

CONSTITUTION

&

BY-LAWS

of

The International Federation of Professional and Technical Engineers

LOCAL UNION NO. 96

16 January 1998

Affiliated with The

AFL - CIO - CLC

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CONSTITUTION & BY-LAWS

ARTICLE 1 NAME

The name of this organization shall be Local 96 of the International Federation of Professional & Technical Engineers, Pittsburgh, Pennsylvania.

ARTICLE II OBJECTIVES

The objectives of this organization shall be to unite all individuals in the scientific and technical fields of engineering and associated occupations; to promote their general welfare professionally, intellectually, and financially; to create and cultivate their professional ethics and encourage a high standard of proficiency; and to secure adequate and proper compensation by legal and recognized means.

ARTICLE III MEMBERSHIP

Section 1. Any individual in the scientific and technical fields of engineering and associated occupations, who is a citizen of the United States of America within our jurisdiction, shall be eligible for membership.

Section 2. No person shall be admitted to membership or office who:

(1) Assists or participates in a strike against the Government of the United States or any agency thereof, or imposes a duty or obligation to conduct, assist, or participate in such a strike;

(2) Advocates the overthrow of the constitutional form of Government in the United States; or

(3) Is affiliated with communist or other totalitarian movements and persons identified with corrupt influences opposed to basic democratic principles; or

(4) Discriminates with regard to terms or conditions of membership because of race, color, creed, sex, age, national origin or disability.

ARTICLE IV

ADMISSION TO MEMBERSHIP

Section 1. Applicants for membership shall make a written application on the prescribed form provided for this purpose.

Section 2. Applications shall be submitted to the Treasurer.

Section 3. The Treasurer shall investigate all applicants and advise the Secretary concerning the applicant's fitness for membership.

Section 4. An applicant receiving an unfavorable endorsement of the Treasurer shall also be investigated by the Membership Committee and be voted on at a regular meeting and receive a majority vote of the members present and voting, before being

accepted into membership.

Section 5. The Treasurer shall notify each applicant of the acceptance or rejection of an application.

Section 6. Members who are transferred or obtain employment in areas under the jurisdiction of another IFPTE Local shall be obligated to apply for a transfer into, and shall be entitled to membership in such Local in accordance with its Constitution and the Constitution of the International. Any member who leaves a Local 96 bargaining unit, but does not enter the jurisdiction or another IFPTE Local, may maintain full regular membership as a Member at-large; or may continue association with the Local as an associate member. An associate member shall not be a regular member of the local and shall not be eligible to vote or hold office.

Section 7. All members who are in good standing at the time of Separation from the jurisdiction of Local 96, regardless of future employment, may be issued a withdrawal card. Members who request and receive a withdrawal card lose all membership rights, but are entitled to reinstatement as members if, upon return to work under the jurisdiction of the International, the member deposits the withdrawal card and applies for reinstatement with the Secretary-Treasurer or appropriate local union within 30 days.

Section 8. When an applicant is initiated, or a suspended member reinstated, good membership shall date from the date of the

initiation or the reinstatement, respectively.

ARTICLE V

MEMBERS IN ARREARS

Section 1. Members whose dues are in arrears two (2) months shall be notified of same in writing by the Treasurer.

Section 2. Members whose dues are in arrears three (3) months shall be automatically suspended.

Section 3. Members who have been suspended for non-payment of dues may be reinstated upon payment of a reinstatement fee of five dollars (\$5.00), which shall be automatically levied; all reinstatements are subject to the procedure for applicants for membership.

Section 4. Any member during suspension shall not be entitled to any rights, privileges, or benefits, except for such matters as shall be required by present or future laws.

ARTICLE VI

RIGHTS OF MEMBERS

Section 1. Subject to the limitations of these by-laws and the International Constitution, the membership is the supreme legislative, judicial, and reviewing authority of this organization. The policies and practices of this local shall be determined by the membership at regular or special membership meetings, except that between such meetings, policies and

practices shall be determined by the Executive Committee.

Section 2. Each member shall, at all times, have the right of support and shall be defended from any controversy with employers or otherwise, arising from the fulfillment of the duties of office, provided the member has not acted contrary to the rules of this organization or to prescribed laws.

Section 3. A member shall further have the right of assistance in securing employment.

Section 4. A member unemployed for two (2) weeks shall not be required to pay dues for that month, and if paid by the Union for six (6) months shall be reviewed by the membership prior to continuing payments.

Section 5. All members shall be entitled to any such benefits as shall be prescribed by later rules and regulations of the International Federation of Professional & Technical Engineers AFL/CIO/CLC.

ARTICLE VII

DUTIES OF MEMBERS

Section 1. It shall be the first duty of every member to conduct himself/herself as a loyal American citizen, uphold the ideals and principles of this organization, and abide by all of its rules and decisions.

Section 2. All business transacted in meetings shall be strictly confidential and it shall be the duty of each member to adhere to

this rule, except when authorized or called upon by a court having civil or criminal jurisdiction.

Section 3. It shall be the duty of any member, having knowledge of a violation of any article or section of these by-laws, to refer charges against the member suspect of committing such a violation to the Laws Committee for appropriate action.

Section 4. No member of this Local shall engage in dual unionism, or in a secessionist movement which has for its purpose the fostering of a rival or competing organization.

Section 5. No officer, member, or group of members, shall institute any effort to disaffiliate with this union or change its unit determinations and bargaining relationship without first having such effort approved at a regular meeting and any violation of this provision is subject to charges as a secessionist movement.

Section 6. It is the duty of every member to attend the meetings of the Local and to actively participate in its affairs.

ARTICLE VIII

OFFICERS

Section 1. The officers of this Local shall consist of a President, , Vice President, Corresponding/Recording Secretary, Treasurer, Sergeant-at-Arms, Guide, and three (3) Trustees.

Section 2. To be eligible for office, the candidate must be a member in good standing for no less than twelve (12) consecutive

months prior to nomination. Any member who fails to pay local union dues and/or assessments shall be a member not in good standing. In addition, any member who is suspended shall not be eligible for office during the time of the suspension.

Membership in good standing in another AFL-CIO local shall count towards membership in good standing in this local if the member acts to affiliate with this local at the earliest opportunity.

The good standing requirement of 12 months is waived for the first election of officers.

Section 3. All officers shall serve for a term of two (2) years, or until their successors are duly elected, qualified, and installed.

Section 4. If any officer shall fail to discharge the duties of office for three (3) consecutive meetings, or change employment, the Executive Committee may recommend that the office be declared vacant.

Section 5. During the temporary absence of any officer, the President shall appoint a member to fill the vacancy, pro-tem.

Section 6. Vacancies in any office due to death, removal, resignation, or succession of office and not otherwise provided for in these By-Laws, shall be filled by special election; such election to be held no sooner than three (3) weeks following creation of the vacancy. The President may appoint a member, pro-tem, to fill the vacancy until such election.

Section 7. In case of death, removal, or resignation of the

President and Vice President simultaneously, the order of succession to the presidency shall be (1) Secretary, (2) Treasurer. The terms of office shall be for the remainder of the unexpired term.

Section 8. No member of this local shall hold more than one (1) elective office in this organization at any one time.

Section 9. All officers shall be bonded through the International Union, the amount to be determined by the Trustees, and in no case less than the net worth of the Local at the close of the Bi-Annual Audit. The amount of coverage as a minimum shall be consistent with the minimum amount provided under the International Union blanket bond.

ARTICLE IX

DUTIES OF OFFICERS

Section 1. President

(a) The President shall preside at all special and regular meetings, preserving order and deciding all questions of order, subject to appeal to the body; the President shall have the deciding vote in all cases of tie.

(b) The President shall enforce the Constitution and By-Laws, administer the affairs of the Local, and execute the mandates of the members.

(c) The President shall preside at all Executive Committee meetings, preserving order, and shall have authority to veto any

decision by the Executive Committee, provided the decision vetoed is presented to the membership at the next regular or special membership meeting.

(d) The President shall countersign all orders on the Treasurer authorized by the Local, as herein provided.

(e) The President may appoint a Business Manager and all standing and special committees in conducting the business of the Local, except as otherwise provided for in these By-Laws.

(f) The President shall be the official representative and spokesman of the Local, and shall perform such other duties as prescribed in the By-Laws.

(g) The President shall receive a salary of \$0.25 per quarter.

Section 2. Vice President

(a) It shall be the duty of the Vice President to preside in the absence of the President, and to assist the President in preserving order.

(b) Should the office of President become vacant, through any cause whatever, the Vice President shall succeed to that office for the remainder of the unexpired term.

(c) The Vice President shall perform such other duties as may be assigned by the President.

(d) The Vice President shall receive a salary of \$0.25 per quarter.

Section 3. Secretary

(a) The Secretary shall keep an accurate record of the proceedings of all meetings.

(b) The Secretary shall attend to all correspondence and shall notify the membership of all meetings and elections.

(c) The Secretary shall attest all orders signed by the President, and sign all orders on the Treasurer authorized by the Local as provided herein.

(d) The Secretary shall perform such other duties as may be required by the Constitution and By-Laws; as directed by the Local or assigned by the President.

(e) The Secretary shall receive a salary of \$0.25 per quarter.

Section 4. Treasurer

(a) The Treasurer shall receive all money and give receipt for same.

(b) The Treasurer shall deposit all money received in any bank approved by the Local; all money to be deposited in the name of the Local.

(c) The Treasurer is responsible for collection of dues, fines, assessments, etc. He shall require all receipts to be made in triplicate, retaining one copy, forwarding the original to the collector or person making the payment.

(d) The Treasurer shall keep financial and current membership records, complete with addresses of members and report

on the finances of the Local at each regular meeting.

(e) The Treasurer shall pay all duly authorized bills, upon written order signed by the President and Secretary; all bills to be paid by check only.

(f) The Treasurer shall notify, in writing, all members in arrears two (2) months, read off the names of those delinquent at regular meetings, and if they are in attendance request that the Sergeant-at-Arms remove them from the meeting.

(h) The Treasurer shall perform such other duties as may be assigned by the President.

(i) The Treasurer shall be paid a salary of \$0.25 per quarter.

Section 5. Sergeant-at-Arms

(a) The Sergeant-at-Arms shall take charge of the door at all meetings and see that all persons entering are members in good standing.

(b) The Sergeant-at-Arms shall assist the President, when called upon, in keeping order.

Section 6. Guide

(a) The Guide shall introduce all new members and visitors, assist at the initiation of new members, and perform such other duties as may be assigned by the President.

Section 7. Trustees

(a) The Trustees shall exercise general oversight over the property of the Local.

(b) They shall audit all books every twelve (12) months immediately preceding the January meeting, or at such other times as may be directed by the Local, and report results of said audit at the next regular meeting.

(c) It shall be the duty of the Trustees to see that all funds deposited in interest bearing accounts are not withdrawn without written notification to the membership.

(d) It shall be the duty of the Trustees to see that the officers are bonded as provided herein.

ARTICLE X

STEWARDS

Section 1. The number and location of stewards shall be determined by the Executive Committee and approved by the Local.

Section 2. Stewards shall be appointed by the Executive Committee.

Section 3. The President, or a designee, shall be known as Chief Steward.

Section 4. It shall be the duty of the stewards to process grievances within their respective areas, as specified in ARTICLE XVII, and as directed by the Executive Committee.

ARTICLE XI
COMMITTEES, DELEGATES, AND
BUSINESS MANAGER

Section 1. Standing committees shall be Executive Committee, Laws Committee, Welfare Committee, Membership Committee and the Negotiations Committee.

Section 2. All standing committees shall serve a twenty-four (24) month term dating from the bi-annual January meeting. All special committees shall serve at the pleasure of the President.

Section 3. The Executive Committee shall be composed of the President, Vice President, Secretary, Treasurer, Sergeant-at-Arms and Guide. The immediate Past President and Business Manager shall serve as advisory (non-voting) members.

Section 4. The Laws Committee shall be appointed by the President, and is to consist of a chairperson and two (2) other members.

Section 5. The Welfare Committee shall be appointed by the President and shall consist of as many members as the President deems necessary.

Section 6. The Membership Committee shall be appointed by the President, and is to consist of as many members as the President deems necessary. The Business Manager shall serve as advisory member of this committee.

Section 7. The Negotiations Committee shall consist of the President, and/or his/her designee, and at least two (2) other

members appointed by the President, at least one (1) of whom shall be a member of the Executive Committee. The two (2) appointed members may be rotated at the discretion of the President in handling specific negotiations. The number of observers shall be determined by the Negotiations Committee. The President, or designee, shall be known as the Chief Negotiator or the President may appoint a Chief Negotiator.

Section 8. Representatives and delegates to affiliated organizations shall be appointed by the President and shall be in number as permitted by such organization.

Section 9. The Nominating Committee shall consist of three (3) members and shall be elected at the bi-annual meeting in September, or at such other times as the Local may direct. The committee shall terminate, upon completion of its duties, immediately after the election.

Section 10. The President may appoint a Business Manager and such other committees as deemed necessary.

Section 11. Delegates and alternate delegates to regular and special conventions of the International Union shall be elected by the Local. Representatives and delegates to legislative conferences, central bodies, and councils shall be appointed by the President and approved by the Executive Committee. Delegates and representatives shall be in number, and credentials shall be handled as outlined in the calls for the conventions and conferences.

Section 12. Delegates, representatives, or committees, elected or appointed, incurring legitimate expense while in performance of duty, shall be reimbursed to the extent of such expense without further action by the Local upon presentation of bills and their approval by the President.

Section 13. Any and all delegates, alternates, representatives, or committees - elected or appointed - shall be individually in good standing on the books of the Treasurer, currently with such election or appointment, before being eligible to serve in such capacity.

Section 14. Business Manager

(a) The Business Manager shall be responsible for organizing and the preparation and conduct of organizing programs.

(b) The Business Manager shall be furnished an accurate record of the membership and prepare an accurate record of the potential membership.

(c) The Business Manager shall prepare publicity and news items of interest to the membership, subject to the approval of the Welfare Committee prior to release.

(d) The Business Manager shall be responsible for educational and training programs relative to the conduct of union activity by the officers, stewards, and membership.

(e) The Business Manager shall perform such other duties as assigned by the President.

(f) The Business Manager shall receive a salary of \$0.25 per quarter.

ARTICLE XII

DUTIES OF COMMITTEES

Section 1. The Executive Committee shall represent the Local between meetings when urgent business requires prompt and decisive action, and may authorize necessary expenditure of funds with the approval of the President. Decisions of the Executive Committee affecting union policy shall be reported at regular meetings.

Section 2. The Laws Committee shall interpret the By-Laws and shall be responsible for keeping the individual copies of the Constitution and By-Laws up to date. They shall accept proposed amendments and alterations of the By-Laws for study and proper wording of intent, and make recommendations on all proposed changes. They shall investigate all charges of violations of the By-Laws referred to them and recommend appropriate action by the Local.

Section 3. The Welfare Committee shall report any member sick or in distress, unemployed, or in need of assistance. They shall approve all articles for the press before publication. They shall also look after the equipment and paraphernalia of the Local, and keep alive an interest of good fellowship and well-being among the members.

Section 4. The Membership Committee's duty shall be to keep informed of the status of the membership and report at regular meetings any person working contrary to the principles of this Local. It shall also be responsible to investigate all applications for membership when requested by the Treasurer, and to make recommendations for action in regard to such applications. The Business Manager shall be an ex-officio member of this committee.

Section 5. The Negotiations Committee shall represent the Local in all dealings with representatives of management, as directed by the Executive Committee or the Local.

Section 6. The Nominating Committee shall accept petitions containing the names of nominees for elective offices under ARTICLE VIII, Section 1, and determine the candidates' eligibility as laid down in ARTICLE VIII, Section 2; and shall notify the candidates in writing as to their eligibility. They shall publish to the membership, no later than fifteen (15) days prior to election, the names of all eligible nominees submitted to them, and shall be responsible for distributing, collecting, and counting the ballots. Members of the committee shall not be eligible for elective office while serving thereon.

Section 7. Delegates to central bodies and councils with which this Local is affiliated, and to conferences and conventions, shall represent the Local as directed by the Local and shall report proceedings and deliberations of these bodies at regular

meetings.

ARTICLE XIII

MEETINGS

Section 1. This Local shall convene for the purpose of transacting business at least bimonthly in January, March, May, July, September, and November; on such dates as the Local may determine. Should any business require special deliberation, a special meeting may be called for that purpose.

Section 2. The President shall call a special meeting upon receipt of a written request signed by fifteen (15) members in good standing. The request shall state clearly the purpose, or purposes, for which the meeting is to be called, and no other business shall be transacted at that meeting. A special meeting shall not be called for any purpose not of an urgent nature which may be acted on at a regular meeting; and shall not have as its purpose any matter which may be detrimental or reflect on the honesty, integrity, or suitability of the Local. A notice stating the time and exact purpose of a special meeting shall be circulated to the membership at least ten (10) hours before it convenes.

Section 3. The President may call a special meeting for the consideration of any matter of extreme urgency. The Executive Committee or the Trustees may require the President to call a special meeting for extremely urgent matters.

Section 4. Fifteen (15) members in good standing shall constitute a quorum for the legal transaction of business at any regular or special meeting.

Section 5. Any proposed increase or decrease in dues shall be voted on by the membership at a scheduled meeting. The membership shall be notified through appropriate and commonly used means that there will be a "Vote on increasing or decreasing dues." This notification shall take place no later than 30 days prior to the date of the vote. This section does not take precedence over Article XIV Section 4. This section supercedes Article XIII Section 2.

ARTICLE XIV

REVENUE

Section 1. The revenue of this organization shall be obtained through initiation fees, dues, assessments, fines, and other activities as approved by the Executive Committee or membership.

Section 2. Membership Classification

(1) The Executive Committee is empowered to negotiate an insurance benefit for the members and their dependents subject to the approval of the Local. The insurance benefit and voluntary allotment method is to be part of the Membership Classification, as chosen by the individual member.

(2) Membership Classification in the union is to be as follows:

(a) Class "A" Membership: The dues shall be at least the minimum required by the International Union, this total amount shall be deducted in bi-weekly installments from the member's pay-check.

(b) Class "B" Membership: The dues shall be at least the minimum required by the International Union, plus the cost of member insurance benefits; this total amount shall be deducted in bi-weekly installments from the member's paycheck.

(c) Class "C" Membership: The dues shall be at least the minimum required by the International Union, plus the cost of member and dependent insurance benefit; this amount (total) shall be deducted in bi-monthly installments from the member's pay-check.

(d) Class "D" Membership: The dues shall be at least the minimum required by the International Union payable quarterly, in advance. The dues will be collected by an authorized union collector.

(e) Class "E" Membership: Members who leave the Local 96 bargaining unit (either by retirement, transfer, or change/loss of employment) may maintain full regular membership as members at-large in accordance with Article IV Section 8. The dues shall be at least the minimum required by the International Union, plus the full cost of any insurance options when appropriate; this amount shall be payable quarterly, in advance. The dues will be collected by an authorized union collector.

(f) Class "F" Membership: Members who leave the Local 96 bargaining unit (either by retirement, transfer, or change/loss of employment) and other interested parties (i.e., students) may maintain continuing association with the local in accordance with Article IV Section 8. The dues shall be 50 percent of the amount charged Class "A" members, plus the full cost of any insurance options when appropriate: this amount shall be payable quarterly, in advance. The dues will be collected by an authorized union collector.

Section 3. The membership and insurance benefit dues shall be increased automatically when increases are effected by the International Union and the Insurance Company. Any such increase shall become effective within thirty (30) days after the increase is made.

Section 4. Expenditures may be authorized by the Executive Committee with the approval of the President, or by a majority vote of the members present and voting at a special or regular meeting.

ARTICLE XV

FUNDS AND PROPERTY

Section 1. All funds and property shall be used only for such purposes as may be required to transact and properly conduct business; namely, payment of salaries, purchasing of stationary, books, cards, printing, payment of rent, or for any legally

authorized bill against the Local.

Section 2. No money shall be loaned from the funds of this Local.

Section 3. All expenditure of funds, except per capita, insurance benefit, stationary, and postage must be by vote of the Local or the Executive Committee, for which a warrant must be drawn on the Treasurer, signed by the President and Secretary. Withdrawal of funds deposited in interest bearing accounts must be by majority vote of the local or the Executive Committee. Such accounts shall require the signatures of the President, Secretary, and Treasurer for withdrawal.

Section 4. No appropriation of funds can be made after 10:30 P.M.

Section 5. No assessment shall be levied except by notification to the membership, as required for changes to the Constitution and By-Laws. All assessments levied by the Local shall be charged as dues and when not paid within thirty (30) days after date of levy, the payment of regular dues shall be applied to the payment of assessments. The Treasurer shall notify the membership that said assessment is pending.

Section 6. The funds and property of this union cannot be divided in any manner among the members individually, but shall remain the funds and property of the union for its legitimate purposes while seven (7) members remain therein. Should the union finally dissolve, its charter, books, papers, and funds

shall at once be forwarded to the Federation Secretary - Treasurer.

ARTICLE XVI

NOMINATIONS AND ELECTIONS

Section 1. The names of candidates for President, Vice President, Secretary, Treasurer, Sergeant-at-Arms, Guide, and three (3) Trustees, and delegates to the International Union Convention shall be submitted in writing to the Nominating Committee endorsed by two (2) members in good standing at least thirty (30) days prior to the election. A notice shall be mailed to the last known home address of each member of the names of all eligible nominees and the time and place at which elections are to be held no later than fifteen (15) days prior to such election.

Section 2. Only those candidates whose petitions have been submitted to the Nominating Committee, and published to the membership in accordance with Section 1 of this Article, shall be nominated from the floor except by unanimous consent of those present and voting at the meeting; however, no additional nominations for convention delegates shall be made at the election meeting.

Section 3. The bi-annual election of officers shall be held at the regular meeting in November on even numbered years.

Section 4. Successful candidates shall be installed at the

bi-annual meeting in January.

Section 5. All members in good standing shall be entitled to vote; the vote to be taken by secret ballot, a majority vote of the members present and voting being necessary to elect.

Section 6. Special elections for selecting delegates or filling vacancies shall be governed by Section 5 of this Article.

Nominations for special elections may be made from the floor at the election meeting without procedures, as set forth in Section 1 of this Article, and without consent of the Local.

ARTICLE XVII

GRIEVANCE PROCEDURE AND

NEGOTIATIONS

Section 1. When any difficulty shall arise between the members and their employers, the member in dispute shall lay the matter before the Steward. If the matter is of a local area nature, the Steward shall attempt to resolve the difficulty. If the problem cannot be resolved by the Steward, he shall immediately submit it in writing to the President, or his/her designee.

Section 2. The President, or his/her designee, shall then consult with stewards in other areas, when deemed necessary, to determine the extent to which the matter may affect members in other areas, or to obtain information pertaining to the grievance. The President shall then lay the matter before the Executive Committee within forty-eight (48) hours.

Section 3. If, in the opinion of the majority of the Executive Committee, the matter can be settled by local arbitration, the Executive Committee shall be authorized to proceed to obtain by just and lawful means proper adjustment of the difficulty. If, however, it is considered that adjustments cannot be obtained by local arbitration, it shall be the duty of the President to notify the International Union, or other proper organization with which this Local is affiliated, and attempt through them to obtain the desired adjustment. Any matter requiring arbitration, or the expenditure of legal funds, shall be referred to the International and its General Council and the Local union.

Section 4. No member of this local shall appear before a representative of management as a representative for this union or it's membership except as authorized by the membership and/or the President, and/or the Executive Committee. No member of this local shall appear before a representative of management and agree to any provision(s) which decreases or removes the right of the membership to fully participate, through discussion and vote, in the decision making processes of the union, and to pertinent information needed for the exercise of this right. This right shall specifically include decisions concerning the acceptance or rejection of collective bargaining contracts, memoranda of understanding, or any other agreements affecting wages, hours, or other terms and conditions of employment.

Section 5. No representative of this union shall appear before a

representative of management for the discussion of union policy or business when such discussions include representatives of non-union employee organizations.

ARTICLE XVIII

TRAVELING, TRANSFER, AND

HONORABLE WITHDRAWAL CARDS

Section 1. Should a member desire to travel, or for any reason be compelled to leave the jurisdiction of this Local, the member may obtain from the Treasurer a traveling card, providing the member is in good standing and not under charges, without the vote of the union upon payment by the member of all dues, in advance, for the full time for which the card is granted.

Section 2. A traveling member may extend the time for which a traveling card is granted by further payment of dues in advance.

Section 3. Members of any other Local of the International Union who accept employment within our jurisdiction, and who are not provided with a transfer card, must deposit his/her traveling card and apply for transfer before the expiration of the traveling card.

Section 4. Any member leaving the jurisdiction of this Local may transfer to the Local in that jurisdiction. To do so, the member must be in good standing.

Section 5. Any member entering a line of employment entirely foreign to the jurisdiction of this Local, or retiring due to

age, service, or disability shall, upon request, be furnished an honorable withdrawal card, subject to approval of the Local.

ARTICLE XIX

MISCONDUCT AND PENALTIES

Section 1. Any officer or member who is found guilty of improper conduct or who wrongs or defrauds a fellow member, or commits an offense discreditable to the union shall be fined, suspended, or expelled, by a two-thirds concurring vote of the membership present and voting.

Section 2. Any officer or member who endeavors to create dissension among the members, or who works against the interest of the organization, shall be expelled; such expulsion to be affected by a majority concurring vote of the members present and voting at a meeting called for consideration of same.

Section 3. Any member who enters a meeting and disturbs the harmony thereof, or who uses profane or unbecoming language during a meeting, shall be subject to suspension for three (3) months.

Section 4. Any member who acts in violation of the Constitution and By-Laws or membership obligation shall be fined, suspended, or expelled at the discretion of the Local.

Section 5. A fine can be remitted or reconsidered only by a two-thirds vote of the membership present and voting at the same, or at a following meeting.

ARTICLE XX

CHARGE AND TRIALS

Section 1. All charges must be made in writing and must specify the offense (or offenses) and the section of the Constitution and By-Laws which they violate; they must be signed by the member making the charge.

Section 2. Any member under charges shall have the right to resign, and it shall be so noted in the records of the Local.

Section 3. Any member may be suspended by a three-fourth vote of the membership present until charges are preferred and trial is concluded.

Section 4. Unless suspended, the accused may attend all meetings, until convicted of charges, but officers may be retired while the case is pending.

Section 5. The membership shall nominate eleven (11) members at a regular meeting from which five (5) shall be drawn by lottery to act as a trial court; accused and accuser have the right to challenge three (3) each of the members drawn.

Section 6. All charges shall be referred to the trial court, who shall conduct the trial fairly and impartially.

Section 7. The accused shall be notified by registered mail to be present at the trial by the Chairperson of the Trial Court, and may be represented in person, or by counsel (counsel to be a member of this organization). The Member shall be given one (1) month in which to appear and reply. All testimony must be in

writing or taken down in writing. Testimony of non-members is permissible.

Section 8. When the court has come to a decision in the case, the Chairperson shall, at the next meeting, submit a full report of evidence and verdict in writing to the Local.

Section 9. There shall be no debate on, or review of the evidence or the case by the union, except that the defendant and prosecuting witness shall be allowed to state their cases, and then it shall require a two-thirds vote of the membership present and voting to secure a conviction, except in cases where otherwise specified in these By-Laws.

ARTICLE XXI

AMENDMENTS

Section 1. To amend these By-Laws, the proposed amendment must be submitted to the Chairperson of the Laws Committee, in writing, and signed by two (2) members in good standing at least two (2) weeks in advance of the meeting, at which it is to be read for the first time. The proposed amendment shall be read at the following regular meeting, but shall not be acted upon or debated until the next regular meeting thereafter. A concurring vote of two-thirds of the members present and voting shall be necessary for adoption.

ARTICLE XXII

PARLIAMENTARY PROCEDURE

All questions of parliamentary nature shall be decided in accordance with Roberts Rules of Order. All provisions, and future amendments, of the Federation Constitution shall take precedent over these By-Laws, and shall be applied with full force and effect.

ARTICLE XXIII

ORDER OF BUSINESS

1. Opening
2. Roll Call
3. Installation of Officers
4. Reading of Minutes of Previous Meeting
5. Application for Membership
6. Initiation of Candidates
7. Communications and Bills
8. Election of Officers, Committees and Delegates
9. Report of Committees
10. Unfinished Business
11. New Business
12. Report of Treasurer
13. Good and Welfare
14. Does anyone know of a member out of employment, sick, or in distress?

15. Closing