

**BY-LAWS  
OF  
LOCAL 200**

**Transport Workers Union  
Of America**

**AFL-CIO**

Approved by the International Administrative Committee  
on March 1, 1984.

# Local 200 By-Laws

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TRANSPORT WORKERS UNION  
Local 200, AFL-CIO

BY-LAWS

Article 1. Name and Location

- Section 1. The name of this organization shall be Supervisory Employees Association of Muni-Local 200, Transport Workers Union of America, AFL-CIO.
- Section 2. The word Local used herein shall mean Local 200, TWU.
- Section 3. This Local shall be governed by the Constitution of the Transport Workers Union of America, AFL-CIO, and the By-Laws of this Local.
- Section 4. The principal office of this Local shall be located in the City and County of San Francisco, State of California.

Article 2. Eligibility

- Section 1. The General membership of this Local shall include Supervisors and Managers employed by the City and County of San Francisco.
- Section 2. Every applicant to this Local by virtue of his/her application and subsequent acceptance of this Local shall terminate his/her membership in or affiliation with any other organization which represents or seeks to represent or support employees.
- Section 3. Membership in this Local shall be granted without regard to race, creed, color, sex, nationality, religious, political, or sexual orientation to all persons who agree to abide by the Constitution of TWU and the By-Laws of this Local.
- Section 4. No member of this Local shall engage in any activity for or on behalf of any other Union or like organization except as requested or authorized by TWU. In the event any member becomes so engaged he/she shall be subject to suspension from this Local.

Article 3. Officers—Executive Board

- Section 1. Officers of this Local shall be:
- |                                |                                 |
|--------------------------------|---------------------------------|
| President                      | Executive Vice President        |
| Financial Secretary-Treasurer  |                                 |
| Recording Secretary            | 1 <sup>st</sup> Vice President  |
| 2 <sup>nd</sup> Vice President | Executive Board Member at Large |

Section 2. All the above named Officers shall comprise the Local Executive Board.

Section 3. The Local Executive Board shall meet at least once each calendar month. Time and date of monthly meeting to be determined by consensus of Local Executive Board members.

#### Article 4. Duties of Officers

Section 1. The President shall preside at all meetings of the Local, the Local Executive Board, and Joint Executive committee meetings. He/she shall sign all orders on the Financial Secretary-Treasurer authorized by the Local Executive Board and shall countersign all checks issued by the Financial Secretary-Treasurer against accounts of the Local on authorization of the Local Executive Board. He/she shall enforce the provisions of the International constitution. He/she shall appoint all Local committees. He/she shall perform all other duties as the Local or the Local Executive Board shall him/her. He/she shall adhere to all decisions and directions and be subject to such orders and assignments from the Local Executive Board with exception of those powers and duties conferred on him/her by the International constitution. He/she shall be ex-officio, a delegate to the convention of the International Union and of all organizations to which the Local is affiliated. He/she shall be responsible for the proper conduct of the affairs of the Local, and the compliance by his/her fellow officers with their obligations under the constitution of the International and the By-Laws of the Local. He/she shall with the advice and consent of the Local retain legal counsel for the Local as needed.

Section 2. The Executive Vice-President shall assist the President in the discharge of his/her duties to such 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 Executive Vice President to act as President for the unexpired term. The Executive Vice President shall also be authorized to sign checks and to do any other act which the President is authorized to do, during any absence of the President or during any emergency.

Section 3. The Financial Secretary-Treasurer shall keep the financial books of the Local. He shall receive all dues, collect all monies, audit the books and tend to all Local obligations. He shall draw and sign all checks for the Local and shall submit same to the President for his/her countersign.

Section 4. The Recording Secretary shall keep accurate attendance records and minutes of all meetings. He/she shall retain all minutes and records of the local. He/she shall keep the active files of minutes and records up to date. All minutes shall be open for inspection by members in good standing upon request at reasonable times.

- Section 5. The first Vice President shall assist the President in the discharge of his/her duties. He/she shall perform all other duties designated by the Executive Board.
- Section 6. The second Vice President shall assist the President in keeping order in the meetings and shall act as parliamentarian. He/she shall perform all other duties as designated by the Executive Board.
- Section 7. The Executive Board Member at Large shall perform any and all other duties as designated by the Executive Board.
- Section 8. In the even a vacancy occurs in any Local office except the office of President, such vacancy shall be filled by appointment of the President subject to approval by the Executive Board, except that if more than one-half of the term is unexpired, the vacancy shall be filled by a special election after due notice.

#### Article 5. Meetings

- Section 1. All regular and special general membership meetings shall be held at such a time and place as determined by the Local President and Executive Board.
- Section 2. A regular general membership meeting shall be held at least once each calendar month. Special meetings may be called at any time by the President, the Executive Board, and/or by petition signed by not less than two thirds of the general membership and presented to the Executive Board.
- Section 3. The presence of a majority of the Executive Board members shall constitute a quorum for any meeting of the Executive Board, after reasonable attempts have been made to notify and assemble the full Executive Board for said meeting.
- Section 4. The attendance of fifteen members in good standing at any general membership meeting shall constitute a quorum.
- Section 5. Only members of this International or Local Union shall attend general membership meetings, except that the Local Executive Board may invite outside speakers on special agenda items.

#### Article 6. Elections and Voting

- Section 1. In order to be eligible for office in this Local a person must have been a member in continuous good standing for a period of one year prior to being nominated for office, must be fully paid up regarding monthly dues and must have attended 50% or more of the general membership meetings for the twelve months immediately preceding nominations for office.

- Section 2. All officers shall be elected to a term of office for three years beginning with the fiscal year July 1, 1984.
- Section 3. To be elected President the successful candidate must receive more than 50% of the votes cast. In the event no candidate receives 50% or more of the votes cast, a run off election shall be held between the two candidates who receive the highest number of votes.
- Section 4. All other offices shall be deemed duly elected when successful candidates receive a simple majority of votes cast.
- Section 5. The election of officers must be by secret ballot and conducted by the election committee.
- Section 6. Prior to any election the President shall appoint a three member committee to prepare and distribute election rules in accordance with the TWU Constitution, these By-Laws and applicable law. The election committee shall also be responsible for the preparation and control of ballots and the counting and tabulation of same, and shall issue a written certification of the election results.
- Section 7. Every good standing member of the Local shall be entitled to full voting privileges at all official elections of this Local.
- Section 8. Only dues paying members in good standing may vote at general membership meetings.
- Section 9. Nomination for office to this Local will be held in the month of May of any election year at the regular monthly meeting.
- Section 10. Elections to office will be held in the month of June in any election year polling dates and places to be determined by the election committee.
- Section 11. Officers will be sworn into office in the month of July in election years.

#### Article 7. Committees

- Section 1. The President shall appoint all committees for the betterment of the Local.
- Section 2. Committees shall be drawn from the Local membership but must have at least one Executive Board member to coordinate. (The election committee excepted.)
- Section 3. The Committee chairperson must report directly to the President and Executive Board all pertinent information. The general membership will hear committee reports and vote as necessary.

## Article 8. Greivance

- Section 1. The designated shop steward and officers shall handle all membership grievances.
- Section 2. A written record of all grievances shall be kept in the Local office files by shop stewards and the Executive Vice President.
- Section 3. No grievances may be submitted to arbitration or court action without prior approval of the Executive Board.

## Article 9. Obligations of Members

- Section 1. No member shall disregard any rules adopted by the membership or perform his job duties in such a manner as to cause a burden on his or her fellow workers.
- Section 2. No member shall make known to any non-member the internal affairs or workings of this Local or International Union.
- Section 3. Any member or group of members wishing to bring any matter before the Local Executive Board must submit such requests through their shop steward and/or the Recording Secretary. If not acted upon within five calendar days they may then petition the Executive Board and/or President and have the matter brought before the Executive Board at the next scheduled meeting.
- Section 4. No member shall take up any collection or accept any fee in the name of the Local without approval of the full Executive Board.
- Section 5. All members shall be governed by these Local By-Laws and the TWU Constitution. Members in violation of these rules are subject to discipline in accordance with the TWU Constitution.

## Article 10. Trustees

- Section 1. The officers of the Local Union shall be the Trustees of the property of the Local Union, subject to the direction of the Local Executive Board, and deliver such bond as required by law.

## Article 11. Dues

- Section 1. The monthly dues required for membership in this Local shall be two times the hourly wage rate on the first day of the month. For members on a monthly pay base, the hourly wage rate shall be arrived at by dividing the monthly pay by 173.3.

- Section 2. Any member not on payroll deduction plan must have his dues and assessments paid in full by the first day of each month to remain a member in good standing.
- Section 3. Special assessments shall be established by the Local Executive Board subject to approval by the secret ballot vote of the membership.
- Section 4. The Local shall impose an initiation fee of \$15.00 unless the prospective member is transferring from another Local of the Transport Workers Union.
- Section 5. No application for membership will be accepted unless accompanied by a signed check-off card covering dues and initiation fees and the first months dues.
- Section 6. The applicants membership shall not begin until his application has been approved by the membership committee.
- Section 7. Any member who has been cited for delinquency in the payment of dues shall be reinstated only after making formal application to the Local for reinstatement, and meeting all other conditions established by the Local Executive Board.

#### Article 12. General Provisions

- Section 1. No reimbursements shall be paid for any expense incurred in the name of the Local without the approval of the President and the Financial Secretary-Treasurer. Such approval shall be subject to review by the Local Executive Board.
- Section 2. Officers of Local 200 shall serve without compensation from the Local.
- Section 3. Approval of the Executive Board is required before any member is permitted to charge the Local for lost time from his or her job.
- Section 4. Expenses for travel may be advanced to members on Union business as long as they are reasonable and prudent, with the approval of the President, subject to review by the Executive Board.
- Section 5. Officers and members may be compensated for meals when Union duties require their presence away from their respective homes.
- Section 6. Members may be paid for lost time and expenses on approval of the Executive Board when Union business requires a loss of pay/time from their regular job. Per diem shall be established at a rate deemed to be fair by the Executive Board.

### Article 13. Shop Stewards

- Section 1. Each section/department of the organization(s) covered by this Local shall be entitled to have a shop steward represent said department or section.
- Section 2. Shop stewards shall be appointed by the President subject to the approval of the Executive Board. Such appointment shall be made one month after the installation of officers.
- Section 3. In the event a vacancy exists in the ranks of shop stewards it shall be filled by appointment of the Local President subject to the approval of the Executive Board.
- Section 4. Shop stewards shall normally handle first level grievances for members.

### Article 14. By-Laws

- Section 1. These By-Laws may be amended by reading proposed changes and receiving approval at three consecutive regular meetings of the Executive Board, and subsequent ratification by a secret ballot vote of the membership. After such action the amendment shall be submitted to the International Administrative Committee and shall only become effective upon approval from the International Administrative Committee.

Approved by the International Administrative Committee on March 1, 1984.