

CONSTITUTION

LOCAL 1004

UNITED ELECTRICAL, RADIO AND MACHINE WORKERS OF AMERICA (UE)

PREAMBLE

We, the Electrical, Radio and Machine Workers, realize that the struggle to better our working and living conditions is in vain unless we are united to protect ourselves collectively against the organized forces of the employers.

Realizing that the old craft form of trade union organization is unable to defend effectively the interests and improve the conditions of wage earners, WE, THE ELECTRICAL, RADIO AND MACHINE WORKERS, form an organization which unites all workers in our industry on an industrial basis, and rank and file control, regardless of craft, age, sex, nationality, race, creed or political beliefs, and pursue at all times a policy of aggressive struggle to improve our conditions.

We pledge ourselves to labor unitedly for the principles herein set forth, to perpetuate our union and work concretely with other labor organizations to bring about a higher standard of living of the workers.

NAME

Section 1. This organization shall be known as United Electrical, Radio and Machine Workers of America (UE) Local 1004.

AFFILIATION

Section 2. Local 1004 shall be affiliated with the United Electrical, Radio and Machine Workers of America, National Union, and the Western Region, United Electrical, Radio and Machine Workers of America (UE).

OBJECT

Section 3. It shall be the object of this Local to protect, maintain and advance the interests of the workers; to organize the unorganized in conformity with its jurisdiction; and provide for the advancement of the interests of the workers.

ELIGIBILITY

Section 4. All persons coming under the jurisdiction of the UER & MWA are eligible to membership in this Local, regardless of age, skill, craft, sex, nationality, color, religious, or political beliefs or affiliation, sexual orientation, disability or immigration status.

OFFICERS AND EXECUTIVE BOARD

Section 5. The elected officers of this Local shall be a President, a Vice President, a Corresponding and Recording Secretary, and a Local Executive Board composed of the President, Vice President, Corresponding and Recording Secretary, Financial Secretary, up to three (3) Chief Stewards and one (1) Member At-Large for every two hundred fifty (250) members will be elected to the executive board. In addition to the foregoing officers there shall be three Trustees and a Sergeant-at-Arms.

DUTIES OF THE PRESIDENT

Section 6. The President of the Local shall:

- (a) Preside at all regular and special meetings of the Local and Local Executive Board.
- (b) Be a member of the Local Executive Board.
- (c) Preserve order and enforce the Constitution and By-Laws of the Union.
- (d) Be an ex-officio member of all committees, but shall have no vote at the meetings at which he presides, except in case of a tie.
- (e) Appoint, subject to the approval of the membership, all special committees, when an election of same is not called for.
- (f) Sign checks jointly with the Financial Secretary.
- (g) Give bond in the amount required by the national union.
- (h) Be at all times responsible to the Executive Board.
- (i) Be a member of the negotiating committee.
- (j) The term of office shall be for two (2) years.

DUTIES OF THE VICE PRESIDENT

Section 7. The vice President shall assist the President in the performance of all duties and act in the President's absence. The Vice President shall be a member of the Local Executive Board. The term of office shall be for two (2) years.

DUTIES OF THE CORRESPONDING AND RECORDING SECRETARY

Section 8. The Corresponding and Recording Secretary shall:

- (a) Keep all records of the meetings of Local Union and of the Local Executive Board.
- (b) Conduct all correspondence of the Local Union, and of the Local Executive Board unless otherwise directed by the Local Executive Board or as otherwise provided herein.
- (c) Be a member of the Local Executive Board.
- (d) Perform such other duties, with the approval of the Local Executive Board, as may be necessary to a proper and effective administration of the affairs of the Local.
- (e) The term of office shall be for two (2) years.

DUTIES OF THE FINANCIAL SECRETARY

Section 9. The Financial Secretary shall:

- (a) Receive, receipt, and account for all money paid to the Local.
- (b) Pay all bills authorized by the Local.
- (c) Furnish all supplies pertaining to the Local.

- (d) Give account of all receipts and expenditures.
- (e) Furnish a monthly Financial Report to the Local.
- (f) Furnish a monthly report on per capita to the Regional Council.
- (g) Furnish a monthly report on per capita to the National Union.
- (h) Sign checks and per capita reports jointly with the President.
- (i) Give bond in the amount required by the National Union.
- (j) Be a member of the Local Executive Board.
- (k) Perform such other duties with the approval of the Local Executive Board as may be necessary to the proper and effective administration of the Local.
- (l) The term of office shall be for two (2) years.

DUTIES OF THE CHIEF STEWARDS

Section 10. The Chief Stewards shall:

- (a) Assist, aid and instruct stewards in the proper handling of their duties.
- (b) Keep records of all complaints and grievances, verbal and written, and their outcome for future reference and presentation to the membership.
- (c) Recruit new stewards and conduct special and regular annual stewards elections.
- (d) Shall be members of the negotiating committee.
- (e) Shall be members of the Local Executive Board.
- (f) Shall chair the Stewards Council on a rotating basis, with each Chief Steward serving as chair for six to eight (6-8) months.
- (g) The term of officer shall be for two (2) years.

DUTIES OF THE TRUSTEES

Section 11. The Trustees shall:

- (a) Act as custodians and exercise supervision over all the property of the Local; keep an inventory thereof, and report same in writing at a Local meeting in every three month period.
- (b) Manage and safeguard all property of the Local.
- (c) Examine and audit all books and records of the financial secretary quarterly, and make quarterly reports at the regular meeting of the Local following the audit, and shall make such other audits and reports at the direction of the Local Executive Board or the Local Union.
- (d) Witness the quarterly official notification by the President and the Financial Secretary to the General Secretary-Treasurer of the National certifying that the Local's books and records have been audited. This notice shall state what the condition of the books and records are.
- (e) They shall not be members of the Local Executive Board.
- (f) The term of office shall be for two (2) years.

DUTIES OF THE LOCAL EXECUTIVE BOARD

Section 12.

- (a) All decisions of the Executive Board shall be by a majority vote of the members present.
- (b) Two thirds (2/3) members of the Executive Board shall constitute a quorum.

- (c) The Executive Board shall perform all duties necessary to the proper administration of the affairs of the Local Union consistent with the Local, Regional Council and National Constitutions.
- (d) The Executive Board, with the approval of the membership, may fix the compensation to be paid to any member, officer or other person employed by the Local Union, provided such compensation shall not exceed the maximum paid the workers in the industry.
- (e) The Executive Board shall act in cases of emergency which may arise between meetings of the Local.
- (f) The Executive Board shall determine the financial arrangements necessary to insure that the business of the Union functions in an orderly manner.
- (g) The Executive Board shall meet at least one (1) time per month and at such other times as the Executive Board or the President may determine.
- (h) The Executive Board may advise or control the course of action of any or all Local Officers and Committees, except as otherwise herein provided, subject to the approval of the membership.
- (i) The Executive Board shall use every possible means to organize the unorganized within the jurisdiction of the Local.
- (j) The Executive Board shall establish such committees as may be needed to promote the interests of the Union, subject to the approval of the membership.
- (k) The Executive Board may at any time require from any officer or committee a full and detailed statement of account of any action or business done in the name of the Local.
- (l) A vacancy in the Executive Board shall be filled by nomination and election at the next regular meeting of the Local Union upon at least 15 days written (by first class mail or publication in the UE News) notice to the membership.
- (m) The term of office shall be for two (2) years.

DUTIES OF THE SERGEANT-AT-ARMS

Section 13. Whenever a meeting is declared a closed meeting, the Sergeant-at-Arms shall examine all persons present at the meeting to ascertain if they are members in good standing of the United Electrical, Radio and Machine Workers of America, and shall not permit any person who is not in good standing to remain. Shall assist the Chairperson in preserving order. The term of office shall be for two (2) years.

NOMINATIONS AND ELECTION OF OFFICERS

Section 14.

- (a) In January, the membership shall set the date, time and place for nominations and elections. Nominations shall be held in March at least three weeks prior to the election date. Elections shall be held in April. At least fifteen (15) days prior to the date of nominations, the Recording Secretary shall notify the membership in writing (by first class mail or publication in the UE News) of the date, time and place for both nominations and elections.
- (b) The order of nominations shall be President, Vice President, Financial Secretary, Corresponding and Recording Secretary, Chief Stewards, Executive Board members at large; Trustees and Sergeant-at-Arms.
- (c) Only members in good standing shall be eligible for office.
- (d) No member may be a candidate for more than one office.

- (e) Nominees shall be informed by the Recording Secretary orally or in writing no later than seven (7) days following the meeting at which nominations were made for the office for which they have been nominated, and asked whether they accept or decline the nomination. If the nominee does not answer within seven (7) calendar days after notification, that person shall not be considered a candidate the nomination. If the nominee does not answer within seven (7) calendar days after notification, that person shall not be considered a candidate.
- (f) Not less than one week prior to the election date, the Recording Secretary shall post on the union bulletin boards in the workplace the names of all candidates, the offices for which they have been nominated, excluding those who declined or who have failed to answer as provided in Section 14(e) above, the date of the election, and the time and place that the polls will be open.
- (g) At the regular March meeting of the Local, an Election Committee of five (5) members shall be nominated from the floor and elected. No candidate shall be a member of the Election Committee. The Recording Secretary shall call the first meeting of the Election Committee within seven (7) days after the said meeting of the Local. At its first meeting, the Election Committee shall elect a Chairperson and Secretary by a majority vote of the Committee members present. Three (3) members of the Committee shall constitute a quorum.
- (h) The Election Committee shall conduct and supervise the Local election; determine, in accordance with the Constitution, the eligibility of the nominees and of the members voting; decide upon the place or places and the time when the voting shall be held; prepare and distribute sample and regular ballots; count the ballots case for each candidate; tabulate the number of persons who voted in the election, and the number of blank and mutilated ballots. All ballots shall be kept under seal for not less than one (1) year following the election. The names of the candidates for office shall appear on the ballot in alphabetical order of their last names. All expenditures incurred by the Committee shall be subject to the approval of the Executive Board.
- (i) The election of Local Officers shall be by secret ballot.
- (j) Only members in good standing shall be allowed to vote in elections.
- (k) The Chairperson of the Election Committee shall present at the regular local meeting immediately following the election a written report of the results of the election. The report shall state the total number of ballots cast, the number of void, blank and mutilated ballots, and the number of ballots cast for each candidate for the respective offices. After the report has been made, the membership shall, after approving the report, discharge the Election Committee from its duties.
- (l) Any challenge to the conduct or results of the election must be filed with the Recording Secretary within five (5) days after the official announcement of the election results. The Executive Board shall promptly investigate such a challenge and make recommendation for its disposition to the next regularly scheduled meeting or special meeting. The disputed office shall be filled in accordance with the decision of the membership, subject to the appeals procedure provided for in Section 21 of this Constitution.
- (m) The terms of the old officers shall expire at the membership meeting immediately following the election at which time their successors shall take office. All books, records, monies and all other properties of the Local shall be delivered to the newly elected officers when they assume office.

ELECTION OF DELEGATES

Section 15.

- (a) The election of delegates to the National Convention of the United Electrical, Radio and Machine Workers of America shall be by secret ballot upon at least 15 days written notice (by first class mail or publication in the UE News) to the membership.
- (b) Delegates to the Regional Council meetings shall be by secret ballot upon at least 15 days written notice by first class mail or publication in the UE News to the membership. (An LMRDA Federal Requirement).

VACANCIES IN OFFICE

Section 16. Vacancies in office shall be filled by nominations and elections at the next regular meeting of the Local after the vacancy occurs upon at least 15 days written notice (by first class mail or publication in the UE News) to the membership. Such election shall be by secret ballot.

MEMBERSHIP AND SPECIAL MEETINGS

Section 17.

- (a) Membership meetings of the Local Union shall be held quarterly to conduct the business of the Local.
- (b) Three (3) members shall constitute a quorum.
- (c) Special meetings may be called by the Executive Board of the Local or by petition of five (5) percent or more members for the transaction of any special or regular business. The notice shall state the business to be transacted at the meeting.
- (d) Notice of special meetings shall be given to the membership by the Recording Secretary at least 24 hours prior to the special meeting.

DUES, INITIATIONS AND REINSTATEMENTS

Section 18.

- (a) Bi-weekly member dues shall be based upon where an individual member’s base hourly wage rate falls in the following four-tier structure:

Base Hourly Rate	July 1, 2017	Mar 1, 2018	Mar 1, 2019	Mar 1, 2020
Up to \$16.50	\$17.00	\$17.50	\$17.75	\$18.00
\$16.51-\$23.00	\$21.00	\$21.50	\$21.75	\$22.00
\$23.01-\$28.99	\$25.25	\$25.75	\$26.50	\$27.00
\$29 & above	\$27.00	\$29.50	\$31.50	\$32.50

Per capita shall be paid to the National Union in accordance with the UE National Constitution, Article 18. Automatic increases in dues mandated by Article 18, Section D of the National Constitution shall go into effect on March 1 each year upon the expiration of this chart.

- (b) Per Diem Dues: If a per diem employee works less than five (5) days per month they will be exempt from paying dues for that month once they have properly notified the union. If a per diem employee works five (5) or more days per month they will pay the scheduled dues in their bracket as a full-time/part-time employee would.

- (c) Dues Hardship Program: If a per diem employee works less than five (5) days per month, they will qualify for the dues hardship program and be exempt from paying dues once steps to qualify for the program are followed. It shall be the responsibility of the employee to communicate their work schedule with the Local Union Financial Secretary by submitting documentation of days worked in the previous three months, either with copies of their pay stubs or copies of the shifts worked from employer timekeeping system. Once the information is verified, the Local Financial Secretary shall submit a hardship letter to the hospital and end dues deduction.

Information about the Dues Hardship Program shall be mailed annually to members. Newly hired employees will receive written notice of the program from the Local Union. Dues Hardship Program participants shall only be eligible for dues reimbursement if there is a delay in the hospital processing the cessation of dues collection, or for new per diem employees between the time dues were deducted and when they received written notice of the program.

The Local Union may request verification of qualification for the Dues Hardship Program on an annual basis. Employees participating in the Dues Hardship Program lose their rights of membership in the Union.

Any employees who may have qualified for this program prior to June 1, 2017, but failed to enroll may receive reimbursement of no more than three (3) months back dues.

- (d) Initiation fees shall be twenty-five (25) dollars of which five (5) dollars shall be forwarded to the National Office. New members shall be given copies of the Local Constitution.
- (e) Upon request, a withdrawal card shall be issued to a member who is no longer working within the jurisdiction of the UER & MWA provided such a member is in good standing at the time.

DUTIES AND PRIVILEGES OF MEMBERSHIP

Section 19. Each member at initiation shall pledge himself/herself to support the Constitution of UE Local 1004, the Regional Council and the National Union and to obey all lawful orders of the General Executive Board: in addition to such other obligations as may be required by the Local Union of which he or she becomes a member.

OFFENSES

Section 20. The Local shall have the right to discipline by suspension, or by expulsion any member of the Local who may be found guilty, after a hearing as hereinafter provided, of violation of the Constitution and By-Laws, or the general good and welfare, of the Local, the District Council, or the National Union.

TRIALS AND APPEALS

Section 21.

- (a) If a member of the Local commits an offense against the Constitution and By-Laws, or the good and welfare of the Local, District Council or National Union, they shall be given an impartial trial by the Local. The offense for which they are charged shall be presented in writing to the Local by a member of good standing in the United Electrical, Radio and Machine Workers of America. The Local Recording Secretary shall give a copy of such

- charges to the accused member.
- (b) A Trial Committee of five (5) members shall be elected by the members present at the next regular membership meeting of the Local following the submission of the charges. The Trial Committee shall record the testimony and make recommendations as to the disposition of the case to the next regular membership meeting of the Local which shall vote on the recommendations.
 - (c) The member preferring the charges and the accused shall have the right to appeal to the Regional Council, and then to the General Executive Board of the United Electrical, Radio and Machine Workers of America, and from that body to the ensuing National Convention. The respective decisions of the Local, the Regional Council and the General Executive Board shall be final until otherwise decided by the higher body.
 - (d) If a member of the Local commits the offense of engaging in raiding or secession activities, the following procedure shall be followed notwithstanding any other provisions of the National Constitution, or the Western Region, or this Local Constitution. They shall be given an impartial trial by their Local Union. Such charges must be presented in writing by the member making the charges to the Local of which the accused is a member. The member making the charges must be a UE member in good standing. A copy of said charges is to be given to the accused by the Local Recording Secretary. A decision on such charges shall be made by the Local not later than ten (10) days after receipt of the charges by the Local. Either the member preferring the charges or the accused shall have the right to appeal to the Regional Council, which Regional Council shall have the power to elect from its body a committee to investigate the facts and hold hearings as deemed necessary. A decision of the Regional Council or of the Regional Executive Board between meetings of the Region shall be rendered to appellant not later than seven days from the receipt of the appeal by the Western Region. Appeals can further be taken to the UE General Executive Board and from that body to the ensuing convention. The decision of any lower body shall be final until otherwise decided by a higher body. If a Local does not comply with the provisions of this Section, the General Executive Board shall have the power to assume jurisdiction on such charges of raiding or secession pending before any such Local.

DEFENSE FUND

Section 22. A monthly per capita of thirty (\$.30) cents from each month's dues shall be placed to the credit of the Local's Defense Fund. This fund shall be used by the Local for defense purpose only.

AMENDMENTS

Section 23.

- (a) Upon approval of the Executive Board or any member in good standing of the Local with the written endorsement of ten (10) percent members in good standing of the Local, may submit proposed amendments to this Constitution, which amendments shall be submitted in writing to the Local Executive Board.
- (b) The member submitting the amendment must state the Article and Section of the Constitution sought to be amended.
- (c) The Local Executive Board shall report the proposed amendment to the regular Local meeting within thirty (30) days after the proposed amendment has been received. The

Executive Board shall make its recommendations on the proposed amendment to the membership. At least seven (7) days prior to the meeting on voting of the proposed the Recording Secretary shall send to the membership copies of the proposed amendment. The proposed amendment shall become part of the Constitution by a majority vote in favor of the proposed amendment of the members present at the meeting, provided such amendment does not conflict with the Constitution of the District Council or National Union.

SAMPLE AGENDA

UE LOCAL 1004 MEMBERSHIP MEETING AGENDA

- (a) Call to Order
- (b) Roll Call of Officers
- (c) Reading of Minutes
- (d) Correspondence
- (e) Financial Report
- (f) Report and Recommendations from the Executive Board
- (g) Report of Committees
- (h) Report of Representative of the National Union
- (i) Unfinished Business
- (j) New Business
- (k) Good and Welfare
- (l) Adjournment

OBLIGATIONS OF MEMBERS

I do solemnly promise, on my most sacred word of honor, that to the best of my ability, I will: Bear true and faithful allegiance to the UE and will advance its programs and policies, and preserve, protect and defend its Constitution and By-Laws, and those of this Local No. 1004. I will conduct myself at all times in a manner that will bring credit upon this Union and that will contribute toward its success. I will never defraud nor misrepresent this Union or allow any other member to do so if in my power to prevent it.