



I.G.U.A. LOCAL 3

**OFFICIAL
CONSTITUTION
AND
BY-LAWS
OF THE
INTERNATIONAL
GUARDS UNION
OF
AMERICA
LOCAL NUMBER 3**

**THIS ISSUE
SUPERSEDES ALL PREVIOUS ISSUES
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PREAMBLE

For the purpose of uniting all guards without regard to color, race, creed, or national origin and whose duties are to enforce against employees and other persons rules to protect the property of their employers, or to protect the safety of persons on the premises of their employers, and for the protection of interests of these guards, and the promotion of their general welfare. This affiliated Union of the International Guards Union of America has been organized, having as one of its cardinal aims, the desire to cultivate a spirit of harmony and understanding between guards and their respective employers upon a basis of equity, justice, and fair dealing.

CONSTITUTION

ARTICLE I

Name

This organization shall be known as Oak Ridge Guards Union Local #3 of the International Guards Union of America.

ARTICLE II

Objective

The object of this Local Union of the International Guards Union of America shall be as follows:

- (a) To operate as a non-profit employee representative organization for pecuniary gain.
- (b) To promote the interest of guards and to safeguard the rights individually and collectively of the members of this Union.
- (c) To establish and exercise the right of collective bargaining for the purpose of making and maintaining employment and for other mutual aids of the members of this Union and to settle promptly, disputes and grievances that may arise between such members and their employers.
- (d) And to develop a closer Union and more complete organization of guards under its jurisdiction and to maintain adequate compensation for their labor and general improvement of the conditions under which they work.

ARTICLE III

Jurisdiction

The jurisdiction of Local #3 of the International Guards Union of America shall be confined to all persons employed as guards to enforce against employees and other persons rules to protect the property of their employers or to protect the safety of persons on the premises of their employers within the geographical area of Oak Ridge, Tennessee and vicinity, subject to change by the Executive Board of the International Guards Union of America.

ARTICLE IV

Membership

Section 1: Membership Qualification

The Membership of this Local Union shall be composed exclusively of persons doing work defined in Article III hereof and shall be persons of good moral character who are citizens of the United States or such applicants who are not citizens, shall declare their intention to become citizens of the United States and thereafter diligently pursue their application for citizenship to a final conclusion and become citizens.

Section 2: Illegal Membership

Membership in this Local Union shall not include any person as defined in Section 3, Article VI of the International Constitution. The provisions of Section 4, Article VI shall apply if anyone in this Local Union is found in violation of this article.

Section 3: Non discrimination

No Local Union or other subordinate body shall exclude or expel from membership or otherwise discriminate against any individual because of his race, color, religion, sex, age, or national origin, nor limit, segregate, or classify its membership, or classify or fail or refuse to refer for employment opportunities or limit such employment opportunities or otherwise adversely affect his status as an employee or as an applicant for employment because of such individual's race, color, religion, sex, age, or national origin.

Section 4: Candidates for Membership

Candidates for membership shall conform to all requirements of this Constitution and By-laws and shall require a majority vote of members present and voting at a meeting when proposed for membership.

Section 5: Oath of Obligation of New Members

I, (member gives his name), do solemnly promise that in consideration of being admitted into membership of the International Guards Union of America, I will fully and faithfully carry out the duties and obligations that are imposed upon me by the Constitution and By-laws of the International or any affiliated or subordinate Union of the International Guards Union of America. I further promise that I will at all times act as a true Union member and be faithful to the obligations, duties, and requirements of such a Union member, that I will aid my fellow members and fellow unionists in attainment of the ideals of true trade unionism in every honorable and legal manner, and that I will obey and follow the lawful direction and orders of the officers of this Union.

ARTICLE V

Officers

Section 1: The officers of this Union shall consist of a President, Vice-President, Financial Secretary-Treasurer, Recording Secretary, Board of Trustees (3), Sergeant-at-Arms, and Chief Stewards at X-10, Y-12, Oak Ridge Security Patrol, Central Training Facility, and CAS/SAS-Beta 9.

Section 2: The Officers shall be nominated at the regular meeting in March and elected at the regular meeting in April. Beginning with the Vice President at the April 2016 election, the term of that office shall be two (2) years. At the April 2017 election, the term of office for President shall be two (2) years. These terms will begin on the respective May 1st and end on April 30th of the respective year, reflecting the conclusion of the two (2) year term. The term of office for the remaining officers of this Local shall be one (1) year from May 1st to the following 30th day of April. These terms and conditions shall remain in place unless the individual is removed for cause or until their successors are elected and installed.

Section 3: Eligibility. In order to hold office in this Local Union, candidates must meet the requirements of Article A, Section 3 of the International Constitution and By-laws.

Section 4: All nominations for Local Union Officers must be made in open meetings and elections shall be by secret ballot.

Section 5: Members nominated for an elective office must meet the qualifications of Article A, Section 3 of the International Constitution.

Section 6: A member in good standing must nominate other members for elective office in this Local Union. A second is not required.

Section 7: Nominations for each respective office shall be closed when a call for further nominations has been made three (3) times by the chair without further nominations being made. No member may be a candidate for more than one (1) office at the same time.

Section 8: It shall require a majority of votes cast for the office to elect. When there are two (2) or more candidates for one (1) office, neither of which received a majority on the first ballot, the two (2) receiving the larger number of votes shall be placed on a run off ballot.

Section 9: Before a vote is taken, the President shall appoint three (3) tellers to collect and count the ballots in the presence of the members of this Local Union. The tellers shall announce the results.

Section 10: Protest of Nominations and Election of Officers: Protest of nominations and election of this Local Union shall be as follows:

- (a) To the Local Executive Board.
- (b) To the Regional Vice-President.
- (c) To the Regional Executive Board.
- (d) To the General President of this Union.
- (e) To the General Convention of this Union.

Section 11: Oath of Obligation for Officers:

I, (officer gives name), on my honor and upon assuming the duties of the office of (gives name of Office), I agree, as prescribed by the laws of this Union, to bear full and faithful allegiance to the International Guards of America, the Region, and this Local. I further agree to perform all duties that are required of me by the Constitution and By-laws of the International, Region, and Local as well as the laws of our state and nation during the term of my office. I further promise that I will deliver to my successor in office all books, records, documents, and all other property of this Union of any kind and nature that may be in my possession at the close of my official term. All of this I faithfully promise to my fellow officers and members of this Union.

ARTICLE VI

Election of Officers

Section 1: All members in good standing of this Local Union shall have a right to vote in all elections of this Local Union (see Article A, Section 3 of the International Constitution and By-laws for definition of a member in good standing). Each member shall be entitled to one (1) vote.

Section 2: Absentee voting may be authorized by a majority vote of the membership of the Local in attendance of the regular meeting prior to the election. Only members, who are approved at this meeting for reasons beyond their control or other prevailing factors, will be allowed to vote absentee. All absentee ballots must be received before the closing of the polls. Absentee voting will be conducted with all proper safeguards and accordance with the requirements of the LMRDA of 1959.

Section 3: Each member of the Local Union shall be mailed a ballot at his last known address (it shall be the responsibility of the member to keep their address current with the Recording-Secretary of the Local) not less than 15 days before the date of the election. If the election is by mail all proper markings must appear on the envelope and a return envelope must be provided in accordance with the safeguard of the LMRDA.

Section 4: Each Local Union must elect officers at least once every three (3) years.

Section 5: Election of Local Officers must be by secret ballot and proper collection boxes should be provided for the collection of ballots. (Secret ballot means the expression by ballot, voting machine, or otherwise but in on event by proxy, of a choice with respect to any election or vote taken upon any matter that is cast in such a matter that the person expressing such choice cannot be identified with the choice expressed).

Section 6: It shall be the duties of the teller to count the ballots in the presence of the membership and observe and report the same to the membership.

ARTICLE VII

Duties of Officers

President

Section 1: It shall be the duty of the President to preside at all meetings of this Local Union and its Executive Board and conduct same in accordance with parliamentary rules and in conformity with this Constitution and By-laws, to execute the laws and orders thereof, to vote on all questions where it is necessary to a choice, to appoint all committees, unless otherwise provided for, of which committee he shall be ex-officio, a member (except an election or nominating committee in which he is or will be a candidate). He shall jointly sign all vouchers for the Financial Secretary-Treasurer for the authorized disbursements of the organization's funds as provided by this Constitution and By-laws or by a special direction of the Union or its Executive Board.

It shall further be the duty of the President to organize all unorganized workers within the jurisdiction of the Local Union. He shall look after the general business of the Local Union. He shall be chairman of the negotiation committee. He shall assist the Financial Secretary-Treasurer in collecting monies due the Local Union. He shall, when authorized by the Membership Board, have full power and authority to sign all contracts and agreements or any other documents for or in behalf of the Local Union.

Vice-President

Section 2: The Vice-President shall perform the duties of the President in the absence of that officer and in the case of the resignation or death of the President, shall assume the office of President until an election is held to fill the vacancy as provided by this Constitution. He shall preside at all meetings when called upon to do so by the President and at times when the President may be temporarily unable to discharge his duties.

It shall further be the duty of the Vice-President to address grievances of the members of the Local and be the chairman of the grievance committee. When the stewards are elected or appointed by the Local membership, the Vice-President shall be chairman of the steward committee.

Recording-Secretary

Section 3: It shall be the duty of the Recording-Secretary to keep a correct and impartial account of the proceedings of each meeting of the Union and Executive Board, to furnish the chairman of each committee a copy of such resolutions as may be adopted by the Union, applicable to its respective duties, to insure that notice of regular or special meetings are posted in accordance with the provision of this Constitution and By-laws.

Financial Secretary-Treasurer

Section 4: The Financial Secretary-Treasurer shall keep a correct record between this Local Union and its members. He shall collect all dues and monies owed to the Local Union and its members. He shall notify all members who are two (2) months in arrears on their dues. He shall submit his books to the Local Union Board of Trustees at least once a year for audit and approval. It shall be the duty of the Financial Secretary-Treasurer to receive all monies paid to the Local Union, giving a receipt for some if requested, and announcing receipts and disbursements at each meeting; he shall deposit all monies received in a financial institution recommended by the trustees, make financial statements for each meeting or as directed by the Local Executive Board. He shall pay all bills ordered by the Local Union when signed by the President. He shall not hold more than the amount authorized by the Local Executive Board in his possession to meet the immediate demands of the Local Union. He shall submit his books and receipts to the Board of Trustees for their audit and approval when called upon to do so and at the expiration of his official term of office, shall turn over to his successor all monies and property of the Union that may be in his possession. He shall execute and file all forms and records (such as LM reports and forms required by state, local, and federal agencies). He shall issue all membership cards.

Board of Trustees

Section 5: The Board of Trustees shall be composed of three (3) Trustees. One (1) elected from Y-12, one (1) from X-10, and one (1) from Oak Ridge Security Patrol. The Trustees shall see to it that all funds, other than the amount specified in Section 4, above are deposited in an approved financial institution. It shall be the further duty of the Trustees to supervise all funds, bonds, properties, securities, and investments of this Union, subject to the instructions from this Local Union, to inform the financial institutions as to the proper signatures on checks issued by the Local Union. They shall audit the books of the Financial Secretary-Treasurer and report their findings on the same to the membership of the Local Union. They shall prepare and execute the bonds of the Local Officers with a licensed surety firm. It shall be their duty to recommend such measures as will safeguard the funds of this Local Union.

Sergeant-at-Arms

Section 6: The Sergeant-at-Arms shall attend the door at the meetings of the Union, assist the President when called upon in preserving order, perform such other duties as may pertain to his office or which the Local Union or the President may direct, allow no person to enter who is not a member in good standing or to retire from a meeting without permission from the Vice-President. The President may authorize visitors with a need to enter the meeting place.

Chief Stewards

Section 7: The Chief Stewards shall perform duties in accordance with each site's respective Collective Bargaining Agreements and Overtime Guideline/Agreements. They shall communicate with the Vice-President and/or President of this Union and perform assignments as requested. They shall serve as the intermediary between the shift stewards and the respective site management. They shall communicate with a steward from each shift weekly in an effort to address needs of the membership. They shall mentor and assist shift stewards. They shall be responsible for promptly posting Union notices when received from the Recording Secretary.

ARTICLE VIII

Executive Board

Section 1: The Executive Board shall consist of the President, Vice-President, Recording Secretary, Financial Secretary-Treasurer, Board of Trustees, Chief Stewards at X-10, Y-12, Oak Ridge Security Patrol, Central Training Facility, and CAS/SAS-Beta 9, and the Sergeant-at-Arms.

Section 2: It shall be the duty of the Executive Board to try and decide all offenses as may be directed to them by this Constitution and By-laws or at the special direction of the Union. The board shall exercise supervision over matters of Policy of this Local Union and shall have the power and authority to reinstate any or all members of the Union who may become delinquent in their payments of initiation fees or dues. The Executive Board shall also have the authority to take up any and all matters of grievances and to report to the regular meeting their recommendations, and such recommendations, after being approved, shall be the final authority of the Local Union.

Section 3: The Executive Board shall be further empowered to appropriate funds to defray expenses that are incurred between regular meetings. All such appropriations of the Executive Board shall be subject to the approval of the membership at the next regular meeting. If the action of the Executive Board is not approved, then it shall become null and void henceforth.

Section 4: It shall be the duty of the Executive Board to determine the salaries of all officers and employees of the Local Union. If it is determined that an increase is warranted, the increase must be adopted per the By-law, section Motions of the Local #3 Constitution and By-laws. Salaries must be established at the beginning of the officer's and employee's terms of service and they shall remain fixed for the duration of their respective terms of office.

Section 5: During a term of office, if any Executive Board member misses more than two regular Union meetings or two Executive Board meetings, the monthly pay of that Executive Board member will be withheld for any subsequent missed meetings subject to an appeal to the Executive Board who has discretion whether or not to reinstate their pay.

ARTICLE IX

Revenue

Section 1: The revenues of this Union shall be derived from initiation fees, monthly dues, fines, and assessments.

Section 2: The minimum initiation fee for members of Local #3 shall be \$15.00 per member. The Local Secretary-Treasurer shall forward \$2.50 to the International Secretary-Treasurer and \$2.50 to the Regional Secretary-Treasurer. The remainder of the initiation fee shall remain in the Local Treasurer.

Section 3: The monthly dues for Local #3 shall be a minimum of \$15.00 per month. These dues shall be payable before the 1st of the month.

Section 4: Any member of this Local Union failing to pay dues and assessments on or before the first day of the month in which the same are due, shall stand automatically suspended as a member of the Union and from all rights and privileges of such membership. A suspended member must pay the Local Union all back dues and assessments and \$3.00 for a reinstatement fee.

Section 5: All members of the Union are under a positive duty to see that their dues are paid on or before their due date each month.

Section 6: The failure of a steward or any officer of the Union to appear or to collect the dues shall not in any manner excuse the member from his obligation to pay dues on or before their due date at the office of the Union.

Section 7: A suspended member who pays his back dues and assessments shall, from the date of such payment, be reinstated to his former position on consecutive monthly membership on the first offense. Thereafter if he fails to pay dues on time, he shall be considered a new member as to the period of consecutive monthly membership is concerned.

Section 8: At his request, a member may be issued a withdrawal card provided all of his dues and assessments have been paid up and provided further, that this does not violate the contractual terms of the agreement that the member is working under (Closed shop, Union security, etc.).

Section 9: A member taking a withdrawal card from this Union shall be entitled to no benefits of any kind other than the right to make application for reinstatement. A withdrawal card shall become null and void two (2) years after its issuance.

Section 10: The Union may levy an assessment from time to time as it deems necessary. Assessments shall only be levied after the membership has been duly notified at a regular or special meeting to consider and take action to levy the same.

Section 11: Bonding

- (a) Every officer and employee of the Local Union who handles funds or other property of the Union shall be bonded for the faithful discharge of duties.
- (b) The amount of the bond shall not be less than ten (10) percent of the total funds handled by the person bonded and his predecessors in the preceding year.
- (c) The bond shall be individual or schedule in form.
- (d) Bonds shall be placed with a corporate surety, holding a grant of authority from the Secretary of the United States Treasury as acceptable surety on Federal Bonds.
- (e) Bonds shall not be placed through any agent or with any surety company in which any labor organization or any representative of any labor organization has a direct or indirect interest.
- (f) No person not so bonded shall be permitted to receive, handle, disburse or otherwise exercise custody or control of funds or other property of this Union or of a trust in which this Union is interested.

Section 12: The fiscal year of this Union shall extend from the first day of January to the following 31st day of December.

ARTICLE X

Collective Bargaining

Section 1: The authority to bargain collectively for the membership of the Local Union or any subdivision thereof shall be vested in the negotiating committee that shall consist of the Local President and not less than two (2) elected committee members of the unit involved, subject to the mandates of the membership.

Section 2: All proposed contracts shall be submitted to the membership at least fifteen (15) days in advance of submission to the employer and any proposed changes developing during the period of negotiations shall be submitted as they arise. The results of the negotiations shall be subject to ratification

by the unit or units concerned of the Local Union. This process should be done in open meetings and copies of the proposed contract should be available to all members for their inspection prior to voting on the proposed contract.

Section 3: A true copy of the final agreements shall be filed in the office of the Regional Vice-President in which the Local Union is located and, if requested, to the General President.

ARTICLE XI

Trials, Suspensions, and Punishments

Section 1: In order to maintain discipline and to provide for the observance of the provisions of this Constitution and By-laws, the Local Union shall have power to levy such penalties on any member found guilty after charges have been properly preferred and hearings have been held in accordance with the provisions of the Constitution and By-laws of this Union and the provisions of the LMRDA of 1959.

Section 2: Any member who commits an offense discreditable to the Union, or who endeavors to create dissension among the members, or who works against the interest and harmony of the Union, or who advocates the dissolution or division of this Union, shall be fined or expelled under the provisions of Article N of the International Constitution and By-laws.

Section 3: Any officer or member who willfully slanders an officer or member, who fraudulently receives or misapplies, or who embezzles funds of this Union or money of a member or an applicant entrusted to him for payment, shall be punished by fine, suspension, or expulsion.

Section 4: The basis for charges against members or officers for which he shall stand trial shall, among other things, consist of the following:

- (a) Violation of any specific provision of the Constitution and By-laws.
- (b) Violation of the Oath of Loyalty to the Local Union of the International Union.
- (c) Violation of the Oath of Office.
- (d) Gross disloyalty or conduct unbecoming a member.
- (e) In an officer's gross inefficiency that shall hinder and impair the interest of the Local Union or the International Union.
- (f) Misappropriation.
- (g) Secession or fostering the same.
- (h) Physical abuse of fellow members and officers in the meeting hall.
- (i) Abuse of fellow members and officers by written or oral communication.
- (j) Activities that tend to bring the Local Union or the International Union into disrepute.
- (k) Disobedience to the regulations, rules, mandates, and decrees of the Local Union or International Union and for such other acts and conduct that shall be considered inconsistent with the duties, obligations, and fealty of a member of a trade union and violation of sound trade union principles.

Charges shall be filed in accordance with the provision of Article N, Section 1 of the International Constitution and By-laws. Trial bodies shall be composed according to the provisions of Article N, Section

2 (all charges and trials must conform to the provisions to the LMRDA) of the International Constitution and By-laws.

Section 5: All charges must be in writing and must specify the specific offense or offenses, the article, and section of the Constitution and By-laws so violated. The member or members or officers making the charges also must sign it.

Section 6: The Recording-Secretary shall read the written charges at the meeting of the trial body. The Recording-Secretary of the Local Union shall notify all members or officers who have been charged with a violation by registered mail return receipt requested. He shall also notify all parties concerned as to the date, place, and time of the hearing.

Section 7: Any member under charges may have another member of this Union act as counsel. He may also act as his own counsel. He may present testimony of the members of this Union by personal appearance. He shall have the right to call witnesses who appear against him.

Section 8: If the accused willfully neglects or refuses to stand trial, the trial board shall deem him guilty as charged and he shall be punished as the Board may determine.

Section 9: All fines imposed or assessments levied shall be paid to the Financial Secretary-Treasurer within thirty (30) days unless other arrangements are made and are satisfactory to all parties. All fines or other assessments made by a trial board must be paid prior to any regular dues in order to entitle him to any privileges, rights, or benefits of this Local Union.

Section 10: Appeal bodies shall be as provided in Section 3, Article N of the International Constitution and By-law.

Section 11: Members who have been expelled by this Union may join again by making application to the Executive Board. Upon their favorable recommendation, he may join if two-thirds (2/3) of the members at the next regular meeting concur.

ARTICLE XII

Strikes and Walkouts

Section 1: In case of any dispute between members of this Local Union and an employee or employers, before there shall be a strike called, the matter shall be reported to the Regional Vice-President in which the Local is located. If the Regional Vice-President is unable to be contacted, then the matter will be reported immediately to the General President of this Union. In all cases both will be notified. If the Regional Vice-President is unable to settle the dispute, before a strike is called, he shall notify the General President giving the General President all the facts. No strike shall be called until both have attempted to address the matter or in the opinion of the General President, he believes that the strike action should be necessary, but under no circumstances shall this Local Union call a strike without complying to all of the above.

If a strike is called, authorization from the General President must be in writing by registered mail to the Local President involved. In cases where time will not permit, a telegram will satisfy this provision.

Section 2: A strike vote may not be taken until notice of intention to take such a vote has been given to the membership of the Local Union in the same fashion as notices of regular or special meetings are given.

Section 3: A vote of the majority of all members in good standing present and voting at the meeting shall be required to authorize a strike.

ARTICLE XIII

Meetings

Section 1: This Local Union shall hold a regular meeting on the 3rd Monday of each month (unless the 3rd Monday is a holiday in which case it shall be the 4th Monday of the month) at a time and place to be posted. Notice of such regular meetings shall be posted or mailed fifteen (15) days prior to such meetings. In addition to regular meetings, the President may call special meetings when in his judgment it is necessary and provided that seven (7) days notice has been posted or mailed to each member. The purpose of such special meetings shall be stated on the notice.

Section 2: The Executive Board shall hold six (6) meetings per year on the 2nd Monday of each alternate month (unless the 2nd Monday is a holiday) at the Union's current office. Special Executive Board meetings may be called by the President or three (3) or more members of the Executive Board when in his or their judgment it is necessary and provided that a three (3) day notice is given to each Executive Board member prior to the meeting. When requested, the meeting shall be held within five (5) working days.

ARTICLE XIV

Quorum

Section 1: A quorum shall consist of not less than five (5) members of a regular, Special, or Executive Board meeting called in accordance with this Constitution and By-laws. They shall be qualified to transact such business as may be before such meeting.

ARTICLE XV

Dissolution

Section 1: This Local Union cannot be dissolved if there are seven (7) dissenting members.

ARTICLE XVI

Property Rights

Section 1: Membership in this Local Union shall not vest any member with any rights, title, or interest in or to the funds, property, or other assets of the Union now owned or possessed, or that may hereafter be acquired, and each member hereby expressly waives any right, title, or interest in or to the member, shall have any severable proprietary rights, title, or interest therein.

ARTICLE XVII

Interpretations

Section 1: The Constitution and By-laws of this Local Union shall be interpreted by the Local Executive Board and any member shall have the right to appeal from the interpretation and decision of the Local Executive Board in the manner provided:

- (a) To the Regional Vice-President.
- (b) To the General President of this Union.
- (c) To the Executive Board of this Union.

ARTICLE XVIII

Amendments

Section 1: To amend this Constitution and By-laws, the proposed amendment or amendments shall be submitted in writing at a regular meeting of the Local Union and referred to the Local Executive Board for consideration and recommendation.

Section 2: The Local Executive Board may propose any amendment or amendments to the Local Constitution and By-laws.

Section 3: Whenever the Local Executive Board reports upon any amendments or amendments to the Constitution or By-laws, proposed at a regular meeting or initiated by the Local Executive Board, the Recording Secretary of this Local Union shall send a written notice to all members of the Local Union to be present at the regular meeting of the Union at which such report and recommendation is to be considered. Written notices shall be mailed fifteen (15) days prior to such meeting.

Section 4: A two-thirds (2/3) majority vote of the members present at such regular meeting of the Local Union shall be necessary to adopt any amendment or amendments to this Constitution and Bylaws.

Section 5: This Constitution and By-laws or any additions or amendments thereto, or any deletions therefrom, before they become valid and effective, must be approved by the International President, subject to ratification by the Executive Board of this Union.

ARTICLE XIX

Nondiscrimination

Section 1: No Local Union shall expel from membership or otherwise discriminate against any individual, or cause, or attempt to cause any employer to discriminate against any individual because of race, color, religion, sex, age, or national origin, nor limit, segregate, classify, or fail or refuse to refer for employment, any individual in any way that would deprive or tend to deprive any individual of employment opportunities, or would limit such employment opportunities or otherwise adversely affect his status as an applicant for employment because of such individual's race, color, religion, sex, age, or national origin.

Section 2: Any reference in this Constitution and By-laws to the male gender shall also pertain equally to the female gender.

BY-LAWS

Duties of Members of the Union

It shall be the duty of every member of this Union to so conduct himself as to bring peace and harmony between himself and brother members of this Union and with his employer.

He shall keep strictly private from everyone the password and all other business of the Union.

He shall pay his dues in advance.

He shall notify the Financial Secretary-Treasurer of the Union when he changes his address.

He shall, at no time, solicit his fellow member's job, unless such member is leaving voluntarily.

He shall not injure the interest of another by undermining him in price or wage or any

He shall, by no word or action, seek to undermine or injure a fellow worker with his employer.

He shall at all times cooperate with the officers of this Union.

He shall attend the scheduled meetings of this Union.

He shall not cause or acquiesce in any unauthorized strike, stoppage of work, boycott, or picketing.

He shall at all times carry his Union Card on his person and show it to anyone who demands to see it.

While working, he shall at all times wear his Union Button in a conspicuous place.

Rules of Order

All questions of parliamentary laws and rules of order not specifically provided for in this Constitution and By-laws shall be decided according to the principles laid down in Roberts Rules of Order.

Section 1: The use of profane and ungentlemanly language during the meetings is prohibited, as being against the decorum and dignity of the meeting.

Section 2: No member shall be allowed in the meeting in an intoxicated state.

Section 3: No member shall interrupt a debate except on a question of personal privilege or of information.

Section 4: No member shall leave the room without first obtaining permission of the Vice-President.

Section 5: No member shall engage in conversation during the progress of the meeting without first having obtained permission of the Vice-President.

Section 6: The Union shall have the power to declare further rules of order that will tend to increase the decorum and dignity of the meeting.

Section 7: Any member violating the rules of order of this Union shall be deemed guilty of disorder and no fine imposed can be remitted except upon a two-thirds (2/3) vote of the members present.

Rules of Procedure

Rule 1: On motion, the regular order of business may be suspended by a two-thirds (2/3) vote of the meeting at any time to dispose of anything urgent.

Rule 2: All motions, if requested by the chair, or resignations must be submitted in writing.

Rule 3: Any conversation by whispering or otherwise, that is calculated to disturb a member while speaking or hinder the transaction of business, shall be deemed a violation of order.

Rule 4: Sectarian discussions shall not be permitted in the meeting under any circumstances.

Motions

Rule 5: A motion to be entertained by the presiding officer must be seconded and the mover as well as the seconder must arise and be recognized by the chair.

Rule 6: Any member having made a motion can withdraw it by consent of his seconder, but a motion once debated cannot be withdrawn except by majority vote.

Rule 7: A motion to rescind can be used to quash or nullify a previously adopted motion. It may strike out an entire motion, resolution, bylaw, etc.

Special Parliamentary Rules

- (a) Rescind is not in order when a motion has been acted on by initiating a contract or purchasing an item.
- (b) It must be seconded.
- (c) It requires a two-thirds vote unless notice has been given at the previous meeting, either verbally or in writing. If notice has been given, the motion requires only a majority vote.

Rule 8: A motion to reconsider can be used to allow a group to reconsider the vote on a motion. It enables a majority of the members, within a limited time, to bring back a motion for further consideration after it has been acted upon. Its purpose is to prevent hasty or ill-advised action.

Special Parliamentary Rules

- (a) It can only be made by someone who voted on the prevailing (winning) side.
- (b) It must be made on the same day that the vote to be reconsidered was taken. In a convention, it may be made on the next succeeding calendar day, but no later.
- (c) It requires a second.
- (d) It may be debated and it opens up the motion to which it is applied to debate.
- (e) It requires only a majority vote.
- (f) It may be made and seconded while other business is pending because of its time limit. However, it is not debated and voted on until the business on the floor is completed.
- (g) All action that might come out of the original motion is stopped at the time that reconsider is made and seconded. This is the main value of the motion and it should be made as quickly as the situation calling for it is recognized.

Rule 9: A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be permitted.

Rule 10: A motion made at a regular monthly Union meeting will be posted at the appropriate sites within three (3) days after the regular Union meeting during which the motion was made. After being posted, the motion may be voted on at the next regular meeting.

Examples of motions not subject to this rule are motions to accept financial reports, minutes of previous meetings, motion to adjourn or recess, etc. In the event there is a disagreement on when a particular motion may be voted on, the presiding officer shall decide the issue and his/her decision shall be final.

Debate

Rule 11: A motion shall not be subject to debate until it has been stated by the chair.

Rule 12: When a member rises to speak, he shall rise and respectfully address the chair, and if recognized by the chair, he shall be entitled to proceed.

Rule 13: If two (2) or more members rise to speak at the same time, the chair shall decide which is entitled to the floor.

Rule 14: Any member speaking shall confine himself to the question under debate and avoid all personal, indecorous, or sarcastic language.

Rule 15: No member shall interrupt another while speaking except to a point of order. He shall definitely state the point and the chair shall decide the same without debate.

Rule 16: If a member, while speaking, be called to order, he shall take his seat until the point of order is decided, then if decided in order he may proceed.

Rule 17: If a member shall feel himself personally aggrieved by a decision of the chair, he may appeal to the body from the decision.

Rule 18: When an appeal is made from a decision of the chair, the Vice-President shall then act as chairman, said appeal shall then be stated by the chairman in these words: "Shall the decision of the chair be sustained as the decision of the Union?" The membership shall have the right to state the grounds of appeal and the chair will give reason for his decision. Thereupon the members will proceed to vote upon the appeal without further debate and it shall require a majority vote to sustain such appeal.

Rule 19: No member shall speak more than once on the same question until all have spoken, nor more than twice without unanimous consent, nor more than five (5) minutes at any one (1) time without consent of a two-thirds (2/3) vote of all members present.

Rule 20: The presiding officer shall not speak on any subject unless he retires from the chair except on points of order and in case of a tie, shall have the casting vote.

Rule 21: When a question is before the meeting, no motion shall be in order except:

- (a) To adjourn.
- (b) To lay on the table.
- (c) To postpone to a given time.
- (d) To refer or commit.
- (e) To amend.

Suggested Order of Business

1. Pledge of allegiance to the Flag (where flag is displayed).
2. Roll call of officers.
3. Reading of minutes of previous meeting.
4. Voting on applications for membership.
5. Secretary-Treasurer's Report.
6. Report of other officers.
7. Report of Committees and Delegates.
8. Initiation of new members.
9. Communications and bills.
10. Unfinished business.
11. New business.
12. Any other business for the good of the welfare of the Union or its members.
13. Closing.