



BY-LAWS

TRANSPORT WORKERS UNION OF
AMERICA AFL-CIO
LOCAL 208

2800 S. High Columbus, Ohio

PREAMBLE:

It being desirable that a feeling of reverence should be cultivated for the noble aspiration underlying the labor movement, and that we shall remember God, our Creator, the great architect of the Universe, in which we live and breathe, and for whose pleasure man and all creation came into being; and the foundation of our Union is based upon the teachings of Christ; who taught fellowship and brotherly love; declared all men equal; declared a division of wealth; taught the precept of owning everything in common, and gave His life for the sins of the world.

**PLEDGE OF ALLEGIANCE TO
THE FLAG**

ORDER OF BUSINESS:

1. Examination of members present
2. Roll call of officer's present
3. Balloting on candidates
4. Initiation of candidates
5. Executive board report
6. Reading of minutes of previous meeting
7. Financial Treasurer Report
8. Reading of bills
9. Communications
10. President's report
11. Report of all committees
12. Unfinished business
13. New business
14. Good and welfare
15. Installation of officers
16. Installation of Candidates
17. Adjournment

ARTICLE I

SECTION 1. This organization shall be known as The Transport Workers Union of America, Local 208.

SECTION 2. Its object shall be to mold public opinion in favor of labor, to assist our members in securing the best that can be had in wages, benefits and working conditions.

ARTICLE II - OFFICERS

The Officers of this Local shall consist of a full-time President, two (2) Vice Presidents; one (1) from section one (1) Transportation, and one (1) from section two (2) Service Department, Financial Secretary-Treasurer, Recording Secretary in compliance with the TWU International Constitution.

Executive Board Members

The Executive Board shall consist of the Local Officers and two (2) board members from section one (1) Transportation, and one (1) board member from section two (2) Service Department and in compliance with the TWU International Constitution.

ARTICLE III – DUTIES OF THE OFFICERS

SECTION 1.

PRESIDENT

- (a) The President shall act as primary business agent. He/she shall preside at all meetings of the Local, preserve order, and enforce the TWU Constitution and Local By-Laws; see that all officers perform their respective duties, and appoint all committees not otherwise provided for, subject to the approval of the membership.
- (b) He/ She shall decide all questions of order, subject to appeal of the membership of the local, and when a tie vote is cast, he/she shall cast the deciding vote.
- (c) He/ She shall have the power to call special meetings at his/her discretion, or when requested to do so by one third or more of the membership in writing. He/ She shall sign all orders on the treasury for such money as shall, by the TWU International Constitution and Local By-Laws, or by a vote of the local, be ordered paid.
- (d) He/ She shall countersign all checks issued by the Financial Secretary-Treasurer against the accounts of the Local on authorization of the Executive Board unless the check is issued to Him/Her, then the other two (2) signatories on the account will countersign.
- (e) He/ She shall be chairperson of the Local's Committee on Political Education (COPE) in compliance with the TWU International Constitution.

It shall be his/her duty as Primary Business Agent to investigate all grievances that may arise between this Local and the employing companies, and in such investigation he/she shall have such assistance from the Executive Board as necessary. He/ She shall have power to draft any member to aid him/her in settling a grievance. He/ She shall also perform such other duties as the Executive Board may direct.

SECTION 2.

VICE PRESIDENT

- (a) The Vice Presidents; two (2) as outlined in Article II, shall assist the President in the discharge of his/her duties and shall fill his/her place in case of absence, and perform such other duties as required by the Constitution.

SECTION 3.

FINANCIAL SECRETARY-TREASURER

- (a) It shall be the duties of the Financial Secretary-Treasurer to keep a true and proper account between the Local and its members, collect all monies due between this Local and its members, and deposit the same to the account of the treasury of this Local in a bank designated by the Executive Board, at his/her earliest convenience. He/ She shall make a monthly report of all receipts and expenditures, and deliver all books and papers pertaining to his/her office to the Auditing Committee which shall consist of three (3) members of the Executive Board appointed by the president. The Auditing Committee will ensure that each account in the name of the Local has three (3) authorized signatures.

They shall meet quarterly to review the financial reports and all receipts, expenditures, bank statements and other accounts held by and in the name of the Local, salary vouchers and all expense reimbursements forms. The Local will not have or use a signature stamp or ATM Card. Once the annual audit is completed by a Certified Public Accountant, the Auditing Committee will attest to its completion and findings. He/ She shall be bonded by the International and the Local Union will be assessed for the cost thereof each year by the International Union. He/ She shall see this Local is kept in good standing with the International and any other body with which this Local is affiliated. He/ She shall be paid at the regular rate of pay per hour, for all work done for this Local, and other such duties as outlined in the TWU International Constitution.

SECTION 4.

RECORDING SECRETARY

- (a) The Recording Secretary shall keep correct minutes of each meeting of this Local, answer all correspondence in accordance with instructions given him/her by the Local, or the President, notify the International Union of all changes in officers and perform such other duties as directed by the President, and as may be required by the By-Laws of this Union and the Constitution. He/ She shall be paid at the regular rate of pay per hour, for all work done for this Local.

SECTION 5.

EXECUTIVE BOARD

- (a) The Executive Board shall hold a meeting the first Tuesday of each month. The Local Executive Board shall consist of the Officers and the elected Executive Board Members.
- (b) It shall have the power to take any action that the Local Union can take, and which should be taken prior to the next regular meeting of the Local Union, when matters of major importance arise which may affect the entire membership such action(s) or recommendations of the Executive Board shall be presented to the membership for approval.
- (c) A quorum of the Executive Board shall consist of a majority of its members.
- (d) The Executive Board shall see that all members, officers, or others who are not entitled to remain in the board meeting shall retire after they have been heard and submitted their business to the board. When an Executive Board member is directly involved or an interest in any case before the board, he/she shall retire.
- (e) The Executive Board shall cooperate fully with the officers and representatives of the Local Union to the end that the interest of the Local Union and the members may be properly protected and advanced.
- (f) The Board shall perform such other duties as outlined in the Constitution or within the By-Laws of the Local Union.

- (g) Any contract or written agreement between this Union and the Company must be read and approved by the Executive Board before it is signed and accepted by this Union.

SECTION 6.

BOARD OF TRUSTEES

- (a) The Board of Trustees shall consist of Officers, subject to the direction of the Local Executive Board.

ARTICLE IV - SALARIES

The following shall be the salaries and expenses for the Local Officers, Executive Board members and Committee members:

- SECTION 1.** The President shall receive forty (40) hours of top Bargaining unit pay plus \$35.00 per week Salary and a minimum of \$35.00 per week for Auto Expenses. Any changes in Auto Expenses must be approved by the Executive Board.
- SECTION 2.** The Vice Presidents shall receive sixteen (16) hours per month Salary at his/her rate of pay.
- SECTION 3.** The Financial Secretary-Treasurer shall receive forty (40) hours per month Salary of the his/her rate of pay.
- SECTION 4.** The Recording Secretary shall receive twenty-four (24) hours per month Salary of the his/her rate of pay.

- SECTION 5.** The Executive Board Members shall receive the amount determined by the Executive Board each year for each month the person attends the Executive Board meeting unless excused for sickness, vacation or work and also attends the regular monthly Union meetings. Such payment to be paid once a year in December for the full year in one payment.
- SECTION 6.** Committee Members shall have their Lost Wages paid at his/her rate of pay when required to perform duties for the Union not covered by Salary.
- SECTION 7.** Stewards shall receive ten (10) dollars per month for each month the Union Steward attends the Executive Board meeting, as well as the regular monthly Union meeting unless excused for sickness, vacation, or work.

ARTICLE V – NOMINATIONS AND ELECTIONS OF OFFICERS

- SECTION 1.** Nomination of Officers shall take place at the November meetings, and the election shall be held on the first Tuesday in December. The term of office will commence on the 1st of January following the December election and run for a period of three (3) years.
- SECTION 2.** The election shall be held by secret mail ballot or by secret ballot at all locations as specified by the Election Committee. The Election committee shall be elected for a two (2) year term of office in May of the even year. The Committee shall consist of six (6) members, four (4) from Section One (1) and two (2) from Section Two (2). The Chairperson of the Committee shall be elected by the Committee from its own group.

The Election Committee shall draw up rules governing the election and submit them to the membership for approval.

- SECTION 3.** Any member is eligible to hold office who has been a member in good standing with his/her dues and assessments for one (1) year and has attended at least six (6) Union meetings in the twelve (12) months preceding the nomination.
- SECTION 4.** No member of this Local Union shall hold any office in the Local who holds any paid political office.
- SECTION 5.** At the nomination meeting, any member in good standing can nominate for office any member of this Local for which said nominee may be qualified under the International Constitution and Local By-Laws of this Local governing nominations and elections.
- SECTION 6.** The person, or persons receiving the highest number of votes shall in each case be declared elected to the respective office. They shall be obligated and installed at the December meetings.
- SECTION 7.** The Vice President receiving the highest number of votes will be declared the 1st Vice President, placing the other as the 2nd Vice President.
- SECTION 8.** Nominations for Stewards will be made at the January meetings, and election will be held in February at the regular Union meetings. Stewards shall be elected for a period of two (2) years.

SECTION 9. Delegates to City and State Conventions shall be nominated and elected at the regular monthly Union meetings. Notice of such elections shall be posted along with the regular monthly Union meeting bulletins. The President will be ex-officio delegate to the TWU International Conventions. The Financial Secretary-Treasurer and Recording Secretary will alternate as ex-officio delegate and alternate delegate to the TWU International Convention. Any additional delegates awarded to our Local by increase in membership will be handled as the City and State delegates are handled and it is understood that the aforementioned shall be in compliance with all applicable federal guidelines.

ARTICLE VI – RESIGNATIONS

SECTION 1. No resignation shall be considered from any member unless it is in writing and accompanied by certificate from the Financial Secretary-Treasurer stating that he/she is in good standing. Upon the resignation of any Officer, he/she shall deliver to the Financial Secretary-Treasurer all books and effects belonging to the Local.

ARTICLE VII – VACANCIES

SECTION 1. In case of a vacancy in the office of Financial Secretary-Treasurer, Recording Secretary, Vice Presidents, or Executive Board; the President shall post a notice of such vacancies occurring between each election notifying members of same. Nominations shall be held at the next regular Union meeting, providing that a minimal notice of seven days is posted. Election to be held the following regular monthly Union meeting thereafter.

SECTION 2. In case of a vacancy in the office of President, the 1st Vice President shall serve as President for the unexpired term of the President. The 2nd Vice President shall serve as 1st Vice President for the unexpired term and a new 2nd Vice President shall be elected. In case of a vacancy in the office of the 1st Vice President, the 2nd Vice President shall serve as 1st Vice President for the unexpired term and a new 2nd Vice President shall be elected. In compliance with the sections in Article II & VII.

ARTICLE VIII – SECTIONS

Transport Workers Union Local 208 shall be set up in sections. Each section shall consist of members who are included therein on the basis of similarities of work, job classification or departmental grouping.

SECTION 1. Shall consist of Transportation Department employees and Customer Service Representatives.

SECTION 2. Shall consist of employees of the Service Department and Cashier Clerks/Fare Box Pullers.

ARTICLE VIX – MEMBERSHIP

SECTION 1. To become a member of Local 208 the International Constitution provision will be adhered to. (ARTICLE III SEC. I & II)

SECTION 2. An initiation fee shall be a minimum of one hundred fifty (\$150.00) dollars, to be paid in three (3) installments. And shall only be increased by approval of the Executive Board. If an applicant's application is rejected, all money will be refunded if requested within thirty (30) days.

ARTICLE X – MONTHLY DUES

SECTION 1. The dues in this Local shall be two (2) hours of the person's rate of pay per month including cost-of-living and longevity but not including shift differential or an increase of not more than two (\$2.00) dollars from the previous year's monthly dues, whichever is less.

SECTION 2. The funds of this Local shall consist of all monies received from any source.

SECTION 3. Any member that has left or will leave the membership of this Local Union to take a position out of the bargaining unit of Central Ohio Transit Authority will lose all seniority.

ARTICLE XI – UNION MEETINGS

SECTION 1. The regular main monthly Union Meeting shall be held on the second Tuesday of each month at 10:00am, 3:00pm and 7.30pm.

ARTICLE XII – DECORUM

SECTION 1. It is particularly enjoined that all members treat each other at all times with due regard and respect. That all unkind or obscene language be avoided, and that all discussions be carried on in a spirit of friendship. A violation of this shall be punished by expulsion for the remainder of the meeting. Any member that may be under the influence of alcohol or intoxicated shall be ejected by the officers in attendance.

ARTICLE XIII – QUORUM

Eleven members shall constitute a quorum to transact the business of this Local. If a quorum is not met, any member reporting in person on scheduled time of the meeting shall be permitted to sign attendance log and given credit as if quorum had been met.

ARTICLE XIV – RULES OF ORDER

SECTION 1. On motion, the regular order of business may be suspended by a two-thirds vote of the meetings at any time to dispose of any urgent business.

SECTION 2. Any conversation by whispering, or otherwise, which is calculated to disturb any member while speaking, or hinder the transaction of business, shall be deemed a violation of order.

SECTION 3. A motion, to be entertained by the Chair must be seconded, and the mover, as well as the seconder must raise and be recognized by the Chairman. It shall be reduced to writing at the request of the secretary.

- SECTION 4.** In presenting a motion, a brief statement of objects may be made, but no discussion of its merits shall be admitted until the question is stated by the Chair.
- SECTION 5.** Any member having made a motion can withdraw it by consent of his/her second, but a motion once debated can be withdrawn only by a majority vote.
- SECTION 6.** Any member may call for a division of a question if the sense of the vote leaves doubt as to its disposition. Any member can call for a roll call vote if he/she so desires.
- SECTION 7.** A motion shall not be subject to debate until it has been stated from the Chair.
- SECTION 8.** When a member wishes the floor; he/she shall rise and respectfully address the chair, and if recognized by the Chair he/she shall be entitled to the floor.
- SECTION 9.** If two of more members rise to speak at the same time, the Chair shall decide which is entitled to the floor.
- SECTION 10.** Each member when speaking, shall confine himself/herself to the questions under debate, and avoid all personal and indecorous language.
- SECTION 11.** No member shall interrupt another while speaking except to point of order, or request of explanation from the speaker, provided the speaker consents, and he/she definitely states the point, and the Chair shall decide the same without debate.
- SECTION 12.** If any member while speaking is called to order, he/she shall take his/her seat until the point of order is decided, when/ if decided in his/her favor, he/she may proceed.

- SECTION 13.** If a member shall feel himself/herself personally aggrieved by a decision of the Chair, he/she may appeal the decision.
- SECTION 14.** When an appeal is made from the decision of the Chair, said appeal shall be stated by the Vice President to the meeting in these words: "Shall the decision of the Chair be sustained as the decision of the body?" The member shall then have the right to state the grounds of his/her appeal and the Chair will give reasons for his/her decision thereupon. The body will proceed to vote on the appeal without further debate.
- SECTION 15.** No member shall speak more than once on a subject until all members desiring the floor have spoken, nor more than twice, and not more than three minutes on any one question except with permission from the body.
- SECTION 16.** The presiding officer shall not speak on any subject except points of order and appeals from the decision of the Chair.
- SECTION 17.** When a question is before the meeting no motion shall be in order except:
1. To lay on the table
 2. For the previous question
 3. To postpone to a given time
 4. To refer or commit
 5. To amend

These several motions shall have precedence in order herein arranged.

SECTION 18. The following motions are not debatable:

1. To adjourn
2. To lay on table
3. To read a document or paper

SECTION 19. When the previous question is moved and seconded, it shall be put in this form: "Shall the debate cease?" If this carried all further motions, amendments, and debate shall be excluded, and the question put without delay.

SECTION 20. If a motion had been amended, the question on the amendment shall be put first. If more than one amendment has been offered the question will be put as follows:

1. Amendment to the amendment
2. Amendment
3. Original motion

SECTION 21. When a question is postponed indefinitely, it shall not come up again except by a two-thirds consent.

SECTION 22. A motion to adjourn shall always be in order.

SECTION 23. Before putting a question to vote, the presiding officer shall ask: "Is the body ready for the question?" If no member rises to speak, the presiding officer shall put the question to a vote, and after the vote is taken, he/she shall immediately announce the results.

SECTION 24. When the presiding officer has declared the result of the vote on a question, any member may ask for a division house. Then the Chair is duty bound to comply with the request and a standing vote shall be taken.

- SECTION 25.** When the presiding officer has commenced taking a vote, no further debate or remarks shall be allowed, unless a mistake has been made in which case the mistake shall be rectified, and the presiding officer recommence taking a vote.
- SECTION 26.** Every member present shall vote on all questions before the meeting, unless personally interested or excused by the president.
- SECTION 27.** When a question has been decided, it can be reconsidered only at the same meeting, or at the next regular meeting. A motion to reconsider must be made and seconded by two (2) members who voted with the majority.
- SECTION 28.** All questions of a parliamentary nature, not provided for in these rules, shall be decided by Roberts Rules of Order.
- SECTION 29.** No alterations or amendments to these By-Laws will be made unless proposed in writing and signed by at least five (5) members in good standing and presented at two (2) regular meetings of this Local, four (4) weeks previous to action thereon, and then not without the consent of two-thirds of the members present, and shall not go into effect until approved by the International Administrative Committee.

ARTICLE XV – MISCONDUCT, OFFENSES AND PENALTIES

Any member may be penalized for committing any one or more of the following offenses.

1. Violation of any provisions of the TWU International Constitution, and the Rules therein, or the Local 208 By-Laws or working agreements, or Trade or Working Rules of the Local Union.
2. Having knowledge of the violation of any provisions of the TWU International Constitution or the Local 208 By-Laws, or the Rules of a Local Union, yet failing to file charges against the offender, or to notify the proper officers of the Local Union.
3. Obtaining membership through fraudulent means, or misrepresentation either on the part of the member himself/herself or others interested.
4. Advocating or attempting to bring about a withdrawal from the Transport Workers Union of America's Local Union, or of any member or group of members.
5. Publishing or circulating among the membership or among Local Unions false reports, or misrepresentations.
6. Sending letters or statements, anonymous or otherwise, and making oral statements to public officials, or others, which contain untruths about, or which misrepresent the Local Union, its officers, or representatives of the Transport Workers Union of America.
7. Working in the interest of any organization or cause which is detrimental to, or opposed by the Transport Workers Union of America.

8. Making known the business of the Local Union, to persons not entitled to such knowledge.
9. Fraudulently receiving any monies due to the Local Union or misappropriating the monies of any Local Union.
10. Causing stoppage of work because of any grievance or dispute without having consent of the Local Union or its proper officers.
11. Working for any individual or company declared in difficulty with a Local Union, or the Transport Workers Union of America.
12. Any member who shall willfully deface, or destroy any property belonging to this Local shall replace or reimburse the Local for same.
13. Any member convicted of any one or more of the above-named offenses, may be assessed, or suspended, or both.
14. Any member or officer brought to trial for any of the above listed offenses, shall be tried in conformity with Articles XIX and or, XX and or XXI of the TWU International Constitution.
15. No member shall use Local 208's name or of the International Union, or its emblem, without approval of the local Executive Board.

ARTICLE XVI – STRIKES

- SECTION 1.** A strike of members of this Union shall not be authorized or approved except under the following conditions:
- (a) A vote taken among those members who would be direct participants in the strike and the strike action is approved by a majority of those voting.
 - (b) The International President has been kept fully informed of the conditions leading up to the strike decision and has approved the calling of the strike.
 - (c) Where all members who would directly participate in the strike are members of a single Local Union, the strike is approved by the Local Executive Board of such Local Union.
 - (d) Where the members who would directly participate in such strike are members of more than one (1) Local Union, the strike action is approved by the International Administration Committee.
- SECTION 2.** Once a strike of members by a single Local Union has been called, it can be declared off only by the Local Executive Board of the Local Union. Where members of more than one (1) Local Union are direct participants in the strike action, the strike can be called off only by the International Administrative Committee.
- SECTION 3.** Neither the Local Union or any member thereof shall receive any strike aid or other strike benefits in any case where the foregoing provisions of this Article have not been complied with.

ARTICLE XVII – MEMBERSHIP PLEDGE OF THE TRANSPORT WORKERS UNION OF AMERICA, AFL-CIO

(To be administered to new members upon their acceptance into the Transport Workers Union of America at a local meeting where their membership is approved)

I solemnly pledge on my honor to abide by the Constitution of the Transport Workers Union of America and the rules and By-Laws of Local 208; to discharge all my duties and obligations faithfully; not to make known any private business of the Union, and to conduct myself at all times as becomes a member of the Transport Workers Union of America.

OATH OF OFFICE

(For Installation of Officers)

I solemnly pledge on my honor, to perform the duties of my office as required by the Constitution of the Transport Workers Union of America; to bear true and faithful allegiance to the International and the Local Union and the cause of all organized labor; not to divulge or make known any private proceedings of this Union; to perform faithfully all the duties assigned to me to the best of my ability; to deliver to my successor in office all books, papers and other property of the Union in my possession at the end of my term; to conduct myself at all times as becomes a member and officer of the Transport Workers Union; and to discharge all my obligations to the end that victory shall crown all our efforts.

These By-Laws were amended and approved by the TWU International Administrative Committee on July 31, 2020 they now supersede all By-Laws of this local which may be in existence.

The Law Firm of
CLOPPERT, PORTMAN, SAUTER, LATANICK &
FOLEY

Is Proud to
Represent
Local 208
and Its
Members

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REGULAR MEETING DATES

SECOND TUESDAY OF EACH MONTH AT THE UNION HALL

FIRST - 10:00am
SECOND - 3:00pm
THIRD - 7:30pm

It Is Your Duty & Right to Attend