

# UNION BYLAWS

of

**UNITE**HERE!

**Local 24**

*Detroit • Cincinnati • Cleveland*  
**{Michigan and Ohio}**



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## **ARTICLE 1 – NAME AND PURPOSE**

### **Section 1**

This organization shall be known as Local 24, affiliated with UNITE HERE International Union, known in these bylaws as the “International Union”. The Local Union has two districts: 1) Michigan 2) Ohio.

### **Section 2**

The purpose of this organization shall be to:

Protect, promote, and advance the interests of all hospitality workers in the gaming, food service and hotel industries in Michigan and Ohio, and to uphold our dignity and the dignity of our work.

Maintain the vision, leadership, and organization necessary to ensure that Local 24 is an effective, democratic, and united organization.

Work with the International Union, and UNITE HERE locals and affiliates to strengthen unionism both in the hospitality industries and the local communities of Michigan and Ohio.

Cooperate with other working people to advance the interests of workers and to repay in full measure the solidarity of the labor movement and the community which helped give birth to Local 24, and to assist in the organization of unorganized workers.

Fight against racism, sexism, and all other forms of oppression and discrimination and for the equality of all working people.

## **ARTICLE 2 – MEMBERSHIP**

### **Section 1 – Eligibility**

Membership in the Union is open to food service, stadium, clubs, airport, gaming and hotel employees employed in a bargaining unit represented by the Union or seeking such representation, including such employees who are on layoff, leave of absence, child-rearing absence, or similar status, and to employees of the Union.

### **Section 2 – Acquiring Membership**

All such individuals who apply for membership, and who become and remain in good standing through the payment of the required initiation fees, dues, and assessments and who agree to abide by the bylaws of this Union and the Constitution of the International Union, as presently ineffect or as hereafter amended, shall have the rights and privileges of membership.

### **Section 3 – Passive Membership**

(a) Any person who is a manager, owner or proprietor or any person who is employed outside the jurisdiction of this Local Union and not employed in the jurisdiction of this Local Union may be accepted for or hold membership in this Local Union only as a passive member; provided such person maintains no affiliation with a proprietors' organization hostile to this Union.

Passive members shall not be entitled to voice or vote or to attend meetings of the Local Union. They shall be ineligible for election to any office in this Union or for any position as a delegate representing the Union.

Passive membership is hereby declared a privilege, revocable at will by the Executive Board of the Local Union or by the International President; such revocation of passive membership by the President shall not be appealable.

Any member desiring to change his/her membership status from active to passive or passive to active must appear before the Executive Board of the Local and such change in status can only be granted upon the approval of the Executive Board.

## **ARTICLE 3 – MEETINGS**

### **Section 1 – Meeting Schedule**

The regular membership meetings of this Local shall be held at least quarterly. The President shall determine the meeting times and places. The membership shall be appropriately notified of the meeting schedule. All membership meetings of this Local shall be held in accordance with Roberts Rules of Order.

### **Section 2 – Special Meetings**

Special meetings may be called by the President, by majority vote of the Executive Board or upon the written request of 100 members in good standing. In any case, all members shall be notified of such meeting by the President. No business shall be transacted other than that for which the meeting is called.

### **Section 3 - Quorum**

Ten members, including one qualified to preside, shall constitute a quorum for the transaction of all business. No action of any meeting shall be invalid for lack of a quorum unless a member raised the question of lack of a quorum before such action was taken. Any meeting at which a quorum is present may transact any business coming before the meeting without prior notice of the business to be transacted except as these By-laws otherwise provide. However, the Local shall give notice of any meeting called for nominating officers or for amending these By-laws. Unless these By-laws otherwise provide, all meeting decisions shall be by a majority of those voting.

#### Section 4

Members shall be expected to attend all meetings when possible and to take an active interest in the affairs of the Union.

### ARTICLE 4 –OFFICERS

#### Section 1

Officers of this Local shall be the President, Vice President and Secretary-Treasurer. These officers and fourteen (14) Executive Board members shall constitute the Executive Board of the Local Union. Of the 14 Executive Board members, one (1) shall be a member who works in Bay City, Michigan; one (1) shall be a member who works in Cleveland, Ohio; one (1) shall be a member who works in Columbus, Ohio and one (1) shall be a member who works in Cincinnati, Ohio.

Deleted: 10 additional

#### Section 2

All officers, agents, shop stewards, and other representatives or employees of this Local Union or of any trust in which the Local Union is interested, who handle funds or other property, shall be bonded for the faithful discharge of their duties in accordance with the requirements of applicable Federal and state laws and the International Constitution. If the premiums on said bonds are not paid by International Union, then they shall be paid by the Local Union.

#### Section 3

Any officer or employee paid by this Union entitled to a vacation shall be required to take such vacation within two years of becoming entitled to same. If such officer or employee fails to take such vacation, he or she shall be deemed to have waived the right to same.

### ARTICLE 5 – NOMINATION AND ELECTION

#### Section 1

The election of officers shall be held by secret ballot triennially among the members in good standing in this Local Union. The polls shall be open from 7:00a.m. until 7:00p.m. Polling places shall be established in each district on a date fixed by the Executive Board.

#### Section 2

A reasonable opportunity shall be given to the members to nominate candidates for office. Nominations of officers shall be received every three years.

### Section 3

- (a) No member who is two (2) months or more in arrears in the payment of dues shall be entitled to be a candidate for office or to vote for officers. Any candidate for the office of President, Vice President, Secretary-Treasurer, or the Fourteen (14) Executive Board members must be a union member in continuous good standing for at least twelve (12) months before the election date, and must otherwise meet the eligibility requirements set forth in the UNITE HERE International Constitution.
- (b) No member may be eligible to be nominated to any office in this Local Union unless he/she is employed or available for employment in the jurisdiction of this Local Union or is an officer or employee of this Local Union or the International Union.
- (c) In order for any member to be eligible to be nominated for office in this Local, he/she must be present at the nominating meeting or must have submitted a written statement to the Secretary-Treasurer prior to the opening of nominations, indicating his/her willingness to accept the nomination if his/her name is proposed.
- (d) No member may be nominated for more than one office when such offices conflict.

Deleted: ten (10) at-large

### Section 4

The Secretary-Treasurer, not less than 15 days prior to the date of nominations, shall mail to each member in good standing to his/her last known home address a notice of the offices to be filled and the time, date, place and manner of submitting nominations, as well as the time, date and place of the election. The notice shall bear the signatures of the President and the Secretary-Treasurer.

### Section 5

An Election Committee of five, three appointed by the President and two appointed by the Vice President, shall take charge of the election and provide safeguards to ensure a fair election. No candidate for office or any officer serving out his/her term of office shall be eligible to serve on the Election Committee. The Election Committee shall pass on the eligibility of all candidates and their decision shall be subject to appeal to the International Union President.

### Section 6

- (a) Any group of candidates that wishes to appear on the ballot as a slate shall submit a written request for such designation to the Election Committee at least ten (10) days before the election. If the election is to be conducted by mail ballot, any such request shall be submitted at least ten (10) days before the ballots are scheduled to be mailed to the members.
- (b) A request for designation as a slate shall be approved by the Election Committee provided that the slate: (i) includes a candidate for at least two-thirds of the separate categories of offices or positions to be filled at the election (including categories which may have been filled by acclamation), and (ii), where two or more places are to be filled in a category of

elective offices or positions, includes at least one-half of the number of persons to be elected to each such office or position.

- (c) Permission may be withheld by the Election Committee if the slate designation requested is so similar to that selected by another slate as to mislead voters.
- (d) Any candidate in an election may appeal to the International Union President from a decision granting or denying designation as a slate.
- (e) If a request for designation as a slate is approved, the ballot shall provide space at the head of the list of candidates so that one vote may be cast for all candidates appearing under such slate. Each candidate in such slate, however, shall in addition have printed opposite her or his name, a space or box in which an individual vote for him or her may be cast and recorded.

#### **Section 7**

Any candidate shall have the right to have an observer at the polls and at the counting of the ballots. All observers must be active members in good standing in this Local Union.

#### **Section 8**

The votes cast by members of this Local shall be counted and the results for each office shall be announced and published separately. The Secretary-Treasurer shall preserve for one year the ballots and all other records pertaining to the election.

#### **Section 9**

The installation of all officers-elect shall take place within two months following the election. Every officer elect shall attend his or her installation meeting, unless the officer elect must be absent because of illness or some other justifiable reason. Any outgoing officers shall immediately turn over all books, records, property, and assets belonging to the Local to the newly installed officers.

### **ARTICLE 6 – VACANCIES**

#### **Section 1**

Vacancies in any elective office except the President, may be filled by a majority vote of the Executive Board, subject to ratification at the next membership meeting. The individual selected shall hold office until a successor is elected and assumes office. The Executive Board may, in its discretion, call a special election at any time to fill a vacancy in any elective office, in which event the person selected by the Executive Board to fill the vacancy shall serve only until the successful candidate at such special election assumes office. The Vice President shall succeed to the office of the President in the event of a vacancy and shall hold office until a successor is elected at either a general or special election and assumes office. Special elections shall be conducted in accordance

with the by-laws governing regular elections. The officers so elected shall serve until the next regular election and until their successors are elected and assume office.

## **ARTICLE 7 – RESIGNATIONS**

### **Section 1**

Officers, with the exception of bonded officers, shall have the privilege of resigning at any regular meeting, provided no charges are pending against them and their resignations are submitted in writing.

### **Section 2**

A bonded officer shall present his/her resignation in writing at least one meeting before it is acted upon and, if the financial accounts of the Local are in proper order and there are no charges pending, the resignation may be accepted. Any resigning officer shall immediately turn over all books, records, property, and assets belonging to the Local to the President of the Local. If the resigning officer is the President of the Local, then the resigning officer shall immediately turn over all books, records, property, and assets belong to the Local to the Executive Board of the Local.

## **ARTICLE 8 – DELEGATES**

### **Section 1**

Where permitted, delegates to all bodies with which the Local Union votes to affiliate shall be appointed by the President, subject to approval of the Executive Board and ratification by the membership.

### **Section 2**

The officers shall serve as delegates to the International Union convention in the following order, provided that the notice of election for such office and the ballot specifies such delegate status: President, Vice President, Secretary-Treasurer and Executive Board members (in the order of the number of votes received in the election, if fewer delegates are allowed than there are members of the Executive Board). Additional delegates to the International Convention may be nominated and elected at the same time as the regular nomination and election of officers is held if there is an International Convention scheduled during the term of office. In any event, delegates to the International Convention shall be elected not less than 45 days prior to the date of the Convention.

### **Section 3**

The procedures and requirements, including the notice pertaining to the nomination and election of officers as set forth in these bylaws, shall (where necessary) apply equally to the nomination and election of delegates to the International Convention and all other bodies.

## **ARTICLE 9 – DUTIES OF OFFICERS**

### **Section 1 - President**

The President shall be the Local's chief executive officer and shall transact such business as is usual to the office of the President. He/She shall be the only salaried officer and perform the following duties:

- (a) Preside at all regular and special membership meetings and at all meetings of the Executive Board. He/She shall have the authority to call special meetings of the Executive Board. He/She shall take such action as he/she deems necessary to preserve order and decorum. He/She shall at all times guard the interest and welfare of the Local Union with zealous care, regardless of personal feeling.
- (b) Co-sign all checks for payment of money from Union funds. He/She shall sign all documents required by the Local and the International Union for the protection and welfare of the members.
- (c) Appoint the majority of all committees and trial boards. He/She shall be a member ex officio of all committees, except trial and election committees.
- (d) By virtue of his/her office, be a delegate to the International Union Convention and a delegate to all other bodies with which the Local Union affiliates.
- (e) When feasible, keep regular office hours for the convenience of the members and perform such other duties as may be required of him/her.
- (f) Serve as chairperson of all negotiating committees. The President may delegate his or her negotiating authority to a representative of the Local Union.
- (g) Assign tasks and direct the organizational work of all staff members, for the external organizing, internal organizing, grievance handling, financial functions, etc. of the Local Union. He/She shall do his/her utmost to enlarge the membership of the Union. The President may appoint a District Director to assist in these duties.
- (h) Employ or terminate staff members and other employees needed by the Union.
- (i) Train or cause to be thoroughly trained all union officers as to their full responsibilities of office.

- (j) Coordinate and maintain relationships with the International Union and other UNITE HERE affiliates. These relationships are vital to ensure coordination, efficacy, and secure funding necessary for the programs for the local.

## **Section 2 – Vice President**

The Vice President shall assist the President in the performance of the President's duties, shall act for the President in the President's absence, and appoint the minority of all committees and trial boards. He/She shall be a member ex officio of all committees, except trial and election committees.

## **Section 3 – Secretary-Treasurer**

The Secretary-Treasurer shall perform the following duties:

- (a) Keep or cause to be kept a complete and accurate set of books in such a manner that it will show all of the business transactions of the Union, including its income and expenditures and its assets and liabilities.
- (b) Make a financial report to the membership at each regular meeting, giving an official accounting of all monies collected and expended by the Union.
- (c) Collect or cause to be collected all fines, dues and any other fees due the Union and shall give official receipt for all monies collected. He/She shall pay the routine operating expenses of the Union by check. He/She shall co-sign all checks for disbursements of Union funds. It shall be his/her duty to make prompt deposits of all monies in a bank designated by the Executive Board, except for an amount of petty cash to be determined by the Executive Board.
- (d) Have charge of and attend to all official correspondence of the Union, impress the seal there on and keep on file a copy of all such correspondence. He/She shall attend to all clerical work of the office unless otherwise provided for. He/She shall counter-sign all withdrawal cards. He/She shall have editorial control over all publications of the Local Union.
- (e) Compile or cause to be compiled under his/her direction and supervision the roster of the Local Union as required by the International Constitution.
- (f) By virtue of his/her office, be a delegate to the International Union Convention and a delegate to all other bodies with which the Local Union affiliates.

## **Section 4 – Executive Board**

The Executive Board shall meet at least quarterly and a majority of the Executive Board shall constitute a quorum for the transaction of all business. Meetings may be held in person, by telephone or video. Executive Board members must attend all scheduled meetings unless good cause for absence is presented in advance. When needed between quarterly meetings, approval for expenditures can be done electronically or by polling of members. The Executive Board shall perform the following duties:

- (a) All donations and expenditures, other than the routine operating expenses of the Union, shall first be referred to the Board for their approval. Routine operating expenses include expendable supplies, cell phones, minor equipment (individual computers and ancillary devices, fax machines, low-volume copiers, phone units, bullhorns, adding machines, desktop organizers, etc.), repair and maintenance of buildings and equipment, expense reimbursement per policy and domestic travel for normal union business. Examples of expenditures requiring Executive Board approval are real estate transactions, new construction and major remodeling, computer systems, high-volume copiers, telephone systems, furniture, expense reimbursement policies, expense allowances, international travel, domestic travel for special purposes, policies regarding the lending employees to other organizations, policies regarding the expenses of employees borrowed from other organizations. All real estate transactions, indebtedness in excess of \$500,000 in a single transaction or series of related transactions or purchases or sales of fixtures, furniture or equipment in excess of \$100,000 in a single transaction or series of related transactions shall also require the approval of the membership at a regular or special meeting. No real property of the Local shall be transferred, conveyed, hypothecated or encumbered, unless the written consent of the International Union is first obtained.
- (b) All salaries, wages, compensation or expense allowances for officers, employees and delegates of the Union shall be recommended by the Executive Board and shall be subject to approval or ratification by majority vote of the membership present at a regular or special meeting.
- (c) All plans for the ownership or long term lease of real estate or the use of any of the funds of the Local or its members for such purposes shall be first recommended by the Executive Board and submitted to the membership for final approval by a majority of those members present.

Whenever this Local Union, a trust fund, corporation or other entity created directly or indirectly from funds derived from the Local Union or its members enters into a plan for the ownership, sales, encumbrance, remodeling or long term lease of real estate or uses any of its own or its members' funds for such purposes, the entire plan, including any trust agreements, articles of incorporation, corporate bylaws, contracts and leases, shall be subject to approval of the International President before becoming effective.

- (d) This Local Union or other such entity may not establish or participate in a plan to hold real estate which does not permit the International Union to audit fully the building fund in the same manner as the Local Union's assets are audited.
- (e) The Executive Board shall cause to be preserved for at least ten (10) years the Local's financial books, accounts, and records.

#### **ARTICLE 10 – AUDITING COMMITTEE—TRUSTEES**

There shall be three Trustees, who shall not be officers. Trustees shall be appointed by majority vote of the Executive board for a three (3) year term. An Auditing Committee consisting of the Trustees shall supervise the property of the Local and shall submit an itemized inventory thereof each fiscal year. They shall audit the books of the Secretary-Treasurer each month and verify the

monthly financial reports required by UNITE HERE's Constitution. They shall certify that the books of all officers desiring to resign are properly balanced and audited and that any of the Local's business which might have been entrusted to those officers has been properly completed and accepted by the Local before the resignation can be accepted. All books, papers, documents and money belonging to the Local Union, which officers or members of the Local might have in their possession, shall be made available to the Trustees for inspection and designated times.

## **ARTICLE 11 – STEWARDS AND COMMITTEES**

### **Section 1**

The President may appoint a Steward(s) or call for an election, following satisfactory completion of basic training and associated assignments for the purpose of processing grievances, labor management meetings, and other activities vital to the life of the union. The President and or the majority of the Executive Board, may remove a shop steward for failing to meet the responsibilities and/or standard of conduct associated with the role of shop steward.

### **Section 2**

The President and Vice President jointly may appoint or call for an election of any committees necessary to achieve the mission and purpose of the local. Examples of these committees could be grievance, membership, political, or social. If the President decides that an election should be held, this election can be in conjunction with the election of officers or at the regular membership meeting.

## **ARTICLE 12 – TRIALS AND APPEALS**

Charges against members of, or those holding elected or appointed positions in, this Local Union and appeals from Local Union decisions, may be filed and shall be processed as provided in Article 16 of the International Constitution. The President and Vice President shall appoint a trial board of five from among the membership of the Local Union to hear the charges and to render a decision in accordance with the International Constitution, with three members of the board being appointed by the President and two members appointed by the Vice President. It shall be the duty of the Vice President to notify the accused of the charges, in advance of the hearing.

## **ARTICLE 13 – AMENDMENTS**

### **Section 1**

All proposed amendments to these bylaws must be in writing, proposed by the Executive Board or signed by 100 members in good standing with the Local and read at all membership meetings in each session of two consecutive membership meetings and voted upon at the second meeting. After the first reading, the proposed amendment must be posted at the Local Union's offices and, if it has one, on its official website until final action. A two-thirds majority vote of members

present at the second meeting shall be required to adopt an amendment. No amendment shall become effective until approved by the President of the International Union.

#### **Section 2**

The procedure outlined in Section 1 above shall be fully applicable to amendments providing for an increase in dues or initiation fees, except it shall require a majority vote by secret ballot on such second meeting day after reasonable written notice of intent to vote on the increase is given to the membership. The amendment, as set forth in the notice, is not subject to change after the notice is sent.

#### **Section 3**

Rules of order or order of business may be amended by a two-thirds vote of the membership present.

### **ARTICLE 14 – INTERNATIONAL CONSTITUTION**

#### **Section 1**

The terms and provisions of the International Constitution and any amendments thereto shall be binding upon this Local Union, its officers and members, as if fully set forth herein.

#### **Section 2**

Any provisions of these bylaws which are in conflict with the International Constitution or State or Federal law, shall be of no force or effect.