

Air Transport Division
Transport Workers of America
AFL-CIO

Fort Gordon, Georgia
Augusta, Georgia
Fort Lee, Virginia



Local 527 BY-LAWS

BY-LAWS

TWU Local 527

ARTICLE I

Name

This organization shall be known as the Transport Workers Union of America, AFL-CIO, Local 527.

ARTICLE II

Purpose

The purpose of this organization shall be to unite all workers and to establish through collective bargaining adequate wage standards, shorter hours of work and improvements in the conditions of employment; to secure legislation safeguarding the economic security and social welfare of the workers in the industry, to protect and extend our democratic institutions and civil rights and liberties and this to perpetuate the cherished traditions of our democracy.

ARTICLE III

Membership

- (a) Any person seeking membership shall be required to file with the Secretary Treasurer of Local 527 an application for membership.
- (b) An applicant shall not be accepted for membership until payment in full of the initiation fee and until the application for membership has been approved by the local Executive Board.

(c) The initiation fee of Local 527 shall be approved by the Executive Board and in accordance with the International Constitution.

(d) All members of Local 527 are encouraged to actively support, attend and participate in the functions of their Local. New members shall take the membership pledge at the first regular membership meeting after the approval of their application for membership by the Local Executive Board.

(e) There shall be no discrimination in Local 527 because of sex, race, creed, color, or national origin.

(f) A member seeking office in Local 527 as Officer, Executive Board member, Shop Steward, or any other elective position shall be a member in good standing; meet all requirements that are set forth in these By-laws and the International Constitution.

(g) It shall be the responsibility of the member to promptly advise the union office of any change of address, in writing, otherwise, Local 527 cannot be held responsible if the member does not receive any mailed correspondence or ballots mailed out by the Local or International Union.

(h) Any member who shall have been found guilty, after charges and trial, pursuant to the procedures set forth in Article XX of the International Constitution may be declared ineligible to be a candidate for any elective or appointive position in the Local Union for a period not exceeding three (3) years.

(i) No person shall be eligible for membership in Local 527 who is a member, supporter of or an active participant in activities of the Communist Party or any Fascist, Totalitarian or other subversive organization which opposes the principles to which our Nation and our Union are dedicated.

ARTICLE IV

Branches

- (a) Branches, when requested, shall be in accordance with the International Constitution.
- (b) Branches, if required, may be established upon approval of the International Union of the members of two or more carriers, or companies as a branch of Local 527.

Sections

- (a) The Local Executive Board may establish as many Sections as it deems necessary. These Sections should be established on the basis of similarity of operation, work classification or departmental grouping.
- (b) The various sections of Local 527 shall be bound together through representation by the Local Executive Board.
- (c) The officers of the Sections shall be the Section Chairman (Chief Steward), Vice Section Chairperson and Recording Secretary.
- (d) All Section Chairpersons (Chief Steward) shall be part of the top grievance committee in their respective Sections.

ARTICLE V

Government

- (a) All authority of this organization shall be lodged in general membership and shall be exercised at membership meetings of the various branches and sections and/or through referenda and general elections as hereinafter provided, subject to the International Constitution.

ARTICLE VI

General Officers

(a) The general officers of Local 527 shall be the President, Executive Vice-President and Secretary/Treasurer.

Duties of Officers

(a) President

1. The President shall preside at all meetings of the Local Union and Local Executive Board.
2. The President shall sign all orders of the Secretary Treasurer authorized by the Local Executive Board and shall countersign all checks issued by the Secretary Treasurer against the accounts of the Local Union on authorization of the Local Executive Board.
3. The President shall be bonded in an amount determined by the Local Executive Board and the International Union, but not less than five thousand (\$5,000.00) dollars, and the premium of said bond to be paid out of the funds of the Local Union.
4. The President shall enforce the provisions of the International Constitution and the provisions of the Contracts and By-Laws.
5. The President shall appoint all Committees not otherwise provided for.
6. The President shall be part of all Negotiating Committees.
7. The President shall be responsible for the proper conduct of the affairs of the Local Union and the compliance by his/her fellow officers with their obligations under the International Constitution and the Local By-Laws.

8. The President shall be a delegate to all Conventions of the International Union and of all organizations to which the Local is affiliated.
9. The President shall have the power to hire or discharge officer personnel as approved by the Local Executive Board.
10. The President shall perform such other duties as the Local Union or the Local Executive Board may assign him/her, including full time responsibilities, if required, and except as to powers and duties specifically conferred on him/her by the Constitution, he/she shall adhere to all decisions and directions of and be subject to the Local Executive Board.
11. The President shall be Chairman of the Local's Committee on Political Education (COPE).
12. The President shall be paid on a lost time basis. In addition to any lost time, he/she shall be paid ten (10) hours pay per week in the highest classification covered by the Collective Bargaining Agreement of Local 527 at Ft. Gordon, GA.
13. When performing duties away from the Local office, the President shall be reimbursed for necessary expenses. Such expenses shall be subject to the approval of the Local Executive Board.

(b) Executive Vice President

1. The Executive Vice President shall assist the President in the discharge of his duties.
2. During the absence of the President, the Executive Vice President shall perform the duties of the President.
3. The Executive Vice President shall receive like compensation while serving in the President's absence.
4. In the event a vacancy occurs in the office of President, the Executive Vice President shall act as President for the unexpired term.

5. The Executive Vice President shall perform such other duties as are prescribed by the By-Laws or are assigned to him/her by the President or the Local Executive Board.

(c) Secretary Treasurer

1. The Secretary Treasurer shall receive all monies paid into the Local Union and give official receipts for all such monies, from a triplicate receipt book supplied by the International Union, in the manner prescribed by the International Constitution.

2. The Secretary Treasurer shall sign all checks on the treasury as authorized by the Executive Board.

3. The Secretary Treasurer shall have printed, signed detailed financial reports for the membership meetings each month.

4. The Secretary Treasurer or his designee shall keep regular books and records of the Local finances and shall submit same for inspection and audit to a Certified Public Accountant, the cost of such audit to be borne by the Local Union.

5. The Secretary Treasurer or his designee shall de-posit all monies received in the name and number of the Local Union in such bank or banks as the Local Executive Board may direct.

6. At least once a month, the Secretary Treasurer shall report in writing to the Executive Board, the monies received, the monies paid out and the balance remaining on deposit in the Local Union accounts.

7. The Secretary Treasurer shall deliver to his successor, all monies and other property of the Local Union.

8. The Secretary Treasurer shall be bonded in an amount determined by the Local Executive Board and the International Union.

9. The Secretary Treasurer shall deposit welfare fund contributions and receipts, voluntary COPE contributions and any other special funds in separate bank accounts and maintain separate records of them.

10. The Secretary Treasurer shall make no payments by cash, check or otherwise, unless such payment is supported by a voucher duly compiled pursuant to the rules and regulations established by the International Administrative Committee. Such vouchers shall be preserved by the Secretary Treasurer and his/her successor for at least five (5) years.

11. The Secretary Treasurer shall comply with and carry out each and every obligation imposed upon him/her by the International Constitution. The Secretary Treasurer shall perform such other duties as are prescribed by these By-Laws or as are assigned to the Secretary Treasurer by the Local Executive Board.

12. The Secretary Treasurer shall be the custodian of the Seal of the Local Union.

(d) Vice President(s)

1. The Vice President(s) shall assist the President in the discharge of his/her duties at the Branches of the Local Union.

2. The Vice President(s) shall perform such other duties as are prescribed by the By-Laws or are assigned to him/her by the President or the Local Executive Board.

(e) Recording Secretary(s)

1. The Local Recording Secretary shall document and keep a correct written record of the proceedings at Executive Board, and Branch Membership meetings.

2. The Local Recording Secretary shall furnish the International Secretary Treasurer and the ATD Director with the names and addresses of all Officers and members of the Local Union.

3. The Section Recording Secretary shall document and keep a correct written record of the proceedings at Shop Steward, Branch and Section Membership meetings.

4. The Recording Secretary(s) shall perform such other duties as are prescribed by the By-Laws or are assigned to him/her by the President, or the Local Executive Board.

ARTICLE VII

Executive Board

- (a) The Executive Board of Local 527 shall be composed of its Local Officers and Executive Board members in the number fixed pursuant to Article XIV, Section 8 of the International Constitution.
- (b) The Local Officers and Executive Board members shall be elected for a three (3) year term of office.
- (c) Executive Board members will be allocated so that all Sections will get equal representation.
- (d) Local Officers and Executive Board members shall be seated and take office as of the first day of following the election.
- (e) Any vacancies occurring on the Executive Board, with the exception of President, shall be filled by Presidential appointment with the approval of the Executive Board.
- (f) All decisions before the local Executive Board shall be decided by majority vote of those attending. Each Board member, including the President, shall have one (1) vote.
- (g) Executive Board members shall serve without financial compensation. Board members who are required to take time off from work to attend Executive Board meetings, shall be so compensated for actual time lost for regular shift assignment. All lost time must be approved in advance by the President and proper pay stubs presented with the properly filled in lost time form to the office before any time lost will be paid.
- (h) The Local Executive Board shall meet normally during the second Monday of each month. Executive Board meetings cannot be held without a quorum. A majority of the Board members shall be deemed a quorum.
- (i) Special meetings of the Executive Board shall be called by the President whenever he deems them necessary. The President shall call a meeting of the Board within fifteen (15) days of the

receipt by him/her of a written request for such meeting, signed by a majority of the Executive Board.

(j) Failure of any Local Officer or Executive Board member to attend three (3) consecutive regular board meetings during his term, without legitimate excuse, shall be deemed just cause for removal from office by the Executive Board.

(k) All decisions of the Executive Board meetings setting forth the vote count, shall be read at the following membership meeting.

Duties of the Executive Board

The duties of the Executive Board shall be as follows and in addition to those responsibilities set forth in the International Constitution.

(a) The Board shall carry out the policies set forth in the International Constitution, in addition to convention policies of the Union.

(b) The Board shall be subject to the authority of the general membership of Local 527, these By-Laws and the International Constitution.

(c) The Board shall transact all business of Local 527 and act on behalf of the membership.

(d) The Local Executive Board shall adopt all measures that are in the best interest of the Union and its membership and recommend such action to the Local as it may deem necessary.

(e) Upon the approval of the Local Executive Board, the President may hire such persons as are necessary to carry out the work of the Local. The salary shall be fixed by the Board. All personnel paid by the Local shall work under the direction of the President or his/her designee.

ARTICLE VIII

Section Officers/Shop Stewards

- (a) At the General election of Local Officers, each Section shall elect by secret ballot a Section Chairperson, Vice Section Chairperson and a Section Recording Secretary.
- (b) The Section Chairperson shall be the Sections Chief Shop Steward.
- (c) In the event the Executive Board does not establish sections, the Local shall elect a Chief Shop Steward at the General election of Local Officers.
- (d) There shall be one Shop Steward for each crew, shop or department and election will be held during the month of September. Shop Stewards may be elected every two (2) years and shall assume their duties following their elections.
- (e) Shop Stewards shall appoint committeepersons as befits the area of their responsibility. All Shop Stewards and/or his/her Committeeperson shall attend Shop Steward meetings and all other official meetings of the Local. During the absence of the Shop Steward, the Committeeperson shall assume the duties and responsibilities of Shop Steward.
- (f) The Shop Steward shall enforce the collective bargaining agreement within the Shop. He shall assist the Chief Steward (Section Chairperson) and carry out the policies of the Union. The Shop Steward shall keep the members of his/her Section/Shop informed as to pertinent Union business. Every effort shall be made by the Shop Steward to encourage attendance of his/her Shop at the Local monthly membership/section meetings.
- (g) Aside from the duties referred to above, the Shop Steward shall enforce these By-Laws and the International Constitution of the Union. The Shop Steward shall perform all other duties assigned him/her by the President, Executive Board, Section Chairperson (Chief Steward) and the membership.
- (h) Shop Steward's meeting shall be called once each month. Special meetings of the Stewards may be called by the President or Section Chairperson (Chief Steward) whenever he/she deems it necessary.

(i) Whenever a Section Chairperson vacancy exists it shall be filled by the Vice Section Chairperson. All other vacancies of Section Officers or, in the event there are no Sections, Chief Shop Steward, shall be filled by Presidential appointment.

(j) Whenever a Shop Steward vacancy exists it shall be filled by the Committeeperson until a new Shop Steward is elected. Such election shall be held within fifteen (15) days under the supervision of the Section Chairperson (Chief Steward) or his/her designated representative.

(k) Any Steward shall be suspended by the Section Chairperson upon receipt of a petition charging dereliction of duty, signed by a majority of the members of his/her crew. A special meeting of the crew shall then be called by the Section Chairperson or his/her representative with not less than fifteen (15) days, and not more than thirty (30) days, at which time he/she shall preside, hear the charges and give the suspended Steward an opportunity to present his/her defense. All crew members shall be notified of the meeting at least one (1) week in advance. Should a majority of the crew members at the meeting vote to recall the Steward, a new Steward shall then be immediately elected, unless otherwise extended by the Executive Board.

(1) All Shop Stewards shall attend educational classes, which shall be set up by the President or the International Union.

ARTICLE IX

Membership Meetings

(a) Local 527 shall hold membership meetings at least once monthly.

(b) In the event that branches or sections are established, joint meetings involving the membership of two (2) or more sections may be called by the Executive Board or the President, if such meeting is deemed necessary to consider a common problem and to take necessary action.

(c) Notices of membership meetings shall be carried in the Union publication or by a leaflet distribution and the notice or leaflet may include the most important points on the agenda in order.

(d) Special meetings may be called by the President whenever necessary. Except in cases of emergency, published notice shall be given at least twenty-four (24) hours prior to such meetings.

(e) Procedures at all meetings shall conform to "Roberts Rules of Order" when not covered by the Constitution or these By-Laws.

(f) Any issue or problem affecting individual Sections of the Local shall be voted on only by the respective section of the Local affected.

ARTICLE X

Attendance and Conduct of Meetings

The Chairman shall appoint at least one (1) Sergeant-at-Arms for each meeting, except the Executive Board meetings, to examine the credentials of all members and visitors attending the meeting and to maintain order and fulfill such other duties as may be delegated to him. The Sergeant-at-Arms shall be responsible for the signing of the attendance roster.

ARTICLE XI

Finances

(a) The Secretary Treasurer and the President shall sign all checks.

(b) Monthly financial reports shall be available at the Union Office for examination by any member in good standing during the regular office hours and in the presence of the Local President or his/her designee.

(c) The financial records of the Local shall be audited by CPA at least quarterly. The audit report shall be presented to the membership by the Secretary Treasurer or his/her authorized agent.

(d) Office employees of Local 527 who are designated as authorized agents to handle monies of Local 527, shall be bonded in an amount determined by the Local Executive Board or the International Union, but not less than one thousand dollars (\$1,000.00) the premium of said bond to be paid out of the Union funds.

(e) Any officer or member shall be compensated by the Union for actual time lost while on Union business, if such time is lost from scheduled working hours, provided the time is authorized by the President and upon presentation of the proper claim form. All lost time must be approved in advance. The President shall have the exclusive authority to release members from regular employment for the time necessary to take care of Union business.

ARTICLE XII

Payment of Dues

(a) A member shall pay his dues promptly and only members in good standing shall be eligible to nominate, vote or be elected to any office or stewardship. Members delinquent in dues without reasonable excuse shall have their names referred to the Secretary Treasurer or his/her duly authorized agency for appropriate action.

(b) A member leaving the jurisdiction of the Local Union must be in good standing in order to be eligible for an honorary withdrawal or transfer card.

(c) Those employed on or before the 20th of each month shall pay the current month's dues. Those employed after the 20th shall begin the following month. Members of all sections of Local 527 shall pay their dues in compliance with the Union Shop Agreement where applicable.

(d) It shall be the responsibility of all members not on dues check-off to submit their dues to the Local 527 office during normal office hours.

(e) Monthly dues shall be in accordance with the International Constitution.

ARTICLE XIII

Affiliations

This Local shall be affiliated with the Georgia State and City AFL-CIO Union councils and with such other central bodies as may in the future be deemed in the interests of advancing the welfare of the membership of the Local, subject to the approval of the Local Executive Board and International Union.

ARTICLE XIV

Conventions

- (a) Each member of the Executive Board shall, ex-officio be a delegate to any convention.
- (b) The number of votes to which the Local is entitled shall be divided equally among the delegates, except that the number necessary to avoid fractions of a vote shall be added to the allotment of the President.
- (c) In the event the delegate count is less than the number of Executive Board members, the order of priority shall be President, Executive Vice President, Secretary Treasurer and the Executive Board in order of votes received.

ARTICLE XV

Trial of Members

- (a) Trial of members shall be in accordance with the International Constitution as provided for under Article XX.
- (b) Recall and removal of Officers shall be in accordance with the International Constitution as provided for under Article XXI and Article XXII.
- (c) The membership of a Section shall have the right to recall any Section Officer from his/her respective Section in a manner similar to that prescribed by the International Constitution.
- (d) For purposes of procedures, Section Officers shall be defined as Officers for purposes of suspension, recall or removal, pursuant to Article XXI and Article XXII of the International Constitution.

ARTICLE XVI

Elections

- (a) The election of the Local Officers, Executive Board members and Section Officers shall take place every three (3) years.
- (b) Shop Stewards elections may take place every two (2) years and shall be every odd number years.
- (c) Nominations for Local Officers and Executive Board shall start during the month of _____.
- (d) Elections, under 'A' of this Article shall be by secret mail ballot and the election shall be conducted during the month of _____ . Aside from meeting all requirements of these By-

Laws and the International Constitution of the Union, the following provisions of the Landrum-Griffin Act shall be observed:

1. In any election required by this Section which is to be held by secret ballot, a reasonable opportunity shall be given for the nomination of candidates and every member in good standing shall be eligible to be a candidate and to hold office (subject to Section 504, the right to vote for or otherwise support the candidate or candidates of his/her choice, without being subjected to penalty, discipline or any improper interference or reprisal of any kind by such organization or any member thereof). Not less than fifteen (15) days prior to the election, notice thereof shall be mailed to each member at his last known home address. Each member in good standing shall be entitled to one vote. No member whose dues have been withheld by employer for payment to such organization pursuant to his voluntary authorization provided for in a collective bargaining agreement shall be declared ineligible to vote or be a candidate for office in such organization by reason of alleged delay or default in the payment of dues. The votes cast by members of each local labor organization shall be counted and the results published separately. The election officials designated in the Constitution and By-Laws or the Secretary, if no other official is designated, shall preserve for one year the ballots and all other records pertaining to the election. The election shall be conducted in accordance with the Constitution and By-Laws of such organization insofar as they are not inconsistent with the provisions of this title.

(e) The President, with the approval of the Local Executive Board, shall appoint at least four (4) months prior to the date for filing nominations an Election Committee of three members, none of whom may be a candidate for any office to be filled in the election. The Election Committee shall select one (1) of its members to be Chairperson.

(f) The Election Committee shall adopt the rules and regulations governing the election of the Local Officers, Executive Board members and Section Chairpersons. All rules and regulations must be approved by the Local Executive Board and must meet the requirements of the International Constitution and the Landrum-Griffin Act.

(g) All elections for Officers, Executive Board members and Section Officers shall be by secret mail out ballot as defined under the Landrum-Griffin Act.

(h) All protests pertaining to the election shall be processed to the Local Executive Board and then may be appealed to the International Union, if not satisfactorily resolved. Any protest to be considered must be made within seven (7) days and must be set forth in writing and properly signed by person or persons registering the complaint.

(i) All appeals to the International Union shall be in accordance with the procedure set forth in the International Constitution under Article XXIII.

ARTICLE XVII

Eligibility for Office

(a) No member shall be eligible for nomination or election to any office unless he/she shall have been in continuous good standing in this Local Union for a period of twelve (12) months immediately preceding nominations.

(b) To be eligible for office, a member must pay his/her dues promptly commencing with the month in which he/she is admitted and he/she shall continue to pay all dues, assessments, fines and other obligations when due, in order to be and remain a member in good standing. Membership dues are due and payable on the first working day in each calendar month. Any member who fails to pay his/her dues for a particular month on or before the fifteenth (15) day of each month shall be in bad standing.

(c) A member may run for only one (1) office in the same election.

ARTICLE XVIII

Committees

(a) Permanent committees may be set up within this local to perform specific functions. The Chairman of the various committees shall be appointed by the President with the approval of the Executive Board.

(b) There shall be at least three (3) members on each committee established by Local 527. In the event a committee is required to have additional members other than stipulated by this section, such additional members must be approved by the Local Executive Board.

(c) A Screening Committee composed of the Local Executive Board, which may include any officer or representative of the International Union, shall screen all grievances prior to being processed to arbitration. The recommendation of the Screening Board shall be binding unless reversed by the International Union.

(d) The President shall appoint all necessary committees not otherwise provided for in these By-Laws.

ARTICLE XIX

Amendments/Changes

(a) By-Laws may be amended or changed by the adoption of the proposed amendments or changes by the Local Executive Board and/or the membership and the subsequent approval by a majority of the membership voting on the amendment or change either at a general membership meeting, or in a referendum, as the Local Executive Board may determine, except only that any amendments or changes which increase the initiation fee or the dues shall require the approval of the majority of the members voting thereon by secret ballot.

(b) A proposed By-Laws amendment or change may be voted upon at a Local Executive Board meeting or at a general membership meeting, only where there has been at least seven (7) days advance notice of such vote to the members of the Local Executive Board or to the general membership, as the case maybe.

**Suggested
ORDER OF BUSINESS
for the guidance of
Local Unions**

1. Call to order by President.
2. Pledge of allegiance to the flag of the United States.
(For Local Unions in the United States).
3. Roll call of officers.
4. Reading of Minutes of previous meetings.
5. Report of Membership Committee.
6. Acceptance and obligation of new members.
7. Reading of communications.
8. Reading of bills or accounts by Secretary or Treasurer.
9. Executive Board report.
10. Treasurer's report on receipts and expenditures.
11. Report of committees.
12. Unfinished business.
13. New business.
14. Good and welfare.
15. Adjournment.

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3. To call for the division of the house on a vote.
4. To nominate a member for office.

Motions That Require A Two-Thirds Vote

1. To suspend the rules.
2. To sustain an objection to the consideration of a question.
3. To rescind (except as noted in the text).

**LIST OF MOTIONS
WITH PECULIAR
CHARACTERISTICS**

Things You May Do When Another Member Has The Floor

1. Rise to a point of order, point of information or question of privilege.
- 2 . Object to the consideration of a question.
- 3 . Move to reconsider.

Motions That Cannot Be Amended

1. To adjourn (if the motion is to adjourn at a particular time it can be amended).
2. To table or take from the table.
3. To reconsider.
4. To call for the "previous question".
5. To suspend the rules.
6. To object to the consideration of a question.
7. To postpone indefinitely.

Motions That Cannot Be Debated

1. To fix a time to adjourn or to adjourn.
- 2 . To object to the consideration of a question.
- 3 . To table or to take from the table.
- 4 . To call for the previous question.
- 5 . To limit or extend debate.
6. To appeal from the decision of chair (except for chairman and member appealing).
- 7 . To withdraw a motion.
- 8 . To suspend the rules.

Motions That Do Not Require A Second

- 1 . To object to the consideration of a question.
- 2 . To withdraw a motion.