
BY-LAWS

TRANSPORT WORKERS UNION - LOCAL 260

Houston, Texas

SECTION I - Name

The name of the Local Union shall be: The Transport Workers Union, Local 260.

SECTION II - Officers

The Local shall elect triennially a President, a Vice President and a Financial-Secretary, who shall serve for three years.

SECTION III - Duties

(a) President

The President shall preside at all meetings of the Local Union, the Local Executive Board and Joint Executive Committee. 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 the accounts of the Local Union on authorization of the Local Executive Board. He/she shall enforce the provisions of this Constitution. He/she shall appoint all committees not otherwise provided for. He/she shall perform such other duties as the Local Union, or the Local Executive Board may assign to him/her; and except as to powers and duties specifically conferred on him/her by the Constitution, he/she shall adhere to all decisions and directions of, and be subject to, the Local Executive Board.

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 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 Union, and the compliance by his/her fellow officers with their obligations under the International Constitution and the Local by-laws. He/she shall be chairperson of the Local's Committee on Political Education (COPE).

(b) Vice President

The 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 the President, the Vice President shall act as President for the unexpired term. He/she shall also perform all other duties as required by the International Constitution.

(c) Financial Secretary-Treasurer

The Financial Secretary-Treasurer shall receive all monies paid into the Local Union, including monies received for welfare or special funds, and give official receipts for all such monies received using the triplicate receipt book supplied by the International Union or a form approved by the International Administrative Committee.

He/she shall deliver the original receipt to the payer, a triplicate thereof to the International Secretary-Treasurer and shall retain the duplicate in the files of the Local Union. He/she shall deposit all monies received in the name and number of the Local Union in such bank or banks as the Local Executive Board may direct. He/she shall sign all checks.

He/she shall make no payments by cash, check or otherwise, unless such payment is supported by a voucher duly completed pursuant to the rules and regulations established by the International Administrative Committee. Such vouchers shall be preserved by him/her and his/her successor for at least five (5) years. Copies of such vouchers shall be provided to the International Secretary-Treasurer monthly.

He/she shall keep regular books and records of the Local 's finances pursuant to the rules and regulations established by the International Administrative Committee.

He/she shall report monthly to the Local Executive Board and to the International Secretary-Treasurer on the forms approved by the International Union. He/she shall submit, at least once each year, books, records, vouchers and other supporting data for inspection and audit to a Certified Public Accountant, the cost of the audit to be borne by the Local Union. In advance of the audit, he/she shall make certain, by communication with the International Secretary-Treasurer, that the audit will comply with the requirements and specifications established by the International Secretary-Treasurer. Not less than thirty (30) days before the start of any audit arranged for by a Local Union, the Local Financial Secretary-Treasurer shall forward to the International Secretary-Treasurer the name and address of the Certified Public Accountant who is to conduct the audit. Copies of the auditor's report shall be sent to the Executive Board, to the International Secretary-Treasurer, and shall be made available for inspection: by all members. He/she shall be the custodian of the Seal of the Local Union.

He/she shall keep and supply to the International Secretary Treasurer a correct record of the full names and addresses of all members, and promptly notify the International Secretary-Treasurer of the names and addresses of all members who leave the Local or who are suspended or expelled.

Before entering upon his/her duties, the Financial Secretary-Treasurer shall deliver a bond as required by the International Union and in an amount to be determined by the International Secretary-Treasurer based on the audit report of the Certified Public Accountant, but not less than Five Hundred Dollars (\$500). The premium on said bond shall be paid out of the funds of the Local Union.

He/she shall deliver to his/her successor all monies and other property of the Local Union. On demand of the International Union, he/she shall make available all books and records including the records of any welfare or special fund for examination and audit.

He/she shall also perform the duties of a Local Recording Secretary under the Constitution, to wit: he/she shall keep correct minutes of all meetings of the Local Executive Board and of the Joint Executive Committee. He/she shall issue the Call for all meetings of the Local Union, of the Local Executive Board and of the Joint Executive Committee, as directed by the Local Executive Board. He/she shall perform such other duties as are prescribed by this Constitution or by the Local Executive Board.

SECTION IV - Executive Board

The Executive Board members shall consist of the Local officers two (2) Transportation employees, one (1) Rail employee, two (2) Maintenance employees and one (1) MV employee.

SECTION V - Vacancies

In the event that a vacancy occurs between elections in any office other than in the office of President, or in an Executive Board position, the vacancy shall be filled by appointment by the President with the approval of the Executive Board.

SECTION VI - Trustees

The Trustees of the property of the Local Union, subject to the direction of the Executive Board, shall be the President, Vice President, and Financial Secretary-Treasurer.

Trustees to the Transport Workers Union - MTA Health Welfare Trust and Pension Trust will be appointed as follows: one from the T.W.U. International appointed by the International President and one from TWU Local 260, appointed by the Local President, as set forth in the collective bargaining agreement.

SECTION VII – *Elections*

(a) At a meeting in the month of February every three (3) years, beginning in 1997 the Local Executive Board shall appoint an Elections Committee, consisting of three (3) members of the Local Union, none of whom shall be candidates for office in the election of that year. The Election Committee shall promptly meet and draw up proposed rules and regulations to govern nominations and election and shall report back to a meeting of the Local Executive Board no later than the second week of March of that year. The Local Executive Board at such meeting shall accept, modify, or amend the rules and regulations proposed by the Election Committee, and such rules and regulations governing nominations and election as adopted by the Local Executive Board shall be published and posted on all union bulletin boards.

(b) Nominations for officers and Executive Board members will be held every three (3) years at the April membership meeting.

(c) The election of officers and Executive Board members will be held every three (3) years during the month of May. The election shall be conducted by secret mail ballot and supervised by an outside independent organization.

(d) Each member in good standing for twelve (12) months before nomination shall be eligible for nomination and election to office unless otherwise ineligible pursuant to the International Constitution.

(e) Each member of the Local in good standing shall be entitled to vote in accordance with the procedures adopted by the Election Committee.

(f) Elected officers and Executive Board members shall serve as delegates to the International Convention; provided that, should the number of elected officers and Executive Board members exceed the number of delegate positions apportioned to Local 260, delegate positions shall be awarded in the following order: President; Secretary-Treasurer; Vice President; and Executive Board members in the order of the numbers of votes each received in the election for Executive Board; provided further that, if two or more members of the Executive Board are to be delegates, one of those must be the Executive Board member from each department.

SECTION VIII – *Stewards*

The President may appoint a Chief Steward for each facility and all other Stewards who are needed to conduct the affairs of the Local.

SECTION IX – Meetings

- (a) The Executive Board shall meet at least once in each calendar month except when the members of the Executive Board dispense with meetings during the months of August and December. Additional meetings may be called by the Local President and must be called by him within five (5) days after the receipt of a petition signed by the majority of the members of the Executive Board.
- (b) The general membership meeting will be held once a month at a time and place set by the Local Executive Board. The Local Executive Board may dispense with meetings during the months of August and December.
- (c) A quorum of ten (10) must be present at the membership meeting to conduct business.

SECTION X Committees

The President, with the approval of the Executive Board, shall from time to time appoint committees necessary to assist the Local officers in carrying out the functions of the Local to better service its membership, i.e., Cope, Political Action, Membership, Trial Committees, et.

SECTION XI Literature

All leaflets and literature for circulation among the membership, purporting to state Union policy or to advertise any official Union activity, must have the approval of the President, or his designee, or the Executive Board before being posted or distributed. To participate in the posting, distribution, or publication of unauthorized material that falsely purports to be an authorized statement of Union policy may constitute a punishable offense against the Union.

SECTION XII - Finances

Dues shall be outlined in Article XVII, Section 2, paragraph 2 of the International Constitution of the Transport Workers Union of America, and as set forth below, provided that the appropriate consent of the International Administrative Committee is obtained. It is understood that this provision would currently require a minimum dues level of \$12.50 per member per week for those working full-time, and part-time. This amount will be raised by the percentage of each wage increase so that dues will not fall below the minimum prescribed by the Constitution. Additional increases, other than those imposed by the International solely for the International's purpose and use, may be imposed by the Local only pursuant to a secret ballot election conducted by an independent organization.

SECTION XIII – Miscellaneous

(a) No matter may be submitted to arbitration without the prior approval of the Executive Board.

(b) No member shall bypass the duly elected officers or stewards to handle his/her own or another's grievance.

(c) No member shall perform his/her duties on the job in such a manner as to place a further burden on his/her fellow workers, nor shall he/she disregard any rules adopted by the membership of the Local.

(d) No member shall take up a collection in the name of the Union, regardless of its purpose, without the prior approval of the Executive Board. This shall not apply to collections taken by or for candidates for Local office to defray the cost of their campaigns.

(e) No member shall attend or participate in any way in any organized group not affiliated with the AFL-CIO, which discusses and makes decisions on matters of policy directly related to and part of the internal affairs of this Union.

(f) If any member or group of members wish to direct any matter to the attention of the Executive Board, they shall submit their request to the Secretary-Treasurer, who shall submit such request to the Executive Board at its next regular meeting.

SECTION XIV - Contract Negotiations

(a) The Local officers and Executive Board with a representative from the International Union shall be the negotiating committee for the Local.

(b) No agreement shall become effective until it is ratified by the membership in a secret mail ballot supervised by an independent organization.

SECTION XV – Wages

(a) The President and Secretary-Treasurer are the full-time officers of the Local and shall be paid by the Local.

(b) The wage rates for the President and Secretary Treasurer shall be set as follows: for the President, the weekly wage shall be set as 58 times the straight time hourly wage of the highest paid hourly employee in the bargaining unit; for the Secretary-Treasurer, 55 times that same wage.

SECTION XVI -Amendments

These By-Laws may be amended by the Executive Board with the approval by a majority of the members present at a regular or called meeting and with the approval of the International Executive Committee.

SECTION XVII - International Constitution

In the event of any conflict between these By-Laws and the International Constitution, the International Constitution shall control. Matters not covered herein shall be governed by the International Constitution including but not limited to charges, hearings, and removal of officers.