

**Constitution of the  
National Air Traffic Controllers Association  
Seattle ARTCC (ZSE) Local  
Affiliated with the AFL-CIO**

*Last amended 8/13/2022*

**ARTICLE I. – Name**

The designation of this Local shall be NATCA Local ZSE, constituting a Local of the National Air Traffic Controllers Association (NATCA).

**ARTICLE II. – Objectives**

The objectives and purposes of this Local shall be:

- a) To preserve, promote and improve the working conditions of air traffic controllers and other aviation- safety-related employees;
- b) To preserve, promote and improve the safety of air traffic within the United States, its territories and possessions;
- c) To preserve, promote and improve the professionalism and competence of air traffic controllers and other aviation-safety-related employees;
- d) To preserve, promote and maintain the best interests of the United States of America and particularly her leadership role in the aviation community; and
- e) To preserve, promote and improve the rights of its members through all lawful means, including collective bargaining, political action, and contributing to such civic and charitable organizations as the Local deems to be in its best interest.

**ARTICLE III. - Membership**

**Section 1.** Candidates for membership shall be eligible for membership subject to and in accordance with the applicable provisions of the NATCA National Constitution and such rules as may be adopted by the National Executive Board.

**Section 2.** The members of this Local shall be entitled to all rights and privileges of Local membership and shall be subject to such duties and responsibilities, including the payment of dues as provided in the National Constitution.

**Section 3.** Membership in this Local shall be limited to those employees in a bargaining unit represented by the Association assigned to Seattle ARTCC. Only members in good standing of this Local may serve as Officers of this Local.

**ARTICLE IV. - Structure of the Local**

**Section 1.** The offices of this Local shall be the President, Vice President, Secretary, and Treasurer.

**Section 2.** There shall be a Local Executive Board consisting of Local President, Vice President, Secretary, Treasurer, and one representative from each Area of Specialization, as well as a representative from the Traffic Management Unit and Staff Specialists. The representative from each Area of Specialization may appoint a member in good standing as an Alternate Area Representative in accordance with Article VII Section 5.

**Section 3.** This Local shall be governed by a Financial Policy adopted in accordance with Article VII, Section 6 of the Local Constitution.

#### **ARTICLE V. – Seniority**

**Section 1.** The fourth tie breaker of seniority shall be a coin flip in year one and alternating seniority every year following that.

#### **ARTICLE VI. - Committees**

**Section 1.** At the option of the Local, the following committees may be established:

1. Election Committee
2. Office Support and Records Committee
3. Safety Committee
4. Legislative Committee
5. Training Committee
6. Membership Services Committee

**Section 2.** Other committees, as deemed necessary, may be appointed by the President. The purpose and duties of other committees appointed by the President shall be established in writing, and a record of these descriptions shall be maintained by the Secretary.

#### **ARTICLE VII. - Duties and Powers of Officers and Committees**

**Section 1.** The Local President shall be the executive head of the Local. The Local President shall preside at all meetings of the Local and the Local Executive Board, but shall only vote in said meetings in the event of a tie. The Local President shall maintain contact with regional and national officers through the Regional Vice President. The Local President shall countersign all checks drawn against the funds of the Local. The Local President shall oversee the functioning of all committees. The Local President shall brief new employees on the goals and functions of the Association, and shall provide them with membership information. The Local President shall ensure all newly elected officers of the Local receive basic instruction on the duties and responsibilities of their office.

**Section 2.** The Local Vice President shall assist the Local President in the performance of their duties. In the Local President's absence, the Local Vice President shall act in The Local President's stead. The Local Vice President shall oversee the functioning of all committees and perform other appropriate duties as assigned by the Local President. The Local Vice President shall have the authority to countersign checks in the stead of the Treasurer.

**Section 3.** The Secretary shall keep a record of the proceedings of the Local, the attendance and minutes of local meetings, and all matters of which a record may be deemed advisable. The Secretary shall make these records available for inspection at all reasonable times to any member in good standing. The Secretary shall have the authority to countersign checks in the stead of the Treasurer.

The Secretary shall maintain current information and ensure that any changes are coordinated with NATCA Headquarters Membership Department. The Secretary shall keep and file all documents, records and communications connected with the business of the Local. At the expiration of his or her term of office, The Secretary shall turn over to his or her successor all documents and records pertaining to his or her office in the Local.

**Section 4.** The Treasurer shall keep a record of all financial transactions and be responsible to the President for all monetary matters pertaining to the Local. The Treasurer shall have the authority to countersign all checks drawn against the funds of the Local. He or she shall file appropriate LM forms in a timely manner. The Treasurer shall keep adequate records which shall be available for inspection by any member in good standing at any reasonable time. The Treasurer shall be responsible for ensuring the Local Financial Policy is reviewed by the Local Executive Board at least once annually and briefed to the membership in accordance with Article IX Section 5 of the Local Constitution. The Treasurer shall perform other appropriate duties as assigned by the President. At the expiration of The Treasurer's term of office, The Treasurer turn over all moneys, records and documents pertaining to his or her office to his or her successor.

**Section 5.** There shall be a representative from each Area of Specialization, elected from within each Area of Specialization, by the members from within each Area of Specialization, including the Traffic Management Unit and Staff Specialists. The Area Representatives shall conduct Union duties and responsibilities with regard to Area specific issues. Each Area Representative may appoint a member in good standing as an Alternate Area Representative, subject to the approval of the Local Executive Board. The Alternate Area Representative, subject to the discretion of the Area Representative, shall administer the affairs of their respective Areas, and shall assume the duties and responsibilities of the Area Representative in the Area Representative's absence. The Alternate Area Representative's term will be concurrent with the Area Representative's term and shall only have voting authority in the absence of their respective Area Representative. The Area Representatives shall keep the President informed and updated on problems, issues, and developments in their respective Areas of Specialization. The Area Representatives shall provide regular updates to their respective areas on issues specific to their area.

**Section 6.** The Local Executive Board shall assist the President in the general supervision and control over the business, funds, and property of the Local. It shall have regularly scheduled meetings and shall have special meetings at the call of the President, or on call signed by one half or more of its members. A minimum of fifty (50) percent of the Local Executive Board must be present to constitute a quorum. Local Executive Board members shall be allowed to participate in these meetings electronically in the event they cannot physically attend. When necessary, these meetings may be conducted wholly through electronic means. For the purposes of constituting a quorum, Local Executive Board members participating electronically shall be considered present and eligible to vote.

The Local Executive Board shall also be responsible for maintaining the Local Financial Policy. Any changes to the Local Financial Policy will require a majority vote of the entire Local Executive Board.

**Section 7.** In selecting delegates for the National Convention, the order of selection shall be President, Vice President, Secretary then Treasurer. If additional persons are required to serve as delegates, a majority vote of the Local Executive Board will determine who will attend. The Local will absorb the necessary expenses of its representatives at the National Convention. The delegates shall cast votes reflecting the views of the Local membership.

**Section 8.** Officers and/or employees of the Local shall be bonded, if required by law, at the expense of the Local.

**Section 9.** The President shall ensure that a copy of the Local Constitution is on file at the National Offices of the National Air Traffic Controllers Association and that NATCA Headquarters is provided the names and addresses of the Local Officers of the Union.

#### **ARTICLE VIII. - Terms of Officers and Committees**

**Section 1.** The President, Vice-President, Secretary, Treasurer and other members of the executive board shall hold office for a period of two years. There shall be no restrictions on the number of terms that may be held. Terms shall begin January 1 of even-numbered years.

**Section 2.** In the event of a vacancy in the office of the President, the Vice President shall assume the office of the President until the next regular election. In the event of a vacancy of the office of the Vice President, Secretary, Treasurer, Area Representative, or TMU Representative, the President shall appoint, subject to approval of the Local Executive Board, an active member in good standing to fulfill that office for the balance of the term.

In the event of a vacancy in the office of Staff Specialist Representative, the President may either appoint a replacement, subject to approval of the Local Executive Board, an active member in good standing to fulfill that office for the balance of the term or the President may assume the duties of Staff Specialist Representative.

#### **ARTICLE IX. - Internal Grievances**

**Section 1.** Any member who has any grievance or complaint concerning the actions of the Local, its officers, or any fellow member shall have recourse only through the internal grievance procedure contained in the National Constitution, Article XIII and Bylaws.

**Section 2.** Local officers subjected to internal grievances against them shall remain in office and retain all rights and responsibilities until final resolution of the grievance or the expiration of their term of office, whichever occurs first.

#### **ARTICLE X. - Meetings**

**Section 1.** There shall be a minimum of one regular meeting of the general membership each quarter. Additional meetings may be called at the discretion of the President, or on call signed by a majority of the members of the Executive Board. A quorum shall consist of those members present at the meeting. All meetings shall be conducted using Robert's Rules of Order, Newly Revised and in accordance with the NATCA National Constitution.

**Section 2.** A minimum of fifteen (15) calendar days notice shall be given to the Local membership for any regular or special meeting.

**Section 3.** Every reasonable effort shall be made to rotate the day of the week of these meetings throughout the year in an effort to accommodate members on all RDOs.

**Section 4.** The first quarterly meeting of each calendar year shall include a briefing on the Local Constitution and discussion regarding any changes that may or may not need to be made. Amendments to this constitution shall still be made in accordance with Article XI of the Local Constitution.

**Section 5.** The fourth quarterly meeting of each calendar year shall include a briefing on the Local Finance Policy and budget for the upcoming year.

#### **ARTICLE XI. - Nominations and Elections**

**Section 1.** All candidates for office shall be selected and certified in accordance with applicable laws, rules and regulations.

**Section 2.** Local elections shall be completed by September 15<sup>th</sup> of each election year.

**Section 3.** All balloting shall be by secret ballot, and in accordance with regulations established by the Department of Labor.

**Section 4.** Any and all challenges to election campaigns and/or elections shall be conducted in accordance with the NATCA National Constitution, Article VII.

#### **ARTICLE XII. - Amendments**

**Section 1.** This Constitution may not be amended except in accordance with the provisions of the NATCA National Constitution, Article XIV. Adoption of the proposed amendments to this Constitution shall require at least two-thirds (2/3) of the votes cast by the voting members present at the meeting to amend this Constitution.

#### **ARTICLE XIII. - Governing Rules**

**Section 1.** In the event this Constitution is in conflict with the NATCA National Constitution, By-laws, or Resolutions, the National Constitution, By-laws, or Resolutions shall prevail.

**Section 2.** All regular and special meetings of the Local shall be governed by the NATCA National Constitution, By-laws, Resolutions, this Constitution, and by Robert's Rules of Order, Newly Revised.