

# United Government Security Officers of America UGSOA Local 883 By-Laws and Constitution

## Article I. NAME OF ORGANIZATION:

The name of the organization is the United Government Security Officers of America Local 883

## Article II. DURATION:

The duration of this labor organization shall be in perpetuity.

## Article III. PURPOSE:

The purpose of this organization is to represent employees who function as Security Officers within the jurisdiction of Local 883.

The purpose of this organization is to represent employees with respect to wages, hours and other terms and conditions of employment where they are employed and to organize unorganized Security Officers.

The purpose of this organization is to obtain "Fair Play" and justice at work for all Security Officers. The organization utilizes primarily the process of collective bargaining, but also improved public understanding (of the function and role of the union) to support legislation in the of working people and to secure fair play and professional treatment for Security Officers at work and in their relation with contract companies.

## Article IV. ORGANIZATION:

The supreme authority on this labor organization shall be the membership. Between meetings of the membership, the President shall be the Chief Executive Officer of the organization and shall have all the authority necessary to function in his capacity. At the next general / business meeting, the general membership shall have the right to challenge any said decision. The membership shall have regularly scheduled meetings.

## Article V. JURSDICTION:

This Union shall have the power to organize Security Officers / Guards within the meaning of the National Labor Relation Act throughout the United States.

## Article VI. MEMBERSHIP:

Section 1. Membership shall be open to all persons assigned to armed and unarmed security, and who are employed in good standing in the district and jurisdiction of Local 883. The support of the International Constitution and Government of the United States in mandatory.

Section 2. A General Member is considered in good standing when payment of all initiation fees, dues, fines, assessments and are in compliance with all provisions of these By-Laws. The General Member shall be afforded all rights to attended meetings, speak at meetings, make motions, second motions, and vote.

Section 3. No member shall knowingly and fraudulently cause harm to another member and shall be the duty & responsibility of all members to uphold the principles of trade unionism, to faithfully comply with these By-Laws.

Section 4. A General Member will not be in good standing, when he -or- she has been found guilty by a trial board within the last year of any provision of these By-Laws or obligation of membership.

## Article VII. OFFICERS:

Section 1. The Officers of this labor organization shall be the following:

1. President (1)
2. Vice President (1)
3. Secretary (1)
4. Treasurer (1)
5. Sergeant-at-Arms (1)
6. Trustee (2)
7. Business Agent (1)

- Section 2. To be eligible for office in this labor organization, a member must have been in continuous good standing for one year immediately preceding election.
- Section 3. The local may waive the time restrictions if nobody within the above guidelines is interested in holding a position. In order to waive the time restriction, a three-fifths {3/5s} vote of the current executive board must be in favor of the waiver.
- Section 4. No member shall simultaneously hold two {2} offices in this organization.
- Section 5. The Executive Board of this labor organization shall consist of all officers, except that any member who ceases to be in good standing shall automatically lose his -or- her seat on the Executive Board and his -or- her office.
- Section 6. All vacancies in office shall be filled until the next regular election by appointment by the President and approved by the Executive Board. For approval, a three-fifths {3/5s} vote of the current executive board must be in favor of the appointment.
- Section 7. All General Members in good standing are eligible for appointment to committees.
- Section 8. Any member of the executive board, trustees or stewards that apply for a supervisory position within the company shall immediately resign their position with the union.

## Article VIII. DUTIES:

- Section 1. It shall be the duty of the President to preside at all meetings of the Union, to enforce the provisions of these By-Laws, to enforce all collective bargaining agreements, appoint all committees, sign all checks (*minimum of two {2} signatures*), and generally administer the affairs of the organization.
- Section 2. The President may appoint stewards from time to time in such number as may be necessary provided each steward serves at the pleasure of the President.
- Section 3. It shall be the duty of the Vice President to assist the President in the discharge of his -or- her duties in the absence or incapacity of the President, to assume his -or- her duties.

Section 4. In the event of the President's resignation, the Vice President shall assume the office of the President and appoint a new Vice President, both to remain as such for the remainder of the current term.

Section 5. It shall be the duty of the Secretary to keep accurate record of all meetings and proceedings of the organization and maintain full and complete files of all documents sent or received by the organization. The Secretary shall also maintain a file of all present and past collective bargaining agreements between the organization and the company. The Secretary shall keep an inventory of all property of the organization.

Section 6. It shall be the duty of the Treasurer to receive all dues, initiation fees, assessments, fines and all other income. The Treasurer shall properly account for the same through the maintenance of books and records according to generally accepted accounting principles. The Treasurer shall make a report at each general / business meeting of the general membership as to the financial condition of the organization.

Section 7. It shall be the duty of the Sergeant-at-Arms to have charge and control of the meeting place as directed by the President. The Sergeant-at-Arms shall Call the Role to ascertain that all people are present are entitled to remain and report thereon to the President.

Section 8. It shall be the duty of Trustee(s) to have oversight responsibilities for all funds and property of the organization. Trustee(s) shall either audit the books and records of the organization or retain an accountant to do so, not less than once in each calendar year. Trustee(s) shall make a report of any such audit to the general membership at the next general / business meeting.

#### Article IX. ELECTIONS:

Section 1. Elections of officers shall be held once each three {3} calendar years -or- more often as voted by the general membership.

Section 2. To be eligible for the election to office, a member must have been in continuous good standing for a period of not less than one {1} year at the time of election.

- Section 3. Any general member in good standing shall be eligible to nominate candidates for office.
- Section 4. The President shall establish an elections committee to establish rules to the election.
- Section 5. The election committee shall provide reasonable notice of the nomination process to each eligible member with the following information:
1. Offices to be filled
  2. Date for submitting nominations
  3. Time for submitting nominations
  4. Place for submitting nomination
  5. Form for submitting nominations (*written, oral or other method*)
- The nomination notices transmitted, and posted to the bulletin board or emailed.
- Section 6. Once nominations are complete, the elections committee shall transmit elections notices to each member eligible to participate in the election, no less than fifteen {15} days prior to the election.
- Section 7. The elections notice shall have the following information:
1. Date of the elections
  2. Time of the elections
  3. Location of the elections
  4. Offices to be filled
- Section 8. The nomination and election notice can be sent at the same time as long as the union allows reasonable time for nominations.
- Section 9. No member that is running for office can participate in the elections process.
- Section 10. In the event only one general member is running for a particular office, that member shall be deemed elected by acclamation.
- Section 11. In the event an office is vacant, any general member in good standing shall be eligible for office.
- Section 12. All general members in good standing on the first day of the month of the election shall be eligible to vote.

Section 13. Incoming officers shall be installed immediately following their election at the next general / business meeting.

Section 14. All elections of officers shall be conducted by Secret Ballot.

Section 15. All election requirements shall be in compliance with LMDRA.

#### Article X. GENERAL / BUSINESS MEETING:

Section 1. The most current edition of "*Robert's Rules of Order*" will be a procedural guide during meetings.

Section 3. The Order of Business:

1. Meeting is called to Order (*President*).
2. Call of the Role (*SGT at Arms*).
3. Application(s) of New General Members.
4. Financial Report(s) is read.
5. Previous meetings minutes are read.
6. Old Business (*Motions and Seconds*).
7. New Business (*Motions and Seconds*).
8. Good of the Order / General Discussion.
9. Meeting is called to Adjourn.

Section 4. An agenda for the monthly General / Business meeting shall be posted on the union bulletin board at least seventy-two {72} hours prior to the meeting.

Section 5. The minutes of the most recent General / Business meeting shall be posted on the union website within twenty-four {24} hours of the meeting's adjournment.

#### Article XI. EMERGENCY MEETINGS:

Section 1. Emergency Meetings are reserved for urgent business that cannot be held until the next General / Business Meeting.

Section 2. The meeting is limited in scope to only the business for which the meeting was convened.

Section 3. The President shall convene an emergency meeting at his discretion.

- Section 4. The Executive Board shall compel the President to convene an Emergency Meeting if three-fifths {3/5s} of the executive board request the meeting.
- Section 5. General Membership shall compel the President to convene an Emergency Meeting if twenty-five {25} of the general membership request the meeting.
- Section 6. The Order of Business (*Emergency*):
1. Meeting is called to order (*President*).
  2. Call of the Role (*SGT at Arms*).
  3. Business at Hand.
  4. Meeting is called to Adjourn.

## Article XII. DUES

- Section 1. The initiation fee shall be in such amount as set by the membership of twenty dollars {\$20.00} with one-half {1/2} of the initiation fee to be paid to the International.
- Section 2. All dues relative to full-time / part-time employees shall be in the amount equivalent to one hour of straight time pay per month to the International Union.
- Section 3. All dues relative to full-time / part-time employees shall be in the amount equivalent to one hour of straight time pay per month to the Local Union.
- Section 4. The amount of dues paid may increase or decrease for the Local, by a vote of the General Membership at any General / Business Meeting. A fifteen {15} day written notice posted on the Union bulletin board that a vote on the Dues would be conducted.
- Section 5. All initiation fees, dues, assessments and fines must be actually received by the Treasurer on or before the thirtieth {30th} day of the month for which the dues are owed. Provided, Member's dues are paid to a check off with the employer, said dues will be considered timely received when the check of remittance is received from the employer.
- Section 6. All general members on Military Leave, Family Medical Leave Act (*FMLA*), Labor & Industries Leave (*L&I*) are not required to remit dues for hours not worked.

## Article XIII. FINANCES:

- Section 1. The Treasurer shall establish and maintain a Non-Profit Organizational bank account for the purpose of depositing initiation fees, dues, assessments, and fines.
- Section 2. The Treasurer shall establish and maintain a Non-Profit Organization Federal Employer Identification Number.
- Section 3. Annually, the Executive Board shall establish an Operational Budget. The budget shall require approval by a show of hands vote from the General Membership at any General / Business Meeting. A fifteen {15} day written notice posted on the Union bulletin board that a vote on the Budget would be conducted.
- Section 4. The expenditure of funds less then one hundred dollars {\$100.00} shall require approval from the President, provided, the spending is outside the Operational Budget.
- Section 5. The expenditure of funds between one hundred dollars {\$100.00} and five hundred dollars {\$500.00} shall require approval from the Executive Board, provided the spending is outside the Operational Budget.
- Section 6. The expenditure of funds in excess of five hundred dollars {\$500.00} shall require approval of the General Membership, provided the spending is outside the Operational Budget.
- Section 7. The President can authorize an *Emergency* expenditure of more then five hundred {\$500.00} but less than one thousand {\$1,000.00} with the approval of the Executive Board.
- Section 8. The purchase of alcohol -or- any intoxicating substances with union funds is strictly prohibited.
- Section 9. Any financial communications, reports, records, bank issued statements, expenditure receipts, and taxes will be held on file for a minimum of seven {7} years, unless there are other requirements dictate.
- Section 10. Any member in good standing can request in writing and be provided access to any financial communications, reports, records, bank issued statements, expenditure receipts, and taxes within thirty {30} days of said request.



Section 11. The President may send Union Officers to training seminars held by the International Union from time to time. The costs are to be paid by Local Union Funds.

Section 12. The Executive Board shall decide when and if grievance is taken to arbitration.

Section 13. Arbitration costs and costs associated with International Training Seminars are exempt from Article XIII [Sections 4,5,6].

Section 14. LM reports are the sole responsibility of the local union. The required LM1 shall be filed within 90 days of certification as well as annual LM reports that are required to be filed per DOL guidelines.

#### Article XIV. COLLECTIVE BARGINING:

Section 1. Members of the Executive Board shall negotiate all collective bargaining agreements.

Section 2. No collective bargaining agreement shall be effective until ratified by a majority of the members actually voting on the same electronically or by special meeting and is signed by the International Union.

#### Article XV. STRIKING:

Section 1. No strike shall be called by the organization without an in favor vote by three-fifths {3/5s} of those present and voting within the applicable collective bargaining unit. This shall be a very last and final resort. The International President must approve all strikes.

Section 2. No strike shall be called without the prior approval of the Executive Board.

#### Article XVI. CHARGES & TRIALS:

Section 1. Charges may be filed against any officer for violation of his -or- her duties in office.

- Section 2. Charges may be filed against any member for violation of the obligations of these By-Laws.
- Section 3. Charges that may be brought are for the following offenses:
1. Malfeasance (*wrong doing*) in Office by an Executive Board Member.
  2. Abandonment of Office by an Executive Board Member.
  3. Misappropriation or embezzlement of Union Funds.
  4. Conduct detrimental to the organization.
  5. Conduct inconsistent with any policy taken by the General Membership of this organization at a meeting of the membership.
- Section 4. Abandonment of Office by Executive Board Member shall be charged when the Board member is absent unexcused from three {3} consecutive General / Business Meetings during one {1} calendar year.
- Section 5. Charges must bear the signature of three {3} members and must clearly set forth the basis of the charge. The charges then must be transmitted to the Secretary of the organization. Upon receipt, the Secretary shall transmit a copy thereof to the President and shall serve a copy to the member -or- members against whom the charges are preferred.
- Section 6. Charges must be preferred against a member not more than thirty {30} days following the time when charging members knew -or- reasonably should have known of the offence giving rise to the charge.
- Section 7. The Executive Board shall serve as a trial body, to hear evidence, and to make a final decision. If any member of the Executive Board has a direct interest in the charges, he -or- she shall not serve, a replacement must be installed by a three-fifths {3/5s} vote of the remaining Executive Board.
- Section 8. The trial body shall use the most current edition of "*Robert's Rules of Order*" as a procedural guide relating to the conduct of the trial and shall advise the parties of the procedure.
- Section 9. The President shall serve notice advising the member -or- members of when the trial body will meet, which shall be at a

time, date and place specified and not less than fifteen {15} days after the notice of hearing is served.

- Section 10. The trial body shall issue its written decision within fifteen {15} days of the close of the hearing.
- Section 11. A member charged may be represented by another member in good standing at the trial. No attorney or counselor at law shall represent either the charging or charged member.
- Section 12. If a member is found guilty of the charges or lesser-included offenses, the he -or- she may be penalized with fines, expulsion, or any such penalty that is consistent with these By-Laws, principles of trade unionism, and charges.
- Section 13. If a member is found guilty, he -or- she may appeal the decision of the trial body to the full membership of the organization by serving an appeal document to the Secretary of the organization. The appeal document must be transmitted within ten {10} days of the receipt of the trial body's decision. The appeal document shall set forth the basis of the appeal.
- Section 14. At the next General / Business meeting thereafter, the full membership shall consider and make a final and binding decision of the trial body. The membership must vote to reverse by three-fifths {3/5s} of those actually present and voting.

## Article XVII. AMENDMENT:

- Section 1. These By-Laws may only be changed by a show of hands in favor vote of the general membership present at the General / Business Meeting.
- Section 2. A fifteen {15} day written notice posted on the Union bulletin board that a vote on the By-Laws would be conducted.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signed :

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
International President