

National Hispanic Coalition Of Federal Aviation Employees

Bylaws

As amended at the Annual Conference
August 6, 2019



**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 Constitutions 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 interest 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 con-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 position 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) Preside at meetings in the absence of the President.
- d) Be member ex-officio of all committees of this organization.
- e) 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 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.



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 Board meeting, Executive Committee meeting and the National Membership Meeting.



- 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.
 - a) Ensure that all National Membership Meeting notices are distributed no later than sixty (60) days prior to the event.
- d) 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.
- e) 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.
- f) 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: The National Director of Education shall:

- a) Receive general direction from the President.
- b) Spearhead all educational activities to promote employee development.
- c) Oversee the NHCFAE Scholarship and Tuition Reimbursement Programs.
- d) 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.
- e) Coordinate with appropriate FAA Headquarters Office for approval of the Annual Training Conference as official training.



Should the National Director of Education be unable to fulfill his/her term the Executive Committee shall designate a successor to this position 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: The National Director of Public Affairs shall:

- a) Receive general direction from the President.
- b) Create and publish all NHCFAE public affairs materials.
- c) Be responsible for ensuring the NHCFAE newsletter is published in a timely and professional manner every quarter.
- d) Foster and maintain close ties with the FAA Office of Communications in Washington HQ.
- e) 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.
- f) 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.
- g) Keep the National President informed of all activities stated in f) 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.

Should the National Director of Public Affairs be unable to fulfill his/her term the Executive Committee shall designate a successor to this position 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 8: Each Regional/Center Director shall represent their respective region or jurisdiction, and shall perform their duties in conformance with the duties of the National President, under section 2 of this Article. Jurisdictions include: Alaska (AAL), Eastern/New England (AEA/ANE), Great Lakes (AGL), Northwest/Mountain (ANM), Capital (AWA), Southwest (ASW), Southern (ASO), Western-Pacific (AWP), Aeronautical Center (AAC), Central (ACE). The Regional/Center Directors shall hold elections for officers within their chapter. Regional/Center Chapter Executive Boards should consist of the following Officers: Regional/Center Director, Deputy Regional/Center Director, Director of Resources, and Director of Administration. No Regional/Center Director may function as a National Officer without the expressed written permission of the National President or Vice President. Each jurisdiction may develop its own Bylaws, provided they do not conflict with these National Bylaws.



SECTION 9: Area representatives shall function as Regional/Center Directors, provided they operate in conformance with Section 8 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 an active member of this organization, a member must be in “good standing”.

SECTION 2: A members shall be considered in “good standing” if:

- a. The payment of her or his dues is not more than 60 days in arrears; and
- b. Members shall do all in their power to maintain the interests of the NHCFAE, observe all provisions of the Constitution and Bylaws and all duly adopted rules and policies; and
- c. They have a signed application on file with NHCFAE.

SECTION 3: Only active members, in good standing, can exercise the rights and privileges afforded by the Constitution, and its Bylaws; including the right to vote and hold office.

SECTION 4: 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 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 to 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 collected by SF 1187, or annually paid by check or money order in advance by October 5 of each year. Members who join after October 5 and retired members after their first year will pay in advance a prorated portion of the year through October 5, and then pay annually 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 in accordance with applicable laws.

SECTION 6: Dues shall be as follows:

- a) Dues for Active/voting members shall be 0.4% (0.004) of the adjusted basic pay per pay period.
- b) Dues for the first year of retired FAA employees will be waived. After the first year of retirement, the remainder of the calendar year will be prorated as per SECTION 3, and then annual membership dues will be one hundred and fifty dollars (\$150.00) per year.
- c) Dues for Associate/non-voting members shall be one hundred and fifty dollars (\$150.00) per year.
- d) 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 business plan report must be submitted to the National Vice-President and a financial report must be submitted to the National Director of Resources, at least quarterly.

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/Chapter Directors shall rebate to established Area Chapters in good standing at least 10% of the aggregate amount of dues collected per Area Chapter's members.



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 voting membership. Special meetings 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 issues 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 voting 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 voting members present at any meeting of this organization.

SECTION 8: At the general membership meeting, there will be a review and vote of proposed changes to the Constitution and/or Bylaws of this organization. This meeting will be run pursuant to Article 7A of these Bylaws.

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



SECTION 10: Executive Board and Committee Meetings of this organization may be conducted by telephone or other electronic means that permit simultaneous aural communication when so directed by the National President or, in the case of Committee meetings, by the Committee Chairman. At electronic meetings, any ballot votes required under the rules or ordered by the association shall be conducted electronically, using an internet service that supports anonymous voting. Electronic meetings of the association shall be subject to rules adopted by the Executive Board to govern such meetings, which may include any reasonable limitations on, and requirements for, members' participation.

SECTION 11: All meetings shall have an agenda with the following items, and business may be conducted in the following sequence:

1. Call to Order
2. Credentials Report
3. Approval of the Minutes
4. Review of Agenda
5. Reports of Officers
 - a. Report of the President
 - b. Report of National Director of Resources
 - c. Other Officers' Reports
6. New Business
7. Information for the Good of the Organization
8. Adjournment

SECTION 12: Campaign and acceptance speeches shall be limited to five (5) minutes.

ARTICLE 7A **AMENDMENTS**

SECTION 1: Legislation which has far reaching consequences, such as amendments to the Constitution or these Bylaws, shall be proposed first in writing to the Executive Board at least 90 days prior to the general membership meeting. The Executive Board may attach proposed changes, but may not defeat such legislation.

SECTION 2: Amendment proposals will be consolidated by the Constitution and Bylaws Committee and reviewed by the Executive Board. The amendment process must follow the Constitution Articles X and Articles XI.

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 AND 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 members, 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 elections as follows: Regional/Center Director and Regional/Center Director of Administration in the odd years. Regional/Center Deputy Director, Regional Center Director of Resources in the even years.



members in good standing and advised by the National DOR, DOPA, and Corporate Relations chairperson. The Conference Committee shall make preparations for the Annual Training Conference with the assistance of the Executive Committee.

Membership: The Membership Committee shall be chaired by a member in good standing appointed by the Executive Board. The committee should be made up of a member in good standing from each of the chapters. The National DOR shall be an ex-officio of the Membership Committee. The Membership Committee shall oversee the membership initiatives of the NHCFAE.

- III Legislative: The Legislative Committee shall be chaired by a member in good standing appointed by the Executive Board. The committee shall be made up of members in good standing. The Legislative Committee shall oversee the organization's congressional educational efforts.
- III Outreach: The Outreach Committee shall be chaired by a member in good standing appointed by the Executive Board. The committee should be made up of a member in good standing from each of the chapters. The Outreach Committee shall educate the general public about the career opportunities within the agency.
- K Constitution and Bylaws: The Constitution and Bylaws Committee shall be chaired by a member in good standing appointed by the Executive Board. The committee shall be made up of members in good standing. The Constitution and Bylaw shall compile and prepare all changes submitted for the Constitution and Bylaws and prepare them for voting by the membership.
- L Corporate Relations: The Corporate Relations Chair shall be appointed by the Executive Board. The committee shall be made up of members in good standing. The Corporate Relations Committee establishes and coordinates the NHCFAE relationship with our corporate partners.
- M The Social Media Expert Chairperson shall be appointed by the Executive Board. The committee shall be made up of members in good standing. The Social Media Expert Chairperson establishes and coordinates the NHCFAE communications through social media.
- N The Communications Chair shall be appointed by the Executive Board. The committee shall be made up of members in good standing. The Committee establishes and coordinates the NHCFAE communications with to the members and other stakeholders.
- O The Outreach Chair shall be appointed by the Executive Board. The committee shall be made up of members in good standing. The Committee establishes and coordinates the NHCFAE relationship with our members.
- P The Historian Chair shall be appointed by the Executive Board. The committee shall be made up of members in good standing. The Committee documents and retains historical pictures, slide shows, and storytelling videos and the like.
- Q Charitable Foundation: The Charitable Foundation Committee shall be chaired by a member in good standing appointed by the Executive Board. The committee shall be made up of members in good standing. The Charitable Foundation Committee shall oversee all the initiatives and requirements of the NHCFAE 501(c)(3) Charitable Foundation.



SECTION 2: Committee Chairs shall serve 2 year terms that can be renewed for an additional two years. If no volunteers for the committee chair is identified the Executive Board may extend that chair for one year terms until a volunteer is selected for the position.

SECTION 5: Special Committees. The President shall, from time to time, appoint Special Committees for limited purposes. No Special Committee shall have responsibilities which conflict with Standing Committees. Special Committees shall be dissolved after the assigned purposes have been completed.



Faviola Garcia
NHCFAE President



Oscar A. Torres
NHCFAE Director of Administration

