



PAACE
PROFESSIONAL ASSOCIATION
OF AERONAUTICAL CENTER
EMPLOYEES

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PAACE
PROFESSIONAL ASSOCIATION
OF
AERONAUTICAL CENTER
EMPLOYEES



CONSTITUTION
AND
BY-LAWS

I certify that these are the current Constitution and By-laws of the PAACE as amended in accordance with Article 10 on August 20, 2009.

Tamera A. Joy
President


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Section 4. PAACE Representatives shall make every effort to safeguard member confidentiality concerning ongoing issues.

ARTICLE 10. AMENDMENT OF BY-LAWS AND CONSTITUTION

Section 1. Changes to the by-laws or Constitution may be approved by a majority vote of the Board of Directors, subject to ratification by the membership per Section 2.

Section 2. It shall require a majority vote of members in attendance at a regular meeting of the PAACE to ratify amendments to the by-laws or Constitution. Such ratification shall be accomplished via an appropriate resolution approved by secret ballot. A quorum shall be in attendance before ratification of amendments to the by-laws or Constitution is permitted. The regular meeting must be announced at least ten (10) days in advance as a "Proposal to Ratify Amendments".

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Professional Association of Aeronautical Center Employees

CONSTITUTION

ARTICLE 1

The name of this non-profit organization shall be the "Professional Association of Aeronautical Center Employees." The Organization will hereinafter usually, for convenience sake, be referred to as PAACE.

ARTICLE 2

The Purpose of the PAACE shall be:

1. To promote the general welfare of the members by acting to achieve all stated objectives.
2. To promote efficiency in the Governmental service
3. To advance plans for improvement in Governmental operations through communication and negotiation with management at all levels of Government.
4. To achieve the stated objectives of the PAACE by any lawful means.

a majority of the members attending the Annual Meeting. The Budget shall be detailed and outline each item as to specific cost and reason for its inclusion.

ARTICLE 9. REPRESENTATIVES

Section 1. Representatives for all organizations represented by PAACE to which employees are assigned shall be elected by the membership. These Representatives shall be known as the Vice-Presidents and shall serve on the Board of Directors. Members from each Branch, Section or Subsection, depending on the number of members within those organizational divisions, shall elect a representative to provide a contact point for members with the PAACE.

Section 2. Division Vice-Presidents shall be empowered to deal with management in all matters regarding the welfare of members within their Division. In the event the problem warrants action at higher levels of management, the Division Vice-President shall call upon the President or Executive Vice-President for assistance.

Section 3. PAACE Representatives at the Branch, Section, or Subsection shall be empowered to consult with management regarding complaints of members, and shall review with the member the circumstances of the problem and assist him/her in resolving the problem on an informal basis. In the event this is not possible, the Representative shall direct the member to the Division Vice-President for assistance.

cates of deposit at a local bank or credit union. Such certificates shall require the signatures of the President and Treasurer to negotiate.

Section 4. It shall be the responsibility of the Treasurer to prepare and submit to the Board of Directors, for inclusion in the Annual Report, an Annual Financial Report, and an Annual Financial Statement. The Annual Financial Statement shall include a complete record of all collections and disbursements of funds accomplished during the fiscal year. The report shall be certified and approved by the Board of Directors, and submitted for approval of the general membership at the Annual Meeting.

Section 5. An accountant shall audit the accounts of the PAACE at the request of the Board of Directors. The audit shall be reported to the Board of Directors.

Section 6. The financial affairs of the PAACE shall be conducted in such a manner as to prevent any budgetary deficit. At no time shall the PAACE be committed by any Officer or Committee to a long-term indebtedness without the express approval of the membership. Ten (10) days written notice must be given to the membership of such proposed action. After such proposed action has been presented at a meeting containing a quorum, the membership present will vote via secret ballot. The proposal will be approved only by a three-fourth (3/4) majority of the membership present at the meeting.

Section 7. The proposed Budget prepared by the Finance committee shall be presented to the membership in the Annual Report for approval. The Budget shall be approved as a separate item of the report by

The Objectives of the PAACE shall be:

1. To provide an organization which is legally empowered to represent its membership in such matters as working conditions, formulation of personnel policy and practices and other actions which effect the employment of the members, and to negotiate with management, when and where necessary, binding agreements in accordance with applicable regulations and statutes.
2. To insure that management provides a sound, well-defined and equitable Career Progression Plan.
3. To insure that the FAA and management recognize the importance of the contribution of the employee to the overall mission of the FAA, and that the stature of the employee reflects the professional attributes of his/her duties in the mission of the FAA.
4. To insure that management actively seeks to enhance the position of its employees by taking affirmative action to provide meaningful career progression throughout the individual's career with the FAA.

ARTICLE 3

Membership in the PAACE shall be in accordance with the By-laws and no applicant for membership shall be denied on account of race, color, religious belief, sex, national origin, age, disability, or sexual orientation. Honorary, non-participating membership in the PAACE may be accorded any individual by consent of the ac-

tive membership in accordance with the By-laws. No individual member of the PAACE may be nominated for, elected to, or hold any office in the PAACE unless that individual is a member in good standing as defined in the By-laws.

ARTICLE 4

The affairs and conduct of business of the PAACE shall be administered by an elected Board of Directors in accordance with the provisions of the by-laws. The Board of Directors shall conduct an Annual meeting of the PAACE as defined in the by-laws for the express purpose of providing the active members an accounting of the activities of the PAACE. The Board of Directors shall be responsible for the financial activities of the PAACE, having the power to authorize collections and disbursements of money by the Treasurer in accordance with the provisions of the by-laws.

ARTICLE 5

All agreements negotiated with management affecting members of the PAACE shall be approved by a majority of the general membership present at a meeting having a quorum. All members of the PAACE shall be bound by the provision of such agreements. Negotiation with management shall be conducted in such a manner as to achieve the aims and objectives of the PAACE. Agreements with other organizations of similar purpose shall be approved by a majority of the general membership present at a meeting having a quorum.

warding the applications to the committee members for evaluation.

ARTICLE 8. FINANCES

Section 1. Disbursal of funds to meet routine PAACE expenses shall be the responsibility of the President and Treasurer. Any expenses in excess of \$300 shall be approved by a majority vote of the Board of Directors.

Section 2. The Treasurer shall establish a checking account at a local bank or credit union selected by the Board of Directors. The account shall be established in such a manner that all checks drawn upon it require two (2) signatures. A statement of the deposits, withdrawals, and balance on the account shall be presented to the Board at their monthly meeting and to the membership at their monthly meeting.

Section 3. It shall be the responsibility of the Board of Directors to determine the need for accounts or certificates which would earn additional income for the PAACE. In the event the Board of Directors determines such accounts or certificates would be in the best interest of the PAACE, the Treasurer shall establish a savings account in the name of the PAACE at a local bank or credit union, at the discretion of the Board. The account shall be established in such a manner that the signatures of both the President and the Treasurer shall be required to withdraw funds. A statement of the deposits, withdrawals, and balance of this account shall be presented to the Board of Directors at their monthly meetings. Alternately, at the discretion of the Board, funds may be invested in certifi-

ARTICLE 7. COMMITTEES

Section 1. The Committees established by Section 2 and 3 of this Article shall be known as the Standing Committees unless otherwise provided. The terms of office for members of Standing Committees shall be as provided in that section of the Article. Committees other than those established by this article shall be known as Special Committees and the term of office shall extend for the life of the committee unless otherwise specified. In no case shall a Special Committee remain established for a period longer than two (2) years without review of whether there is a continuing need for such a committee, of its accomplishments, and possible assignment of new members. Special Committees shall be established by action of the President or the Board of Directors. The membership of all committees unless otherwise specified in the By-laws shall be appointed by the Board. Committee members shall be permitted to vacate their assignments by request. Those committee members who are absent from three (3) consecutive meetings of the committee, without extenuating circumstances, shall be replaced by the Board of Directors.

Section 2. A Safety Committee shall be appointed by the President. This committee will have the responsibility for all PAACE safety matters. The term of office for members of this committee shall be for a period of one (1) year.

Section 3: A Scholarship Committee shall be appointed by the Board of Directors consisting of the chairman and several members. There will be a Spring and Fall scholarship awarded. The Chairman will validate the applications and sanitize them before for-

ARTICLE 6

This Constitution of the Professional Association of Aeronautical Center Employees may be amended upon approval of a Proposal to Amend by a majority affirmative (for) vote by the members of the PAACE in accordance with the election and voting procedures provided by the by-laws. The by-laws and any amendments thereto shall not in any way conflict with the Articles of this Constitution. Resolution of questions of conflict between the Constitution and by-laws shall be the responsibility of the Board of Directors.

ARTICLE 7

The Officers of the PAACE shall be a President, Executive Vice-President, Secretary, Treasurer, Administrative/Clerical Vice-President, and Vice-Presidents elected to represent employees of all Branches of the FAA Academy from which the membership is derived.

ARTICLE 8

No individual member of the PAACE may be nominated for, elected to, or hold any office in the PAACE if said member is affiliated with the Communist or other totalitarian movement or persons identified with corrupt influences.

ARTICLE 9

No officer of the PAACE shall have any business or financial interest which conflicts with said officer's duty to the PAACE and its members. Provisions shall be made in the by-laws for accounting and financial controls and regular financial reports or summaries are to be made available to members.

rectors. The President shall be permitted to call meetings of the Board.

Section 4. Decisions made by the Board of Directors shall be binding on all members of the PAACE unless reversed by an appropriate resolution and majority vote at regular or called meetings of the PAACE. Questions decided by the Board shall be by majority vote only. Majority and minority reports by the Board shall be permitted.

Section 5. The Board of Directors shall supervise the preparation of the Annual Report presented at the Annual Meeting. The Annual Report shall be certified by the Board as to its completeness and accuracy.

Section 6. An Advisor may be appointed by the President to provide advice and counsel as requested to the Board of Directors. The Advisor will serve a term of one (1) year. The Advisor is not a member of the Board of Directors.

ARTICLE 6. PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the PAACE in all cases to which they are applicable and in which that are not inconsistent with the By-laws and any special rules of order adopted by the PAACE.

Section 6. A parliamentarian shall be appointed by the President. He/she shall serve a term of two (2) years. He/she shall familiarize himself/herself with the Authority adopted by the PAACE and be prepared to resolve procedural questions by referencing the appropriate section in the Authority.

ARTICLE 5. BOARD OF DIRECTORS

Section 1. The Officers of the PAACE shall constitute the Board of Directors.

Section 2. The Board of Directors (the Board) shall have the responsibility for the general supervision of the affairs of the PAACE between its regular business meetings, making recommendations to the PAACE, fixing the hour and place of meetings, and performing such other duties as are specified by the By-laws. The Board shall be subject to the orders of the PAACE and none of its acts shall violate the provisions of the constitution or the By-laws. The Board's actions shall be consistent with the purposes of the PAACE as declared in the Constitution.

Section 3. Unless otherwise ordered by the Board, regular meetings of the Board of Directors shall be held on the first Tuesday of each month and in any case at least one (1) day prior to the date of the PAACE regular monthly meeting. Special meetings of the Board may be called by written request by three (3) members of the Board. Board meetings shall be open unless otherwise specified before the meeting. The Board of Directors may vote to close the meeting in executive session. Five (5) officers shall be present to constitute a quorum at meetings of the Board of Di-

BY-LAWS

ARTICLE 1. MEMBERS

Section 1. All non-supervisory employees of the bargaining units represented by PAACE shall be eligible for active membership in the PAACE except as excluded in the current FAA/PAACE Agreement.

Section 2. Active members "in good standing" shall be those members who have paid PAACE dues or who have authorized dues allotments to PAACE, and who meet the requirements of Article 1, Section 1, of the by-laws. All active members shall be eligible to vote on issues coming before the general membership, hold elective office, serve on the Board of Directors and otherwise participate fully in any or all activities of the PAACE.

Section 3. Each active member shall be assessed dues per the following table to carry on the business of PAACE. Collection of dues shall be via an allotment deducted from the member's regular paycheck at the prescribed rate per pay period (26 pay period year). Dues may be increased only upon a resolution adopted by the Board of Directors and subject to ratification by a majority of members voting by secret ballot at the Annual Meeting with a quorum in attendance. The amount of the dues must be announced at least thirty (30) days in advance as a "Proposal to Increase Dues."

FG Grade	Pay Band	PAACE Dues
1 - 4	C	\$4.50
5, 6	D	\$5.50
7, 8	E	\$6.50
9	F	\$8.00
10, 11	G	\$9.50
12	H	\$11.50
13	I	\$14.00
14	J	\$16.00
15	K	\$20.00

Section 4. Active members shall be permitted to resign from the PAACE by canceling their dues allotments. Such cancellation will not be effective until the first full pay period after the next March 1st.

Section 5. Honorary membership in the PAACE shall be limited to those persons, not otherwise qualified under the provisions of the Section 2 of this article, who desire to support the aims and objectives of the PAACE. Honorary membership shall also be tendered to those persons who, in the judgment of the Board of Directors or by means of an appropriate resolution introduced and approved by vote of the general membership, have significantly contributed to the achievement of the aims and objectives of the PAACE. Honorary members shall not be eligible to vote, hold elective office, or otherwise participate in the activities of the PAACE except by attendance at meetings of the general membership.

Section 6. Associate membership in the PAACE shall be available to those persons, not otherwise qualified under the provisions of Section 1 of this Article, who

interest of the PAACE or when a written request signed by at least five percent (5%) of the membership is submitted to the President. Such a meeting shall be held at a time and place selected so that a majority of the membership has the opportunity to attend. A minimum of seven (7) days notice shall be provided the membership for a called meeting unless the Board of Directors shall determine an emergency exists. In such cases three (3) days notice shall be sufficient. The purpose of the called meeting shall be stated in the call.

Section 3. The Annual Meeting shall be for the purpose of electing officers, receiving the reports of officers and committees, providing the membership an accounting of the activities of the PAACE, and for any other business that may arise.

Section 4. A quorum shall be constituted by ten (10) active members. Except as otherwise provided in the By-laws, approval of any proposal shall require:

1. A quorum
2. A majority vote of those active members present or voting.

Voting may be web based where these same rules apply.

Section 5. All meetings shall be conducted in accordance with the Parliamentary Authority adopted by the PAACE. Resolution of questions of a procedural nature shall be accomplished by a Parliamentarian by reference to the Parliamentary Authority.

Section 2. At the regular meeting held in February, a Nominating Committee shall be elected by the PAACE. It shall be the duty of this committee to nominate candidates for the offices to be filled. The Nominating Committee shall report at the regular meeting in March. Nominations may be made from the floor at the regular meeting in March. All nominees must be willing to accept office before their name is placed on the ballot.

Section 3. An Election Committee composed of members not currently serving or nominated for an office to be filled by election shall be appointed by the President to print and count ballots, and certify the results of the election. This committee shall be appointed at the regular meeting in March and shall supervise the election to ensure that only members in good standing shall vote.

Section 4. Campaign literature may be distributed by candidates, at their expense, to any and all members of the PAACE.

ARTICLE 4. MEETINGS

Section 1. The regular meetings of the PAACE shall be held on the third Thursday of each month unless otherwise ordered by the Board of Directors.

Section 2. Special meetings of the membership, in addition to or in place of the regular meeting, shall be permitted. Such meetings shall be known as "called meetings." A called meeting shall be required when the President, with the concurrence of a majority of the Board of Directors, deems such to be in the best

desire to support the aims and objectives of the PAACE. Associate members shall not be eligible to vote, hold elective office or be represented by the PAACE. All applications for associate membership will be subject to approval by a vote of the board of directors.

Section 7. Each associate member shall be assessed \$100 as dues per year payable to the Treasurer.

Section 8. The Board of Directors or a majority vote of the membership at a regular membership meeting with a quorum in attendance may decrease the amount of dues assessed to conduct the business of PAACE.

ARTICLE 2. OFFICERS

Section 1. The Officers of the PAACE shall be as provided in the Constitution. The Officers shall perform the duties prescribed by the by-laws and by Parliamentary Authority adopted by the PAACE.

Section 2. No member shall serve in more than one (1) elective office at a time.

Section 3. In the event an elected office, other than that of President, is vacated by the holder during his/her term of office, the Board of Directors shall appoint a successor to serve the balance of the term of office. The appointee shall serve until the next election, at which time the office shall be filled by election, with the exception of President (which is elected in odd years) and Executive Vice President (which is elected in even years). The Board of Directors shall be

empowered to make temporary appointments, in the event an officer is unable to fulfill their duties for a period of time in excess of two months.

Section 4. In the event the President is unable to fulfill his/her duties, the Executive Vice-President, with Board approval, shall temporarily assume the duties and responsibilities of the President not to exceed the current term or until the elected President resumes the duties, whichever occurs first. In the event the office of President is vacated by the elected individual or successor, the Executive Vice-President shall immediately assume the office and duties of President for the remainder of the current term.

Section 5. An elected official shall be permitted to resign his/her office upon written notification to each member of the Board of Directors. Elected officials of the PAACE will resign their offices immediately in the event they no longer meet the provisions of Article I regarding membership.

Section 6. An officer of the PAACE shall be required to attend all regular or called meetings of the general membership or Board of Directors. Absence from three consecutive such meetings, except in the case of illness or other personal emergency or a conflict in meeting time and scheduled job duty hours, shall be justification for removal from office. Removal from office shall be the responsibility of the Board of Directors in the case of failure to attend meetings. Prior to any such action by the Board, the affected officer shall be allowed the opportunity to justify such absences or to resign his/her office. In cases of Recall by the Board, a "Report of Recall" shall be provided to the membership at the next regular meeting.

Section 7. The General Membership of the PAACE, through an appropriate resolution introduced and approved by secret ballot at a regular or called meeting, shall have the authority to remove any officer of the PAACE for violation of the Constitution or by-laws or for such other reasons deemed sufficient by the membership. Such action must be preceded by written notification to all members, at least ten (10) days in advance, of the proposed action.

Section 8. Any officer who used leave or is serving on a full time basis for the purpose of doing authorized union business shall be reimbursed for expenses equal to his/her current hourly rate in the Federal Service. Federal and State taxes will not be deducted from the reimbursement by the PAACE. The officer shall be responsible for reporting the reimbursement on his/her personal tax forms.

ARTICLE 3. ELECTION OF OFFICERS

Section 1. The Officers of the PAACE shall be elected by mail-in ballot prior to the Annual Meeting in May. Officers will serve for two (2) years. Results of the mail-in election shall be announced and posted at the annual meeting. The office of President shall be filled by election only in odd numbered years; and the office of Executive Vice President shall be filled by election only in even numbered years. The office of Treasurer shall be filled by election only in odd numbered years; and the office of Secretary shall be filled by election only in even numbered years. Officers elected will normally take office June 1.