

Constitution

**LOCAL NO. 2
OFFICE AND
PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION
AFL-CIO-CLC**



**8555 16th Street, Suite 550
Silver Spring, Maryland 20910**

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PREAMBLE

Office and Professional Workers are wage earners and are generally underpaid and otherwise exploited, and should, for their own protection, combine with their fellow workers in a trade union, affiliated with the Office and Professional Employees International Union.

The aims and objectives of this Local Union are to unite all eligible office and professional workers in one organization and thus secure such unity of sentiment and action as will enable us by the power and influence of associated effort to elevate our social, material, moral and intellectual welfare.

It shall provide all possible aid, assistance and guidance to its membership, to the end that all eligible workers may share in the benefits resulting from employment under the terms of signed collective bargaining agreements which provide:

- (1) Adequate compensation for service performed;
- (2) Shorter hours of employment and proper pay for overtime and holiday work;
- (3) The maximum possible job security and assurance of advancement opportunities;
- (4) Adequate annual paid vacation and sick leave allowances sufficient to meet all normal exigencies;
- (5) Equitable grievance handling procedures;
- (6) Adequate health, welfare, pension and life insurance programs;
- (7) Other justifiable employment protections.

It is also the purpose and aim of this Local Union to provide means for the intellectual development of our members and to educate them in the principles of unionism.

We firmly believe that only by and through a trade union can the office and professional workers secure and maintain a position guaranteeing a livelihood according to decent American standards.

ARTICLE I

Name

This organization shall be known as Office and Professional Employees International Union, Local No. 2, AFL-CIO, with headquarters in Silver Spring, MD.

ARTICLE II

Jurisdiction

This local union shall embrace within its membership employees in any phase of professional, technical, office, clerical and related work in the commonly accepted sense of that term coming within its jurisdiction established under the Constitution of the Office and Professional Employees International Union.

ARTICLE III

Membership

SECTION 1. Membership in this Local Union shall include persons employed in occupations and professions under the jurisdiction of this Local Union who are employed under the terms of a Collective Bargaining Agreement between their Employer and this Local Union, or by an Employer with whom this Local Union has a Collective Bargaining relationship.

SECTION 2. No person shall be admitted to membership in this Local Union who advocates principles or lends support to organizations or movements whose purposes and objectives are contrary to the fundamental principles of the established governments of the United States and Canada, or are in conflict with the policies of this Local Union, the Office and Professional Employees International Union, or of the American Federation of Labor and Congress of Industrial Organizations.

SECTION 3a. All members shall be in good standing and entitled to participate fully in the affairs of this Local Union until expelled, or suspended and not reinstated, or until such members have been issued withdrawal cards in accordance with the Constitution and Bylaws of this Local Union.

SECTION 3b. However, in the event that any member accepts a non-bargaining unit position or becomes a supervisor within the meaning of existing applicable legislation in the United States and does not make application for and receive a withdrawal card, such member shall not be eligible to participate or have a vote in any of this Local Union=s proceedings which affect the wages and conditions of employment of the employees in the establishment where he is employed.

SECTION 4. Applicants for membership shall fill out an official application answering all questions contained in such application, pay the initiation fee and first month=s dues.

SECTION 5. Applicants approved for membership shall be inducted by subscribing to the following initiatory obligation:

AI,, pledge my honor to faithfully comply with the Constitution, Laws, and all amendments thereto of Office and Professional Employees International Union, Local No. 2, and of the International Union. I further promise to faithfully perform all the duties assigned to me to the best of my ability and skill; to so conduct myself at all times as not to bring reproach upon my union. @

SECTION 6. All newly initiated members should attend the education classes conducted by the Local Union for the benefit of new members. A comprehensive outline will be given, describing the Union, its objectives and why it is essential that each new member take an active part in strengthening and building their Local Union.

SECTION 7a. A withdrawal card shall be issued by the Local Union to any member requesting same who is leaving the jurisdiction of this Local Union or the International Union. Withdrawal cards shall be issued only to members who, at the time of request for same, are in good standing with all obligations to the International Union and the Local Union paid, including the current month. Applications for withdrawal cards must be in writing and endorsed by the Secretary-Treasurer of the Local Union.

SECTION 7b. Whenever any member is not in the employment of any Employer who bargains with any Local Union or the International Union, the Local Union shall issue a withdrawal card to such member, subject to the provisions of this section. This subsection shall not apply to any member who holds office in, or is employed by, the International Union, any of its local unions or councils, any federation or council of labor organizations with whom the International Union or any of its local unions is affiliated, or any central body with whom any local union is affiliated, or to any member entitled to benefits under any health, welfare, or pension plan whose continued coverage is conditioned upon union membership, or to any member who, in the regular course of employment has become retired, or to any unemployed member seeking dispatch to a union job through the facilities of the Local Union.

SECTION 8. Members entering the Armed Services of the United States or Canada during emergency periods as determined by the Executive Board of the International Union and who are in good standing with all obligations to the International Union and this Local paid, including the month in which they entered the armed services, shall be issued military service cards which shall continue their membership without the payment of dues or other fees for the period of the service required by such emergency periods and for an additional ninety (90) day period or until they again resume work within the jurisdiction of this Local Union, whichever occurs first, except that such persons shall only accrue rights to benefits to the extent determined by this Local Union.

SECTION 9. If a withdrawal card issued by this Local Union is deposited with this Local Union in less than three months from the date of issuance, dues must be paid for the three-month period.

SECTION 10. Any person bearing a withdrawal card shall not be entitled to participate in the operation of the Local Union. A person bearing a withdrawal card who has complied with the conditions of the same, shall upon resuming work within the jurisdiction of the Local Union, deposit such card and thereafter shall be admitted to membership in the Local Union without the payment of any initiation fee.

SECTION 11. All officers and full-time paid organizers of the International Union shall be ex-officio members of this Local Union with the privilege of participating in this Local Union=s meetings, but not voting; provided, however, such officers and organizers shall retain and may exercise full rights of participation in this Local Union, if they hold membership in this Local Union.

SECTION 12. Any member who has been in good standing with Office and Professional Employees International Union, Local No. 2, and who is retired, may be issued an honorary membership card, which will entitle bearer to attend this Local=s meetings, without voice or vote. This honorary membership shall not require payment of membership dues during the period of retirement. This honorary membership shall be revoked if the member becomes gainfully employed within the jurisdiction of the Office and Professional Employees International Union. Upon request, appropriate cards denoting such membership status shall be prepared and issued by approval of the Executive Board.

SECTION 13. ASSOCIATE MEMBERSHIP

A. An Associate member shall be defined as a retiree, a member laid-off, placed outside of the bargaining unit, or from a group of persons not presently covered under a collective labor agreement between the Local Union and an Employer who is seeking unionism. Such Associate member shall have a voice but no vote in the Local Union and cannot serve as an officer of this Local.

B. The dues and fees shall be consistent with this Constitution.

C. The Associate member shall be entitled to any OPEIU Newsletter, workshops in regards to issues that may concern them, OPEIU Union Privilege Programs, Local 2 Death Benefit (qualifying for benefit shall be the same as a member), and the Local 2 sponsored educational courses.

D. Associate membership may be applied for at any time.

E. Any reference elsewhere in this Constitution to membership or members shall not be construed to include Associate membership or Associate members.

ARTICLE IV ***Meetings***

SECTION 1. The regular meeting of this Local Union shall be held once each quarter on the first Tuesday in the months of January, April, July, and October of each year. When the first Tuesday is a legal holiday or an election day for national, state, county or city elections, the meeting shall be held on the second Tuesday. Should the second Tuesday be a legal holiday, the meeting shall be held on the third Tuesday. Seven members shall constitute a quorum at a regular or special meeting.

SECTION 2. The time and place of the regular meeting shall be as determined by the Executive Board. Any change in either the time or place of the regular meetings shall be made known to the membership reasonably in advance of the meeting.

SECTION 3. Should business of unusual importance arise between regular meetings, the President may call a special meeting at the request or advice of the Executive Board and all members shall be given reasonable written notice of such meeting. The call for such meeting shall state the purpose or purposes of same and no other business shall be transacted.

ARTICLE V ***Duties of the Officers and Executive Board***

SECTION 1. DUTIES OF THE PRESIDENT:

A. It shall be the duty of the President to preside at all meetings of the Local Union and its Executive Board; to preserve order during their deliberations; to sign all orders on the treasury when ordered by the Local Union; to appoint all committees not otherwise provided for and to transact such other business as may of right pertain to his office and which may be necessary for the proper functioning of the Local Union. It shall be his further duty to see that the Constitution and Bylaws is properly carried out.

B. The President of the Union shall be responsible for the organization of the unorganized workers under the jurisdiction of this Union, the preparation and negotiation of agreements, the handling of grievances, and such other duties as may be designated by the Executive Board and the membership.

C. He shall report to the Executive Board respecting his activities and shall submit a detailed written report of these activities to the monthly Executive Board meeting.

D. The President shall be employed on a full-time basis and his salary, expenses and other conditions of employment for the ensuing term shall be specified by the Union at the next regular meeting following election and shall be subject to review and possible adjustment each year thereafter.

SECTION 2. DUTIES OF THE SECRETARY-TREASURER:

A. The Secretary-Treasurer shall be the second ranking officer in this Union. He shall also preside when called upon by the President at meetings of the Local Union and/or Executive Board. The Secretary-Treasurer shall be employed on a full-time basis. In addition to his other duties as Secretary-Treasurer, he shall assist the President in servicing, organizing and any other duties the President may designate.

B. His salary shall be established by the Executive Board, subject to the approval of the membership.

C. The Secretary-Treasurer shall keep all financial accounts of the Local Union and shall maintain correct and proper accounts of all its members. He shall collect all initiation and reinstatement fees and dues from members of the Local Union. He shall make all disbursements for the Local Union as provided in the Constitution of the Office and Professional Employees International Union. He shall keep a correct record of all monies received and expended, and prepare financial statements to be submitted to the Local Union and to the Secretary-Treasurer of the International Union.

D. He shall deposit all funds of the Local Union in a bank recommended by the Trustees and approved by the Executive Board. He shall submit his books and records to the Trustees for audit and approval whenever called upon to do so, and upon the expiration of his term, turn over to his successor all properties and assets including funds, books and records of the Local Union. Before turning over such properties and assets to his successor, he must see to it that such successor is properly bonded.

E. He shall turn over all properties and assets, including funds, books and records to the Secretary-Treasurer of the International Union or his duly authorized representatives when properly called upon to do so.

F. He shall transmit monthly to the Secretary-Treasurer of the International Union all financial obligations owing to the International Union not later than the 15th day of the following month.

G. He shall follow such accounting and reporting procedures as shall be formulated by the Secretary-Treasurer of the International Union.

H. He shall be required to make monthly reports to the Secretary-Treasurer of the International Union of all dues-paying members on forms prescribed by the Secretary-Treasurer of the International Union.

I. He shall be required to include in each monthly report, the Social Security number, name and address of all newly initiated, transferred, or reinstated members, also members who have withdrawn, died or have been suspended (including members automatically suspended upon becoming three months delinquent in dues), or expelled during the month.

J. The Secretary-Treasurer shall, during his term in office, check the requirements of SECTION 201(a) of the Labor-Management Reporting and Disclosure Act of 1959 to ascertain whether any changes have occurred which will cause the information required to be filed to be reported to the Secretary of Labor, U.S. Department of Labor, at the time of filing annual financial reports as required in subsection K of this SECTION and as required by SECTION 201(b) of the Labor-Management Reporting and Disclosure Act of 1959.

K. He shall file annually with the Secretary of Labor, U.S. Department of Labor, a financial report containing the following information in such detail as may be necessary to disclose this Union's financial condition and operations for its preceding fiscal year:

- (1) Assets and liabilities at the beginning and end of the fiscal year;
- (2) Receipts of any kind and the source thereof;
- (3) Salary and other direct or indirect disbursements (including reimbursed expenses) to each officer and also to each employee who, during such fiscal year, received more than ten thousand (\$10,000.00) dollars in the aggregate from this Local Union;
- (4) Direct and indirect loans made to any officer, employee or member, which aggregate more than two hundred fifty (\$250.00) dollars during the fiscal year, together with a statement of the purpose, security, if any, and arrangements for repayment;
- (5) Direct and indirect loans to any business enterprise, together with a statement of the purpose, security, if any, and arrangements for repayment; and
- (6) Other disbursements made by it including the purposes thereof; all of such categories as the Secretary of Labor, U.S. Department of Labor, may prescribe.

L. He shall make available the information contained in the above-mentioned reports to all of the Local Union=s members.

M. The Secretary-Treasurer shall file all reports as required by local, state and federal laws, preserving all records for a period of at least five (5) years.

N. Expenditures of the Local Union shall be only for purposes of the Local Union, and in all cases shall be made by check signed by the Secretary-Treasurer and counter-signed by the President. (or the First Vice President or the Second Vice President).

O. The Secretary-Treasurer of this Local Union shall acquire bonds approved by the Secretary-Treasurer of the International Union for all officers, stewards and employees of this Local Union handling funds of this Local Union.

P. There shall be a petty cash fund of one hundred (\$100.00) dollars which shall be accounted for in itemized form in the regular Secretary-Treasurer=s report.

Q. Copies of all Collective Bargaining Agreements entered into by this Union shall be maintained by the Secretary-Treasurer of this Union in the Local Union office, together with such information as may be necessary for a proper understanding of the agreements. Copies of all Collective Bargaining Agreements shall be filed at the International Headquarters by the Secretary-Treasurer and all such agreements, together with such information as may be necessary for the proper understanding of the agreement, shall be submitted to the President of the International Union, with the understanding that the International Union assumes no responsibility for any agreement to which it is not an actual party.

SECTION 3. DUTIES OF THE FIRST, SECOND AND THIRD VICE PRESIDENTS:

A. The Vice Presidents shall perform duties assigned to them by the President. They shall perform any other duties as may be required of them by the Local Union.

B. Each Vice President shall be paid a salary equivalent to his annual dues.

SECTION 4. DUTIES OF THE RECORDING SECRETARY:

A. The Recording Secretary shall keep the minutes of all meetings and proceedings of the Local Union and the Executive Board and shall provide, at the termination of his office, a complete collection of such minutes to the Local Union for its permanent record.

B. The Recording Secretary shall receive a salary of fifty dollars (\$50) for each of four (4) meetings per quarter and any additional meetings called for by the President of the local union. Anyone that takes the minutes for the Recording Secretary for any reason shall receive the fifty dollars (\$50) per meeting that would have been paid to the Recording Secretary. There shall be no double payments made for the same meeting.

SECTION 5. DUTIES OF THE EXECUTIVE BOARD:

A. The Executive Board shall consist of the President, the First, Second and Third Vice Presidents, Secretary-Treasurer, Recording Secretary and fifteen (15) Executive Board members, elected as such.

B. It shall be the duty of *all* members of the Executive Board to attend meetings of the Board and participate in its action.

C. Each member of the Executive Board shall have one (1) vote except the President of the Union. The President shall act as Chairman and shall have a voice, but not vote, except in the event of a tie vote by the Executive Board, in which event he shall have a vote.

D. A quorum for the transaction of business at any meeting of the Executive Board shall consist of the majority of members of the Board.

E. The Executive Board shall represent the Union between meetings when urgent business requires prompt and decisive action. It shall meet once each month and report to the next regular meeting, in writing, for approval or otherwise, on all matters acted upon.

F. The time and place of regular Executive Board meetings shall be determined by the Board. Special meetings of the Executive Board may be called by the President and must be called by him upon request of the majority of members of the Board. All members of the Board shall be given reasonable notification of any special meeting of the Board.

G. Each member elected at large shall be paid a salary equivalent to his annual dues provided each member attends all meetings of the Board or has had permission from the Chairman of the Board to be absent from any meeting.

SECTION 6. DUTIES OF THE TRUSTEES:

A. It shall be the duty of the Trustees to audit the books of the Secretary-Treasurer at least quarterly, and at the close of each fiscal year, and they shall report in writing each such audit to the Local Union, and to the Secretary-Treasurer of the International Union.

B. The Trustees are authorized, with the approval of the Executive Board, to engage the services of a certified public accountant for the performance of these audits.

SECTION 7. DECLARING OFFICES VACANT:

Should an officer be absent for two consecutive Executive Board meetings or two consecutive membership meetings without giving a reasonable excuse, as determined by the Executive Board, the Executive Board shall declare the office vacant.

ARTICLE VI
Staff Representatives

SECTION 1. This Local Union shall employ staff representatives who shall be appointed by the President of the Local Union, subject to the approval of the Executive Board and the membership. Removal of any staff representative shall be subject to the same procedure.

SECTION 2. The salary, expenses, and other conditions of employment for the appointed staff representatives shall be established by the President and the Executive Board, subject to the approval of the membership.

SECTION 3. The appointed staff representatives shall work under the direction of the President and shall be responsible to the President, Executive Board and the membership of the Local Union.

SECTION 4. Reports of the staff representatives shall be made through the President of the Local Union to the Executive Board and then to the membership meeting of the Local Union. Staff representatives shall make an itemized expense report to the President.

ARTICLE VII
Nominations and Elections of Officers

SECTION 1. The officers of this Local Union shall consist of a President, a Secretary-Treasurer, First, Second and Third Vice Presidents, a Recording Secretary, fifteen (15) Executive Board members elected as such and three (3) Trustees.

SECTION 2. At the regular meeting in January, every third year commencing in 1972, nomination to offices shall be made. Nominees must meet the requirements for holding office and shall signify their acceptance of nomination (even if self-nominated) within two (2) working days, Saturdays, Sundays and holidays excepted, of the time of nomination either in person or in writing to the Local Union office.

If, following the nomination acceptance period described above, any nominee for office is unopposed, such unopposed nominee will be deemed elected, and will not be placed on the election ballot, and will be listed as elected in the final election results.

SECTION 3. The President shall designate an Election Committee as required for each election, subject to the approval of the Executive Board; provided, however, that no candidate for office is eligible to serve on the Election Committee. For general elections, the committee shall be composed of not less than nine (9) members and for other elections not less than three (3) members. Each Election Committee shall be charged with the responsibility of the conduct of the election for which it is designated, the establishment of all election procedures, the tabulation of the ballots and the certification of the results.

SECTION 4. The general election of officers shall occur during the month of January every third year commencing in 1972. To be eligible to vote, members must be in good standing. Voting shall be by mail secret ballot, as provided in SECTION 5 of this Article. No voting by proxy shall be allowed. No write-in candidate(s) shall be allowed. The candidate(s) receiving the greatest number of votes for the respective offices shall be declared elected.

SECTION 5. All members in good standing of this Local Union shall be sent ballots by First Class Mail, together with appropriate instructions for balloting and shall be mailed within seven (7) working days from the date of nominations. Envelopes, which will both preserve the secrecy of the ballot and provide for proper identification of the member casting same, shall be provided for the return of such ballot. Mail ballots, to be valid, must be received by the Election Committee no later than the cut-off date established by the Election Committee which shall be no less than fifteen (15) days from the date the ballots are mailed.

SECTION 6. Installation to office shall occur at the next regular membership meeting every third year commencing in 1981. The officers shall hold office for a term of three (3) years, or until their successors are elected and installed, unless removed for cause.

SECTION 7. In the event of a vacancy by reason of death, resignation, suspension or expulsion in the office of President and/or Secretary-Treasurer, the Executive Board shall meet within five (5) days and shall appoint an Acting President and/or Acting Secretary-Treasurer for such vacated office and/or offices and shall arrange to receive nominations for vacated office and/or offices at the first regular union meeting which occurs more than fifteen (15) days after such Executive Board meeting. Notice of such meeting shall be given to all members in good standing not less than fifteen (15) days prior to the date of such meeting.

The election to fill such vacancy(ies) shall be conducted by the duly designated election committee in accordance with Sections 4 and 5 above and the committee shall certify the successful candidate(s) and designate a time and place for installation to office not later than thirty (30) days following the election.

The provision for mail balloting shall prevail as in general elections.

In the event vacancies occur in other offices of the Union, the Executive Board shall appoint, at its next regular meeting, a replacement for such vacated office(s) and any such appointee shall serve the remainder of the unexpired term of such office.

ARTICLE VIII
Committees

SECTION 1. The standing committees of this Local Union shall be:

1. Organizing Committee
2. Education Committee
3. PEP Committee
4. Community Services Committee
5. Finance Committee
6. Women's Committee
7. Social Justice Committee
8. Social Events Committee

SECTION 2. In shops where the members choose to elect their own shop committees, they shall be permitted to do so.

SECTION 3. All committees shall perform the duties assigned to them as quickly and as thoroughly as possible, and shall make a written report each month to the Local Union Executive Board for submission at the next regular membership meeting.

SECTION 4. The Organizing Committee shall be composed of at least five (5) members. It shall be their duty to:

- (1) Assist the President and the full-time staff representatives in organizing campaigns.
- (2) Investigate organization possibilities, and report to the President and to the membership. Work with the President and the staff representatives in planning organizational activities, and make such recommendations and suggestions which will contribute to the success of the organizational endeavors.

SECTION 5. The Education Committee shall be composed of at least five (5) members. It shall be their duty to:

- (1) Assist and advise the full-time representatives in the establishment of an attractive initiation and education program for new members;
- (2) Work with and advise the officers in planning the Shop Stewards= Educational Seminar;
- (3) Develop methods of stimulating membership participation in trade union educational programs.
- (4) Provide our membership with information aimed at making them better informed trade unionists;
- (5) Work with the officers in the development of a union publication, and any other communications media that seems advisable.

SECTION 6. The PEP Committee shall be composed of at least five (5) members. It shall be their duty to:

- (1) Assist and advise the officers regarding political candidates and endorsements;
- (2) Provide our membership with information pertaining to candidates and issues in primary and general election campaigns;
- (3) Assist in the development of a program for raising voluntary funds for use in election campaigns. Provide for personnel for campaigns and election day activities.

SECTION 7. The Community Services Committee shall be composed of at least five (5) members. It shall be their duty to:

- (1) Advise and assist the officers in conveying to appropriate governmental authorities, city, state and national, the position of this Union on matters concerning welfare programs, welfare services, taxes, civil rights, equal opportunity and all other matters affecting our members in the community;
- (2) Serve as resource persons to provide our members with information concerning appropriate agencies to look to and methods to employ in seeking assistance in time of need.

SECTION 8. The Finance Committee shall be composed of at least five (5) members. It shall be their duty to:

- (1) Receive from the Secretary-Treasurer a complete financial statement of the Local Union two (2) months prior to the close of each fiscal year;
- (2) At the request of the Executive Board, formulate proposals for an annual operating budget;
- (3) Review all requests for expenditures outside budgetary items and make such appropriate recommendations; and
- (4) Formulate proposals for increase in dues.

SECTION 9. The Women's Committee shall be composed of at least five (5) members. It shall be their duty to:

- (1) Provide the membership with information pertaining to issues of interest/concern to working women.
- (2) Educate the membership on what they can do to support women's issues; and
- (3) Assist in making women's issues a priority in the workplace, communities and politics.

SECTION 10. The Social Justice Committee shall be composed of at least five (5) members. Under the direction of the Officers, it shall be their duty to:

- (1) Assist and advise the Executive Board and Local offices in matters of social concern.
- (2) Work in areas of social concern shall be matters that affect the lives, working conditions and welfare of Local 2 members.
- (3) When requested by the Officers of Local 2, to help mobilize our members to become active participants in the struggle for peace and justice, in the spirit of labor solidarity, and Labor's vision for a better world.
- (4) Liaison with other organizations and groups working for social justice.

SECTION 12. Members or officers serving on committees shall be reimbursed for all actual salary loss experienced and actual expenses incurred as authorized by the President.

ARTICLE IX

Initiation and Reinstatement Fees, Dues

SECTION 1. All applications for membership except those covered in SECTIONS 2 and 3 of this Article, shall be accompanied by an initiation fee of forty dollars (\$40.00) and the amount of dues for the current month. Whenever a special organizational campaign has been decided upon, the Executive Board is empowered to set or to waive such fees if it determines that such action will contribute to the success of the campaign, subject to the approval of the President of the International Union.

SECTION 2. No initiation fee shall be required of any applicant for membership who has been involuntarily inducted into the Armed Services of the United States, or Canada, or who entered such services during emergency periods as determined by the Executive Board of the International Union, if such person applies for membership within a period of one year after discharge, provided same is initial employment following such service.

SECTION 3. Any former member of a union affiliated with the American Federation of Labor and Congress of Industrial Organization not under the jurisdiction of this International Union, shall, if he or she elects, upon application for membership and irrevocable surrender of an Honorable Withdrawal Card, or evidence of honorable termination of membership in those instances where unions do not issue Withdrawal Cards, and upon payment of the current month's dues, if accepted for membership in this Union, be inducted into this Union without payment of any initiation fees (the Secretary-Treasurer of this Union to forward such evidence to the International Secretary-Treasurer in lieu of initiation fee on such applicant). This provision shall apply only to unions affiliated with the American Federation of Labor and Congress of

Industrial Organizations, which have a reciprocal plan of accepting Withdrawal Cards from local unions of the Office and Professional Employees International Union in lieu of an initiation fee. Any member of the Local Union who secures employment under the jurisdiction of any other union affiliated with the American Federation of Labor and Congress of Industrial Organizations not under the jurisdiction of this International Union and who is thereby required to become a member of such other union may retain his membership in the Local Union of this International Union.

SECTION 4. The minimum monthly dues of this Local Union shall be thirty-three dollars and fifty-five cents (\$33.55) effective November 1, 2003 and thirty-four dollars and fifty-five cents (\$34.55) effective November 1, 2004. Dues are owed for each month in which the member has maintained membership for five (5) or more calendar days in the month. The monthly dues of this Local Union shall be increased by any mandated amounts of the International Union per capita tax increase effective October 1, 2000 and thereafter.

SECTION 5. All initiation and reinstatement fees and dues shall be paid to the Secretary-Treasurer or his duly authorized agent. Any member being three (3) months in arrears for dues shall be automatically suspended from membership. In order to be reinstated, members shall pay a thirty-five dollar (\$35.00) reinstatement fee plus all outstanding dues. Suspended members shall not be privileged to admission into the meetings.

SECTION 6. Should a personal check submitted by a member for any fees or dues due to this Local Union be returned by the bank for any reason, the member shall be liable to the Local Union for any bank fees charged to the Local Union, as well as for the amount of the fees or dues. Should a member request a stopped payment on any check issued by the Local Union to that member, the member shall be liable for any resulting bank fees charged to the Local Union.

Any member submitting fees or dues after fifteen (15) calendar days of the following month in which such fees or dues are due, shall be required to pay a late fee of five dollars (\$5.00).

ARTICLE X ***Death Benefit Fund***

SECTION 1. There shall be established a Death Benefit Fund, into which five cents (\$0.05) of each dues unit, collected under the provisions of Article IX, SECTION 4, shall be deposited.

SECTION 2. The monies of this Fund may not be used for any purpose other than payment of death benefits to the designated beneficiaries of the members who qualify.

SECTION 3. In the case of, and upon presentation of satisfactory proof of death of a member who has been in good standing for the previous twelve (12) consecutive months, a death benefit of five hundred (\$500.00) dollars shall be paid from the Death Benefit Fund to the member's beneficiary on file with the Union.

SECTION 4. Any person who, on or after October 1, 1949, has completed not less than twenty (20) years good standing membership in this Union (including its predecessor, Federal Labor Union No. 11773) and is retired, is entitled, without maintaining membership in this Union, to the same death benefit as that enjoyed by the members of this Union, providing such person gives written affirmation of his retirement and requests, receives and continues to comply with the conditions of an Honorable Withdrawal Card from this Union, providing further that he abides by any amendments made by this Union to its Constitution and Bylaws, and providing further that he waives all rights to any benefit if he does not comply with any or all of these conditions.

SECTION 5. The obligation of this Union to pay a death benefit shall terminate one (1) year after death unless, during that period, a claim for the death benefit together with satisfactory proof of death has been presented to this Union.

ARTICLE XI
Defense Fund

SECTION 1. There shall be established a Defense Fund, into which seventy-five cents (75¢) or five percent (5%), whichever is higher, of each dues unit collected under the provisions of Article IX, Section 4, shall be deposited until such time as the balance in the Defense Fund exceeds two hundred thousand (\$200,000.00) dollars. Thereafter, the monthly Defense Fund allocation shall revert to the General Fund. This monthly allocation to the Defense Fund shall automatically be reinstated when the balance in the Defense Fund is reduced below two hundred thousand (\$200,000.00) dollars. Expenditures from this Fund shall be made for the purpose of providing aid to the members of this Local Union who are striking against their Employer, or for extraordinary expenses incurred in the administration of Collective Bargaining Agreements. Payment of such extraordinary expenses may be made upon prior recommendation of the Executive Board and approval of the membership at a regular membership meeting. A qualifying member who is on strike shall receive fifty (\$50.00) dollars per week.

SECTION 2. These benefits shall begin on the eighth (8th) official day of the strike in accordance with policies adopted by the Local Union, provided that such strike has been authorized in accordance with the provisions of our Constitution and Bylaws and that the striker is a member in good standing and does not engage in any action or deed which might injure or adversely affect the strike action or the outcome.

SECTION 3. The monies of this Fund may be used for the payment of strike benefits to qualifying members and other authorized expenses.

SECTION 4. This Fund shall be administered by a committee consisting of the President and the Secretary-Treasurer of the Local Union, and three (3) members appointed by the President for this specific purpose and they may not be members of the Executive Board. The actions of this committee shall be subject to the approval of the Executive Board, which is required to report to the membership.

SECTION 5. This Fund shall be audited quarterly and a report made to the Local Union by its Trustees.

SECTION 6. If at any time the amount in the Defense Fund is insufficient to meet strike benefits payable under the provisions of this Article, the committee charged with the administration of the Fund may recommend to the Executive Board the borrowing of monies for allocation to this Fund from other funds of this Union, or from other sources. Such loans to the Defense Fund shall be repaid from the Defense Fund.

ARTICLE XII
Discipline

SECTION 1. The Local Union may discipline its members or officers only as permitted by federal law, with only those penalties as authorized by the Labor Management Reporting and Disclosure Act of 1959, for violation of the International Constitution or the Local Union Constitution and Bylaws, or for any acts of misconduct which are deemed to be contrary or detrimental to the best interests of the Union. Uniform procedures, including rights of appeal, to insure full compliance with the Labor Management Reporting and Disclosure Act of 1959, will be issued by the International Union and shall be complied with in order to afford the fullest protection for all parties involved.

SECTION 2. In all cases of suspension, expulsion or the taking of any disciplinary action, except for suspension for non-payment of dues, the accused shall be given a reasonable notice of the charges and an opportunity to be represented by any other member of the Local Union, to be heard and to present evidence and witnesses before the Executive Board before any action can be taken by the Board.

SECTION 3. Charges against any officer or member of the Local Union must be made in writing and, without debate, referred to the Executive Board for investigation. The Board, after thorough investigation, shall report to the Local Union, at regular meetings, a synopsis of the testimony taken, their findings, whether guilty or not, and such recommendations as seem justified by the facts.

SECTION 4. The Local Union shall then, by majority vote, accept, reverse or amend the recommendation of the Executive Board. However, if the accused member is recommended for expulsion, he may appeal to the membership and it shall necessitate a two-thirds vote of the membership present to accept such expulsion recommendation.

SECTION 5. In the event an Executive Board member is involved in the charges submitted, such Board member shall not sit as a member of the Board when the Board is considering such charges.

SECTION 6. Any decision of the Local Union may be appealed by the aggrieved party to the International Union Executive Board at its next meeting, in accordance with the requirements of the International Union Constitution.

ARTICLE XIII ***Rules of Order***

SECTION 1. The rules contained in Roberts= Rules of Order, Newly Revised, shall govern this Union in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Bylaws or the special rules of this Union.

SECTION 2. The use of profane and abusive language during the meeting is prohibited, as being against the decorum and dignity of the meeting.

SECTION 3. No member shall be allowed in the meeting in an intoxicated state.

SECTION 4. No member shall interrupt a debate, except on a question of privilege, point of order, to make a motion to reconsider, to move division of the question, or point of information.

SECTION 5. Any conversation, by whispering or otherwise, or other conduct which is calculated to disturb a member while speaking or hinder the transaction of business, shall be deemed a violation of order.

SECTION 6. Each member when speaking shall confine himself to the question under debate and avoid all personal, indecorous, or sarcastic language.

SECTION 7. Sectarian discussion shall not be permitted in the meetings under any circumstances.

SECTION 8. A member being ordered to take his seat three times by the Chairman without heeding shall be debarred from participating in any further business at that session; provided, however, that he may, on motion carried by a two-thirds vote of the voting membership present, be relieved of his disability.

SECTION 9. All questions, unless provided otherwise in Roberts= Rules of Order, Newly Revised, or by this Union=s Laws, shall be decided as a majority vote of the good standing members present may direct.

SECTION 10. The presiding officer shall only vote to break a tie.

ARTICLE XIV ***Standing Rules***

SECTION 1. Standing rules of this Union may be suspended by a majority vote, or they may be amended or rescinded by a two-thirds vote. If notice of the proposed action was given at the previous meeting, they may be amended or rescinded by a majority vote. If any of these Standing Rules are permanently amended or rescinded, such amendment or rescindment shall be filed with the President of the International Union.

SECTION 2. The following are the Standing Rules of this Union:

Rule (A). The Order of Business of regular meetings of this Union shall be as follows:

- (1) Opening;
- (2) Roll Call of Officers;
- (3) Minutes of Previous Meetings;
- (4) Report of Secretary-Treasurer;

- (5) Report of Executive Board;
- (6) Reports of Officers and Committees;
- (7) Reports of Delegates;
- (8) Special Order;
- (9) Unfinished Business;
- (10) New Business;
- (11) Good and Welfare; and
- (12) Closing.

ARTICLE XV

Representation at International Conventions

The President and Secretary-Treasurer of this Local Union shall automatically be designated as delegates to the International Union convention(s). The remaining delegates allowed under the Constitution of the Office and Professional Employees International Union and alternate delegates shall be nominated and elected at the Local Union meeting at least two (2) months prior to the opening date of the convention, except that in the case of special conventions, election of remaining delegates and alternates will be held at least one (1) month prior to the date of such special convention. In cases where delegates will elect International Union officers, such meeting will be preceded by notice mailed at least fifteen (15) days in advance to all members in good standing at their last known address.

ARTICLE XVI

Amendments

SECTION 1. Amendments to the Constitution and Bylaws must be proposed in writing and read in regular meeting, unless such meeting otherwise directs. Any such amendments will be acted upon at the next regular meeting, with all members receiving written notice of such proposed amendments two weeks before they are to be acted upon. It shall require two-thirds vote of the members present and voting to adopt, except that amendments which would change the amount of dues, initiation or reinstatement fees shall require only a majority vote of members present and voting to adopt. No amendments adopted by the Local become effective until approval of same by the Office and Professional Employees International Union. When approved by the Office and Professional Employees International Union, they become effective upon the first day of the month following such approval.

SECTION 2. When an amendment to the Constitution and Bylaws has been proposed and voted on, in accordance with the provisions of the Constitution and Bylaws, the same subject cannot be proposed for amendment again until a period of six (6) months has elapsed from date of vote on original amendment.

ARTICLE XVII

International Constitution

The Constitution of the International Union shall be the paramount law applying to the government of this Union, and all provisions of said International Union Constitution insofar as the same are or may be applicable to the affairs and activities of this Union are hereby, by reference thereto, incorporated into and made part of this Constitution and Bylaws, and any provision contained herein which is contrary to or in conflict with the provisions of the International Union Constitution shall be inoperative and of no effect.