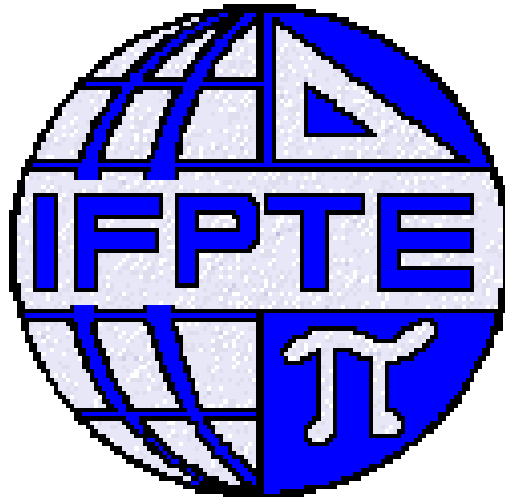


LOCAL 400



**RIDOT PROFESSIONAL EMPLOYEES
ASSOCIATION**

BYLAWS OF LOCAL 400

**INTERNATIONAL FEDERATION OF
PROFESSIONAL AND TECHNICAL ENGINEERS**

RI LABOR BOARD CASE NO. EE-3115

Table of Contents

ARTICLE	TITLE	PAGE NO.
	PREAMBLE	3
Article I	OFFICERS	4
	Duties of the President	4
	Duties of the Vice President	4
	Duties of the Treasurer	5
	Duties of the Recording Secretary	6
	Duties of the Corresponding Secretary	6
	Stipend	6
Article II	EXECUTIVE BOARD	6
	Executive Board	7
	Unit Representatives	7
Article III	STEWARD SYSTEM	8
	Duties of the Chief Steward	8
	Stewards System	8
	Grievance Committee	9
Article IV	TRUSTEES	9
	Duties of the Trustees	9
Article V	MEMBERSHIP	10
	Membership in the Local	10
	Discipline	11
	Local Membership Meetings	11
	Ratification of Collective Bargaining Agreements	12
Article VI	COMMITTEES	12
	Committees	12
	Negotiating Committee	13
Article VII	ELECTIONS	13
	General Elections	13
	Special Elections	15
Article VIII	MISCELLANEOUS	15
	Parliamentary Procedures	15
	Amendments to Bylaws	15

PREAMBLE

The following polices are set forth by Local 400 International Federation of Professional and Technical Engineers, representing the professional, technical, and administrative employees of the Rhode Island State Department of Transportation and any other Units added later. The name of the organization shall be “International Federation of the Professional and Technical Engineers Local 400, affiliated with the American Federation of Labor and the Congress of International Organizations. The objectives of the organization are to elevate the economic status of its members by establishing higher standards of skills, assisting in the securing of employment, improving the general working conditions and securing, by legal and recognized means, adequate and proper compensation for its members. The policies and practices of the Local shall be determined by the membership, subject to the limitations of these bylaws and the International’s Constitution, Manual of Guiding Principles and Manual of Policies. The authority of the Local shall be in the General Officers and the Executive Board.

DISCLAIMER CLAUSE

It is expressly understood that any reference to the male pronoun in these bylaws applies equally to the female pronoun.

ARTICLE I OFFICERS

GENERAL OFFICERS:

a. The General Officers of the Local shall be the President, Vice President, Treasurer, Recording Secretary and the Corresponding Secretary. The terms of office of each of these officers shall be two (2) years or until a successor is elected and installed in accordance with Article VII, Elections. It is the duty of the General Officers to attend meetings of the Local and its Executive Board. General Officers will conduct themselves in a polite, professional manner and in the best interest of the members of the Local.

DUTIES OF THE PRESIDENT:

- a. It shall be the prime responsibility of the President to preserve order within the Local and its Executive Board, and to enforce the Constitution of the International Union and the bylaws of the Local.
- b. The President shall decide all questions of order, preside at meetings of the Local, preside at meetings of the Local's Executive Board, see that all officers of the Local perform their duties and be the Local's First Delegate to the International Convention.
- c. The President shall serve as Chairperson of the Executive Board. He shall appoint all committees that are required, and which have not been otherwise provided for by these bylaws. He shall serve on all committees by virtue of his office.
- d. The President shall have the right to vote in the election of officers and in acceptance or rejection of a tentative settlement of Collective Bargaining negotiations with the State. He shall not vote on any matter over which he presides except that in the event a tie occurs on any vote, he shall cast the deciding vote. He shall not have the right to cast an additional vote to decide a tie vote in the election of officers and the acceptance or rejection of Collective Bargaining Negotiations with the State.
- e. He shall announce the results of all votes.
- f. He shall have full authority to call special meetings of the membership body when he deems it necessary in the best interest of the Local. He shall also issue a call for a special membership meeting when such a special meeting is requested in writing by at least twenty five percent (25%) of the membership body.
- g. He shall, in general, have full supervision of the conduct and affairs of the Local, its officers and members, including without limitation, the right to appoint members of the Union to chair meetings, and to preserve order therein. He may appoint a Parliamentarian and Sergeant at Arms. In the absence of the Treasurer, the President shall perform his duties on a temporary basis.

DUTIES OF THE VICE PRESIDENT

- a. It shall be the duties of the Vice President to attend the meetings of the Local and to attend the meetings of the Executive Board, and to preside at these meetings in the absence of the President. He shall also attend all meetings of the Negotiating Committee as one of the representatives of the Local.

b. He shall perform other duties and render such assistance as may be directed by the President and be the Local's Second Delegate to the International Convention.

DUTIES OF THE TREASURER

a. The Treasurer shall have possession of all the financial records and books of the Local. He shall maintain a clear and continuing record of all financial transactions of the Local, including all receipts and disbursements and be the Local's Third Delegate to the International Convention.

b. In addition to the President, he shall have full authority to issue checks to meet the financial obligations of the Local. Either the name of the Treasurer or that of the President shall appear on all checks of the Local (except that two signatures are required on checks over \$500.00 that are not routine expenses). Routine expenses are defined as monthly or yearly obligations such as rent, legal fees, utilities, maintenance fees, summer outing and the holiday party.

c. The Treasurer shall also receive Local Membership dues, and service and administration fees as are remanded to the Local from the State in accordance with applicable State Statutes and the Collective Bargaining Agreement.

d. The Treasurer shall provide for the bonding of the Local's Officers as required by the International Constitution.

e. In the absence of the Treasurer, the President may temporarily discharge the duties of the Treasurer.

f. The Treasurer shall make a regular report of the financial standing of the Local at each regularly scheduled membership meeting of the Local.

g. The Treasurer shall be authorized to distribute approved donations from the dues to the PAC Fund. Adjustments shall be done quarterly.

h. In the absence of both the President and the Vice President, the Treasurer shall assume their duties.

i. The Treasurer shall file all tax returns by the due date.

j. Receipts will be required for all expenses encumbered on the behalf of the Local. These expenses will require expense-reporting documentation in conformance with the International's Guidelines for Local Union Financial Officers, as updated by the International, and be maintained by the Treasurer. These documents will be provided to the Trustees in performance of their duties as described in Article IV (b).

- k. The Treasurer will pay all the financial obligations of the Local by the due date.
- l. The treasurer shall make available all necessary documents to the Trustees for the purposes of conducting the audits as required in article IV, and be available to the Trustees if needed.

DUTIES OF THE RECORDING SECRETARY

- a. The Recording Secretary shall keep detailed minutes of the meetings of the Local and the Executive Board, and shall keep a careful record of the names of members serving on committees, and is the Local's Fourth Delegate to the International Convention.
- b. In his absence, the President, if he deems it advisable, may appoint a member to act as Secretary Pro Tempore, and such Secretary Pro Tempore shall perform the duties set forth herein for the Recording Secretary.
- c. The Recording Secretary shall retain in his possession the seal of the Local as provided by the International Union.

DUTIES OF THE CORRESPONDING SECRETARY

- a. The Corresponding Secretary shall handle all written communications within the Local and be the Local's Fifth Delegate to the International Convention.
- b. In the absence of the Corresponding Secretary, the President may temporarily discharge the duties of the Corresponding Secretary.

STIPEND

- a. A monthly stipend shall be paid as follows: President: \$100.00, Chief Steward: \$50.00, Vice President, Treasurer, Recording Secretary and Corresponding Secretary: \$35.00.
- b. Payment will be made every four months.
- c. The General Officers and the Chief Steward will have their dues reimbursed annually in the month of October.

ARTICLE II EXECUTIVE BOARD

EXECUTIVE BOARD

- a. The Executive Board shall be composed of the President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Unit Representatives, and the Chief Steward. The Chief Steward will be the only non-voting member.
- b. The President shall serve as chairperson of the Executive Board.
The Executive Board shall meet the first Tuesday of each month or as directed by the President.
- c. A majority of the Board shall constitute a quorum.
- d. The Executive Board shall be the administrative arm of the Local with full responsibility and authority to enforce these bylaws and to discharge the responsibilities placed on the Local by the certification of the Union issued by the Rhode Island Labor Relations Board; by the Collective Bargaining Agreement; and by the Principles, Policies and Constitution of the International Union.
- e. In the event of a tie vote, the chairperson will cast the deciding vote.
- f. The determinations for the hiring of workmen, consultants, attorneys, etc. will be made by the Executive Board. The Executive Board will vote on matters concerning the summer outing and the holiday party.
- g. It is the duty of the members of the Executive Board, as the leadership of the Local, to attend the major social functions of the Local. These include, but are not limited to, the Summer Outing and the Holiday Party.

UNIT REPRESENTATIVES

- a. Unit Representatives will be elected from each of the following units, and any other unit deemed appropriate at a later date: Administration, Construction, Design, Survey, Materials, Real Estate, Planning and Bridge Inspection. Each of the units shall be entitled to at least one Unit Representative. Units shall have a representative for up to each one hundred (100) members, with a maximum of three (3). Unit Representatives will serve as members of the Executive Board. The term of office for Unit Representatives shall be two (2) years, or until their successors are elected and installed in accordance with these bylaws.
- b. The placement of members in the appropriate unit, as listed above, will be by the Executive

Board.

c. It is the duty of all Unit Representatives to attend meetings of the Local and its Executive Board.

ARTICLE III THE STEWARD SYSTEM

DUTIES OF THE CHIEF STEWARD

a. The Chief Steward will be appointed and serve at the pleasure of the President.

In the event the office of Chief Steward becomes vacant, a new appointment will be made within sixty (60) days of the vacancy.

b. The Chief Steward will be the chairperson of the Grievance Committee.

He will conduct meetings of the committee when deemed necessary for the purpose of processing grievances. He will maintain records of grievances, attendance, and make reports to the Executive Board at their regular monthly meetings. He will also supervise training and development of the stewards.

c. He will be responsible for presenting grievances at 3rd level and be present at all arbitrations. At Grievance Committee Meetings, the Chief Steward will cast a vote only in the event of a tie.

STEWARD SYSTEM

a. The Steward is the key figure in enforcing the union contract, work rules, civil service standards, and the safety regulations on the job. The Steward will serve as a member of the Grievance committee.

b. Each unit entitled to an elected representative on the Executive Board shall be entitled to have an elected Steward on the Grievance Committee. Said Steward shall be elected by and from his unit.

c. The Stewards shall be elected for a two-year term. The two-year term of office for all elected/appointed Stewards shall coincide with those of the general officers.

d. In addition, the President may appoint three (3) Stewards-at-Large to assist the Chief Steward.

e. Stewards will attend meetings of the Local and its Grievance Committee.

GRIEVANCE COMMITTEE

- a. The Grievance Committee shall be composed of the Chief Steward, and all elected/appointed Stewards.
- b. It shall be the responsibility of the Grievance Committee to evaluate each grievance to determine its merit, and process it in accordance with the terms of the Collective Bargaining Agreement for the purpose of resolving the issue or issues.
- c. The Grievance Committee shall meet the night of the General Membership Meeting or at any time deemed necessary by the Chief Steward.

ARTICLE IV TRUSTEES

TRUSTEES

- a. There shall be four (4) elected trustees of the Local whose function it shall be to audit the books of the Local and the PAC.
- b. The audits of the books of the Local shall be performed annually in the month of January and the books for the PAC will be in July. An audit shall be performed any time the office of Treasurer changes. The results of their audit shall be made known in a written report to the membership body no later than the regular membership meeting following the audit.
- c. All trustees shall receive a copy of the bylaws of the Local and the necessary documents needed to conduct their audit.
- d. There will be two (2) trustees elected at alternate elections for a four (4) year term. A trustee shall not be a member of the Executive Board.
- e. The Trustees will attend meetings of the Local.

ARTICLE V MEMBERSHIP

MEMBERSHIP IN THE LOCAL

- a. All members of the bargaining unit who pledge to support the objectives of the Local as set forth in these bylaws, and the objectives of the International Union as set forth in the International Constitution shall be considered eligible for membership.
- b. Only members in good standing of the Local shall have the right to vote at Local meetings, and only such members in good standing shall have the right to serve on Local committees or vote on such committees.
- c. A member in good standing is defined as a member who has fully met all the financial obligations placed on him by the Local and who is in compliance with the bylaws, contract, the International Constitution, Policies and Principles as determined by the Executive Board.
- d. Local membership dues for each pay period shall be set by a regular Local membership meeting. Any changes in the dues structure of the Local shall, likewise, be made at a regular Local membership meeting. Members shall receive written notification of Local membership schedules for such purpose at least twenty-one (21) days before such meeting will take place.
- e. Any member who is a dues-paying member of another union negotiating with the State of Rhode Island shall not hold office in Local 400 or serve on any committees or boards of Local 400.
- f. Upon permanent retirement from the employment coming under the jurisdiction of the International Federation of Professional and Technical Engineers, honorary life membership may be granted [to](#) a member whose record of service and devotion to the Local extends beyond what could be reasonably expected of a member or officer.
- g. Recommendations for granting honorary life membership shall be filed directly with the Executive Board, whose decision in the matter shall be final.
- h. Should a holder of an honorary life membership card again return to employment under the jurisdiction of the International Federation of Professional and Technical Engineers, he shall, within thirty (30) days, apply for active membership.

DISCIPLINE-OFFENSES

- a. Disciplinary action may be taken against any officer or member of the Local for offenses

outlined in Article XVII, Section 17.1 of the International Constitution.

b. Disciplinary action should be taken only in accordance with the provisions of Article XVII of the International Constitution.

LOCAL MEMBERSHIP MEETINGS

a. Local membership meetings will be regularly conducted on the third Tuesday of each month at 4:30 p.m., except as otherwise provided for at the call of the President. Calling of membership meetings during the months of July, August, and December shall be left to the discretion of the President.

b. Only members of the Local, guests of the Executive Board, and Officers of the International may attend local membership meetings.

c. Five percent (5%) of the total membership of the Local shall constitute a quorum to conduct all business, unless otherwise provided for in these bylaws.

d. The Order of Business for each monthly membership meeting held shall be as follows:

1. Call to Order
2. Attendance
3. Secretary's Minutes and acceptance of the Report
4. Treasurer's Report and acceptance of the Report
5. Chief Steward's Report
6. Political Action Committee (PAC) Report
7. Reports from Committees
8. Reading of Communications
9. Old Business
10. New Business
11. Elections
12. Good and Welfare of the Local
13. Adjournment

RATIFICATION OF THE COLLECTIVE BARGAINING AGREEMENTS

- a. Local members shall recognize that it is a paramount duty to be present at the meeting called on ratification or rejection of a tentative Collective Bargaining Agreement reached by the Negotiating Committee with the State. It is also their duty to vote on the Tentative Agreement. Ratification or rejection of such tentative agreement shall be by a simple majority of those voting.
- b. The vote on ratification or rejection shall be by secret ballot. The vote shall be recorded in the Minutes of the next General Membership Meeting.
- c. The vote may be conducted at the ratification meeting or at a place and time determined by the Executive Board, with the ballots counted and announced immediately thereafter.
- d. It is the duty of all General Officers, Unit Representatives, Stewards and Trustees to attend a Contract Ratification Meeting.

ARTICLE VI COMMITTEES

COMMITTEES

- a. All standing Committees, or those formed by the President shall have a Chairperson and a Secretary. The Chairperson shall call meetings as deemed necessary and attendance will be taken.
- b. The Secretary shall inform each member of the date and time of each meeting.
- c. It shall be the duty of the Chairperson and the President to determine a reasonable number of allowable absences.
- d. A list of the committees are: Grievance committee, Negotiating Committee, Nominating Committee, and PAC.

THE NEGOTIATING COMMITTEE

- a. The Negotiating Committee, which shall represent the Local in Collective Bargaining with

the State, shall be composed of the President, who shall serve as Chairperson of the Committee, the General Officers, the Unit Representatives or members from each of the employee units. A Sub-Committee consisting of the General Officers, Legal Counsel and any representative deemed appropriate by the President may constitute the Local's representatives to meet with the State and Department Officials. The decision to use a Sub-Committee will be by the Executive Board.

b. If a Unit Representative is unable to participate on the Negotiating Committee, each unit, through its Unit Representatives, will submit to the President names to be considered for appointment. Committee members shall be appointed by the President.

c. The President, at the same time he appoints committee members, shall appoint alternative committee members from each of the respective Units to serve in the event the regular members are unable to attend negotiating sessions.

d. The President shall appoint two secretaries who will take minutes of negotiating sessions

e. The Negotiating Committee shall have full authority to arrive at a tentative Collective Bargaining Agreement with the State.

.

ARTICLE VII ELECTIONS

GENERAL ELECTIONS

a. Elections are to be conducted every odd year for a new slate of General Officers; i.e. President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Unit Representatives, Stewards, and Trustees, and shall follow this procedure:

1.) A Nominating Committee shall be appointed by the President by August 15 of odd years. It shall be composed of members from each of the Employee units. The number of members from each unit shall be determined in the same manner as that of Unit Representatives.

2.) The Nominating Committee shall prepare an open slate covering General Officers;(i.e. President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary), Unit Representatives, Stewards, and Trustees in time for presentation to the regularly scheduled September membership meeting. Nominations will be accepted from the floor at the September meeting.

3.) A secret ballot election shall be conducted in October at a date and time prescribed by the Executive Board. The Executive Board shall prepare the printed ballot to be used in the election.

4.) Supervision of the election shall be by the Executive Board. The Nominating Committee shall oversee the ballot box, the tally of votes, and the certification of the elected officers.

5.) All incoming officers will take office at the time of election at which time the outgoing officers will turn over all official papers and related items to the incoming slate. Formal installation of officers will take place at the regularly scheduled November meeting.

6.) The new slate shall be sworn in by the outgoing President at the regular November membership meeting, or in his absence, by a staff member of the International Union.

b. Unit Representatives and Stewards from each of the employee units shall be elected by the following procedure:

1.) Each Unit shall nominate a Unit Representative(s) and Steward(s) from the floor of the September membership meeting in the odd years. The Local member making these nominations from the floor of the meeting must be a member of that Unit. The Nominating Committee can nominate a candidate for Unit Representative or Steward.

2.) The names of those nominated for Unit representative and Stewards shall appear on the secret ballot to be used in the election.

3.) Elected Unit Representatives and Stewards shall be installed in the same manner as outlined above in regard to the installation of General Officers.

c. If any General Officer, Unit Representative, Steward or Trustee misses four (4) meetings, (the required meetings listed elsewhere in these bylaws), in any calendar year without just cause, that office shall be declared vacant and an election will be held in accordance to special election procedures to fill the vacancy. Just cause shall be determined by a simple majority vote of the Executive Board members present and voting. Any person removed from office because of absence is prevented from running for that office for a period of ninety (90) days or the next General Election, whichever is later.

SPECIAL ELECTIONS

a. If a General Officer leaves office for any reason, the position shall be filled as described

elsewhere in conformance with Article I and nominations shall be presented at the next general meeting, with an election within 45 days. If this action takes place during the summer months, a special meeting shall be held no later than thirty (30) days for nominations with an election thirty (30) days from the nominating meeting.

b. In the event a Unit Representative or Steward vacates his office for any reason a special election to fill the vacancy shall be held at the regular membership meeting following the vacating of the office or at a special meeting of that Unit with the approval of the Executive Board. Nominations will be made at this meeting by members of that Unit. Furthermore, the only members allowed to vote will be members of that Unit.

The election will be conducted by an Election Committee appointed by the President.

ARTICLE VIII MISCELLANEOUS

PARLIAMENTARY PROCEDURE

In the event, any questions arise concerning parliamentary procedure it shall be referred to Robert's Rules of Order for resolution.

AMENDMENT TO BYLAWS

a. To amend these bylaws a written proposal shall be signed by at least three members, and presented as a motion on the floor of a regular meeting, after which the President shall refer the proposal to a special bylaws committee of three (3) members to be appointed by him.

b. The committee shall prepare a written review of the proposal and its merits, accompanied by the committee's recommendations, and shall submit the same at a regular meeting no later than two (2) general meetings from the date the proposal was first presented on the floor of a membership meeting. After a full discussion, a vote will be taken on the proposed change. Any amendment, to be carried, must be supported by at least a two-thirds vote of those present and voting.

Bylaws first adopted - March 10, 1981

Revised and adopted - April 21, 1981

Revised and adopted - 1988

Revised - December 9,1992

Revised - June 11, 1993

Revised and adopted - June 15, 1993

Revised and adopted - June 18, 1996

Revised and adopted - June 19,2001

Revised and adopted – June 17, 2008