

BY-LAWS
OF THE
TRANSPORT WORKERS UNION
OF AMERICA, AFL-CIO



LOCAL 241
University Division

APPROVED SEPTEMBER 2001

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ARTICLE I

Name

This Organization shall be known as Local No. 241, Transport Workers Union Of America, University Division.

ARTICLE II

Officers

The Local shall elect a President, a Vice-President, a Financial Secretary, Treasurer, and a Recording – Secretary who shall serve for a three-year term.

ARTICLE III

Executive Board

Section 1. The Executive Board shall be composed of the elected officers of the Local and three members elected at the regular election of the Local, who shall serve for a three-year term.

Section 2. The Julliard School and The Jewish Theological Seminary/Museum shall each have one member voted on by their respective units every three years, added to the Local Unions Executive Board.

Section 3. Subject to the provisions of the International Constitution and these by-laws and to all delegations of authority and assignment of responsibility to the Local Officers and to the Local Executive Board as provided in the International Constitution and Local by-laws, the supreme authority in the Local Union, acting through duly

called regular meetings of the respective sections or divisions of the Local meeting separately, as the Local by-laws may provide. Between such meetings, the Local Executive Board shall have the power and authority to administer the affairs of the Local Union.

ARTICLE IV

Executive Committee

The Executive Committee shall consist of the Officers of the Local, and between meetings of the Local Executive Board, shall be charged with the responsibility of carrying out and effectuating the policies and decisions of the Local Executive Board.

ARTICLE V

Joint Executive Committee

Section 1. The Joint Executive Committee shall consist of the Officers of the Local, members of the Local Executive Board, and the duly elected stewards of the various sections of Local No. 241, who shall serve for a three-year term.

Section 1A. Local Officer Vacancy.

In the event that a vacancy occurs in the office of Vice-President, Secretary-Treasurer, Recording Secretary or Local Executive Board Members, the following procedure shall be followed: If the vacancy occurs during the first (24) months of office a special election will be held. If a vacancy occurs after this time period a new officer will be appointed by a vote of the Joint Executive Committee.

ARTICLE VI

Duties of Local Officers

Section 1. The President shall preside at all meetings of the Local Union, the Local Executive Board and Joint Executive Committee. He shall sign all orders of the Financial Secretary-Treasurer authorized by the Local Executive Board and shall countersign all checks issued by the Financial Secretary-Treasurer against the accounts of the Local Union on authorization of the Local Executive Board. He shall enforce the provisions of the Constitution. He shall appoint all committees not otherwise provided for. He shall perform such other duties as the Local Union or the Local Executive Board may assign to him; and except as to powers and duties specifically conferred on him by the constitution, he shall adhere to all decisions and directions of, and be subject to the Local Executive Board. He shall be, exofficio, a delegate to conventions of the International Union and of all organizations to which the Local is affiliated.

Section 2. The Vice-President shall assist the President in the discharge of his duties, and during his absence shall perform the duties of the President. He shall perform such other duties of the President. He shall perform such other duties as the Local Union, or the Local Executive Board may assign to him. In the event that vacancy occurs in the office of President, the Vice-President shall act as President for the unexpired term. In the event the Vice-President declines the position a special election shall be held to fill the position of president.

Section 3. The Financial Secretary-Treasurer shall receive all monies paid into the Local Union, including monies received for welfare or special funds.

He shall be, exofficio, a second delegate to conventions of the International Union and of all organizations to which the Local is affiliated.

He shall report monthly to the Local Executive Board and to the International Secretary-Treasurer on the forms approved by the International Union. He shall keep regular books and records of the Local finances and shall submit the same for inspection and audit to be borne by the Local Union. A copy of such audit shall be submitted to the International Secretary-Treasurer. He shall deposit all monies received in the name of the Local Union in such bank or banks as the Local Executive Board may direct. He shall sign all checks. He shall be custodian of the Seal of the Local Union.

He shall keep and supply to the international Secretary-Treasurer a correct record of the full names and addresses of all members and promptly notify the International Secretary-Treasurer of the names and addresses of all members who leave the Local or who are suspended or expelled.

Before entering upon his duties, the Financial Secretary-Treasurer shall deliver a bond as required by the International Union and in an amount to be determined by the International Secretary-Treasurer based on the audit report of the Certified Public Accountant, but not less than five hundred dollar (\$500.00). The premium on said bond shall be paid out of the funds of the Local Union.

He shall deliver to his successor all monies and all other property of the Local Union. On demand of the International Union, he shall make available all books and records including the records of any welfare fund for examination and audit.

Section 4. The Recording-Secretary shall keep correct minutes of all Local meetings, all meetings of the Local Executive Board and of the Joint Executive Committee and record the minutes in the official Local minute book. He shall issue the call for all meetings of the Local Union, of the Local Executive Board and of the Joint Executive Committee as directed by the Local Executive Board. He shall be responsible for all correspondence between the Local Executive Board. He shall perform such other duties as are prescribed by the Constitution or by the Local Executive Board

Section 4A. The Recording-Secretary shall be the 1st stand-by in case the President or Financial-Secretary is not able to attend the International Convention.

Section 5. The officers of the Local Union shall be trustees of the property of the Local Union, subject to the direction of the Local Executive Board.

ARTICLE VII

Meetings

Section 1. The Joint Executive Committee shall meet at least once each calendar month whenever possible, with the exception of the months of July and August. This meeting shall be held on the first Monday of the Month. The regular general monthly membership meetings shall be com-

posed of three separate meetings held on the second Tuesday and Wednesday of each month (excluding July & August). One meeting will be held at the Health & Science Division approximately 2:30 p.m. and the second and third meetings at a Main Campus location at 2:30 and 4:00 respectively. The agenda will be the same at both meetings and any motions or actions brought up and voted upon at one meeting will be raised and voted upon at the second meeting. The vote totals at both meetings will be combined and considered as one.

Section 2. Special meetings are to be called only when the matter is of vital importance and if it affects the majority of the membership of that branch or section.

Section 3. No official business shall be conducted unless a quorum of (50) members are present at a General Monthly Meeting or 10% must be present at a section or Branch meeting. The minimum number of members required to constitute a legal quorum will remain the same (50). That number will be arrived at by combining the attendance at the three general monthly meetings.

Section 4. All notices for section or Branch membership meetings shall list the business to be discussed. Action may only be taken on the matters, which are on the Agenda as posted on the Union bulletin board.

Section 5. It shall be the obligation of each member of the Local to attend all meetings called by the Local Union, or their section and Branch, if at all possible.

Section 6. The Local Union shall call unit or branch meetings at both the Julliard School and JTS/Museum at least twice per year.

ARTICLE VIII

Finances

Section 1. The Local Secretary-Treasurer shall report quarterly the actual income and expenditures of the Local Union to the Joint Executive Committee.

Section 2. The approval of the Executive Board shall be required before any member is taken off the job to work for the Union, except that in an emergency a member may be taken off the job with the oral approval (to be promptly confirmed in writing) of the President or Secretary-Treasurer and shall be paid for time worked by the Union.

Section 2A. Prior approval of the Executive Board is necessary before any member is reimbursed for work for the union other than lost time.

Section 3. The Local Union shall not be responsible and no reimbursement shall be made for any expense incurred in the name of the Local Union or of any Branch or Section thereof, without the approval of the President or Secretary-Treasurer.

Section 4. An initiation fee of \$100.00 will be required of each applicant for membership into the Local Union.

Section 5. Union dues for each month will be deducted on a check-off from each member wherever possible.

Section 6. Where a member earns wages in any amount in a calendar month the member will be required to pay their dues for that month.

Section 7. A member shall not be considered to be in good standing during any periods for which he holds an honorary withdrawal card.

Section 8. All retroactive union dues owed to local union shall be paid on the second pay period as agreed upon in retroactive union dues letter.

Section 9. The local should operate with a positive net cash balance. In the event that the local finds it necessary to operate with a negative cash balance, the following procedure shall be followed: the International Secretary-Treasurer should be notified of the locals' financial condition and permission must be sought by members of Local Executive Board before further monies can be spent.

Section 10. In the event that a financial report is not presented to the Joint Executive Committee and the Membership by the Local Secretary-Treasurer for a period of over (4) months, no officer will be authorized to sign any checks until a complete and updated financial report has been presented tot the membership.

A financial report form shall be approved by the Joint Executive Committee.

ARTICLE IX

Local Election

Section 1. During the month of November in each three-year period, the Local Union shall elect a President, a Vice-President, a Financial Secretary-Treasurer, a Recording-Secretary and three (3) Executive Board members. Notices of the nomination shall be posted at September meeting preceding the November meeting. Notice of the nomination meeting shall be posted on all official union bulletin boards.

Section 2. All rules and regulations which govern the Local elections shall comply with our International Constitution, Local by-laws, State and Federal Laws, and voting will be by a supervised secret ballot. Ballot boxes shall be provided at the election of officers at the regular November meeting. A secret ballot shall be provided each member eligible to vote. Each member must identify himself or herself and present his or her ID cards.

Section 3. The Local Executive Board shall approve the appointment of five members to act as the Election Committee during the month of September. No member who is nominee for Union office may be on the Election Committee.

Section 4. The Election Committee shall promptly meet and draw up proposed rules to govern nominations and elections and shall report back to the Local Executive Board for adoption or amendment of said rules. In addition, the Election Committee shall rule and report on the eligibility of nominees and issue written findings on all complaints or protests concerning the elections. The Election Committee shall issue a written and signed certification of the results of the election to the Local Recording-Secretary and to the International Secretary-Treasurer upon completion of the election process.

Section 5. If the Election Committee should find, or receive any complaints of any irregularities in the election procedure, or the ineligibility of a nominee to hold office, all evidence should be brought before the Local Executive Board immediately for action.

Section 6. All members, who are elected to Local office, or as Executive Board members, will take office on January 1st following the November election.

ARTICLE X

Election Rules

Section 1. To be eligible for nomination to any Local or Section office a member must have been in continuous good standing with his Local Union during the twelve (12) consecutive months prior to the nomination meeting.

Section 2. A member otherwise in good standing must have attended at least fifty-percent (50%) of the monthly membership meetings, (excluding the July and August meeting) which have taken place during the twelve (12) month period immediately preceding the month in which the nominations are held, to qualify as a nominee for any elective or appointive position.

Section 3. In order to qualify, as a candidate for office in Local 241, a member must be employed by or maintain an employee status with one of the companies with which this Local Union has a collective bargaining agreement.

Section 4. Section shop stewards must continue to be employed by a Department within the section, as a condition of holding the stewardship.

Section 5. The failure of a member to attend a meeting because of the requirements of his/her job or any other adequate reason shall not affect his eligibility to run for, or to hold any elective or appointed position in the Union, provided that within thirty (30) days after such nonattendance

he files via registered mail a written statement with the Local Recording-Secretary of the reasons, he shall, for the purposes of this section be deemed to have attended such meeting. Should the Local Executive board challenge the stated reason, it shall afford the member a hearing at which the burden shall be on the member to establish to the satisfaction of the Board, the truth and adequacy of his or her stated reasons.

Rank and file members must sign an attendance sheet at all meetings in order to get credit for meeting.

ARTICLE XI

Section Shop Stewards Election

Section 1. Section shop stewards nominations and elections will be held every three (3) years in the month of January, to fill shop stewards positions authorized by the President with the approval of the Local Executive Board.

Section 2. A notice will be posted on the Union bulletin boards for no less that seven (7) days for the purpose of advertising the time and place of the nomination and the election for shop steward of the section. If only one member signs the nomination sheet, such a member shall be considered as he or she were elected shop steward for the Section.

Section 3. The newly elected shop steward will take office immediately after the election and serve for a term of three (3) years.

ARTICLE XII

Duties of Section Shop Stewards

Section 1. All section shop stewards will adhere to and carry out the instructions, directions, and decisions of the Local Executive Board, Local Executive Committee and President of the Local.

Section 2. All section shop stewards will enforce and police the provisions of the collective bargaining agreement, Local 241 by-laws, International Constitution and the section working conditions.

Section 3. The section shop stewards will handle all 1st step grievances of their section, and if the section shop steward is unable to resolve a grievance, he or she will turn the grievance over to a member of the Grievance Committee. The unresolved grievance must be in writing and signed.

Section 4. All section shop stewards who fail to attend either the Joint Council meeting or the General Membership meeting during any given month without a valid excuse will forfeit their shop steward pay for that month. In addition, if they miss the following month's Joint Council meeting and General Membership meeting without a valid excuse their position shall be declared vacant and a new shop steward election will be held to fill that position. The recording secretary will notify the shop steward in writing of such action.

If said shop steward desires to retain his/her position, he/she must within 15 days of receiving notice submit to the recording secretary a written explanation as to why he/she

has missed the above-mentioned meetings. The Executive Board will conduct a hearing at the next Joint Council meeting to determine whether the steward will be retained as section shop steward.

ARTICLE XIII

Committees

Section 1. The Grievance Committee shall be comprised of the elected officers, and shall be their duty to confer with the management on problems which cannot be settled by the shop steward or chief-shop stewards.

Section 2. Chief-Shop Steward Committee shall be comprised of seven (7) Chief-Shop Stewards: Security Department, Mechanical Department, Service Department, Residence Halls, HSD, Julliard and J.T.S., and shall be their duty to confer with management on problems which cannot be settled by the shop steward up to second-step grievances.

Section 3. Chief-Shop Steward Committee shall be appointed by the President with the approval of the Local Executive Board.

ARTICLE XIV

Women's Committee

The Women's Committee shall be appointed by the president with the approval of the Executive Board, and will consist of five (5) members. The committee shall be open to all members of the Local union and shall see to it that issues of concern to women are addressed seriously by the local leadership.

ARTICLE XV

Welfare Committee

The Welfare Committee shall be comprised of the Chief-Shop Steward and shop stewards of particular sections.

Section 1. Duties: 1. Represent Union during funeral arrangements, and securing benefits from the Company.

2. To coordinate visits of hospitalized members and report the overall welfare of the members to the Joint Executive Committee.

ARTICLE XVI

General Provisions

Section 1. No member shall hold more than one salaried office in the Local.

Section 2. No member of the Joint Executive Committee shall be permitted to attend meetings by proxy.

Section 3. All meetings shall be conducted under then Roberts Rule of Order.

Section 4. It shall be the duty of the Secretary of the Local Union to notify, in writing, each member of any money due and owing to the Local Union on account of the non-payment of initiation fees, dues, fines, or otherwise. In the event that a member owing such an obligation fails to fulfill such obligation within 30 days after notification thereof, such member shall be declared in bad standing and shall not be entitled to any of the benefits provided by the by-laws of the Local Union, including death benefits, and such members shall not be restored to good standing until

all monies owed are paid to the Local Treasurer. The Secretary of the Local Union shall include, in the notice of monies owed to the Local Union as provided above, notice that such member will be declared in bad standing and will not be entitled to the Local Union benefits upon default of payment within 30 days.

Section 5. Security and Maintenance Department at Columbia University shall vote separately to ratify their respective collective bargaining agreements.

ARTICLE XVII

Wages

Section 1. The basic wage scale for Local Officers & Shop Stewards shall be as follows:

Local President	\$582.87
Vice President	\$291.38
Secretary-Treasurer	\$339.88
Recording Secretary	\$291.38
Local Executive Board	\$140.18
Sgt. At Arms	\$90.86
Chief-Shop Steward	\$90.86
Shop Steward	\$71.81

Section 2. The salaries shall be increased by the same wage percentage increase as negotiated for the membership.

Section 3. The President shall receive the sum of \$100.00 per month added to his check each month as expense reimbursement.

Section 4. Committeemen shall be reimbursed for actual authorized expenses incurred by them in carrying out their duties, subject to proof and verification of such expenses, by Local President or Secretary-Treasurer.

ARTICLE XVIII

Local Union Retirement and Insurance Benefits

The basic retirement benefit from the Local Union shall be based upon continuous good standing membership and service according to the following formula:

Section 1. \$25.00 for every year of service with a cap of \$500.00

Section 2. Life Insurance: The Local Union shall provide to all members in good standing a \$2,500.00 death benefit. The Local shall maintain a Death Benefit fund with a minimum balance of \$10,000.00 and a maximum of \$15,000.00.

ARTICLE XIX

Discipline

Section 1. The discipline of the members of the Local shall be set forth in the International Constitution, Article

XIX, Discipline.

Section 2. Trial of Members: Trial of members of the Local shall be set forth in the International Constitution, Article XX, Trial of Members.

Section 3. Suspension of Local Officers: Shall be set forth in the International Constitution, Article XXI, Suspension of Local.

Section 4. Removal of Local Officers: Shall be set forth in the International Constitution, Article XXII.

Section 5. Appeals: A member disciplined or removed pursuant to the provisions of these articles, shall have the right of an appeal under Article XXIII, Appeals.

ARTICLE XX

By-Law Amendments

Section 1. No part of these by-laws shall be repealed, annulled, suspended, altered, or amended except on a proposition to amend the by-laws submitted in writing at a regular meeting when it shall be read and entered in the minutes. At the next regular meeting, the members having been duly notified, they may be adopted, provided that the majority of the members present vote in favor of such a proposition.

Section 2. Should any part of the Local by-laws conflict with the International Constitution, the International Constitution shall govern.

Section 3. Amendments to these by-laws shall be effective only after approval by the International Administrative Committee of the Transport Workers Union of America.

**TRANSPORT WORKERS UNION
OF AMERICA, AFL-CIO**

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University Division

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