

# **BY-LAWS LOCAL 563**

Bylaws approved March 20, 2000  
Amended Sept.19, 2001  
Amended Oct. 16, 2002  
**Amended April 28, 2005**

## **PREAMBLE**

The objectives of the Transport Workers Union Local 563 are namely: to develop and maintain a higher standard of skill, to promote the safest standards of work, to cultivate a feeling of pride and dignity among those in our craft, to elevate the moral, ethical, intellectual and social conditions of our members, their families and dependents in the freedom for which we strive. At no time shall we as members of this local violate another member who cannot defend himself/herself. Our unity in this local shall set the standard for all others to follow. We are a fraternity, a brotherhood, a singular unit which cannot be defeated if we stand united.

## TABLE OF CONTENTS

ARTICLE I	- NAME AND JURISDICTION . . . . .	5
ARTICLE II	- OFFICERS AND DUTIES . . . . .	6
ARTICLE III	- EXECUTIVE BOARD . . . . .	.7
ARTICLE IV	- COMMITTEES . . . . .	7
ARTICLE V	- SALARIES AND EXPENSES . . . . .	.8
ARTICLE VI	- DUES AND INITIATION FEES . . . . .	.8
ARTICLE VII	- MEETINGS . . . . .	.9
ARTICLE VIII	- SHOP STEWARDS . . . . .	.10
ARTICLE IX	- ELECTIONS . . . . .	...11-12
ARTICLE X	- GRIEVANCES . . . . .	...13
ARTICLE XI	- OBLIGATION OF MEMBERS . . . . .	.13
ARTICLE XII	- RATIFICATIONS AND AMENDMENT . . . . .	.14

**MEMBERSHIP PLEDGE  
OF THE  
TRANSPORT WORKERS UNION  
OF AMERICA, AFL-CIO**

(To be administered to new members upon their acceptance into the Transport Workers Union of America at a local meeting where their membership is approved.)

I solemnly pledge on my honor to abide by the Constitution of the Transport Workers Union of America and the rules and by-laws of Local 563, to discharge all my duties and obligations faithfully; not to make known any private business of this Union, and to conduct myself at all times as becomes a member of the Transport Workers Union of America.

## **BY-LAWS**

### **TRANSPORT WORKERS UNION OF AMERICA LOCAL 563 AFL-CIO**

#### **ARTICLE I**

##### **NAME AND JURISDICTION**

1. This organization shall be known as local 563, Transport Workers Union of America, AFL-CIO.
2. The jurisdiction of Local 563 shall include Chicago, Cincinnati, Indianapolis, Louisville, Columbus, Dayton, Omaha, Des Moines, Milwaukee and Minneapolis/St. Paul, and such other stations and or areas as may be assigned to Local 563 by the International Executive Council of the Transport Workers Union of America, AFLCIO.

**ARTICLE II**  
**OFFICERS AND DUTIES**

1. The elected officers of Local 563 shall be: President, Vice President, Secretary-Treasurer, Recording Secretary, and Executive Board Members as provided for in the TWU International Constitution and shall be designated as delegates to the International Convention, to the extent provided for by the TWU International Constitution.
2. **Duties of President:** The President shall preside at membership, executive board and any other special meetings of the Local. He/she shall attend president council, ATD meetings, negotiations, and conventions. He/she shall have all the duties and powers enumerated in article XVI of the International Constitution as well as such other duties assigned him/her by the Local Executive Board.
3. **Duties of Vice-President:** The Vice-President shall assist the President in the discharge of his/her duties in such manner and extent as the President shall determine. In the event that a vacancy occurs in the Office of President, the Local executive board shall designate the Vice-President to act as President for the unexpired term. He/she shall have all the duties and powers enumerated in article XVI of the International Constitution as well as such other duties assigned him/her by the Local Executive Board. The Vice-President shall keep a file of all third (3<sup>rd</sup>) step grievances and system board cases.
4. **Duties of Recording Secretary:** The Recording Secretary shall perform all duties set forth in article XVI of the International Constitution, as well as such other duties as are prescribed by the International Constitution or by the Local Executive Board.
5. **Duties of Secretary-Treasurer:** The Financial Secretary-Treasurer shall perform all duties set forth in article XVI of the International Constitution, as well as such other duties as are prescribed by the International Constitution or by the Local Executive Board.

## **ARTICLE III**

### **EXECUTIVE BOARD**

#### **1. THE LOCAL EXECUTIVE BOARD**

- (a) The Executive Board shall consist of all Local Officers as provided for in the International Constitution based on the total local membership at the time of the election. One Executive Board Member shall be elected from each of the two (2) work groups M Title 1, and Stores. Any additional Executive Board Member positions over and above these two (2) shall be open to all eligible members from all work groups.
- (b) Between general membership meetings, the Local Executive Board shall govern the Local as far as the International Constitution allows.
- (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 such actions to the Local as it may deem necessary. The Executive Board shall receive and make recommendations in regard to reports by standing and special committees and officers. The Executive Board shall exercise these powers entrusted to it as specifically expressed in the International Constitution.
- (d) Executive Board members shall carry out such other duties as may be assigned to them by the President, or Executive Board.
- (e) A majority of the members of the Executive Board shall constitute a quorum for the purpose of conducting business.

## **ARTICLE IV**

### **COMMITTEES**

1. The President of the Local from time to time shall appoint such special and temporary committee(s) or coordinator(s) as he/she may deem necessary to insure the smooth functioning of the Local provided that such committee(s) do not conflict with the functions of any standing committee.

## **ARTICLE V**

### **SALARIES AND EXPENSES**

1. The Executive Board shall set salaries and/or expenses for all officers, subject to the approval of the membership, at a regular meeting. Changes of salaries and/or expenses of officers shall be posted on the bulletin boards as part of the agenda and subject to membership approval.
2. No reimbursement shall be made for expenses incurred in the name of the Local union without the approval of the Local Executive Board.
3. The expenses of the representative(s) and/or member(s) on bona fied union business shall be reimbursed. Any disputed expenses will be reimbursed if found to be reasonable and proper by the Executive Board.
4. For the purpose of negotiations, the Local President and/or his/her designated representative(s) expenses will be as provided in article v, paragraph 3.
5. Stewards/Section Chairman will have their monthly dues returned, paid quarterly.
6. Chief Stewards, Section Chairman, EAP representatives may have additional salaries as determined by the Executive Board, subject to Membership approval.

## **ARTICLE VI**

### **DUES AND INITIATION FEES**

1. The initiation fee will be \$50.00 for new hires.
2. Dues will be in accordance with the International Constitution

## ARTICLE VII

### MEETINGS

1. There shall be at least one regular meeting of the general membership of Local 563 each month, except as otherwise provided for herein. All Executive Board members will be present at all meetings and special meetings unless excused by the Executive Board.
2. The Executive Board may postpone a regular membership meeting, if such change is for a valid reason.
3. The President may call special meetings of the membership when deemed necessary or when requested to do so by a majority of the Executive Board.
4. Special meetings may be called by any member upon presentation to the Recording Secretary, a petition calling for such meeting, listing the reasons for calling the meeting and signed by at least twenty (20) percent of the members in good standing. The meeting must be held within fifteen (15) business days following the submission of the petition.
5. Membership meetings and special meeting notices/agendas shall be posted on all union bulletin boards by the Recording Secretary of Local 563 (or such other person as may be designated by the President or Executive Board) at least seven (7) days prior to the date of the meeting.
6. Only members in good standing shall be permitted to attend meetings of Local 563. Guests may be permitted to attend if approved by a majority of the Executive Board, subject to Membership approval of those in attendance.
7. All members attending the regular membership meeting shall sign the official attendance book.
8. The supreme authority of this Local Union shall be the membership of Local 563.
9. At special meetings, no business shall be transacted other than that for which the meeting was called.
10. Any member who unreasonably interferes with the good order and dignity of any meeting of the Local shall be removed, at the direction of the Chair.
11. The Executive Board, with the input of the membership, shall determine the starting times for all meetings.
12. Membership meetings shall be governed by "Robert's Rules of Order."
13. Votes taken during membership meetings may be taken by secret ballot or by roll call vote as designated by the Executive Board.

## ARTICLE VIII

### SHOP STEWARDS

1. Stewards will be temporarily appointed by the Local Executive Board within the respective sections, shops or work units, upon approval of the membership at the next general membership meeting by secret tally.
2. Steward's appointments will be made yearly and during the first month of the year, or when a work area lacks representation. Steward appointments are for the work area not the individual member.
3. Chief Stewards shall be nominated and elected by the Union Stewards within the respective sections, shops or work units.
4. A Stewards' meeting shall be held at such times as called by the President or a majority of the Executive Board.
5. It shall be the duty of shop stewards at all times to keep in close contact with the chief steward or section chairperson, and to keep informed on events of interest to the general membership. It shall be the duty of all stewards to clarify and explain to members any matters pertaining to union affairs.
6. Stewards training sessions will, unless there are extenuating circumstances, be held once every year or at such times as may be called by the President.
7. Chief Stewards, Stewards and EAP Representatives who fail to attend two (2) consecutive steward training sessions, or who fail to attend at least fifty percent (50%) of the general membership meetings held within a twelve (12) month period, unless there are extenuating circumstances, will be relieved of their duties as an accredited representative.
8. Shop stewards may be suspended from office for dereliction of duty by the Executive Board, any steward suspended from a steward position may appeal such removal to the Executive Board, provided such appeal is made in writing to the Recording Secretary within ten (10) days, in which event the Executive Board will conduct a hearing within ten (10) days from the date of the appeal and the steward will be notified of the time and place of such hearing. After such hearing, the Executive Board shall decide the merits of such appeal, and render a decision to remove or retain such individual.
9. Shop stewards shall be responsible for handling grievances and complaints of members in accordance with these by-laws.

## ARTICLE IX

### ELECTIONS

1. In every third year the Local shall hold an election to fill the offices of the Local Officers and Executive Board members. On August 1<sup>st</sup> of that year, the Local Executive Board shall post a call for members to volunteer to serve on the Local Election Committee, and will appoint the Committee at the September membership meeting. The Election Committee shall consist of three (3) regular members and one designated alternate member, all of whom shall be in good standing with the Local, and not a candidate for any office to be filled in that election.
2. The Local Executive Board shall direct the Election Committee to conduct the election or use a recognized election process, for example; American Arbitration Association to perform the election and or supervise elections after a cost analyst has been completed in accordance with the following procedures:
  - (a) Nominations shall by petition.
  - (b) Nominations of local officers shall require a minimum of five percent (5%) of the signatures of members in good standing.
  - (c) To be eligible for nomination and election to any office, a member must be in good standing.
  - (d) The Recording Secretary and Secretary Treasure shall prepare a list of Members in good standing. This list shall be given to the Election Committee not later than November 1<sup>st</sup>. The AAA or the Election Committee shall have ballots prepared and mailed to all members in good standing no later than the tenth (10) of November and to be valid, must be postmarked not later than midnight December 4<sup>th</sup> and returned to the AAA or the post office box secured by the election committee. The ballots shall be removed from the post office box by the Election Committee on December 5<sup>th</sup> and shall start the count that day and the results attested to and announced in actual count of all candidates. If any of the above dates fall on a Saturday or Sunday, the next business day shall be the appropriate day as the deadline required by this provision.
  - (e) All Ballots shall be preserved by the Secretary-Treasure for a period of one year.
  - (f) New Officers shall assume office on the first business day of January.
  - (g) To the effect that the Election Committee shall receive the results of the election from the AAA and shall report them to the Executive Board and Membership.

3. All disputes arising out of the nominations and elections shall be reported to the election committee. The election committee shall make a full and complete report on the nominations and elections; shall certify the results of the elections; shall set forth a digest of each appeal made to the election committee and the disposition thereof; and shall report any violation of the rules and regulations governing the nominations and elections to a meeting of the Local Executive Board to be held no more than ten (10) days after the date of the election.

(a) An appeal from the certification by the election committee of the results of the election may be made only to the committee on appeals of the International Executive Council. The decision of the election committee, in such case, shall become and remain effective, unless and until the decision is amended or reversed on appeal.

(b) The Local Executive Board shall take such appropriate action as it deems proper, upon any violation of the rules and regulations governing the nominations and elections reported by the election committee, or otherwise made known to the Executive Board. The local executive board may, after a proper hearing upon reasonable notice to the member, impose an appropriate penalty upon any member for a violation of the said rules and regulations.

#### 4. RECALL OF AN OFFICER:

(a) A petition signed by a minimum of thirty (30%) percent of the members in good standing is required to request removal of an executive board member or officer. A secret mailed ballot vote of the general membership shall be taken to remove or retain the individual. The vote will require fifty (50%) percent plus one (1) of the returned ballots to remove the individual from office.

#### 5. VACANCIES IN OFFICE

(a) The Executive Board shall appoint a successor pro tem to fill a vacancy in office until notification and election procedures described in article IX, can be fulfilled, unless such vacancies occur within twelve (12) months of the next general elections, in which case, the executive board will appoint a successor to fill the unexpired term. This process shall begin as soon as the vacancy occurs.

**ARTICLE X**  
**GRIEVANCES**

1. The grievance shall first be handled by the shop steward who shall attempt to solve it at its source. Shop stewards are responsible for researching and gathering of all pertinent information with regards to the grievance.
2. The grievance and all supporting documents will then be turned over to the Vice President or such person designated by the executive board. Who will handle the grievance to its conclusion?
3. All grievances will be screened by the executive board to determine the merits of each prior to being heard by the appropriate system board of adjustment. The final disposition of all grievances will be communicated to the grievant in a timely manner.
4. A written record of all third step grievances shall be kept by the Vice-President.

**ARTICLE XI**  
**OBLIGATION OF MEMBERS**

1. No members shall by-pass the grievance machinery provided in Article X of these by-laws to handle his/her or another employee's grievance.
2. No member shall perform his/her duties on the job in such a manner as to place an unfair burden on his fellow workers or violate union principles also not to bring discredit to his union.
3. No member shall make known the internal affairs of the union to non members.
4. No member shall make a collection in the name of the union regardless of its purpose, without the prior approval of the Local Executive Board.

## ARTICLE XII

### RATIFICATION AND AMENDMENTS

1. The foregoing by-laws shall be adopted in this manner:
  - (a) The proposed amendment shall be submitted, in writing, to the Local Recording Secretary who shall submit it to the next regular meeting of the Local Executive Board.
  - (b) If the proposed amendment is approved by a majority vote of the Local Executive Board, it shall be read at the next regular membership meeting. The action of the Executive Board, in approving or rejecting a proposed amendment, shall be set forth in the minutes of the Local Executive Board meeting, and if rejected, the member initiating the amendment will be notified and given the reasons for rejection by the Recording Secretary.
  - (c) The proposed amendment shall then be voted upon at the next succeeding regular membership meeting. The membership shall be given proper notice of the upcoming amendment(s) vote by way of posting such on the agenda for the next regular membership meeting. Such amendment(s) shall be considered adopted if approved by a majority of the membership voting.
  - (d) The amendment shall become effective if and when approved by the International Administrative Committee.
2. These by-laws may be amended in the same manner as provided in Article XII, paragraph 1