall specify all receipts and expenditures from this organization's budget.
- d. Prepare an annual report to be presented at the annual conference of this organization, in writing.
- e. Be member ex-officio of the Budget Committee.
- f. Be member ex-officio of the Membership Committee.

Should the National Director of Resources need to vacate his/her office he/she shall turn over all records and books to the President, or his/her designee. Vacancies in the office of the National Director of Resources shall be filled by the Executive Committee designating a successor and the President confirming, if he/she agrees. Should there be no agreement, then a special election shall be held, in accordance with these Bylaws.

The National Director of Resources shall preside over the Audit Committee, when such committee is appointed by the President with the concurrence of the Executive Committee.

The National Director of Resources is the Chief Financial Officer of this organization, and along with the President has the authority to sign checks and vouchers and to honor all just and lawful financial obligations of the NHCFAE.

The National Director of Resources may sign/pay checks or vouchers for the amount up to \$5,500 upon approval of the President. Vouchers over \$5,500 will be paid by the Director of Resources with the President's approval and/or co-signature and approval by the Executive Committee.

All financial records shall be made available to any member in good standing for examination, provided such request for examination is in writing. The financial records of this organization shall be made available to the IRS, state or local taxation department, or any philanthropic organization or person upon demand or request.

SECTION 5: The National Director of Administration shall:

- a. Record all minutes of every Executive Committee meeting and the National Conference.
- b. Be responsible for ensuring that they are typed, published, and disseminated to all Executive Committee members.
- c. Bring all previous minutes of this organization to every meeting.
- d. Ensure that all meeting notices and conference call announcements are mailed and postmarked no later than sixty (60) days prior to the event.

- e. Keep a record of all elections. The election results shall be verified in writing by the Chairperson of the Elections Committee, specifying every candidate for every seat, number of votes received by each, total votes cast, and the name of each winner.
- f. Keep a current roster of the Executive Committee and Special Assistants, specifying names, addresses, telephone numbers, job titles, series, work locations, and other vital information as deemed necessary.
- g. Oversee that all documents produced by the organization are correct and in compliance with the NHCFAE Official Documents and FAA regulations.

The National Director of Administration will be responsible for ensuring that all official records of this organization are maintained for the designated period of time as determined by the Executive Committee.

Should the National Director of Administration be unable to fulfill his/her term he/she shall turn over all books and records to the President, or his/her designee. The Executive Committee shall designate someone to fulfill the Director of Administration's term and the President shall confirm, provided he/she agrees. Should there be no agreement then a special election shall be held, in accordance with these Bylaws.

SECTION 6: National Program Directors:

a. The National Director of Education shall:

- 1. Receive general direction from the President.
- 2. Spearhead all educational activities to promote employee development.
- 3. Oversee the NHCFAE Scholarship and Tuition Reimbursement Programs.
- 4. Maintain adequate communication with tentative speakers to ensure all sessions of the Annual Training Conference comply with the requirements to be considered as official training.
- 5. Coordinate with appropriate FAA Headquarters Office for approval of the Annual Training Conference as official training.

b. The National Director of Public Affairs shall:

- 1. Receive general direction from the President.
- 2. Create and publish all NHCFAE public affairs materials.
- 3. Be responsible for ensuring the NHCFAE newsletter is published in a timely and professional manner every quarter.
- 4. Foster and maintain close ties with the Public Affairs office in Washington HQ.

5. Assist the National Training Conference Chairperson in the area of Public Relations regarding our annual conference, such as help in preparing conference brochures and other materials, etc.
6. Serves as a contact person between all Regional Center Directors and shall foster constant communications with them relating to all activities involving the NHCFAE on matters pertaining to Public Affairs; such as Regional Conferences, awards ceremonies, luncheons, special community events, or programs related to the Chapter or NHCFAE so that these events receive the appropriate publicity at the national level.
7. Keep the National President informed of all activities stated in #6 above and receives all invitations for these functions on his/her behalf from all RCD's within the realm of the office of Public Affairs.

c. Should any Program Director be unable to fulfill his/her term the Executive Committee shall designate a successor to the National Program Director and the President shall confirm the designee, provided the President agrees. Should there be no agreement a special election shall be held, in accordance with these Bylaws.

SECTION 7: Each established FAA entity (region, center, or headquarters) may be represented on the Executive Committee by a director. Region directors shall represent their respective region. Center or headquarters director shall represent entities such as the Aeronautical Center, Technical Center, or Washington Headquarters offices. Regional/Center Directors shall perform their duties in conformance with the duties of the National President, under Section 2 of this Article. The Regional/Center Directors may designate or hold elections for officers to assist them in the performance of their duties. No Regional/Center Director may function as a National Officer without the expressed written permission of the National President or Vice President. Each Region may develop its own Bylaws, provided they are not in conflict with these National Bylaws. Regional Chapters may collect dues for Chapter purposes.

SECTION 8: Area representatives shall function as Regional/Center Directors, provided they operate in conformance with Section 7 of this Article.

ARTICLE 2A

OBJECTIVES

SECTION 1: In furtherance of the objectives of this organization, it shall be the duty of the National Director of Resources, in cooperation with the Budget Committee, to allocate funds as necessary to effectuate said objectives.

ARTICLE 3A

MEMBERSHIP

SECTION 1: In order to be active members in good standing of this organization all members must pay their dues.

SECTION 2: The Executive Committee shall have the power to confer Honorary Membership on anyone who supports the goals and objectives of this organization. Honorary members may not vote, and need not pay dues.

ARTICLE 3B

MEMBERSHIP DRIVES

SECTION 1: In support of this organization's objective to increase its dues paying membership, the National President may authorize the payment of \$250.00 per chapter on an annual basis, for the exclusive and sole purpose of conducting membership drives.

SECTION 2: Once such a disbursement is made, the respective Chapter must submit a report detailing how the monies disbursed were used. Failure to provide such report shall bar such chapter from receiving any additional funds for this purpose.

SECTION 3: If a chapter fails to use said monies within one year of its disbursement the chapter shall be required to refund the \$250.00, less interest to the National Treasury.

SECTION 4: A national recruitment drive shall be held annually under the direction of the Executive Board.

ARTICLE 4A

POWERS

SECTION 1: In furtherance of the powers granted by this organization and its members, the National Director of Resources, in cooperation with the Budget Committee, shall allocate and devise means to generate funds to effectuate the intent of these powers.

SECTION 2: The Executive Committee may designate someone to serve as the National Conference Coordinator. This person will be responsible for overseeing all activities as it pertains to the functions necessary to hold an annual national conference. They will receive guidance and/or direction from the National President and/or the Executive Committee. This person will also serve as the liaison between the Executive Committee and the hosting region Conference Chairperson. This person is not considered part of the Executive Committee members.

ARTICLE 5A

DUES

SECTION 1: The National Director of Resources, in cooperation with the Budget Committee, shall analyze and review the need for annual increases or decreases of the organization's dues.

SECTION 2: Such analysis and review shall be accomplished at least sixty (60) days before this organization's annual conference, or before a special meeting is called to address the dues structure. The results of the study shall be provided by written notice to all members no later than 45 days prior to such meeting.

SECTION 3: All dues shall be collectable on a bi-weekly basis. The only method of dues payment for regular members shall be by SF 1187 or annually, paid by check or money order in advance. Associate and retired members shall be required to pay their dues annually; such payment will be by October 5 of each year.

SECTION 4: In the event of operational exigency a special dues assessment may be ordered by the Executive Committee, in order to meet financial commitments and obligations of this organization. A unanimous vote of the Executive Committee must be secured before any assessment may be ordered. Amounts greater than the assessment ordered may be voluntarily donated and shall be recorded and treated as a tax-deductible contribution, in accordance with applicable laws.

SECTION 5: Donations to this organization by corporations or private individuals shall be accounted for, and treated as tax-deductible contributions, in accordance with applicable laws.

SECTION 6: Dues distribution shall be as follows:

- a. Dues for Active/voting members shall be sixty-cents (\$.75) per grade, per pay-period or .004 of the adjusted basic pay per pay period.
- a. Dues for Active/voting NHCFAE retirees shall be one hundred and four dollars (\$104.00) per year. Dues for the first year of retirement will be waived.
- b. Dues for Associate/non-voting members shall be one hundred and four dollars (\$104.00) per year.
- c. Dues for Corporate Membership/non-voting members shall be established by the Executive Committee.

ARTICLE 5B

CHAPTER REBATES

SECTION 1: In the interest of providing the various chapters of this organization nominal financial support to further our national goals and objectives, this organization shall provide a per capita rebate to each duly established and recognized chapter.

SECTION 2: The amount of the rebate shall be limited to 20% of the aggregate amount of dues collected per chapter, and duly paid to the National Treasury for the preceding fiscal quarter.

SECTION 3: Each chapter will be required to establish a bank account. A quarterly activity and financial report shall be submitted via the National Vice-President to the Director of Resources, for monies to be disbursed.

SECTION 4: If any chapter fails to submit the required reports, as described in section 3 of this article, for a period of 60 calendar days from the end of a reporting quarter, said monies revert to the National Treasury's general fund. Any interest earned on the monies due shall be retained in the National Treasury and shall not be payable to said chapter. The monies shall be used for the good of this organization.

SECTION 5: Regional/Center Directors will rebate to established Area Chapters in good standing proportional dues less 10% for RCD administrative costs/operations.

ARTICLE 6A

MEETINGS

SECTION 1: This organization shall hold a National Conference as stated in the Constitution. The Executive Committee shall meet at least twice per year, and if feasible, at least once quarterly.

SECTION 2: Regional and Area Chapters shall meet at their discretion, but at least once quarterly.

SECTION 3: Accurate and complete minutes of this organization's meetings shall be taken, published, and submitted to the National Director of Administration for record-keeping purposes. Regional and Area Chapters shall submit their minutes to the National Director of Administration via the National President. The National Director of Administration shall establish and maintain records to cover all Regional and Area Chapters internal business meetings. The Executive Committee will ensure minutes of the organization's meetings are available to its membership.

SECTION 4: Meetings of National standing committees shall be called as these Bylaws, the National President, or their respective Chairpersons may direct. In no event shall a standing committee meeting be called without 24 hours advanced notice to all committee members.

SECTION 5: Special meetings of this organization may be called by the National President, the Executive Committee, or by fifty percent (50%) of the membership. Special meeting shall convene after forty-five (45) days notice has been given to all members. The National Director of Administration shall be responsible to ensure that all members have been notified. Notifications shall be made in writing stating the reason/issue for which it is being called. A special meeting may only address the issue for which it was called; no other business may be conducted at such meetings.

SECTION 6: Quorum for the transaction of business at any of this organization's meetings shall be five percent (5%) of the membership. Quorum at Executive Committee meetings shall be a simple majority of its members.

SECTION 7: Simple issues, projects, and goals may be enacted by a simple majority of the members present at any meeting of this organization.

SECTION 8: Legislation which has far reaching consequences, such as amendments to the Constitution or these Bylaws, shall be proposed first in writing to the Executive Committee. The Executive Committee may attach proposed changes, but may not defeat such legislation. For a proposed amendment to carry it must be enacted by a yes vote by at least 2/3 of the voting membership, provided at least 5% of the membership is voting. Voting on the question shall be conducted in accordance with these Bylaws.

SECTION 9: Meetings shall be conducted in accordance with these Bylaws and Robert's Rules of Order.

SECTION 10: All meetings shall have an agenda, and business shall be conducted in the following sequence:

1. Call to Order
2. Officers' Reports
3. Treasurer's Report
4. Secretary's Report
5. Information for the Good of the Organization
6. Old Business
7. New Business
8. Adjournment

SECTION 11: Campaign and acceptance speeches shall be limited to five (5) minutes.

ARTICLE 7A

AMENDMENTS

SECTION 1: Amendments shall be proposed and enacted in accordance with Article 6A, Section 8 of these Bylaws.

ARTICLE 8A

QUESTIONS OF INTERPRETATION

SECTION 1: Should a question arise as to the interpretation of this organization's Constitution or Bylaws it shall be submitted in writing to the National Director of Administration, and the issue shall be presented to the Executive Committee, whose interpretation and ruling shall be final and binding.

ARTICLE 9A

APPEALS, OFFENSES, PENALTIES, & TRIBUNALS

SECTION 1: The Executive Committee shall be the adjudicative body of this organization. Any appeals or charges shall be submitted to the National President in writing or the National Director of Administration if the President is being charged.

SECTION 2: Offenses shall include, but are not limited to, alleged theft or misappropriation of NHCFAE fund's, assaulting another member, or commission of an infamous crime which could injure the reputation of the organization. The organization may pursue any offense through the agency or the courts should the circumstances warrant.

SECTION 3: Internal penalties shall not exceed removal from the organization without refund of dues, and/or being directed to reimburse the organization for funds or property stolen.

SECTION 4: Tribunals shall be presided over by the National President, or other officer as the Executive Committee may appoint should the President be charged. The defendant in the matter before the tribunal may be represented by any person of his/her own choosing. The Tribunal shall be provided with a list of charges and any material evidence available, including witnesses. An accurate transcript shall be taken and kept for a period of two years after the hearing is adjourned. Should the defendant be unable to appear at the tribunal he/she may submit their defense in writing prior to the convening of the tribunal. The tribunal shall render its decision within thirty (30) days after the close of the record.

ARTICLE 10A

ELECTIONS AND VOTING

SECTION 1: The term of office for National Officers shall be two (2) years.

SECTION 2: Elections for National Officer of NHCFAE shall be held as follows:

National President, National Director of Administration, and Director of Public Affairs in the odd ending years.

National Vice President, National Director of Resources, and Director of Education in the even ending years.

Regional/Center Directors and Area Representatives as their local Bylaws may direct. However, RCD's and AR's shall not serve for a term in excess of three (3) years without running for re-election.

SECTION 3: No National Officer may run or hold two offices concurrently. RCD's and AR's may hold one National Office, if so elected. No National Officer may hold an office in excess of two consecutive terms commencing in 1988, unless there is no identified and elected successor, then and in such event, said officer's term may be extended in one-year increments until a successor is identified and elected.

SECTION 4: RCD's and AR's may appoint a special assistant to assist them with their regional or area responsibilities while they serve as a National Officer of NHCFAE.

SECTION 5: Elections and special elections for national officers shall be held by secret ballot. The ballot shall be embossed with the official coalition seal to verify an authentic ballot. The ballot shall contain the names of the candidates running for office. In addition to the ballot, a Proxy Statement will also be included and it will also be embossed with the official coalition seal to verify an authentic Proxy Statement.

VOTING BY MAIL:

All ballots, which are mailed, shall be so identified on the envelope as 'ELECTION BALLOT', and shall remain sealed until the election process begins.

The ballot shall be returned via a sealed envelope provided by the election committee.

Ballots shall be mailed to the chairperson of the election committee and be postmarked at least 10 days prior to the elections meeting.

Any ballot, which has not been mailed to the elections committee and postmarked 10 days prior to the election, shall be counted as invalid.

The received ballot will be opened on the election day by the election committee and validated against the official membership list.

VOTING BY PROXY:

Members in good standing may choose to vote via Proxy. By giving a written authorization, the member is allowing the Delegate to vote in their place. The Regional/Center Directors (RCD) and Area Representatives (AR) are Delegates by virtue of office. Members must get their Proxy Statement to the Delegate of their choice prior to the election.

RCD's and AR's may designate an alternate to act on their behalf. Designation of an alternate must be in writing, sent to the National Director of Administration, and postmarked no later than 10 days prior to the election meeting.

Delegates must present their Proxy Statements to the Election Committee 24 Hours prior to the election to verify members standing.

VOTING IN PERSON:

Any person in good standing may vote in person. Ballots shall be distributed and upon completion of the voting process, the elections committee will retrieve the ballots and validates against the membership roster.

Write in nominations or votes are PROHIBITED.

In the event any office is unopposed, the election process shall concur with Robert's Rules.

SECTION 6: All election results shall be recorded by the National Director of Administration and verified by the Chairperson of the Elections Committee.

SECTION 7: Ties amongst front runners shall be broken by run-off elections.

SECTION 8: Voting on amendments to these Bylaws or the Constitution shall be administered pursuant to Section 5 of this Article.

SECTION 9: Prospective candidates for National Office shall submit a letter announcing their candidacy, with a personal biography, to the Chairperson of the Elections Committee no later than 90 days prior to the Election meeting.

SECTION 10: The chairperson of the Elections Committee shall prepare and print the Election or Special Voting Ballots, once the Election or Special Meeting draws to 60 days away. The Ballots shall contain the names of the candidates, the office for which they are running, and sufficient space for each voting member who receives one to sign it at the end. The Elections Committee shall insure that all Ballots are sent out to all members in good standing of the NHCFAE no later than 45 days prior to the Election Meeting. There shall not be any late entrants to any election being conducted by this organization.

SECTION 11: Challenges to the manner in which an election or voting on an issue was conducted shall be submitted to the Chairperson of the Elections Committee, no later than 24 hours after the close of the of the Election or Voting Meeting. Hearing no challenges the Election or Vote shall become final and binding after 24 hours has elapsed.

SECTION 12: After the election or vote has become final and binding, the newly elected National Officer shall be called “INCUMBENT” until he/she takes office on October 1st. The transition period shall be from the time the elections become binding to the last day of the fiscal year.

ARTICLE 11A

STANDING COMMITTEES

SECTION 1: The standing committees of NHCFAE shall be:

- Audit Budget
- Constitution and Bylaws
- Elections
- Executive
- Planning
- Conference
- Membership
- Legislative
- Corporate Relations



Ron Lozano
NHCFAE National President



G. Kenneth Sharp
National Director of Administration