

# N.E.P.B.A. Local 550, Worcester County Correction Officers - Table of Contents

	<u>Page</u>
Article 1 – Declaration of Title, Declaration of Purpose	1
Section 1.1 Declaration of Title	1
Section 1.2 Declaration of Purpose	1
Article 2 –Definitions	1
Section 2.1 Worcester County Correction Officers, Local 550...	1
Section 2.2 Executive Board	1
Section 2.3 Worcester County Sheriff’s Office	1
Section 2.4 Political Action Committee	1
Section 2.5 Political Education Fund	1
Article 3 – Objectives of the Local 550	1
Section 3.1 Objectives of the Local 550	1
Article 4 – Membership	2
Section 4.1 Availability	2
Section 4.2 Agency Fee	2
Section 4.3 Resignation and Re-admittance	2
Section 4.4 Contact Information	2
Article 5 – Governing Body	2
Section 5.1 Constitution of the E-Board	2
Section 5.2 Constitution of the Stewards	2
Section 5.3 Term Lengths	2
Section 5.4 Nominee Process	3
Section 5.5 Elections	3
Section 5.6 Meetings	3
Section 5.7 Vacancy	3

## Table of Contents (continued, 2 of 6)

	<u>Page</u>
Section 5.8 Appointment	3
Section 5.9 Quorum	3
Section 5.10 Action by Vote (Quorum)	3
Section 5.11 Negotiating Committee	3
Section 5.12 Union Business Prohibitions with the Sheriff	3
Section 5.13 Union Business Notification	4
Section 5.14 Class Action Grievances	4
Section 5.15 Media Relations Liaison	4
Section 5.16 E-Board Substitutions	4
Article 6 – Powers and Duties	5
Section 6.1 Duties of the E-Board	5
Subsection 6.1.1 Quorum Required	5
Subsection 6.1.2 Scheduled Meetings	5
Subsection 6.1.3 Committees	5
Section 6.2 Duties of the E-Board President	5
Subsection 6.2.1 Scheduled Meetings	5
Subsection 6.2.2 Grievance Committee Appointment	5
Subsection 6.2.3 Trial Board	5
Section 6.3 Duties of the E-Board Vice President	5
Subsection 6.3.1 Absence of the President	6
Subsection 6.3.2 Vice President Vacancy	6
Section 6.4 Duties of the E-Board Treasurer	6
Subsection 6.4.1 Financial Reports	6

## Table of Contents (continued, 3 of 6)

	<u>Page</u>
Subsection 6.4.2    Disbursement of Expenditures	6
Subsection 6.4.3    Annual Audit	6
Subsection 6.4.4    Enforcement of the Annual Audit	6
Subsection 6.4.5    Treasurer Vacancy	6
Subsection 6.4.6    Monthly N.E.P.B.A. Report	6
Section 6.5    Duties of the Secretary	6
Subsection 6.5.1    Responsibility to Post	6
Subsection 6.5.2    Secretary Vacancy	7
Section 6.6    Duties of the Chief Steward	7
Subsection 6.6.1    Chief Steward Vacancy	7
Subsection 6.6.2    Chair of the Grievance Committee	7
Section 6.7    Duties of the Shift and Specialty Stewards	7
Subsection 6.7.1    Tours	7
Subsection 6.7.2    Shift and Specialty Stewards Vacancy	7
Article 7 – Elected and Appointed Officials Rules and Conduct	7
Section 7.1    Notification of Absence	7
Section 7.2    Inactive Status	7
Section 7.3    Removal from Post	7
Subsection 7.3.1    Negligence	7
Subsection 7.3.2    Conduct Contrary	8
Subsection 7.3.3    Written Reason	8
Section 7.4    Rights of Appeal	8
Article 8 – Members Rules of Conduct	8
Section 8.1    No Right to Negotiate	8

## Table of Contents (continued, 4 of 6)

	<u>Page</u>
Section 8.2 Language Detrimental	8
Section 8.3 Conduct Contrary (Member)	8
Article 9 – Members Rules of Meetings	8
Section 9.1 Address the Chair	8
Section 9.2 Making a Motion	8
Section 9.3 Determination of Vote	8
Section 9.4 Robert’s Rules of Parliamentary Procedure	8
Section 9.5 Admittance	8
Section 9.6 Exceptions to Admittance	8
Section 9.7 Emergency Meetings	9
Section 9.8 Annual Meetings	9
Section 9.9 Membership Quorum	9
Article 10 – Grievance Procedure	9
Section 10.1 Grievance Procedure Process	9
Subsection 10.1.1 Issue in Writing	9
Subsection 10.1.2 Informal to A.D.S.	9
Subsection 10.1.3 Chief Steward and Steward to 1 <sup>st</sup> A.D.S.	9
Subsection 10.1.4 Chief Steward and Steward to Deputy Superintendent	9
Subsection 10.1.5 Chief Steward and Steward to Sheriff	9
Subsection 10.1.6 Arbitration	9
Subsection 10.1.7 E-Board Vote	10
Subsection 10.1.8 Grievance Committee	10
Article 11 – Reimbursement of Expenses	10
Section 11.1 Reimbursement	10

## Table of Contents (continued, 5 of 6)

	<u>Page</u>
Section 11.2 Annual Increases	10
Section 11.3 Quarterly Issued	10
Section 11.4 Postponed Payment	10
Section 11.5 E-Board Approval	10
Article 12 – Local Dues	10
Section 12.1 Purpose	10
Section 12.2 Amount	11
Article 13 – Bereavement	11
Section 13.1 Donations	11
Section 13.2 Treasurer Empowered	11
Article 14 – Child Birth and Adoption	11
Section 14.1 Savings Bond	11
Section 14.2 Information Pertinent	11
Section 14.3 Treasurer Empowered (CB)	11
Article 15 – Charitable Services	11
Section 15.1 Purpose	11
Section 15.2 Director of Charities	11
Section 15.3 Participation	11
Section 15.4 Cooperation with the Media	11
Article 16 – Political Action Committee	12
Section 16.1 Purpose	12
Section 16.2 Service	12
Section 16.3 Length of Term	12
Section 16.4 P.A.C.	12

## Table of Contents (continued, 6 of 6)

	<u>Page</u>
Section 16.5 Number of Members on the P.A.C.	12
Section 16.6 Appearance of Candidates	12
Section 16.7 Endorsement of Politicians	12
Section 16.8 Monetary Contributions	12
Article 17 – Political Education Fund	12
Section 17.1 Purpose	12
Section 17.2 P.E.F. Usage	12
Article 18 – Fundraising	13
Section 18.1 Purpose	13
Section 18.2 Director of Fundraising Events	13
Section 18.3 Regular Events	13
Section 18.4 Special Events	13
Article 19 – Investment Accounts	13
Section 19.1 Investments	13
Article 20 – By-Laws Amendments	13
Section 20.1 Amendments	13
Section 20.2 Proposals	13
Section 20.3 Vote	13
Section 20.4 Notice	13
Section 20.5 Changes	13
Article 21 – Conflicts in By-Laws	14
Section 21.1 Controlling Provisions	14
Adoption of By-Laws	14

## ARTICLE 1

### Declaration of Title, Declaration of Purpose

Section 1.1    Declaration of Title.    The elected Executive Board hereby declare the title of the organized union of corrections and law enforcement officers and sergeants of the Worcester County Sheriff's Office, West Boylston, Massachusetts to be:

Worcester County Correctional Officers, Local 550 of the New England Police Benevolent Association, Inc., I.U.P.A., Local 9000, AFL-CIO

Section 1.2    Declaration of Purpose.    The purpose of these By-Laws are declared to provide a defined and governing set of rights, powers, duties and responsibilities conferred upon and exercisable by the members of the N.E.P.B.A. Local 550, Worcester County Correction Officers.

## ARTICLE 2

### Definitions

As used in these By-Laws, the following terms will have the following meanings unless the context hereof otherwise requires:

Section 2.1    Worcester County Correctional Officers, Local 550 of the New England Police Benevolent Association, Inc., I.U.P.A., Local 9000, AFL-CIO shall be referred to as Local 550.

Section 2.2    Executive Board shall be referred to as E-Board.

Section 2.3    Worcester County Sheriff's Office shall be referred to as W.C.S.O.

Section 2.4    Political Action Committee shall be referred to as P.A.C.

Section 2.5    Political Education Fund shall be referred to as P.E.F.

## ARTICLE 3

### Objectives of the Local 550

Section 3.1    Objectives of the Local 550.    The objectives of the Local 550 are as follows:

To organize and unify the Local 550.

To provide all Local 550 members in good-standing full union benefits which include the creation and implementation of a strategy that promotes for fair and increased wages, the advancement of pro-correctional laws and policies, endorsement and support of pro-correctional political candidates, fostering a pro-employee relationship, when possible, with the W.C.S.O. Administration, and the advancement of positive public-perception of the Local 550 through the media and other viable outlets.

## ARTICLE 4

### Membership

Section 4.1 Availability Membership in the Local 550 is available to all W.C.S.O. law enforcement employees with the rank of Officer and Sergeant.

Section 4.2 Agency Fee Any employees who are not dues paying members must accord to Massachusetts Law and pay an agency fee as defined in the collective bargaining agreement. Such members will come under the collective bargaining unit, but will not have a vote in local affairs and/or union elections.

Section 4.3 Resignation and Re-admittance Any member of the body, who voluntarily leaves the body for a non-union post (promotion) may re-enter the union membership as the contract in effect provides. Any member of the body who voluntarily drops union membership but still remains in a position in the body as determined by the Commonwealth of Massachusetts Division of Labor Relations Commission may re-enter the union, upon a 2/3 majority vote of those members present at a regular scheduled meeting. Upon this vote the individual wishing to re-enter must submit a request to do so in writing to the Local 550 President at least 30 days prior to a scheduled E-Board meeting. This written submission must detail the individual's reason for leaving and include a request for the E-Board to vote on that individual's re-admittance to the Local 550 at the next scheduled meeting. The re-entry process will fall under the governing rules of the National.

Section 4.4 Contact Information All Local 550 members must provide the Local 550 E-Board contact information which includes, in part or entirety, home addresses, phone numbers and e-mail addresses. It is the members' responsibility to notify the Local 550 E-Board of any change of information as soon as possible. This contact information shall be kept in a secure location and held in the strictest of confidence.

## ARTICLE 5

### Governing Body

Section 5.1 Constitution of the E-Board The E-Board will be comprised of the following five (5) elected officers:

President  
Vice President  
Secretary  
Treasurer  
Chief Steward

Section 5.2 Constitution of the Stewards In addition to the E-Board, the following four (4) elected officers will serve in non-E-Board positions, with exceptions being noted in Section 5.16 of these By-Laws:

7-3 shift Steward  
3-11 shift Steward  
11-7 shift Steward  
Specialty Steward

Section 5.3 Term Lengths The President, Secretary, Chief Steward and Specialty Steward will serve 2 year terms. Elections will be conducted in the odd years (Beginning 2011).

The Vice President, Treasurer, 7-3 shift Steward, 3-11 shift Steward and 11-7 shift Steward will serve 2 year terms. Elections will be conducted in the even years. (Beginning 2010)

Section 5.4 Nominee Process Intentions to run for nomination for the above offices shall be submitted in writing to the E-Board in the month of February of the election year. Elections shall take place on a date to be specified, in writing, from the E-Board to the general membership in the month of March of the election year. At least 15 days advance notice shall be given to the membership prior to the nomination meeting. Newly elected members will assume their office in the month of April of the election year.

Section 5.5 Elections A majority vote by those members present and casting ballots on the Annual Elections Day in the month of March of the election year will determine the winner of each contest. This election of officers shall be by secret ballot and shall be so conducted as to afford all members in good standing a reasonable opportunity to vote.

Section 5.6 Meetings The E-Board reserves the right to hold both general and E-Board meetings on a planned or emergency basis as they deem necessary. Written notice specifying the date and time of a scheduled general meeting shall be posted by the E-Board no less than 5 business days prior to the general meeting being held, unless the meeting is specified by the E-Board as being an emergency general meeting. General membership meetings must be held at least once a year, as specified in Section 9.8 of these By-Laws.

Section 5.7 Vacancy If a vacancy for any elected position listed in Section 5.1 and/or 5.2 occurs for any reason (e.g. retirement, resignation, termination, expulsion), the E-Board reserves the right to appoint any Local 550 member to that vacated post as specified in Section 5.8. A written notice of the vacancy and consequent appointment by the E-Board of a new official to the vacated position shall be made available to the general body by the E-Board as soon as possible.

Section 5.8 Appointment If any elected position is unannounced for candidacy, the E-Board reserves the right to appoint any Local 550 member of their choice, subject to a majority vote, on or after the Annual Elections Day of that particular year.

Section 5.9 Quorum At any E-Board meeting, a majority of the E-Board members then in office shall constitute a quorum.

Section 5.10 Action by Vote (Quorum) When a quorum is present at any E-Board meeting, a majority of the E-Board members present may take any action, except when a larger vote is required by law, these By-Laws, or the National. A quorum shall be present when voting on any actions, including those prescribed in these By-Laws, unless otherwise specified in these By-Laws to the contrary, and shall be mandated in order for any E-Board vote to be considered official and binding.

Section 5.11 Negotiating Committee The Negotiating Committee for contractual agreements will consist of no more than four (4) members, and will be as follows:

President of the E-Board

Two (2) Elected Local 550 members (appointed by the E-Board)

One (1) Elected Alternate Local 550 member (appointed by the E-board)

Section 5.12 Union Business Prohibitions with the Sheriff No member of the E-Board shall meet with or discuss any union business with the W.C.S.O. Sheriff, Deputy Superintendent or 1<sup>st</sup> Deputy Superintendent without at least one other E-Board member or elected Steward present. In the event an E-Board member or elected Steward is unavailable, a Local 550 member in good-standing shall be enlisted to stand in on that meeting, for reasons of accountability.

No elected Steward shall meet with or discuss any union business with the W.C.S.O. Sheriff, Deputy Superintendent or 1<sup>st</sup> Deputy Superintendent without at least one other E-Board member or elected Steward present. In the event an E-Board member or elected Steward is unavailable, a Local 550 member in good-standing shall be enlisted to stand in on that meeting, for reasons of accountability.

Section 5.13 Union Business Notification In all cases, the E-Board President shall be immediately notified of any meetings held with the W.C.S.O. Sheriff, Deputy Superintendent or 1<sup>st</sup> Deputy Superintendent by any elected or appointed representative of the Local 550 or the NEPBA. The President shall notify the E-Board of such meetings at the next scheduled E-Board meeting, or sooner if warranted.

In addition, the E-Board President shall be notified in a timely manner of any union business being conducted with any management representative of the W.C.S.O. (e.g. Assistant Deputy Superintendents) by any elected or appointed representative of the Local 550 or the NEPBA, with the exception that such meetings are within the normal and reasonable scope of the performance of duties as defined by these By-Laws.

Section 5.14 Class Action Grievances Any decisions to be made in the determination of proceeding with Class Action Grievances shall require a majority vote of the E-Board.

Section 5.15 Media Relations Liaison All matters pertaining to the media, up to and including interviews and press releases, shall be made exclusively by the Media Relations Liaison. The Media Relations Liaison will be appointed by the E-Board. No statements, including interviews and press releases, will be issued by the Media Relations Liaison without first receiving majority approval from the E-Board *and* the E-Board President.

Section 5.16 E-Board Substitutions In the event an E-Board member cannot attend a scheduled E-Board meeting, an elected Steward may take his place and assume a temporary role on the E-Board, with all powers and voting privileges, for that one meeting. Stewards temporarily sitting in for an E-Board member will do so with the following schedule in mind, and only in absentia an E-Board member:

January through March:	7-3 Steward
April through June	3-11 Steward
July through September	11-7 Steward
October through December	Specialty Steward

In the event that the scheduled elected Steward cannot attend in absentia of an E-Board member, the next chronologically listed Steward as determined in the above schedule may assume a role on the E-Board for that one meeting.

## ARTICLE 6

### Powers and Duties

#### **Duties of the E-Board**

Section 6.1 Duties of the E-Board The primary role of the E-Board shall be to aid the Local in the design and implementation of a clear and defined plan which, when utilized, will consistently effect those objectives as listed in Section 3.1 of these By-Laws. The E-Board shall consider the dissemination of this plan to the Local 550 membership as tantamount to the plan's success. Accordingly, the E-Board shall remind the membership of the plan as often as necessary, and at all times positively spur the membership for their active participation, which is a key to success.

Subsection 6.1.1 Quorum Required It shall be the responsibility of the E-Board to meet regularly or as needed to vote on all matters pertinent to the Local 550. No vote of the E-Board shall be considered official or binding unless there is a quorum present for that vote, as defined in section 5.9 of these By-Laws, unless otherwise specified within these By-Laws.

Subsection 6.1.2 Scheduled Meetings The E-Board reserves the right to hold both general and E-Board meetings on a planned or emergency basis as it deems necessary. Written notice specifying the date and time of a scheduled general meeting shall be posted by the E-Board no less than 5 business days prior to the general meeting being held, unless the meeting is specified by the E-Board as being an emergency general meeting.

Subsection 6.1.3 Committees The E-Board reserves the right to create and oversee committees. Prior to assignment, the Chairman and the members of these committees must first be approved by a majority vote of the E-Board.

#### **Duties of the E-Board President**

Section 6.2 Duties of the E-Board President The paramount responsibility of the President shall be to lead the Local 550 and the E-Board and all elected and appointed officials by providing for a clear and defined plan, and to place that plan in motion, for the betterment of a strong pro-union and benefit-yielding Local. It shall also be the duty of the President to preside over all essential union business, including meetings and negotiations, as defined by these By-Laws. In addition, the President shall be responsible for the impartial implementation and enforcement of these By-Laws.

Subsection 6.2.1 Scheduled Meetings The President reserves the right to hold both general and E-Board meetings on a planned or emergency basis as he deems necessary. Written notice specifying the date and time of a scheduled general meeting shall be posted by the President or his designee no less than 5 business days prior to the general meeting being held, unless the meeting is specified by the President as being an emergency general meeting.

Notice to all E-Board members specifying the date and time of a scheduled E-Board meeting shall be issued by the President or his designee no less than 5 days prior to the E-Board meeting being held, unless the meeting is specified by the President as being an emergency E-Board meeting.

Subsection 6.2.2 Grievance Committee Appointment The President shall ensure a Grievance Committee is appointed by the Chief Steward, and in accordance with Section 10.1.8 of these By-Laws.

Subsection 6.2.3 Trial Board The President shall appoint a Trial Board, when necessary.

#### **Duties of the E-Board Vice President**

Section 6.3 Duties of the E-Board Vice President It shall be the duty of the Vice President to assist the President in the implementation and enforcement of the By-Laws.

Subsection 6.3.1 Absence of the President In the event that the President resigns or relinquishes his post for any reason (e.g. expulsion), the Vice President will assume the role of President for the length of the unexpired term.

Subsection 6.3.2 Vice President Vacancy In the event that the Vice President resigns or relinquishes his post for any reason (e.g. assumption of Presidential post), the E-Board shall assign a Local 550 member to that post for the length of the unexpired term.

### **Duties of the E-Board Treasurer**

Section 6.4 Duties of the E-Board Treasurer It shall be the duty of the Treasurer to keep organized and written records of all monies received, all appropriations and all expenditures issued. In addition, it shall be the responsibility of the Treasurer to maintain a bank account for the Local 550 and account for all incoming monies, as well provide for payment of all expenditures.

Subsection 6.4.1 Financial Reports The Treasurer shall issue to the E-Board a financial report indicating the fiscal state of the Local 550, including specific monetary figures regarding the aforementioned written records, with balance on hand, as requested by the E-Board but no less than once a quarter, at either the general and/or E-Board meetings. The Treasurer shall keep an accurate record of receipt and disbursement and shall, once every 2 months, submit to the membership an operating statement of the financial transactions of the local for the previous month.

Subsection 6.4.2 Disbursement of Expenditures The Treasurer shall not disburse expenditures prior to receiving approval from the E-Board, unless otherwise specified in these By-Laws. Whenever payment is made via the Local 550 checking account, a minimum of 2 authorized signatures shall be required on every check.

Subsection 6.4.3 Annual Audit The Treasurer shall arrange for an annual independent audit, or sooner, if requested by the E-Board. At the time of the audit the Treasurer shall submit all relevant statements, ledgers and monetary records, as well as any other records not detailed but requested by the auditor, in full cooperation with the audit.

Subsection 6.4.4 Enforcement of the Annual Audit It shall be the duty of the E-board to see that an audit of the books of the treasures is made annually, and, consequent to that audit, a report submitted through the Treasurer to the general membership.

Subsection 6.4.5 Treasurer Vacancy In the event that the Treasurer resigns or relinquishes his post for any reason, the E-Board shall assign a Local 550 member to that post for the length of the unexpired term.

Subsection 6.4.6 Monthly N.E.P.B.A. Report The Treasurer shall prepare and submit the monthly membership report to the New England Police Benevolent Association, Inc., I.U.P.A., Local 9000, AFL-CIO.

### **Duties of the E-Board Secretary**

Section 6.5 Duties of the Secretary It shall be the duty of the Secretary to transcribe the minutes at both the general and E-Board meetings.

Subsection 6.5.1 Responsibility to Post The Secretary shall be responsible for keeping the Local 550 membership informed by means of posting all minutes of previous meetings, announcements, updates and union-specific activities. This information shall be relevant, current and posted on a regular basis and in an area easily accessible to the entire Local 550 membership (e.g. union posting boards, Local 550 web site, etc.)

Subsection 6.5.2 Secretary Vacancy In the event that the Secretary resigns or relinquishes his post for any reason, the E-Board shall assign a Local 550 member to that post for the length of the unexpired term.

## **Duties of the Chief Steward**

Section 6.6 Duties of the Chief Steward It shall be the duty of the Chief Steward to act as the primary liaison between the shift and Specialty Stewards and the E-Board. In addition, the Chief Steward will be responsible for those duties as defined in the Grievance Procedure.

Subsection 6.6.1 Chief Steward Vacancy In the event that the Chief Steward resigns or relinquishes his post for any reason, the E-Board shall assign a Local 550 member to that post for the length of the unexpired term.

Subsection 6.6.2 Chair of the Grievance Committee The Chief Steward shall, when necessary, form a Grievance Committee and become the chairperson over that Grievance Committee, and in accordance with Section 10.1.8 of these By-Laws.

## **Duties of the Shift and Specialty Stewards**

Section 6.7 Duties of the Shift and Specialty Stewards It shall be the duty of all Stewards to act as liaisons between the general membership of the Local 550 and the E-Board and Chief Steward. Stewards should seek to be proactive in improving Local 550 morale by being obviously available to all general members. In addition, Stewards will be responsible for those duties as defined in the Grievance Procedure.

Subsection 6.7.1 Tours It shall be the duty of the shift Stewards to tour all areas (i.e. Main Jail, Mods, M.S.F.) of their respective shifts at least twice in every calendar year. It shall be the duty of the Specialty Steward to tour all specialty-related areas of the jail, on every shift, at least twice in every calendar year. The purpose of these tours should be to encourage general membership confidence in the state-of-the-union, and field any questions and follow any issues through to a conclusion, when applicable.

Subsection 6.7.2 Shift and Specialty Stewards Vacancy In the event that any Steward resigns or relinquishes their post for any reason, the E-Board shall assign a Local 550 member to that post for the length of the unexpired term.

## **ARTICLE 7**

### **Elected and Appointed Officials Rules and Conduct**

Section 7.1 Notification of Absence Any elected or appointed official that cannot attend a scheduled meeting must notify an E-Board member in as much of time as possible and in advance of that scheduled meeting.

Section 7.2 Inactive Status Any elected or appointed official that regularly does not attend scheduled meetings may be declared inactive in their position by a super-majority (2/3) vote of the E-Board. Consequent to such an inactive status being declared, that post shall be reassigned by the E-Board and at their discretion providing, however, that notice of the intended action has been given to the delinquent official and no good cause was provided by that official as a reasonable excuse for said absences.

Section 7.3 Removal from Post Following an inquiry and investigation of the E-Board, any elected or appointed official may be removed from office by a majority vote of the E-Board for the following reasons:

Subsection 7.3.1 Negligence Through negligence or incapacity the officer has failed to fulfill the obligations of the office to which he/she was elected or appointed to.

Subsection 7.3.2 Conduct Contrary By displaying conduct contrary to the purpose of the Local 550. This includes but is not limited to acting contrary to the National and Local Constitution, By-Laws, or the contractual agreement.

Subsection 7.3.3 Written Reason Any elected or appointed official that is removed from his/her post will be issued a written reason on behalf of the E-Board and specifying the reason(s) for that removal.

Section 7.4 Rights of Appeal Any official removed from his/her post will have appeal rights as granted under the National Constitution and By-Laws.

## ARTICLE 8

### Members Rules of Conduct

Section 8.1 No Right to Negotiate No Local 550 member, or any person coming under the articles of contractual agreement, has the right to bargain away or negotiate any of the items or language gained through the efforts of the collective bargaining by the unit of which they are a member of, or whose articles they come under.

Section 8.2 Language Detrimental No Local 550 member, or any person coming under the articles of contractual agreement, shall say something detrimental to or about another Local 550 member which, by its nature, is liable to result in unwarranted discipline of or, through the advancement of false and malicious statements, substantially damage the reputation of another Local 550 member.

Section 8.3 Conduct Contrary (Member) No Local 550 member, or any person coming under the articles of contractual agreement, shall display conduct contrary to the purpose of the Local 550. This includes but is not limited to acting contrary to the National and Local Constitution, By-Laws, or the contractual agreement.

## ARTICLE 9

### Members Rules of Meetings

Section 9.1 Address the Chair Any member wishing to address an issue (e.g. ask a question, make a statement) or make a motion shall do so through the Chair.

Section 9.2 Making a Motion Any member, when making a motion through the Chair, shall state his/her full name and current area of assignment.

Section 9.3 Determination of Vote All issues to be decided on by the general membership in attendance shall be determined through vote of "aye" or "nay" or, as the Chair so determines, by a show of hands both for and against. If the result of the vote cannot be readily determined by the chair, a standing vote may be called for.

Section 9.4 Robert's Rules of Parliamentary Procedure Any subject coming before the general membership not covered by these By-Laws shall be governed by Robert's Rules of Parliamentary Procedure.

Section 9.5 Admittance No Local 550 member will invite or allow any non-Local 550 member to attend a membership meeting without first submitting the matter, in writing, to the E-Board. The E-Board reserves the right to a final determination on allowing non-Local 550 members admission to any meeting.

Section 9.6 Exceptions to Admittance In some circumstances, Local 550 members may be forced to bring their children to meetings for lack of securing a child-sitter. In that event, prior permission from the E-Board is not required. (Whenever this is the case, all members are urged to conduct themselves, in language and action, in a clean and professional manner.)

Section 9.7 Emergency Meetings Upon written request from 20 or more Local 550 members, the E-Board President may call an emergency membership meeting. Upon written request from 40 or more Local 550 members, the E-Board President shall call an emergency membership meeting.

Section 9.8 Annual Meetings General membership meetings must be held at least once a year, as specified in Section 5.6 of these By-Laws.

Section 9.9 Membership Quorum A quorum shall require the attendance of no less than 15 Local 550 members in good-standing.

## ARTICLE 10

### Grievance Procedure

Subject to the provisions of the Collective Bargaining Agreement, the Grievance Procedure is as follows:

Section 10.1 Grievance Procedure Process This is a general overview of the process for the Grievance Procedure. All rules and regulations governing the Grievance Procedure process are set forth by the collective bargaining agreement and supersede any rules, when in conflict, in these By-Laws. It should be noted that the steps listed below may be bound by time-constraints as defined by the collective bargaining agreement.

Subsection 10.1.1 Issue in Writing The issue-at-hand must first be submitted to the appropriate Steward in writing. The Steward on that shift which the member has been assigned to, or the Steward in that area, in the event of a complaint arising from any of the Specialty Jobs areas, shall be considered the appropriate Steward. In the event the appropriate Steward is unavailable, any Steward or E-Board member may receive a written submission from an aggrieved member.

Subsection 10.1.2 Informal to A.D.S The Steward and the aggrieved employee will then take the matter up with the employee's Assistant Deputy Superintendent (A.D.S.). If the response by the A.D.S. does not satisfactorily address or remedy the issue to the union's satisfaction, continue to the next step.

Subsection 10.1.3 Chief Steward and Steward to 1<sup>st</sup> A.D.S The Steward and the aggrieved employee will submit the written grievance, which shall include steps already taken to resolve this issue to the Chief Steward who, with the appropriate Steward, shall submit that written statement with the 1<sup>st</sup> A.D.S. All copies chronicling the process shall be given to the E-Board President and the E-Board Secretary by the Chief Steward. If the response by the A.D.S. does not satisfactorily address or remedy the issue to the union's satisfaction, continue to the next step.

Subsection 10.1.4 Chief Steward and Steward to Deputy Super The Chief Steward and the appropriate Steward shall appeal in writing and submit the written grievance to the Deputy Superintendent. All copies chronicling the process shall be given to the E-Board President and the E-Board Secretary by the Chief Steward. If the response by the Deputy Superintendent does not satisfactorily address or remedy the issue to the union's satisfaction, continue to the next step.

Subsection 10.1.5 Chief Steward and Steward to Sheriff The Chief Steward and the appropriate Steward shall appeal in writing and submit the written grievance to the Sheriff. All copies chronicling the process shall be given to the E-Board President and the E-Board Secretary by the Chief Steward. If the response by the Sheriff does not satisfactorily address or remedy the issue to the union's satisfaction, continue to the next step.

Subsection 10.1.6 Arbitration The union may now forward the grievance to final and binding arbitration before a recognized arbitration association.

Subsection 10.1.7 E-Board Vote All matters designated for arbitration will first be discussed and voted on by the standing E-Board prior to advancing the matter to arbitration.

Subsection 10.1.8 Grievance Committee Following the affirmative vote of the E-Board to proceed to arbitration on any matter, a Grievance Committee shall be formed (if one has not already been formed from a yet-to-be resolved grievance) by the Chief Steward to address the matter (or matters) through the arbitration process. The Chief Steward shall become the Chairperson of this committee. The Grievance Committee shall be comprised of not less than 3 nor more than 5 elected Stewards (as defined in Section 5.2 of these By-Laws), including the Chief Steward. Any and all elected Stewards of the Local 550 may volunteer to serve on the Grievance Committee at any point in the process, thereby creating a fluid committee of stewards joining or departing from the Grievance Committee as they deem fit, or as duty necessitates.

## ARTICLE 11

### Reimbursement of Expenses

Section 11.1 Reimbursement Union officials shall be issued a stipend for expenses incurred as a result of their performance of duties (e.g. gas, out-of-pocket expenses) with the following annual schedule established:

President	600
Vice President	400
Secretary	400
Treasurer	400
Chief Steward	400
Shift Stewards	400
Specialty Steward	400

Section 11.2 Annual Increases All of the above stipends will automatically increase annually by a rate of 3.5%, effective the day that newly-elected members assuming their office in the month of April of every year, unless otherwise amended in these By-Laws.

Section 11.3 Quarterly Issued Expense monies shall be issued quarterly to all union officials through the office of the E-Board Treasurer.

Section 11.4 Postponed Payment It is agreed by all union officials that for the first year, the financial provisions specified in Section 11.1 may be postponed due to lack of funding. However, stipends shall be issued retroactively, but not in excess of any amount specified in Section 11.1 of these By-Laws.

Section 11.5 E-Board Approval The E-Board shall examine and approve or disapprove of all bills and expenditures prior to any payment being made, unless otherwise specified in these By-Laws.

## ARTICLE 12

### Local Dues

Section 12.1 Purpose The purpose of the collection and accrual of local dues is to build and maintain a strong, independent and financially secure Local 550 treasury to the benefit of all members.

Section 12.2 Amount In addition to any established dues payable to the New England Police Benevolent Association, Inc., I.U.P.A., Local 9000, AFL-CIO, the local dues will be assessed as follows: \$6.00 bi-weekly per officer.

## ARTICLE 13

### Bereavement

Section 13.1 Donations Upon notification of the death of a Local 550 member's immediate family member, the appropriate shift Steward will notify the union official responsible for handling such matters. A donation to a charitable organization (or memorial fund) or flowers will be sent to the family through the office of the E-Board Treasurer, not to exceed an amount in cost of \$75.00.

Section 13.2 Treasurer Empowered (CB) It is agreed by the E-Board that, unless otherwise amended, the Treasurer shall be given full authority to issue funds for the above-stated amounts. The Treasurer shall keep a detailed expense account for all bereavement expenditures.

## ARTICLE 14

### Child Birth and Adoption

Section 14.1 Savings Bond Upon notification of the birth or legal adoption of a Local 550 member's child, the appropriate shift Steward will notify the union official responsible for handling such matters. A US Savings bond in the amount of \$100 will be issued to the child on behalf of the Local 550. The E-Board Treasurer shall be responsible for this matter and will issue bonds in January and July of the year.

Section 14.2 Information Pertinent It is the responsibility of the Local 550 member to inform the union official responsible for handling such matters of all necessary information needed to purchase the bond (e.g. name, date of birth, social security number).

Section 14.3 Treasurer Empowered It is agreed by the E-Board that, unless otherwise amended, the Treasurer shall be given full authority to issue funds for the above-stated amounts. The Treasurer shall keep a detailed expense account for all child birth and adoption expenditures.

## ARTICLE 15

### Charitable Services

Section 15.1 Purpose The purpose of the employment of charitable services shall be to create and enhance a positive public perception of the Local 550 by engaging in acts of charity for the betterment of humanity.

Section 15.2 Director of Charities The E-Board shall appoint a Director of Charities to oversee the ongoing process of organizing and engaging the Local 550 membership in charitable outlets.

Section 15.3 Participation All members of the Local 550 are strongly encouraged to be active and ongoing participants in the charitable services branch of the Local 550.

Section 15.4 Cooperation with the Media Whenever possible and proper, the organizer of any Local 550 charity event (e.g. the Director of Charities) should coordinate with the Media Relations Liaison (see Section 5:15) to best generate positive media coverage for the charity event and, by extension, the Local 550.

## ARTICLE 16

### Political Action Committee

Section 16.1 Purpose The purpose of a P.A.C. shall be to provide and solicit support for those politicians and legislative proposals that will positively impact law enforcement personnel serving in the field of corrections and, specifically, the Local 550.

Section 16.2 Service Any member of the Local 550 may apply to serve on the P.A.C. by a written notice of intent to the E-Board. The E-Board reserves the right to appoint to the P.A.C. from amongst potential candidates as they deem fit, and by a majority vote of approval. The then-in-office members on the P.A.C. may sponsor and recommend candidates for appointment to the E-Board, which the E-Board shall seriously consider.

Section 16.3 Length of Term There shall be no minimum or maximum length of service imposed on any members serving on the P.A.C. The E-Board shall, from time-to-time, review the membership roster on the P.A.C. and replace any P.A.C. members with new candidates, with or without reason, as the E-Board sees fit.

Section 16.4 P.A.C. The P.A.C. may enlist the aid of volunteers, from this Local 550 or other, to perform and attend various functions and events including but not limited to holding signs for political candidates, pickets, making phone calls on behalf of Local 550's endorsed candidate, employing lawn signs, and door to door literature drops.

Section 16.5 Number of Members on the P.A.C. The E-Board shall determine from time to time the number of members who shall serve on the P.A.C. However, a number no fewer than 3, and no greater than 9, shall serve on the P.A.C. at any given time.

Section 16.6 Appearance of Candidates Political candidates and/or their representatives desiring support from the Local will be required to come before the P.A.C. and present their credentials and proposed agendas.

Section 16.7 Endorsement of Politicians Prior to the official endorsement of any politician, a vote shall be taken by the P.A.C. and the E-Board to approve or deny said endorsement. A majority vote of approval by both boards is required for any endorsement.

Section 16.8 Monetary Contributions All financial contributions made on behalf of and for any politician, as endorsed by the Local 550 or otherwise, must first be voted on and approved of by the E-Board. The exact amount to be issued on behalf of the Local shall also be determined by a majority vote of the E-Board and prior to the release of any funds.

## ARTICLE 17

### Political Education Fund

Section 17.1 Purpose The purpose of a P.E.F. is to provide funding for the educational promotion of those candidates and legislative proposals best qualified to serve the public and, by extension, the Local 550, through various educational and promotional tools and methods.

Section 17.2 P.E.F. Usage The E-Board may, upon a majority vote of its members, authorize the P.A.C. to use finances allocated to the P.E.F., in accordance with Federal, State and Local laws and National By-Laws. Such authorization for the release of funds will be issued from the E-Board to the Office of the Treasurer, in writing and specifying the amount to be issued, prior to the release of any funds.

## ARTICLE 18

### Fundraising

Section 18.1 Purpose The purpose of fundraising shall be to build and maintain a strong, independent and financially secure Local 550 treasury to the benefit of all members.

Section 18.2 Director of Fundraising Events The E-Board shall appoint a Director of Fundraising Events to oversee the ongoing process of organizing and engaging in fundraising events.

Section 18.3 Regular Events Throughout the year, fundraising events for the Local 550 shall be conducted. A written record of all monies incoming as a result of said fundraising efforts shall be kept by both the Director of Fundraising Events, and the office of the E-Board Treasurer.

Section 18.4 Special Events From time to time, special fundraising events may be held to assist Local 550 officers who, through tragedy or unforeseen circumstances, find themselves in monetary need. The Director of Fundraising Events shall, upon approval of the E-Board, arrange for such events to take place. Donations of money and/or benefit time (e.g. vacation, sick) may be solicited at such events, pending approval of the W.C.S.O. Administration, when necessary.

## ARTICLE 19

### Investment Accounts

Section 19.1 Investments The E-Board Treasurer, upon approval by the E-Board, shall have the power to transfer funds not immediately needed by the Local 550 into an account, fund or allocation that has a higher-than-average interest rate of return in contrast to a checking account. (e.g. Certificate of Deposit)

## ARTICLE 20

### By-Laws Amendments

Section 20.1 Amendments These By-Laws may be altered, amended or repealed only by a general vote of the Local 550 membership.

Section 20.2 Proposals Any proposed alteration, amending or repeal of these By-Laws must be submitted to the E-Board, in writing, and must be signed by 75 Local 550 members in good standing.

Section 20.3 Vote Within 60 days of receipt of the proposed alteration, amendment or repeal, the E-Board shall hold a paper-ballot election for the general membership to approve or disapprove the changes.

Section 20.4 Notice The E-Board shall specify the subject matter of the proposed alteration, amending or repeal or the sections to be affected thereby, and post such information in an area easily accessible to the entire Local 550 membership (e.g. union posting boards, Local 550 web site, etc.) a minimum of 7 days prior to the paper-ballot election being held.

Section 20.5 Changes The proposed alteration, amending or repeal of these By-Laws shall take effect only by the affirmative vote of a super-majority (67%) of those Local 550 members present and exercising their vote at the paper-ballot election.

## ARTICLE 21

### Conflicts in By-Laws

Section 21.1 Controlling Provisions The Local 550 shall at times be subject to the provisions of the Constitution and By-Laws of the New England Police Benevolent Association, Inc., I.U.P.A., Local 9000, AFL-CIO. To the extent that this document conflicts with the New England Police Benevolent Association, Inc. By-Laws, the provision of the New England Police Benevolent Association, Inc. By-Laws shall be controlling.

### Adoption of By-Laws

These By-Laws were adopted on this day of September 06, 2008, and witnessed by the undersigned members of the Local 550 E-Board:

Paul Salvadore, President

Warren Lohnes, Vice President

Mike Hampton, Secretary

Joe Gaudreau, Treasurer

Tom Roy, Chief Union Steward