

[HOME](#)[OUR CONTRACT ▼](#) [BARGAINING ▼](#) [ABOUT ▼](#) [JOIN US ▼](#)
[WORKPLACE ISSUE? ▼](#)

HARVARD GRADUATE STUDENTS UNION

HGSU-UAW Local 5118 | a union of student workers at Harvard University

Our Bylaws

UAW Local 5118, Harvard Graduate Students Union (HGSU-UAW L. 5118) BYLAWS

RATIFIED At A General Membership Meeting 8 11 2020

AMENDED At A General Membership Meeting 3 9 2021

Table of Contents

[Preamble](#)

[Article 1. Name](#)

[Article 2. Principles and Guarantees](#)

[Article 3. Membership](#)

[Article 4. Meetings](#)

[Article 5. Powers of Administration](#)

[Article 6. Officers and Executive Board](#)

[Article 7. Stewards](#)

[Article 8. Committees](#)

[Article 9. Staff](#)

[Article 10. Organizational Chart](#)

Article 11. Elections and Membership-wide Votes

Article 12. Recall

Article 13. Fiscal Year and Budgets

Article 14. Bylaws

HGSU-UAW Local 5118 Bylaws

Preamble

Undergraduate and graduate student workers at Harvard University came together in 2013 to form a union to exercise workplace democracy, assume our power in numbers, set an example of community within Harvard, and lead a movement of workers dedicated to justice in the house of labor.

Workplace democracy is both the guiding principle and daily practice of this union. Our concept of democracy includes but is not limited to: ensuring fair and open elections in which our membership exercises its right to vote, engaging in critical conversations and open meetings during which our membership votes and directly makes key decisions, regularly reflecting on our decision-making processes and organizational principles, and making this document and its counterparts, including our Solidarity Forever and our Organizational Chart, living documents that accommodate the changing needs of the student workers at Harvard University.

Article 1. Name

This organization shall be known formally as International Union, United Automobile, Aerospace & Agricultural Implement Workers of America, UAW Local 5118. The trade name of this union shall be Harvard Graduate Students Union – UAW, Local 5118 (HGSU-UAW).

Article 2. Principles and Guarantees

A. HGSU supports the struggle of all workers and stands in solidarity with other unions and progressive organizations in their fights for social and economic justice.

B. HGSU strives to be an inclusive union and build broad-based unity among its members. It will actively seek to promote the participation and engagement of oppressed and marginalized groups and underrepresented work sites at all levels of the union.

C. HGSU will continuously address issues related to discrimination, including but not limited to discrimination on the basis of race, sex, gender, sexual orientation, class, ability, nationality,

immigration status, religion as well as discrimination at the intersection of such identity categories, by having trainings for HGSU staff, stewards and elected officers, as well as building coalitions with advocacy groups and addressing these issues through our work as a union.

D. HGSU shall not discriminate against or prevent members from participating in the union on the basis of sex, gender, race, color, age, ethnicity, religious creed, national origin, citizenship, immigration or visa status, ancestry, native language or dialect, first-generation status, socioeconomic background and/or status, sexual orientation, gender identity or expression, marital status, parental status, pregnancy status or pregnancy-related condition, HIV status or other health status, genetic information, physical or mental disabilities—including but not limited to learning disabilities, intellectual disabilities, and past/present history of a mental disorder and/or mental illness—veteran status, military service, political affiliation or belief, affiliation with a political party or organization, personal political or criminal history, or membership in other protected classes set forth in federal, Massachusetts, or municipal law.

E. HGSU can only bargain for workers in a recognized bargaining unit, but changes we seek apply more broadly. We are committed to building coalitions and advocating for justice with students and workers across campus, and advocating for collective bargaining rights for everyone.

Article 3. Membership

A. Membership of this Local Union shall be extended to all graduate students at Harvard University enrolled in programs which have teaching or research work requirements, and all employees in titles that come under the jurisdiction of this Local Union.

B. A member in good standing is entitled to full voice and a single vote on all questions and to hold any elected or appointed position, and accept a nomination, unless otherwise stated in the International Constitution. Each member in good standing of this Local Union has the right to express opinions on all subjects before the Local Union and International Union; attend all membership meetings and express views, arguments and opinions on all matters and business, including candidates for office; to meet and assemble freely with other members; and generally, to participate in the activities of the Local Union and the International.

C. Members shall have full and clear accounting of HGSU's funds at all levels. Such accounting shall include, but not be limited to, periodic reports to the membership by appropriate fiscal officers and annual audits of all financial records by independent auditors not otherwise connected with HGSU upon petition of ten (10) percent of the membership or in order to satisfy the requirements of law or when required by labor federations with which this Local Union may be affiliated. The Executive Board will prepare and present financial reports at every general membership meeting and make such reports available to membership as well as present an annual budget to the general membership vote at the first general membership meeting every

year.

D. Union dues are payable by members who are employed in positions represented by the Local. Union dues shall be 1.44% of gross pay per month.

E. Solidarity dues, specified by further rules adopted by the membership, are payable by members when not employed in positions represented by the Local. Solidarity dues shall be paid on a volunteer basis. The recommended rate shall be proposed by the Executive Board and affirmed by membership annually.

F. The initiation fee shall be set at ten dollars (\$10).

G. Membership shall be defined as members in good standing as defined in the International Constitution. Any member employed in the unit whose dues are not paid by the end of one (1) calendar month shall automatically be suspended, consistent with Article 16 of the International Constitution. Reinstatement will be granted to members in good standing and will require a reinstatement fee equivalent to the initiation fee, consistent with Article 16 of the International Constitution.

H. A member in exercising the foregoing rights and privileges shall not take irresponsible actions which would tend to jeopardize or destroy, or be detrimental to, either the Local or International Unions as organizations, or which would interfere with the performance by this Local Union or the International Union of its legal or contractual obligations as a collective bargaining agent, or interfere with the legal or contractual obligations of this Local Union as an affiliate of the International Union. Violation or abuse of these rights and privileges of membership, or engaging in conduct prohibited by this section shall be considered conduct unbecoming a union member and will be processed in accordance with Article 31 of the International Constitution.

Article 4. Meetings

A. The official meetings of this Local Union are general membership meetings and steward meetings. Official meetings are open to all members.

B. **Notice:** Meeting times and locations shall be announced to the membership by email and by posting on the Local Union website at least three (3) days in advance of special membership meetings and seven (7) days in advance for regular membership meetings. The notice shall include the agenda of the upcoming meeting and the minutes of the previous meeting.

C. **Schedule:** A general membership meeting shall be called every month, with additional meetings called as required, in compliance with the International Constitution. There shall be at least one stewards meeting every month. The schedule of official meetings for each semester shall be announced by the Executive Board at the first monthly meeting of the semester and

posted on the Local Union website.

D. Special membership meetings may be called by order of the Executive Board.

E. Quorum: A quorum for general membership meetings shall consist of fifty (50) members of the Local Union in attendance at the meeting. A quorum of stewards shall consist of twenty (20) stewards.

F. Unless otherwise specified by the International Constitution, these bylaws, or by a standing rule, decisions shall be made by simple majority vote.

G. Rules of Order: Per Article 42 of the International Constitution, questions of a parliamentary nature shall be decided by Robert's Rules Order.

H. Open Discussion: The chair of the meeting will ensure broad participation and open discussion. Members who have not spoken will be given priority. The chair may set a time limit for the duration of speeches.

I. Membership Comment and Review: A motion or resolution at an official meeting which has not already gone through membership comment and review may be referred for membership comment and review by a 20% vote. After referral, the Executive Board will distribute the text of the proposal to the membership, who shall have fourteen (14) days to review the proposal and provide comments and suggestions to the original mover. After the comment period, the original mover shall review all comments and may revise the proposal. At a subsequent official meeting, the modified proposal may be brought up for a vote and the original mover shall explain any revisions made. Any motion or resolution which affects the rights and obligations of all members, must go through membership comment and review, unless this requirement is waived by unanimous consent. Any motion or resolution which modifies the Bylaws of this Local Union, or which affects the rights and obligations of all members, must conform to the process described in Article 14 of these Bylaws.

J. Order of Business: The following Order of Business will be conducted, unless modification is necessary:

I. Call to order

II. Introduction of participants

III. Committee reports, including Executive Board report

IV. Agenda business

V. New business

VI. Does anyone know of members out of work or in distress?

VII. Good and welfare

VII. Solidarity clap (or Solidarity Forever).

Article 5. Powers of Administration

A. HGSU's Organizational Chart, specified by further rules adopted by the membership, specifies the Powers of Administration and responsibilities of this Local Union's bodies and committees.

B. The membership is the highest authority of this Local Union and shall be empowered to take or direct any action not inconsistent with the International Constitution or these Bylaws. Membership reserves the right to override decisions of the Executive Board and any elected bodies or committees and to originate directives at any time via a membership-wide vote laid out in Article 11. Local officers and elected bodies shall not make any decisions which contradict those made by the membership within the past term length of a steward.

C. Between membership meetings or membership votes, the Executive Board shall be the highest authority of the Local Union. and shall exercise general administrative authority and shall be empowered to act on behalf of the membership to the extent urgent business requires prompt and decisive action, subject to subsequent membership approval.

D. Between meetings and votes of the Executive Board, the President and Vice President, in consultation with the appropriate officers and staff, shall jointly exercise general administrative authority and shall be empowered to act on behalf of, and take action permitted, to the Executive Board subject to subsequent approval of the Executive Board.

Article 6. Officers and Executive Board

A. Per Article 38 of the International Constitution, the elected officers of the Local Union shall constitute the Local Union's Executive Board and consist of the following 9 members: President, Vice President, Recording Secretary, Financial Secretary, Sergeant-at-Arms, Guide, and three (3) Trustees. All officers must be members of the Local Union and shall be elected at-large by a majority of votes cast, for three (3) year terms.

B. In case of a vacancy, in the office of President, the Vice President shall fill the vacancy for the unexpired term in accordance with Article 38, Section 14 of the International Constitution and an election will be held to fill the Vice President position. In all of the other offices the vacancy shall be promptly filled by election. In case of a vacancy Elections for other offices shall be held as stipulated in Article 12 of these Bylaws.

C. Powers of the Executive Board:

- 1) It shall be the duty of the Executive Board to see to it that all policies formulated by the membership or the Executive Board are duly executed. To this end, minutes will be taken of all Executive Board Meetings and the Executive Board shall make reports at every general membership meeting. The Executive Board shall report on these meetings to the steward meetings and at the Membership Meetings.
- 2) The Executive Board shall be responsible for the day-to-day operation of the unit including but not limited to:
 - a) direction of day-to-day operations,
 - b) oversight of staff,
 - c) preparation and submission of all proposals, annual budgets, and budget modifications to membership for approval, management and execution of the budget,
 - d) coordination and oversight of standing committees,
 - e) the appropriate maintenance of the health of the organization,
 - f) all correspondence and relations between the leadership, the stewards and the membership,
 - g) and all external relations excepting those duties specifically prescribed to the Bargaining Committee and the Elections Committee;
- 3) The Executive Board shall receive the membership lists and share the information with the Stewards, committee members, and other organizers of this Local Union;
- 4) The Executive Board shall decide upon requests of the Contract Enforcement and Education Committee, or members whether to advance a grievance to arbitration;
- 5) The Executive Board shall appoint members to serve on Union-Management committees and to serve as delegates at broader UAW meetings and conventions;
- 6) The Executive Board shall be empowered to conduct impact bargaining with available members of the Bargaining Committee.
- 7) the Executive Board shall schedule, at least once per semester, an extended open period prior to a General Membership meeting to answer questions from membership.

D. Roles of officers:

- 1) The Roles of the Executive Board members shall be as defined in the International UAW Constitution. In addition to the duties enumerated in Article 40 of the International Constitution, the President and the Vice-President's responsibilities will include but are not limited to:

- a) chairing Executive Board meetings, steward meetings, General Membership meetings and ensuring agendas are set for both;
 - b) unless otherwise noted, acting as official representatives of HGSU to the administration and in all external relations, and signing agreements between HGSU and the University.
- 2) All officers will be ex officio members of all standing committees and act in a liaison or advisory capacity, except the Bargaining Committee, the Elections Committee and the Governance and Participation Committee.
- 3) In addition to roles explicitly assigned to each Executive Board member in these bylaws and the International Constitution, the Executive Board will designate one or more of its members to take on each of the roles listed below. The same individual or group of Executive Board members may take on more than one of these roles but the Board will strive for equitable work distribution, and, when relevant, they will coordinate their work as members of committees with overlapping responsibilities:
- a) The role of preparing agendas for and facilitating steward meetings. This role includes making regular outreach to and collecting feedback from Stewards and overseeing the annual comment and review of Steward districts.
 - b) The role of leading membership growth and community-building, including through coordination with the Base-building Team and the Organizing Committee. This role will also include assisting in or leading preparing agendas for and facilitating regular Organizing Committee meetings.
 - c) The role of preparing agendas for and facilitating General Membership meetings.
 - d) The role of assessing and facilitating membership participation in the Local Union's decision-making processes, as well as making suggestions for how to improve those processes, including through coordination with the Governance and Participation Committee.
 - e) The role of leading the "Membership Comment and Review" process as laid out in Article 4.I, including through coordination with the Governance and Participation Committee. This role includes ensuring that all members are notified about opportunities to engage in this process, gathering responses to comments from relevant committees and parties, and ensuring that all comments and responses made during this process are documented in an accessible format and location for all members.
- E. A simple majority of the Executive Board shall constitute a quorum.

Article 7. Stewards

A. The Stewards shall be responsible for:

- 1) organizing and mobilizing departments,
- 2) enforcing the contract and assisting members with grievances,
- 3) disseminating all union communications by calling meetings of their districts, distributing literature to the members, recruiting new members,
- 4) attending steward meetings,
- 5) fulfilling additional responsibilities assigned according to HGSU's Organizational Chart, specified by further rules adopted by the membership.

B. All Stewards must attend a Local Union grievance handling training session prior to being the sole representative on any grievance. Stewards are also required to attend any training congruent with Article 2 and an organizer training at their earliest availability.

C. Each elected steward will be entitled to one vote on any proposal put to a vote at any steward meeting. Votes taken at steward meetings have an advisory relation in compliance with Article 5 of this Local's Bylaws and the International UAW Constitution. Attendance at steward meetings will be taken by a member of the Executive Board and all attendance records will be made available to membership upon request.

D. Elected stewards are responsible for disseminating all union communications and bringing issues in their districts to the attention of the stewards.

E. There will be at least one elected Steward per district. The bargaining unit shall be divided into a number of districts according to the following principles:

- 1) Departments will not be combined,
- 2) Buildings, programs, or other working groups will constitute districts where such buildings, programs, or working groups are more relevant for organizing purposes,
- 3) There will be at least one steward position per 25 Student Workers.

F. The steward district map will be reviewed by the Executive Board annually with feedback from stewards and submitted to membership for approval at a General Meeting if changes are needed in order to conform to these Bylaws.

Article 8. Committees

A. The Local Union shall have the following standing committees:

- 1) Constitution and Bylaws Committee (which may be referred to as the Governance and Participation Committee),
- 2) Organizing Committee,
- 3) Education Committee (which may be referred to as the Communications Committee),
- 4) Contract Enforcement and Grievance Committee (which may be referred to as the Contract Enforcement and Education Committee),
- 5) Community Services Committee (which may be referred to as the Solidarity Committee),
- 6) Bargaining Committee,
- 7) Elections Committee
- 8) Finance and Benefits Committee,
- 9) Base-building Committee,
- 10) Press Team,
- 11) Women's Committee (which may be referred to as the Feminist Working Group),
- 12) Civil and Human Rights Committee (includes the racial justice working group),
- 13) International Scholars Working Group,
- 14) Health and Safety Committee,
- 15) Parents Committee,
- 16) Consumer Affairs Committee,
- 17) Veterans Committee,
- 18) Union Label Committee,
- 19) Conservation and Recreation Committee, and
- 20) Citizenship and Legislative Committee.

B. Committees shall elect their co-chairs unless otherwise specified further rules adopted by the membership.

C. All committees shall have attendance records and written minutes. These records shall be submitted to the Executive Board after each meeting. The chair of each committee shall be

responsible by keeping the records and minutes. Committees are not required to advertise their meeting locations and times, but are required to include contact information so that interested members can participate.

D. These committees shall perform all duties assigned to them by the UAW Constitution and Bylaws and such additional duties as they may be directed to perform from time to time by the Executive Board or the membership.

E. Ad-hoc committees can be established by application and can become standing committees after a motion to approve at a general membership meeting. The recommendation will be reviewed by the Executive Board, and the general membership shall vote to establish a committee. A committee application should have:

- 1) 5 signatories who are willing to be members of the committee;
- 2) Eligibility requirements;
- 3) Description of the committee work.

F. All committees must work to ensure that they are representative of the diversity of HGSU and foster an inclusive environment. To that end, committees will collaborate with other campus unions and student organizations on campus as well as coalitional allies at large. Committees can democratically sign petitions and endorse petitions by coalitional allies, but their signatures do not reflect the views of HGSU's general membership. The Executive Board retains the right to put statements or petitions up for a vote at the General Membership Meeting to gain endorsement of this Local Union.

G. The Bargaining Committee has the sole authority to bargain with the University, engage in any negotiation, meeting, and correspondence with the employer while contract negotiations are in progress. The Bargaining Committee:

- 1) shall consist of 9 members, including two members of the Executive Board. The president shall also be an ex officio member. The Executive Board shall elect two members of the Board to serve on the Bargaining Committee,
- 2) There shall be one Bargaining Team District Representative from districts outlined in Section H, and they shall be elected by the entire membership. In case of vacancies, elections will be held promptly,
- 3) will be elected no later than six weeks before negotiations with the employer are scheduled to commence, or six months before the expiration of the contract (whichever is sooner),
- 4) shall run a bargaining survey before negotiations and present bargaining goals to a vote by the membership,

5) shall engage in regular communication with the membership, including holding regular town halls and meetings, issuing reports of each bargaining session with information about proposals exchanged, announcing the schedule of future sessions, providing the text of any tentative agreements reached, and presenting the final contract;

6) reserves the authority to call for a strike authorization vote;

7) shall decide democratically who will act as chief negotiator in a given meeting, which members will provide testimony in bargaining meetings, when open bargaining sessions will occur, who will facilitate the shuttling of proposals, and the agenda for any off-the-record communications with management;

8) shall observe a quorum of 5 to make decisions.

H. Bargaining Committee District Representatives

Districts	Seats	Approximate Worker Count
Division of Medical Sciences (DMS)*	1	816
Public Health	1	422
Undergraduates/Law/Professional Schools	2	1274
Social Sciences/Humanities	2	1103
SEAS/Cambridge Sciences	2	1237
At-Large	1	
Total	9	4486

* This includes the nine HMS-based PhD programs listed on this page (hms.harvard.edu/education-admissions/phd-degree-programs) as of 12/1/20, including Bioinformatics and Integrative Genomics (BIG); Biological and Biomedical Sciences (BBS); Biophysics; Chemical Biology (but not CCB); Immunology; Neuroscience; Speech and Hearing Bioscience and Technology (SHBT); Systems Biology (or SSQBio); and Virology.

Article 9. Staff

A. Candidates for paid staff positions will be identified and interviewed by officers and approved by the Executive Board vote. The Executive Board will conduct performance evaluations of staff at least once per semester. These evaluations will be kept on file and used in future hiring decisions.

B. No member shall hold two or more paid positions simultaneously from any combination of

funding structures, including the Local, Regional, and the International Levels of the UAW.

C. Full-time paid staff shall be provided with health insurance and vacation and personal days matching (at minimum) those provided to 12-month research appointments under the collective bargaining agreement with Harvard University, prorated to the length of the staff appointment.

D. HGSU will remain neutral with respect to any efforts by paid staff to unionize, and will recognize and bargain in good faith with any staff union that presents a majority.

Article 10. Organizational Chart

A. HGSU's Organizational Chart shall be prepared by the Executive Board and be subject to regular review and revision at a General Membership meeting to reflect roles and duties assigned to all union committees.

Article 11. Elections and Membership-wide Votes

A. Method: Elections and membership-wide votes shall be held by secret ballot.

B. Nomination: All members in good standing shall be nominated automatically for all Local union offices. Any member may accept nomination by submitting in writing a statement of acceptance to the Elections Committee, at which time they can also submit a candidate statement. The membership shall be duly notified at least seven (7) days in advance of the time and place of nominations. A notice containing both the time and place of elections and the time and place of any possible run-off election, shall be given at least fifteen (15) days in advance of the election. At least seven (7) days shall elapse between the time of nominations and the date the election shall take place.

C. Election of the Executive Board: Expected date of academic program completion does not affect eligibility for elected office. No member may hold more than one elected office simultaneously on the Executive Board. All Local Union executive officers shall be elected at-large, by a majority of votes cast, for three (3) year terms. In the event of a perfect tie between candidates, a coin toss or other random method of determining a winner shall be carried out by the Elections Committee. Members of the Executive Board can continue to serve their terms and remain in good standing for the remainder of their term after they graduate.

D. Election of Stewards: Each elected Steward will be elected by single transferrable vote of the members in their district. All members in good standing within each district shall be eligible to run for Steward and vote for the Stewards in that district. Pursuant to Article 45 of the International Constitution, Stewards shall be elected for two (2) year terms. In case of a vacancy, interim steward may be appointed by the Executive Board, and the vacancy will be filled either by election during the next December or by special election according to Section J of this Article,

whichever is sooner. Steward elections will take place in December. Stewards will take office on January 1. If stewards fail to fulfill their duties they can be recalled as per Article 12 of these bylaws.

E. Election of UAW Convention delegates: UAW Convention delegates shall be elected by membership as provided for in Article 8 of the International UAW Constitution.

F. Election of all other officers: The chairs of the standing committees will be elected by the committees themselves, unless otherwise specified by further rules adopted by the membership.

G. Timing: Elections following Fall of 2020 will take place in December or January of every year so long as there are vacancies. Triennial elections shall take place in May or June beginning in 2023.

H. Protest of Election: UAW Constitution Article 38(11) specifies the provisions for protest of election. Protests of election results must be raised within seven days of the closing of the polls or membership meeting, whichever is latest.

I. Calling an Election: The membership may order a new election, either in acting upon a protest or in ratification of a recommendation of the Elections Committee. In the event the membership should order a new election, the matter shall be submitted to the President of the International Union, UAW, in accordance with the International Constitution.

J. Vacancy: If any elected office other than President shall become vacant, that office shall be filled promptly by election in accordance with Article 38, Section 14 of the International UAW Constitution. Elections to fill vacancies shall be held within 60 days following the date the office becomes vacant unless such elections would happen in summer, in which case the vacancy election must follow early in the fall semester. The Executive Board can appoint a member to fill a vacant position on an interim basis.

K. Membership-wide Votes: Strike Authorization, called by the Bargaining Committee, requires a membership-wide vote in accordance with the International UAW Constitution. Members or the Executive Board may resolve to put a question to a membership-wide vote. A general membership meeting must be scheduled, in order to discuss and possibly amend the question, no later than (7) days before the start of voting.

L. The Elections Committee shall oversee the election of officers and votes on bylaws and membership-wide votes. This committee:

1) must be composed of at least three members, none of whom are seeking office or, in the case of a bylaws vote, are members of the Bylaws Committee,

2) is responsible for facilitating and preserving democratic processes within HGSU, including organizing staffing and oversight of ballots, coordinating secure online voting with the Communications Committee, and working with the Communications Committee to enforce and publicize nominations, candidates, and proposals in a timeline that is in accordance with these Bylaws.

Article 12. Recall

A. If a steward is absent from the bodies they are required to attend, prior notification must be given to the chair of the committee. After more than three (3) consecutive unexcused absences from steward or committee meetings, negligent stewards are subject to automatic recall. It is the responsibility of the Executive Board to notify stewards of unexcused absences after every such absence. It is the responsibility of the Executive Board to coordinate interim appointments for approval by the stewards and initiate vacancy elections as a result of any recall.

B. Stewards may be recalled by the members they represent for failure to perform the duties of the office.

1) In order to recall a Steward, at least twenty percent (20%) or fifteen (15), whichever is smaller, of HGSU members they represent must sign a valid recall petition, setting forth specific complaints of the Steward's failure to perform the duties of the office, and must file such petition with the Local Union Recording Secretary.

2) A special meeting for the recall of a Steward shall be held within 10 days of the filing of such a petition. Such a meeting will be chaired by the President and be only for members in good standing within the voting district of the Steward named in the petition. The members shall be properly notified of the place, date, and time of any special meeting for recall at least seven (7) days prior to the meeting.

3) A two-thirds (2/3) vote of the members present at such a meeting for recall of a Steward shall be required to recall. Quorum for such a meeting shall be twenty-five percent (25%) of the members in good standing eligible to vote for the office in question.

C. A Local Union officer including members of the Executive Board against whom charges have been filed, in accordance with the procedure established by Article 31 of the International Constitution, may be suspended from office pending the outcome of the trial, by majority vote at a membership meeting.

Article 13. Fiscal Year and Budgets

A. The fiscal year of this Local Union shall begin on January 1 and end on December 31.

B. The annual budget will be voted on by the membership at a general membership meeting as provided by Article 3C of these bylaws.

C. Advance approval of the Executive Board is required for reimbursement of travel and related expenses. If approval is required before the next Executive Board meeting, the President shall have authority to approve.

D. Reimbursement for per diem expenses when traveling on Union business shall be provided to elected Local Union officials as follows:

1) Hotel/Motel: when authorized to stay overnight and with hotel receipt, the reimbursement shall be the single room occupancy rate, or $\frac{1}{2}$ of a double room if shared with another member. All hotel/motel rates must be approved by the Executive Board in advance.

2) Meals: when authorized to travel more than 100 miles from home the reimbursement shall be the current per diem rate established by the International Executive Board up to \$46 per day when required to stay overnight, and \$20 when not required to stay overnight.

3) Transportation: all air travel must be approved by the Executive Board or President in advance; the actual cost of airfare not to exceed coach fare, or the IRS rate up to 57 cents per mile when driven, whichever is more economical. Expense for transportation is to be paid for the actual mode of transportation used. Mileage expense can only be paid to the driver of the automobile. A maximum of \$50 per round trip for transportation to, or parking at, an airport will be reimbursed with receipt when traveling on Union business.

4) Lost time: this will be paid in cases where prior approval, including amount of wages and dates lost time, has been granted by the Executive Board. The Local Union shall pay a representative or member lost time only when that representative or member is performing necessary duties for and on behalf of the Local Union during a time for which they would otherwise be compensated by the employer. The amount of lost time should never exceed the amount which the Local Union representative or member would otherwise have received from their employer for the same period of time for which they are being compensated by the Local Union.

E. No agent or official of the Local Union is authorized to execute a real estate lease, deed, service or maintenance contract or other long term agreement unless the proposed agreement has been reviewed by an outside expert or attorney and has been approved by the Executive Board.

Article 14. Bylaws

These bylaws shall in all respects be covered by and conform to the Constitution of the

International Union, UAW (herein International Constitution). These Bylaws may be amended by presenting a motion in writing setting forth the amendments sought to a membership meeting. The motion shall be read to that meeting and referred to the Constitution and Bylaws Committee which will report to the succeeding membership meeting, the notice of which must contain a notice of the particular Bylaw amendments that will be considered. Prior to this succeeding membership meeting, the Constitution and Bylaws Committee shall solicit feedback from the membership, who may review the proposed amendments and provide comments and suggestions. If approved by two-thirds of the membership vote thereon at this succeeding meeting, the amendment shall be considered adopted by the membership. If the amendment is amended, it shall be again sent to the membership for feedback and comment, unless this requirement is waived by unanimous consent.

Contact Us

If you have questions, want to learn more, want to get involved, or are a member of the press, please feel free to contact us at:

Email:

General account: HGSU.general [a] gmail

Secure grievances account: HGSU.grievance [a] protonmail.com

President: HGSU.president [a] gmail

Financial Secretary: HGSU.finance [a] gmail

Trustees: HGSU.trustees [a] gmail

Recording Secretary: HGSU.records [a] gmail

Call or Text:

(617) 475-0677

