

**BY-LAWS  
FOR LOCAL 2016  
OF THE  
TRANSPORT WORKERS UNION OF AMERICA  
AFL-CIO  
RAILROAD DIVISION**



## ARTICLE I

### NAME AND JURISDICTION

SECTION 1. This organization shall be known as Local 2016, TRANSPORT WORKERS UNION of AMERICA, AFL-CIO, Railroad Division.

SECTION 2. The jurisdiction of Local 2016 shall include the Enola, Greencastle, Harrisburg, Lancaster, Northumberland, and Rutherford yards as well as the Harrisburg AMTRAK Terminal and such other areas as may be assigned to Local 2016 by the International Executive Council of the Transport Workers Union of America, AFL-CIO.

## ARTICLE II

### OFFICERS AND DUTIES

SECTION 1. The Officers of Local 2016 shall consist of a President, Vice President, Recording Secretary, and Financial Secretary-Treasurer, who shall be elected every 3 years for a term of 3 years.

SECTION 2. Duties of the Local President. The Local President shall preside at all Membership, Executive Board, and Executive Committee meetings of the Local. He shall have all duties and powers enumerated in Section I of Article XVI of the International Constitution as well as other duties assigned to him by the Local Union.

SECTION 3. The Vice President. The Vice President shall assist the President in the discharge of his duties in such manner and extent as the President shall determine. In the event that a vacancy occurs in the office of President, the Local Executive Board shall designate the Vice President to act as President for the unexpired term.

SECTION 4. Recording Secretary. The Recording Secretary shall keep an accurate account of all proceedings of the Local Membership meetings and Local Executive Board Meetings. He shall read all communications at all meetings, and shall perform such other duties as the Local Executive Board shall determine, and such duties as prescribed by the International Constitution. ( Recording Secretary and Financial Secretary-Treasurer offices are combined).

SECTION 5. The Financial Secretary-Treasurer. The Financial Secretary-Treasurer shall perform all duties set forth in Section III and Section IV of Article XVI of the International Constitution.

## ARTICLE III

### STRUCTURE AND FUNCTIONS

SECTION 1. The supreme authority of this Local Union shall be the general membership meeting, subject to the provisions of these By-Laws of the International Constitution, and the decisions of the International Conventions.

SECTION 2. The Local Executive Board shall have the authority to fill all vacancies for the unexpired term of all local offices.

SECTION 3. The Local Executive Board shall be the governing body of the Local Union between general membership meetings and shall exercise these powers enumerated in Article XVI of the International Constitution.

SECTION 4. The Executive Committee shall consist of the Local Officers and between meetings of the Local Executive Board, shall be charged with the responsibility of carrying out and effectuating the policies and decisions of the Local Executive Board.

## ARTICLE IV

### COMMITTEES

SECTION 1. The Local Executive Board shall select three (3) of its members to serve on each of the following Standing Committees:

- A. Political Action (COPE)
- B. Organization
- C. Welfare
- D. Finance
- E. Education
- F. Publicity
- G. Membership

SECTION 2. The Standing Committees shall assist the Local Officers and report at regular intervals to the Executive Board. They shall perform such duties as are assigned to them by the Local Executive Board consistent with the provisions of the International Constitution.

SECTION 3. The President of the Local shall from time to time appoint such special and temporary Committees as he may deem necessary to insure the smooth functioning of the Local provided that such Committees do not conflict with the functions of any Standing Committee.

ARTICLE V

DUES AND INITIATION FEES

SECTION 1. An Initiation Fee of \$50 (fifty dollars) shall be paid by each applicant accepted for membership.

SECTION 2. Dues cannot be changed unless changed by the International Convention.

ARTICLE VI

FINANCES AND SALARIES

SECTION 1. The Local Executive Board shall have the authority to set all salaries and expenses of all officers of the local union and shall have the authority to hire any employees for the local union.

SECTION 2. (a) At the beginning of each calendar year, the Local Secretary-Treasurer, with the aid of the Finance Committee, shall prepare a budget for the Local detailing expected income and expenditures for the year

(b) At least once every two months, the Local Secretary-Treasurer shall report to the Local Executive Board the comparisons of estimated income to actual income with a report of actual expenses.

SECTION 3. No reimbursement shall be made for any expenses incurred in the name of the Local Union without the approval of the Secretary-Treasurer.

ARTICLE VII

MEETINGS AND QUORUMS

SECTION 1. The general membership shall meet at least once in each month at a time and place designated by the Local Executive Board. All members shall be notified by bulletin board at least five (5) days in advance of the general membership meeting.

SECTION 2. The Local Executive Board shall have the authority to call a special membership meeting at a time and place designated by the Board with at least (five) 5 days advance notice to the membership.

SECTION 3. The Local Executive Board shall meet at least once in each calendar month. Additional meetings may be called at the discretion of the Local President.

SECTION 4. (a) At least (six) 6 of the members in good standing must be present to constitute a quorum at a general membership meeting.

(b) At least a majority of the members in good standing must be present to constitute a quorum at a meeting of the Local Executive Board.

## ARTICLE VIII

### ELECTIONS

SECTION 1. (a) At a meeting in the month of August in every third year the Local Executive Board shall select an election committee, consisting of three (3) members in good standing, none of whom shall be a candidate for any office to be filled in such elections.

(b) The Election Committee shall promptly meet and draw up proposed rules and regulations to govern nominations and elections, and shall report back to the Local Executive Board no later than the first week of October of that year.

(c) The Local Executive Board at such meeting, shall accept, modify, or amend the rules and regulations proposed by the Election Committee, and such rules and regulations adopted by the Local Executive Board shall be promptly posted on local bulletin boards.

(d) Nominations shall be held at meeting of the general membership in the month of October of that year, all members in good standing shall have the opportunity to make nominations.

(e) Elections shall be held by secret mail ballot, which shall be mailed to each member in good standing at his/her last known home address not less than (fifteen) 15 days prior to the December general membership meeting.

(f) Election results will be announced at the December general membership meeting.

(g) New officers and Executive Board members shall assume office on the first day of January.

SECTION 2. (a) All disputes arising out of the nominations and elections shall be reported to the Elections Committee. The Election Committee shall make a full and complete report on the nominations and elections; shall certify the results of the election; shall set forth a digest of each appeal made to the Elections Committee and the dispositions thereof; and shall report any violation of the rules and regulations governing the election and nominations to a meeting of the Local Executive Board to be held no later than ten days after the date of the election.

(b) An appeal arising from the certification by the Election Committee of the results of the election may be made only to the International Executive Council. The decision of the Elections Committee in such case shall become and remain effective unless and until the International Executive Council decides otherwise.

SECTION 3. The Local Executive Board shall take such appropriate action as it deems proper, upon any violation of the rules and regulations governing the nominations and elections reported by the Elections Committee, or otherwise made known to the Executive Board. The Local Executive Board may, after a proper hearing upon reasonable notice to the Member, impose an appropriate penalty upon any member for a violation of the said rules and regulations.

SECTION 4. Unless otherwise stated in this Article, all rules and regulations will be followed as set forth in Article XV of the International Constitution.

## ARTICLE IX

### GRIEVANCES

SECTION 1. (a) The grievance shall be handled by a Local Officer or Local Executive Board member designated by the Local President as his representative, who shall attempt to solve it at its source.

(b) If the grievance is still unresolved, the representative will turn it over to the Local President for further handling.

SECTION 2. A written record shall be kept by the Local President of all grievances that arise and their disposition.

## ARTICLE X

### OBLIGATION OF MEMBERS

SECTION 1. No member shall by-pass the grievance machinery provided in Article IX of these By-Laws to handle his own or another employee's grievance.

SECTION 2. No member shall perform his duties on the job in such a manner as to place an unfair burden on his fellow workers or as to bring discredit to his union.

SECTION 3. No member shall join or participate in any way in any organized group, to which this Local union is not affiliated, which discusses and makes decisions on matters directly related to the internal affairs of the Union.

SECTION 4. No member shall make known the internal affairs of the Union to non-members.

SECTION 5. No member shall make a collection in the name of the Union, regardless of its purpose, without prior approval of the Local Executive Board. This shall not apply to collections taken by or for candidates for Local office to defray the cost of their campaign.

## ARTICLE XI

### DISCIPLINE OF MEMBERS

SECTION 1. Any member of the Local Union who is charged with violating any of his obligations under these By-Laws or under the International Constitution shall be disciplined in accordance with the provisions of Article XX of the International Constitution.

## ARTICLE XII

### RULES OF ORDER

SECTION 1. Except where modified elsewhere in these By-Laws, all meetings shall be conducted in accordance with Roberts Rule of Order.

## ARTICLE XIII

### RATIFICATION AND AMENDMENT

SECTION 1. The foregoing By-Laws shall be adopted when approved by a referendum vote of the Local membership.

SECTION 2. These By-Laws may be amended in the same manner as provided for original adoption in Section I of this Article.

SECTION 3. Any and all By-Laws which are not consistent with the provisions of the International Constitution shall be null and void.

The By-Laws were amended by the membership of Transport Workers Union Local 2016 on March 4, 1958, November 7, 1975, and again on July 14, 2015.

Signed on July 14, 2015.

By-Laws Committee:

S/ K.L. Pugh, Chairman

S/ M.D. Ponder

S/ J.P. Risbon

S/ S.P. Andrus

S/ E.E. Beaver

S/ B.J. Roth



These amended By-Laws were implemented upon approval by letter from the International Administrative Committee to TWU Local 2016 dated December 22, 2015.

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