

BY-LAWS
for
TRANSPORT WORKERS UNION
of
AMERICA,
AFL-CIO,
LOCAL 504

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ARTICLE I

Name:

This organization shall be known as **TRANSPORT WORKERS UNION of AMERICA, AFL-CIO, LOCAL 504** and hereafter may be referred to as **LOCAL 504**.

This local shall be affiliated with such central bodies and councils as may be deemed in the interest of advancing the welfare of the members of the Local, in accordance with the International Constitution.

ARTICLE II

Membership:

- (A) In order to be a member of this local that member must pay membership dues. Employees of any company in a Right to Work State who are represented by this Local, as required by law, but are not paying membership dues are not members and therefore are not entitled to any membership benefits such as, but not limited to, voting on union issues such as, but not limited to, Collective Bargaining Agreements. Non-members may not vote in Officer, Executive Board, Delegates, Base Rep, Section officers and Steward elections. Non-members are not entitled to hold office of any type within the Local. Members in the service of any company under a TWU contract within the jurisdiction of Local 504 shall pay the monthly dues as prescribed by their CBA and/or the International Constitution, starting from the date of employment which shall be in accordance with all rules and regulations of the International Constitution.
- (B) Subject to the provisions of the International Constitution and these By-Laws, and to all delegations of authority and assignments of responsibility to the Local officers and to the Local Executive Board, as provided in the International Constitution and these By-Laws, the supreme authority in the Local shall be the membership of the Local Union, acting through either duly called regular meetings of the Local Union or through duly called regular meetings of the respective sections meeting separately as provided in Article III of these By-Laws. Except as to the authority and assignments of responsibility to the Local officers and Executive Board, as provided in these By-Laws and the International Constitution, any action, decision or rule made by the Local Executive Board may be reversed or amended by the vote of the majority of the members voting either at a meeting of the Local Union or through their respective Section Meetings.

ARTICLE III

Membership Meetings:

- (A) When reasonably possible, regular monthly meetings shall be held as scheduled by the President and the Executive Board upon due notice. Meetings may be in person or may be virtual, i.e. Zoom or other virtual format/s, as the logistics of the group or Section may require.
- (B) Special meetings may be called by the President and the Executive Board whenever deemed necessary as described in the International Constitution.
- (C) A notice showing time, date and place of each regular or special meeting shall be placed on the bulletin boards in the shops at least three (3) working days before such meetings except in extreme emergencies at which time a meeting may be called immediately. Notice of special meetings shall state the reason for such meeting and other business shall not be in order.
- (D) When the meeting is in person, the President shall appoint a Sergeant-at-Arms at each session of a Local meeting. This rule shall be strictly adhered to at all meetings.
- (E) At in person meetings, the Sergeant-at-Arms shall examine the credentials of all members and visitors attending the meeting and shall have them sign the attendance book for the respective session.
- (F) For in person meetings the official register shall constitute the sole proof of attendance at Local or Section meetings. The official attendance record book shall have non-removable pages. The signature of the Sergeant-at-Arms shall appear as the last entry for each session. Virtual meetings shall be recorded, and the recording shall be preserved as the official record of that meeting for content and attendance.

ARTICLE IV

Local Officers:

- A. The elected officers of the Local shall be:
 - President
 - Executive Vice President
 - Vice President
 - Financial Secretary-Treasurer
- B. Officers are required to attend Membership and Section meetings that are applicable to said officers.
- C. Duties of officers shall be outlined in Article XVI of the International Constitution or other applicable provision.

- D. The remaining number of Local Executive Board positions shall be allocated in accordance with the TWU International Constitution and Article V of these bylaws.

Section Officers/Base Reps:

- A. As a Service Local with the complexities of multiple crafts and numerous Companies covered by multiple Collective Bargaining Agreements under the various Labor Acts, as such this Local uses Base Representatives (Base Reps) for the various stations. Base Reps are outlined in paragraph B of this section. Should the Local, at the direction of the Executive Board and in accordance with the International Constitution, decide to create a Section or Sections, the officers will be as described in paragraph C of this section.
- B. Base Reps:
Base Reps are utilized at the stations as the Lead Shop Steward at each base and the Shop Stewards report to the base rep for whom they are assigned. Large bases may have more than one base rep. Base reps report to the Executive Board Member or Local Officer to whom they are assigned.
- C. The elected officers of the Section, if established, shall be:
Chairman
Vice Chairman
Recording Secretary
- D. Section Officers and Base Reps are subject to the same election rules outlined in these By-Laws as the Officers and Board members and shall have the same term of office.

ARTICLE V

Executive Board and Executive Committee:

- A. The Executive Board shall consist of the elected Local officers and such Executive Board Members at large as the International Constitution provides.
- B. The foregoing apportionment of the Executive Board members at large is designed to comply with the requirements of the International Constitution, and the By-Law's allocation of Local Executive Board members are to ensure reasonable and proportionate representation. In the event of a substantial change in the makeup of the Local Union which would make the foregoing allocation inequitable, the Local Executive Board shall have the power to make such different allocation as is designed to meet the constitutional requirement of reasonable proportionate representation. Any such Executive Board allocation shall be made not later than the first Monday in

- October in order to be effective at the next succeeding election. Within three (3) days after the Local Executive Board makes such allocation, a copy of the new allocation bearing the date of the Executive Board meeting shall be posted on all Local Union bulletin boards and a copy mailed to each Base Rep and Section Officer in the Local. Executive Board allocation may be challenged providing that at least twenty-five (25) good standing members of the Local sign the written challenge and deliver it to the International President within twenty-one (21) days of the date of the challenged allocation. The challenge shall set forth in detail the nature of the alleged disproportionate representation and shall also be required to set forth in detail the allocation which the challengers consider to be more equitable. The International Administrative Committee shall review the challenged allocation and shall have the power to either approve the allocation, as made by the Local Executive board, or to make changes in the allocation as, in its judgement, will achieve the constitutional goal of reasonable proportionate representation. In the event that the International Administrative Committee changes the Local Executive Board allocation, a copy of the allocation as made by the International Administrative Committee shall be posted on all Union bulletin boards within five (5) days of its receipt by the Local Union and a copy shall be mailed by the Local Union to each Base Rep and Section Officer.
- C. The Executive Board shall transact all business of the Local when the membership is not in session, faithfully execute the orders of the membership, adopt measures in the interest of the Local and recommend to the Local such actions as it may deem necessary. It shall also receive and make recommendations regarding reports by committees and officers.
 - D. The Executive Board, when reasonably possible, shall meet once a month but not less than quarterly at the call of the President. A majority of the members of the Board shall constitute a quorum. Virtual meetings are considered an acceptable format to hold such meetings.
 - E. The Local Executive Committee shall consist of the Local Officers, and Executive Board Members and the Section Chairmen. The Local Executive Committee shall carry out such duties as may be assigned to it by the President and the Executive Board.

ARTICLE VI

SHOP STEWARDS:

- A. Each Executive Board member and Chairman of an established Section shall be the Chief Shop Steward in their assigned areas or Section. Base Reps report to the Chief Steward and shop stewards report to the Base Rep.
- B. Shop Stewards shall be elected by members of each department, section or base as may be designated from time to time by the Chairman of each Section or Base Rep

within their base and shall remain a Shop Steward until he or she leaves such department, section or base or until the next general election of Base Reps or Shop Stewards.

- C. A general election of stewards shall be held once every three (3) years at the same time all other officers, board members, chairmen, and base reps are elected.
- D. The President shall have the authority to remove a shop steward provided, however, that the steward shall be given the opportunity to appear and explain his/her conduct at the next Executive Board meeting.
- E. Shop Steward's meetings may be called by the Base Rep, Chairman, and/or the Local President at such time as it may be necessary to further the cause of good trade Unionism.
- F. Base Reps or Shop Stewards who fail to attend training classes to which they may be assigned from time to time or who fail to attend three (3) consecutive Steward's meetings or five (5) Steward's meetings in one calendar year shall be relieved of their duties in the Union.
- G. Base Reps and Shop Stewards shall keep their respective members advised of the actions of the Union, shall attend all Steward's meetings and shall assist Executive Board members in enforcement of the contract and of the Constitution and By-Laws of the Union, as well as in such other duties as shall be assigned to them from time to time.
- H. Base Reps and Shop Stewards expenses incurred at the direction of the Executive Board shall be reimbursed by the Union.

ARTICLE VII

ELECTIONS:

- A. Elections of Local and Section Officers and Local Executive Board members shall be held every three years commencing with 1993 during the month of February at a time and place designated by the Election Committee.
- B. Nominations of Local Officers shall be made to the American Arbitration Association (AAA) in January of the election year.
- C. The Board of Elections shall be elected at a special Local Executive Board meeting to be held in the month of December preceding the election year. The Executive Board will elect an Election Committee.
- D. The Board of Elections shall adopt, subject to the approval of the Executive Board, appropriate rules, forms and secret mail ballots and/or voting machines for the purpose of conducting elections in accordance with the Constitution and accepted trade union practice. Elections for the Local shall be conducted by the American Arbitration Association, (AAA) unless the Executive Board deems otherwise.

- E. No member shall be eligible to be a candidate for more than one (1) elective office except that a member may be a candidate for Section Chairman and for Executive Board member at large.
- F. A member to be eligible for nomination and election to any office shall, in addition to all other requirements of the Constitution and these By-Laws, have attended at least fifty (50%) percent of the meetings of the Local Union and/or his/her section thereof since the last general election.
- G. All officer vacancies in the Local including Section Officers and Base Reps, except in the Local Presidency, shall be filled by the President with approval of the Executive Board.
- H. The Executive Vice President shall succeed to the office of President in the event of a vacancy during the term of the President. He shall also act as President in the event of the latter's extended absence.

ARTICLE VIII

Committees:

- A. Upon installation into office, the President may appoint the following approved standing committees as he deems necessary:
 - Committee on Membership
 - Committee on By-Laws
 - Committee on Education
 - Committee on Veterans
 - Committee on Welfare
 - Committee on Political Action
- B. Committees shall carry on such activities as may be required by their respective functions under the supervision of the President and the Executive Board.
- C. A committee may not incur liability or indebtedness on behalf of the Local Union without authority from the Local Executive Board.

ARTICLE IX

Grievances:

- A. Any member who has a grievance with respect to their job, or who wishes to exercise their right under the contract or who wishes to confer with management, shall submit their complaint or request either verbally or in writing to the Steward, Base Rep, or Section Chairman and/or Executive Board member or Local Officer.
- B. The Local shall be responsible for the effective processing of grievances.
- C. The Local Screening Committee, composed of the President, one officer, the respective Base Rep, or Chairman, shall have the authority to withdraw any grievance

it considers invalid or detrimental to the Local or the collective bargaining agreement in accordance with Article XXIV of the Constitution.

ARTICLE X

Local Budget:

- A. The Executive Board shall, at the following installation or at such other meetings as may be deemed necessary, adopt a budget for the term of office of said Executive Board, and the respective officers shall be guided by such budget in conducting its affairs of the Local Union.
- B. The following expenditures shall be deemed routine items payable by check properly signed by the President and any other authorized signature/s of the Local Union in accordance with the provisions of these By-Laws, without prior approval of the Executive Board or membership: per capita taxes to the International Union, insurance payments covering fulltime officers and office personnel, salaries and expenses for officers and Executive Board members and salaries of office employees in such amounts as have been established by the Executive Board. Also included are refunds of dues or initiations, office rent and electricity including meeting hall rents and related expenses, telephone and telegraph, postage and mailing, stationary, office supplies and printing, purchase of office equipment, auditing service payments to Certified Public Accountants, arbitrations and fees and legal fees, flowers and/or religious articles, union publications, payment for insurance for employees of the union in such amounts as have been satisfied by the Executive Board.
- C. Other Items: In addition to the foregoing provisions for salaries and expenses, the Executive Board shall have the power to approve and provide for the payment of all other expenses which, in its judgement, form a necessary and proper part in the operation of this Local Union including provision and payment for charitable contributions to other organizations in the field of labor or related fields, and to and for such other uses and purposes as may, in the judgement of the Executive Board, be deemed appropriate to further implement the objectives and purposes for which this Local Union has been formed.

ARTICLE XI

TWU Constitutional Convention:

- A. In addition to the President being an ex-officio delegate to the Constitutional Convention as described in Article XVI of the Constitution, all Local Officers will be ex-officio delegates.

- B. If additional delegates are called for, the members of the Executive Board shall also be ex-officio delegates in order of votes received (highest to lowest).
- C. If the Executive Board deems additional or alternate delegates to the convention are necessary, in addition to above in (A) and/or (B), those delegates shall be elected by secret ballot vote of the membership.

ARTICLE XII

Amendments to By-Laws:

- A. In the future, these By-Laws may be altered, amended, or replaced, by a vote of the membership. Prior to such vote, the membership must be given an opportunity to discuss such changes at a special called virtual meeting where the only order of business shall be for the purpose of discussing changes to the By-Laws. Virtual meeting is defined as using a service such as, but not limited to, Zoom or Microsoft Teams, etc.
- B. The Local Executive Board may deem it necessary, at any time, to up-date the By-Laws for the good of the membership.
- C. These By-Laws shall become effective upon the approval of the International Administration Committee and the Local membership and shall apply to all employees of the companies under the TWU contracts within the jurisdiction of Local 504 regardless of their date of employment.