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CONSTITUTION AND BYLAWS
OF
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 1

~~March 2011~~
June 2013

PROPOSAL

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MISSION STATEMENT

~~It is the objective of this Union and its members to be a democratic and progressive Union and to create a better society by its efforts on behalf of all workers and their families. To meet this objective, we agree that workers of all races, religions, ethnic backgrounds, age, physical ability and handicap, gender, and sexual orientation shall be welcome in the Union and shall have opportunities for development of their skills and abilities. Through our efforts to bargain collectively for improved wages, benefits, and working conditions, and through education and training, we can exercise our political rights to reach our goals.~~

~~Our vision is not only to create better conditions for us and our families, but to organize the unorganized to create a just society for all workers.~~

~~We pledge that we will cooperate and join with the Service Employees International Union to meet our objectives which will result in economic justice and create a better world to live in with peace, dignity and security for all.~~

We are united by the belief in the dignity and worth of workers and the services they provide and dedicated to improving the lives of workers and their families and creating a more just and humane society.

Our union seeks to pursue justice for all. We believe in and will fight for a just society where all workers are valued, where all families and communities thrive, and where we leave a better and more equal world for generations to come.

As people of every race, ethnicity, religion, age, physical ability, gender, gender expression and sexual orientation, we are the standard-bearers in the struggle for social and economic justice begun nearly a century ago by janitors who dared to dream beyond their daily hardships and to organize for economic security, dignity and respect.

Our vision is of a union and a society:

Where all workers and their families live and work in dignity.

Where work is fulfilling and fairly rewarded.

Where workers have a meaningful voice in decisions that affect them.

Where workers have the opportunity to develop their talents and skills.

Where the collective voice and power of workers is realized in democratic, equitable and progressive unions.

Where union solidarity stands firm against the forces of discrimination and hate and the unfair employment practices of exploitative employers.

Where government plays an active role in improving the lives of working people.

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ARTICLE II OBJECTS AND PURPOSES

C. Empowering SEIU Local 1 members to lead and participate in all aspects of the Union's organization to secure a better future for all, including organizing, bargaining, political work, direct action and community partnerships.

ARTICLE III JURISDICTION

Section 1. Local 1 shall be composed of, and have jurisdiction over, ~~working men and women~~ all workers who are employed in the property services industry, including: ~~or engaged in private or non-profit enterprises~~ commercial buildings, residential properties, sports and entertainment facilities, security services, institutional properties, allied and industrial facilities, firemen and oilers services, educational institutions, food service facilities, utilities, industrial plants, commercial and mercantile establishments, apartment buildings, structures, complexes and projects, grounds, shopping centers, recreational facilities, and other places of employment in Illinois, Wisconsin, Indiana, Missouri, Ohio, Michigan, Kansas, Texas and as approved by the International Executive Board.

Section 2. The Union shall have such jurisdiction as it had in the past in respect to all of the above and shall from time to time be granted additional jurisdiction as approved by the International Union in accordance with the Constitution and Bylaws of the International Union.

The Local shall be composed of six (6) major divisions:

~~(a) The **Commercial Building Services Division**, representing employees including but not limited to maintenance and janitorial employees and window cleaners employed by owners and managers of commercial buildings, shopping centers, health facilities, and other buildings and facilities in the private, public, and not for profit and as approved by the International Executive Board, and;~~

~~(b) The **Residential Building Services Division**, representing employees including but not limited to maintenance and janitorial employees, door persons, and window cleaners employed by owners and managers of apartment buildings and condominiums in the private, public, and not for profit sectors and as approved by the International Executive Board, and;~~

~~(c) The **Allied Division**, representing factory, retail, wholesale, and commercial employees, and jewelry workers and employees in allied trades and classifications in private or non-profit employment, cemetery workers, employees of crematories and mausoleums, vault and monument setters and as approved by the International Executive Board.~~

~~(d) The **Sports and Entertainment Division** representing employees including but not limited to amusement and entertainment facility employees, employees of stadiums, arenas, gaming establishments, and ticketing agencies and as otherwise approved by the International Executive Board.~~

~~(e) The **Security Division** representing all non-supervisory full and part-time security employees, including elevator operators, starters and assistant starters employed by owners and managers of commercial and apartment buildings, hotels, shopping centers, health facilities, and other buildings and~~

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~~facilities in the private, public, and not for profit sectors and as otherwise approved by the International Executive Board.~~

~~(f) The Institutional Division representing employees including, but not limited to, maintenance, janitorial and food service employees employed by private contractors at public schools, institutions of higher education, city buildings, county buildings, park district buildings and other government entities and as approved by the International Executive Board.~~

~~(g) The jurisdictions shall be split into Districts. Each district shall be responsible for overseeing the jurisdictional work of the divisions in that District. The Districts shall be as follows:~~

- ~~1. Illinois/Northwest Indiana District~~
- ~~2. Wisconsin District~~
- ~~3. Missouri/Kansas District~~
- ~~4. Texas District~~
- ~~5. Ohio/Southern Indiana District~~
- ~~6. Michigan District~~

ARTICLE IV ORGANIZATION

Section 2.1 Under the direction of the President, a Director ~~shall~~may be appointed for each Division, District and/or City. The President may establish Regional Councils, Advisory Boards, and/or Committees, as well as rules and regulations therefore. The members of such Councils, Advisory Boards and/or Committees shall be selected by election or appointment by the President subject to ~~his~~the President's direction. The purpose of such Councils, Boards, and/or Committees created by the Divisions hereunder shall be to formulate policy recommendations to the Local Executive Board and to otherwise serve in an advisory capacity. Such bodies shall, at all times, be subject to the supervision of the President of the Union, or ~~his~~President's designee.

Section 3. In cities designated by the President, Advisory Councils appointed by the President may be established to help advise and forward the program of the union regarding:

- 1. Supporting local contract administration and campaigns
- 2. The local political program
- 3. The union social programs for the members
- 4. Any other issues or activities as designated by the President

~~**Section 4.** The Union shall have such jurisdiction as it had in the past in respect to all of the above described divisions and shall from time to time be granted additional jurisdiction as approved by the International Union in accordance with the Constitution and Bylaws of the International Union.~~

ARTICLE IV **MEMBERSHIP**

~~**Section 1.** Whenever in this Constitution reference is made to the masculine gender, it shall also include the feminine gender.~~

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Section 45. Every member by virtue of ~~his~~ membership in the Local Union is obligated to adhere to and follow the terms of the International Constitution and Bylaws, this Local Constitution and Bylaws, and the rules and regulations promulgated in accordance with these Constitutions in respect to ~~his~~ each member's rights, duties, privileges and immunities conferred by them and by statute. Each member shall faithfully carry out such duties and obligations and shall not interfere with the rights of fellow members.

Section 56. Every member by virtue of ~~his~~ membership in the Local Union authorizes the Local Union to act as his or her exclusive bargaining representative with full and exclusive power to execute agreements with his or her employer governing terms and conditions of employment and to act for ~~him~~ and have final authority in presenting, processing, and adjusting any grievance, complaint, or dispute arising under any collective bargaining agreement or out of ~~his~~ the member's employment with ~~his~~ the employer in such manner as the Local Union, its officers or agents deem to be in the best interests of the members and the Local Union. The Local Union and its officers, union representatives, and authorized agents may decline to process any such grievance, complaint, or dispute, if in their discretion and judgment such grievance, complaint or dispute is without merit.

Section 67. No member shall interfere with the elected or appointed officers, union representatives or other agents or employees of this organization in the performance of their duties, and every member, when requested, shall render such assistance and support in the performance of such duties as may be required ~~of him~~, provided that it does not interfere with his or her individual rights as a member. Each member shall adhere to the terms and conditions of applicable collective bargaining agreements and shall refrain from any conduct that would interfere with the performance by the Local Union of its legal or contractual obligations.

Section 101. Any person desiring to become a member of this Local Union shall execute an application form. The application for membership must be accompanied by such partial payment of the initiation fee fixed by the Local Executive Board. Not later than sixty (60) days after such partial payment has been made, the full amount of the initiation fee must be paid to the Local Union unless the President, the Secretary-Treasurer or the Executive Board shall otherwise provide for partial payments and the terms thereof. Unless otherwise expressly exempted as provided herein, full payment of the initiation fee shall be made prior to taking the oath of membership. The Local Executive Board may require an applicant for membership to present himself before the Executive Board or an examining Board established by the Executive Board for the purpose of submitting to an examination as to ~~his~~ the applicant's qualifications for membership.

ARTICLE VI

OFFICERS

Section 1. The officers of the Local Union shall be as follows:

- ~~1. President~~
- ~~2. Secretary-Treasurer~~
- ~~3. Eight (8) Vice Presidents~~
- ~~4. Recording Secretary~~

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~~5. Thirty two (32) at-large members of the Local Executive Board~~

~~**Section 2.** The forty three (43) members shall constitute the Local 1 Executive Board until September, 2011, at which time the structure put forth in Section 3 below shall take effect.~~

Section 3 1. ~~Effective September, 2011 and thereafter,~~ The officers of the Local Union shall be as follows:

1. President
2. Secretary-Treasurer
3. Twelve (12) Vice Presidents
4. Recording Secretary
5. Thirty-Seven (37) members of the Local Executive Board designated as follows:

A. Twenty (20) seats assigned to membership in the cities as follows:

- Chicago – 10 seats
- ~~Houston – 1 seat~~
- St. Louis – 1 seat
- Kansas City – 1 seat
- Milwaukee – 1 seat
- Detroit – 1 seat
- Cleveland – 1 seat
- Toledo – 1 seat
- Columbus – 1 seat
- Cincinnati – 1 seat
- Indianapolis – 1 seat
- Akron – 1 seat

B. Seventeen (17) at-large seats elected by the membership as a whole

~~**Section 4.** Effective September, 2011 and thereafter,~~ The Fifty-two (52) members shall constitute the Local 1 Executive Board.

Section 5. The officers of the Union, including the members of the Local Executive Board, shall be nominated and elected on an at-large basis for the election to be held in September ~~2008-2014~~ and every three (3) years thereafter in accordance with Article VIII, Section 1.

ARTICLE VII

DUTIES OF THE OFFICERS

Section 1. Duties of the President. It shall be the duty of the President to preside at all meetings of the Union and the Local Executive Board, to preserve order therein and to enforce the International Constitution and Bylaws, the Constitution and Bylaws and the rules and regulations of the Local Union; to see that all officers perform their respective duties; and to appoint all Division, District and/or City Directors, Trustees and committees, including members of Councils, Advisory Boards, and other bodies not otherwise provided for. ~~He~~The President shall have the right to serve on all such bodies by virtue of this office, and in general shall perform all duties incident to the Office of President, and such other

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duties as may from time to time be provided by the Local Executive Board or the membership. The President shall decide all questions of order, subject to an appeal to the membership, shall have the right to vote on the election of Officers, and shall cast a vote when the vote will affect the outcome on any question.

The President shall have the right to direct the Secretary-Treasurer to disburse funds. The President shall have the right to grant a new trial to any member who has been found guilty of a charge by the Local Executive Board or appointed trial body. The President shall have the authority to appoint, hire, direct, discipline and discharge all Union Representatives, Organizers and other employees of the Local Union. Union Representatives and Organizers shall work under the supervision of the President, who ~~and he~~ shall act as General Union Representative. Union Representatives and Organizers who fail to follow and/or implement the policies and programs of the Union or otherwise violate the rules or law shall be subject to immediate discharge. The President shall have the authority to enter into and execute any and all contracts and agreements for and on behalf of the Local Union and its membership. ~~He~~The President shall appoint delegates as may be necessary to attend all conventions or meetings of organizations with which the Local Union is or may be affiliated, except the delegates to conventions of the International Union must be elected by secret ballot in accordance with applicable law and the provisions of the Constitution and Bylaws of the International Union. In addition, the President shall have the authority to appoint all other members of Regional Councils, Advisory Boards, and other committees or bodies not otherwise provided for and to relieve such members of their duties for good cause. The President shall be empowered to fix the compensation and salaries of all officers, employees, and agents including the Local Executive Board members subject to the approval of said Executive Board.

~~**Section 2.**—Duties of Vice Presidents. Under direction of the President, Vice Presidents shall perform such duties as are assigned to them by the President on a full or part-time basis.~~

~~**Section 3.2**~~ Duties of Secretary-Treasurer. Under the direction of the President, the Secretary-Treasurer shall maintain records of the membership of the Local Union, including a record of retired members, persons denied membership, expelled members, deceased members, and records of initiation fees, dues, assessments and fines and other records required by the International Union and the law.

~~He~~The Secretary-Treasurer shall have authority to extend the usual period for payment of initiation fees, dues, fines and assessments whenever it is advisable to do so, or the President or the Executive Board so directs. Such extension shall be in writing but in no event shall any such extension operate to save or restore any rights, privileges or other benefits provided by the Local Union or the International Union.

~~He~~The Secretary-Treasurer shall keep a correct account of each member's standing and shall sign and issue membership cards.

~~He~~The Secretary-Treasurer shall receive and collect all monies due to the Local Union and shall promptly deposit them in the name of the Local Union in such banks as may be selected by the President and approved by the Executive Board. ~~He~~The Secretary-Treasurer shall pay all obligations and monies due by the Local Union and shall issue and sign or authorize the signing of all checks covering expenditures of the Local Union, with the co-signature or approval of the President.

~~He~~The Secretary-Treasurer shall notify the Secretary-Treasurer of the International Union of the names, addresses, and zip codes of all officers elected or appointed to office within fifteen (15) days after their election or appointment and installation. ~~He~~The Secretary-Treasurer shall, on behalf of the Local Union, receive all official communications and correspondence. ~~He~~The Secretary-Treasurer shall send the

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International Union an accurate record of all dues payments and other revenue and shall forward to the Secretary-Treasurer of the International Union and any state council with which it is affiliated, the correct names and addresses, zip codes, and Social Security or social insurance numbers (including email addresses and phone numbers, if available) of all members initiated or readmitted, and all other persons from whom revenue is derived, as well as those suspended for nonpayment of dues or stricken from membership for any other cause, and shall maintain a correct list of those who take transfer or withdrawal cards and other membership information as specified by the International Executive Board.

~~He~~The Secretary-Treasurer shall maintain full and accurate books, records and accounts of all assets, liabilities, income and expenses of the Local Union and shall prepare financial reports for review by the membership. ~~He~~The Secretary-Treasurer shall promptly forward to the International Secretary-Treasurer copies of all annual audit reports and financial reports setting forth a statement of liabilities and a statement of receipts and disbursements which are required by law. ~~He~~The Secretary-Treasurer shall at the end of this term of office turn over to his or her successor in office all books, records, accounts, monies and property of the Local.

In the interest of efficiency and the maintenance of necessary and proper records for the transaction of business of the Local Union, the Secretary-Treasurer has the authority after a period of at least six (6) years to destroy and dispose of such records as may be permitted by law and which ~~he deems~~are deemed to be unnecessary and nonessential.

The Secretary-Treasurer and all other officers and designated employees of the Local Union shall be bonded by a licensed surety company for such amount as the Executive Board may deem sufficient to fully protect the Local Union in accordance with the requirements of applicable law and the provisions of the International Constitution and Bylaws. The International Secretary-Treasurer may request an increase or decrease in the amount of such bonds when he or she deems it necessary. The Secretary-Treasurer shall perform such other duties as may be assigned by the President or ~~his~~President's designee.

Section 34. Duties of Recording Secretary. Under the direction of the President, it shall be the duty of the Recording Secretary to attend meetings and to keep minutes of the proceedings of the Local Union and the Executive Board, to keep a record of the names of the members comprising each Committee, to furnish the Chairman of each Committee with a copy of such Resolutions as may be adopted by the Local Union applicable to the duties of such Committee under the direction of the President, and to assist the Secretary-Treasurer in the performance of his or her duties as provided in Section 4 above. In ~~his~~the Recording Secretary's absence, the President shall appoint a member to act as Acting Recording Secretary. The Recording Secretary shall perform such other duties as may be assigned by the President or ~~his~~President's designee.

Section 4. Duties of Vice Presidents. Under direction of the President, Vice Presidents shall perform such duties as are assigned to them by the President on a full or part-time basis.

Section 5. Duties of Executive Board Members. Under direction of the President, Executive Board Members shall perform such duties as are assigned to them by the President on a full or part-time basis.

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ARTICLE VII

DUTIES OF THE LOCAL EXECUTIVE BOARD

Section 1. The Local Executive Board shall hold regular scheduled meetings at least once a quarter unless waived by the International President, and may hold other meetings at such time and place as shall be determined by the President of the Local Union. Fifty (50%) percent plus one members of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Board. In the event of an emergency, the President or ~~his~~President's designee may call a special meeting. If it appears that there may not be sufficient members at an emergency meeting to constitute a quorum, an Executive Board member may authorize the presiding officer to cast his or her vote for or against any of the issues to be voted on at such meeting by way of telephone, e-mail or fax, which vote shall be subsequently affirmed in writing and ratified at the next regular meeting of the Executive Board at which a quorum is present.

ARTICLE ~~IX~~VIII

TERM OF OFFICE

Section 1. The term of office of each of the officers set forth in Article V shall be for a period of three (3) years starting September, ~~2011~~2010, and each officer elected and/or qualified shall hold office for such term unless removed for cause, or upon death or resignation, or until a successor is duly elected and qualified.

ARTICLE IX

NOMINATIONS AND ELECTIONS

Section 2. Petition Process

(a) No member shall be eligible for nomination as a candidate for election to any office, including at-large members of the Local Executive Board, unless such nomination is supported by a petition signed by a minimum of 2% of the members of the Union in good standing for all officer positions (President, Secretary-Treasurer, Vice-presidents, and the Recording Secretary) and At-Large Executive Board members. Effective September, 2011, for Executive Board members from each specific city, the petition needs to be supported by 100 signatures of members or 2% of the membership from that specific city, whichever is more.

(b) Only a member in good standing shall have the right to sign a petition for the candidates of ~~his~~the member's choice.

Section 3. No member shall be eligible for nomination or appointment, or to fill a vacancy or serve a new term as an officer, member of the Executive Board, delegate or any other position in this Local Union unless ~~he~~he or she has been a member in continuous good standing in the Local Union for at least two years immediately preceding the nomination, appointment, or the new term of office, and during all of that time has paid the full dues required for working members of the Local (within each month) when due and during that period has been actively employed, or available for and actively seeking work in an occupation subject to the jurisdiction of the Union, or has been an officer, agent, representative or other employee of the Local Union or the International Union, or has been on an approved absence while engaged in a governmental position, or in an International Union position, or as an employee of a Fund to which the Local or International is a party under a collective bargaining agreement. However,

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such requirement shall be waived for a period of two (2) years prior to nomination or appointment for members who transferred into Local 1 from local Unions affiliated with the Service Employees International Union pursuant to Article XV, Section 2 of the International Constitution. No member shall be eligible for such nomination or appointment to fill any vacancy if at any time during the two year period prior thereto ~~he~~the member has been (a) a self-employed individual as defined in Article IV, Section 4 of this Constitution, (b) an employee or person employed by or otherwise acting on behalf of an employer in respect to premises or employing units subject to the jurisdiction of the Union, or (c) a member who has once retired, whether or not such member returns from retirement thereafter, unless he has, following such return, been a member of the Union in continuous good standing for at least two years immediately prior thereto and has been actively employed or available for and actively seeking work in an occupation subject to the jurisdiction of the Union. No candidate (including a prospective candidate) for any office in this Local Union or affiliated body or supporter of a candidate may solicit or accept financial support or any other direct or indirect support of any kind from any non-member. No member of this Local Union shall be eligible for nomination or appointment if, on the basis of written charges and a full and fair hearing, ~~he~~he or she has been found guilty of violating any of the provisions of the Constitution and Bylaws of the International Union or the Constitution and Bylaws of this Local Union or any rules promulgated there under within two (2) years prior to the date of nomination or appointment.

Section 6. Each eligible candidate for office shall have a right once within thirty (30) days prior to any election in which ~~he~~he or she is a candidate to inspect a list containing the names and last known addresses of all members of the Local Union. Such inspection must be made in the presence of the Secretary-Treasurer or ~~his~~Secretary-Treasurer's designee.

ARTICLE XI **VACANCIES IN OFFICE**

Section 1. In the event of a vacancy in the office of President by reason of death, resignation, or otherwise, the Secretary-Treasurer shall, in addition to his ~~or her~~ other duties, assume the duties of the President and shall be the acting President for a period of no longer than thirty (30) days. During that period the Executive Board shall be convened and shall make an appropriate appointment to fill the vacancy for the unexpired term by majority vote.

ARTICLE XIV **STEWARDS** **MEMBER LEADERSHIP**

Section 1. ~~When it is deemed to be in the best interest of each of the Divisions, Districts or Cities, stewards may be elected by such Division or appointed by the President or his designee and, upon such selection, they shall have the following principal duties:~~

- ~~(a) Provide leadership to their co-workers in their worksite.~~
- ~~(b) Where authorized, accept payments for Local Union initiation fees, dues, fines, and assessments and issue official receipts for same.~~
- ~~(c) Perform duties and work under the direction and supervision of the President or his designee.~~

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- ~~(d) Attend official Union meetings.~~
- ~~(e) Submit all books and records to the Secretary-Treasurer for audit and approval whenever requested.~~
- ~~(f) Represent the Local Union in accordance with the Grievance Procedure of the applicable Labor Agreement and inform the Union regarding grievances.~~
- ~~(g) Keep the Union office informed of the following urgent information:
 - ~~1. Deaths of members and relatives;~~
 - ~~2. Changes in addresses of members;~~
 - ~~3. Members on leave of absence or entering military service;~~
 - ~~4. Members hospitalized and/or disabled;~~
 - ~~5. Non-union employees, and~~
 - ~~6. Other pertinent information concerning members.~~~~
- ~~(h) Aggressively support the programs of the Union and notify all members about Union policies and activities.~~

On a day-to-day basis, thousands of SEIU Local 1 members build a united, organized, and involved union membership to realize our vision of a just society, a society where there is greater equality between the richest 1% and the rest of us, and where workers share in the prosperity generated by their labor. As leaders in our union, SEIU Local 1 leaders and activists ~~serve as stewards, member political organizers, bargaining committee members, labor management committee members, member organizers and other critical leader and activist roles.~~

ARTICLE XIV REVENUES

Section 3. The dues of the members of the Local Union shall be based on an indexed system. Any changes to the dues structure shall be recommended by the Local Executive Board and put to the membership for a vote determined from time to time by the Local Executive Board by a vote of the membership in accordance with the requirements of the International Constitution, the Local Constitution, and the provisions of applicable law. The current dues structure shall be attached to the Local Constitution as Appendix B, which shall be updated in accordance with any relevant membership vote.

ARTICLE XVI DUES-GOOD STANDING- FAIRSHARE FEES-AGENCY FEES

Section 1. For members who have not authorized monthly dues deductions, quarterly dues shall be paid for periods beginning January, April, July and October of each year. The President or President's designee shall establish procedures for the payment of dues by such members. The dues for each

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quarter are due and payable on or before the last day of the first month of the quarter. A member who is in arrears in the payment of dues, fees, fines or assessments shall automatically be considered not in good standing without any action on the part of the Local Union.

Section 3. A member not in good standing who pays his or her back dues, initiation fees, fines and assessments shall be considered to be a new member from the date of such payment in order to render ~~him~~the member eligible for any benefits for which ~~he~~he or she might otherwise be considered. In case of death of such member, ~~his~~the member's beneficiaries shall be considered eligible for benefits, if any, as of the date of payment of back dues, initiation fees, fines and assessments.

ARTICLE XVII **READMISSION-FINES-ASSESSMENTS**

Section 1. A member who is expelled from this Local Union may be readmitted by making application to the Local Executive Board. Upon receiving a favorable recommendation of the Executive Board, ~~he~~the member may be readmitted to membership if a majority vote at a regular membership meeting approves such recommendations.

ARTICLE XVII **TRIALS, HEARINGS, AND APPEALS**

Section 2. All charges shall be filed in duplicate with the Secretary-Treasurer of the Local Union who shall serve a copy thereof upon the member either personally or by certified mail, directed to ~~his~~the member's last known address, at least ten (10) days before the hearing upon the charges.

Section 3. The basis for charges shall be as specified in Article XVII of the International Constitution and Bylaws. Any member of this Local Union against whom charges are filed may appear before the Local Executive Board in person with witnesses to answer the charges ~~against him~~ and may be represented by an attorney or by a fellow member of the Local Union, and shall be afforded a full and fair hearing before the Board or appointed hearing body. If the member is unable or unwilling to be present at the hearing before the Board or designated hearing body, his defense may be presented in writing. In default of personal appearance or written defense, the hearing body shall proceed with the hearing regardless of the absence of the member.

ARTICLE ~~XIX~~XVIII **MEETINGS**

Section 1. Regular membership meetings of the Local Union shall be held at such places and at such times as designated by the Local Executive Board and/or the President upon reasonable notice. A Membership meeting shall be held at least once in each quarter in each ~~city~~metropolitan area within the jurisdiction of this local. A quorum shall consist of ~~thirty (30)~~fifty (50) members assembled at a regular meeting in Chicago and ~~fifteen (15)~~ten (10) members in each city within the jurisdiction of the local called in accordance with this Constitution, and they shall be qualified to transact such business as may be considered at such meeting. In the absence of the President, the Secretary-Treasurer shall call the meeting to order and preside at the meeting. If both are absent the President shall designate any other officer or member to preside at any meeting.

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ARTICLE XXI
DISPUTES, GRIEVANCES AND LITIGATION
EXHAUSTION OF UNION REMEDIES

Section 2. Any member who has a dispute as defined in Section 1 shall, within ten (10) days from the date such dispute arises, appeal in writing to the President by certified mail. If such member is not satisfied with the decision of the President, or if the President has not rendered a decision within fifteen (15) days following receipt of the appeal, the member may appeal his or her case to the Appeals Committee of the Local Executive Board. The Appeals Committee shall consist of five (5) Executive Board Members assigned by the President. Any such appeal to the Appeals Committee of the Executive Board shall be filed in writing by certified mail with the Secretary-Treasurer. The decision of the Appeals Committee shall be due or rendered not later than thirty (30) days after receipt of the appeal. The decision of the Appeals Committee of the Executive Board shall be subject only to such further appeal as may be permissible under the Constitution and Bylaw of the International Union.

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**APPENDIX A
MANUAL OF PROCEDURE**

PART 1. REGULAR ORDER OF BUSINESS

The regular order of business shall normally include a presentation of minutes from the previous meeting, unfinished business and new business. However, the regular order of business may be altered by the President.

~~Unless a special agenda is proposed, the following order of business shall prevail:~~

- ~~1.—Opening~~
- ~~2.—Roll Call of Officers~~
- ~~3.—Reading Presentation of minutes of the previous meeting.~~
- ~~4.—Applications for membership and initiation of new members.~~
- ~~5.—Secretary Treasurer's report~~
- ~~6.—Organizational reports~~
- ~~7.—Reports of Officers, Executive Board, and Committees~~
- ~~8.—Unfinished business~~
- ~~9.—New business~~
- ~~10.—Good and Welfare~~
- ~~11.—Adjournment~~

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APPENDIX B
MONTHLY DUES SCHEDULE

No member shall have his or her dues increased more than \$5.00 (five dollars) per month until he or she reaches the appropriate dues rate on the following scales:

Full-Time - Working 30 or More Hours Per Week

| | Wage Scale | | Dues Rate |
|-----|------------|------------|-----------|
| 1) | \$7.25 | to \$7.57 | \$31.33 |
| 2) | \$7.58 | to \$7.99 | \$32.83 |
| 3) | \$8.00 | to \$8.33 | \$34.33 |
| 4) | \$8.34 | to \$8.67 | \$35.83 |
| 5) | \$8.68 | to \$8.99 | \$37.33 |
| 6) | \$9.00 | to \$9.33 | \$38.83 |
| 7) | \$9.34 | to \$9.67 | \$40.33 |
| 8) | \$9.68 | to \$9.99 | \$41.83 |
| 9) | \$10.00 | to \$10.33 | \$43.33 |
| 10) | \$10.34 | to \$10.67 | \$44.83 |
| 11) | \$10.68 | to \$10.99 | \$46.33 |
| 12) | \$11.00 | to \$11.33 | \$47.68 |
| 13) | \$11.34 | to \$11.67 | \$49.03 |
| 14) | \$11.68 | to \$11.99 | \$50.38 |
| 15) | \$12.00 | to \$12.33 | \$51.73 |
| 16) | \$12.34 | to \$12.67 | \$53.08 |
| 17) | \$12.68 | to \$12.99 | \$54.43 |
| 18) | \$13.00 | to \$13.33 | \$55.78 |
| 19) | \$13.34 | to \$13.67 | \$57.13 |
| 20) | \$13.68 | to \$13.99 | \$58.48 |
| 21) | \$14.00 | to \$14.33 | \$59.83 |
| 22) | \$14.34 | to \$14.67 | \$61.28 |
| 23) | \$14.68 | to \$14.99 | \$62.73 |
| 24) | \$15.00 | to \$15.33 | \$64.18 |
| 25) | \$15.34 | to \$15.67 | \$65.63 |
| 26) | \$15.68 | to \$15.99 | \$67.08 |
| 27) | \$16.00 | to \$16.33 | \$68.53 |
| 28) | \$16.34 | to \$16.67 | \$69.98 |
| 29) | \$16.68 | to \$16.99 | \$71.43 |
| 30) | \$17.00 | to \$17.33 | \$72.88 |
| 31) | \$17.34 | to \$17.67 | \$75.00 |
| 32) | \$17.68 | to \$17.99 | \$76.45 |
| 33) | \$18.00 | to \$18.33 | \$77.90 |
| 34) | \$18.34 | to \$18.67 | \$79.35 |
| 35) | \$18.68 | to \$18.99 | \$80.80 |
| 36) | \$19.00 | to \$19.33 | \$82.25 |

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| | | | | |
|-----|---------|--------|---------|----------|
| 37) | \$19.34 | to | \$19.67 | \$83.70 |
| 38) | \$19.68 | to | \$19.99 | \$85.15 |
| 39) | \$20.00 | to | \$20.33 | \$86.60 |
| 40) | \$20.34 | to | \$20.67 | \$88.05 |
| 41) | \$20.68 | to | \$20.99 | \$89.50 |
| 42) | \$21.00 | to | \$21.33 | \$90.95 |
| 43) | \$21.34 | to | \$21.67 | \$92.40 |
| 44) | \$21.68 | to | \$21.99 | \$93.85 |
| 45) | \$22.00 | to | \$22.33 | \$95.30 |
| 46) | \$22.34 | to | \$22.67 | \$96.75 |
| 47) | \$22.68 | to | \$22.99 | \$98.20 |
| 48) | \$23.00 | to | \$23.50 | \$99.65 |
| 49) | \$23.51 | to | \$24.00 | \$101.10 |
| 50) | \$24.01 | and up | | \$102.55 |

Indexed Property Services Percentage Dues Schedule (Part-Time)
Working 20-29 Hours Per Week

| | Wage Scale | | Dues Rate |
|-----|------------|------------|--------------|
| 1) | \$7.25 | to \$7.57 | \$23.00 |
| 2) | \$7.58 | to \$7.99 | \$23.30 |
| 3) | \$8.00 | to \$8.33 | \$23.60 |
| 4) | \$8.34 | to \$8.67 | \$24.00 |
| 5) | \$8.68 | to \$8.99 | \$24.50 |
| 6) | \$9.00 | to \$9.33 | \$25.25 |
| 7) | \$9.34 | to \$9.67 | \$26.00 |
| 8) | \$9.68 | to \$9.99 | \$27.00 |
| 9) | \$10.00 | to \$10.33 | \$28.00 |
| 10) | \$10.34 | to \$10.67 | \$29.00 |
| 11) | \$10.68 | to \$10.99 | \$30.25 |
| 12) | \$11.00 | to \$11.33 | \$31.25 |
| 13) | \$11.34 | to \$11.67 | \$32.00 |
| 14) | \$11.68 | to \$11.99 | \$33.00 |
| 15) | \$12.00 | to \$12.33 | \$34.00 |
| 16) | \$12.34 | to \$12.67 | \$35.00 |
| 17) | \$12.68 | to \$12.99 | \$35.75 |
| 18) | \$13.00 | to \$13.33 | \$36.75 |
| 19) | \$13.34 | to \$13.67 | \$37.75 |
| 20) | \$13.68 | to \$13.99 | \$38.50 |
| 21) | \$14.00 | to \$14.33 | \$39.50 |
| 22) | \$14.34 | to \$14.67 | \$40.50 |
| 23) | \$14.68 | to \$14.99 | \$41.25 |
| 24) | \$15.00 | to \$15.33 | \$42.25 |
| 25) | \$15.34 | to \$15.67 | \$43.25 |
| 26) | \$15.68 | to \$15.99 | \$44.00 |

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| | | | | |
|-----|---------|--------|---------|---------|
| 27) | \$16.00 | to | \$16.33 | \$45.00 |
| 28) | \$16.34 | to | \$16.67 | \$46.00 |
| 29) | \$16.68 | to | \$16.99 | \$46.75 |
| 30) | \$17.00 | to | \$17.33 | \$47.75 |
| 31) | \$17.34 | to | \$17.67 | \$48.75 |
| 32) | \$17.68 | to | \$17.99 | \$49.75 |
| 33) | \$18.00 | to | \$18.33 | \$50.50 |
| 34) | \$18.34 | to | \$18.67 | \$51.50 |
| 35) | \$18.68 | to | \$18.99 | \$52.25 |
| 36) | \$19.00 | to | \$19.33 | \$53.50 |
| 37) | \$19.34 | to | \$19.67 | \$54.50 |
| 38) | \$19.68 | to | \$19.99 | \$55.50 |
| 39) | \$20.00 | to | \$20.33 | \$56.50 |
| 40) | \$20.34 | to | \$20.67 | \$57.75 |
| 41) | \$20.68 | to | \$20.99 | \$58.75 |
| 42) | \$21.00 | to | \$21.33 | \$59.75 |
| 43) | \$21.34 | to | \$21.67 | \$61.00 |
| 44) | \$21.68 | to | \$21.99 | \$62.00 |
| 45) | \$22.00 | and up | | \$63.00 |

Indexed Property Services Percentage Dues Schedule (Very Part-Time)
Working 19 hours or less per week

| | Dues Scale | | <u>Dues Rate</u> |
|-----|------------|------------|------------------|
| 1) | \$7.25 | to \$7.57 | \$18.00 |
| 2) | \$7.58 | to \$7.99 | \$18.30 |
| 3) | \$8.00 | to \$8.33 | \$18.60 |
| 4) | \$8.34 | to \$8.67 | \$18.90 |
| 5) | \$8.68 | to \$8.99 | \$19.20 |
| 6) | \$9.00 | to \$9.33 | \$19.50 |
| 7) | \$9.34 | to \$9.67 | \$19.80 |
| 8) | \$9.68 | to \$9.99 | \$20.10 |
| 9) | \$10.00 | to \$10.33 | \$20.40 |
| 10) | \$10.34 | to \$10.67 | \$20.70 |
| 11) | \$10.68 | to \$10.99 | \$21.00 |
| 12) | \$11.00 | to \$11.33 | \$21.30 |
| 13) | \$11.34 | to \$11.67 | \$21.70 |
| 14) | \$11.68 | to \$11.99 | \$22.40 |
| 15) | \$12.00 | to \$12.33 | \$23.10 |
| 16) | \$12.34 | to \$12.67 | \$24.50 |
| 17) | \$12.68 | to \$12.99 | \$24.90 |
| 18) | \$13.00 | to \$13.33 | \$25.30 |
| 19) | \$13.34 | to \$13.67 | \$25.70 |
| 20) | \$13.68 | to \$13.99 | \$26.50 |

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| | | | | |
|-----|---------|--------|---------|---------|
| 21) | \$14.00 | to | \$14.33 | \$26.90 |
| 22) | \$14.34 | to | \$14.67 | \$27.50 |
| 23) | \$14.68 | to | \$14.99 | \$28.10 |
| 24) | \$15.00 | to | \$15.33 | \$28.70 |
| 25) | \$15.34 | to | \$15.67 | \$29.40 |
| 26) | \$15.68 | to | \$15.99 | \$30.10 |
| 27) | \$16.00 | to | \$16.33 | \$30.80 |
| 28) | \$16.34 | to | \$16.67 | \$31.50 |
| 29) | \$16.68 | to | \$16.99 | \$32.20 |
| 30) | \$17.00 | to | \$17.33 | \$32.90 |
| 31) | \$17.34 | to | \$17.67 | \$33.60 |
| 32) | \$17.68 | to | \$17.99 | \$34.30 |
| 33) | \$18.00 | to | \$18.33 | \$35.00 |
| 34) | \$18.34 | to | \$18.67 | \$35.70 |
| 35) | \$18.68 | to | \$18.99 | \$36.40 |
| 36) | \$19.00 | to | \$19.33 | \$37.10 |
| 37) | \$19.34 | to | \$19.67 | \$37.80 |
| 38) | \$19.68 | to | \$19.99 | \$38.50 |
| 39) | \$20.00 | to | \$20.33 | \$39.20 |
| 40) | \$20.34 | to | \$20.67 | \$39.90 |
| 41) | \$20.68 | to | \$20.99 | \$40.60 |
| 42) | \$21.00 | to | \$21.33 | \$41.30 |
| 43) | \$21.34 | to | \$21.67 | \$42.00 |
| 44) | \$21.68 | to | \$21.99 | \$42.70 |
| 45) | \$22.00 | and up | | \$43.40 |