

UNION OF GRINNELL STUDENT DINING WORKERS



UGSDW
CONSTITUTION
APRIL 2018

PREAMBLE

Because students perform work for Grinnell College, without which it could not function;
And because all workers deserve fair pay and working conditions;
And because together workers can achieve what alone would be impossible;
And because labor unions are essential components of any democratic society;
This Union is created in order to fight for economic and social justice for all members of the Grinnell community.

ARTICLE I

NAME

This Union shall be known as the “Union of Grinnell Student Dining Workers (UGSDW),” hereinafter referred to as the Union.

ARTICLE II

MEMBERSHIP

Section 1: Eligibility for Membership. Any person who is actively employed by Grinnell College, or is planning to be, shall be eligible for membership in the Union.

Section 2: Joining. Application for membership or reinstatement in the Union shall be made on a form prescribed by the Executive Board. Such application must be signed by the applicant and approved by the Secretary-Treasurer of the Union or their designee.

Section 3: Loss of Membership. Membership in the Union is forfeited by resignation, expulsion, or loss of eligibility. A member may resign from the union at any time. A member may be expelled for violation of this Constitution or of other established rules, but only by a four-fifths vote after a fair trial on specific charges. A member who becomes ineligible for membership shall lose their membership after one week, unless a written request to the Executive Board that allows for a continuation of membership and eligibility is approved.

ARTICLE III

EXECUTIVE BOARD

Section 1: Executive Board. The executive power of the Union shall be vested in an Executive Board, hereinafter referred to as the Board, comprised of the officers of the Union: a President, a Secretary-Treasurer, and members-at-large.

Section 2: Term of Office. All officers shall serve a term of up to one year, and may be elected multiple times to any position. No officer may hold multiple positions on the Board simultaneously.

Section 3. Two members may run jointly for the positions of President and of Secretary-Treasurer, with one member serving from July 1 through December 31, and the other serving from January 1 through June 31. Both members will appear as a single item on ballots. Members-at-large may delay the start of their term by six months by notifying the President in writing, though the end of their term shall remain unchanged.

Section 4: Removal. Officers may be removed from office through a recall election. Members wishing to remove an officer shall gather signatures of at least two-fifths of members on a petition, and present the petition to the Executive Board. The Board will call a special meeting within three weeks, where a vote to remove the officer will be held. At least two-thirds of members voting must support the removal for the recall to be valid. Once an officer has been recalled, they are immediately removed from office.

Section 5: Vacancies. Any vacancy caused by long-term illness, death, resignation, or recall of an officer shall be filled as soon as possible by following the election procedures described in Article IV. While the vacancy exists, the remaining members of the Board shall designate an interim officer to act in the capacity of the removed officer.

Section 6: Powers. The Board may exercise any power granted to it by the membership. The Board has the additional authority, subject to review of the membership, to appoint staff members to assist in the function of the Union, who shall not be considered officers, to prepare and distribute posters, pamphlets, and other public materials, and to make discretionary expenditures, up to a monthly limit established by the membership. The Board may delegate any of its authority to a specific officer or to a staff member appointed by the Board.

Section 7: The President. The President of the Union shall preside over general meetings and meetings of the Board. They shall make all necessary appointments. The President is the chief administrative officer of the Union, and shall have the duty and the authority to carry out the policies of the Union subject to the Constitution and the mandates of the membership. The President is the official representative of the Union during negotiations. The President may authorize payment of all normal routine or recurring expenses incurred in the operation of the Union. The President may temporarily delegate any duty or authority vested in them to another officer by notifying the Board in writing.

Section 8: The Secretary-Treasurer. The Secretary-Treasurer of the Union is responsible for managing the finances and treasury of the Union, administering the collection of dues, organizing and managing Union documents and membership, administering elections, keeping records of Union meetings, proceedings, and decisions, and for preparing and filing all appropriate required forms and documents with the relevant local, state, and federal authorities. The Secretary-Treasurer shall receive all monies paid to the Union and deposit them in its name in such bank or banks or invest them in such securities as the Board may decide. The Secretary-Treasurer shall be a signer on all checks drawn upon the Union.

Section 9: Advisors to the Board. The Board may appoint Advisors, who may participate fully in meetings and discussions of the Board but shall have neither voting nor executive power. Advisors to the Board shall not be considered officers.

ARTICLE IV

NOMINATIONS AND ELECTIONS

Section 1: Election Date. Elections shall be held on the first Saturday of May in each year. The President must announce the election date at least fifteen days in advance of the election.

Section 2: Election Officials. The President shall appoint a member to the position of Election Chair. The Election Chair shall be responsible for preparing the voting system, notifying members and candidates, tallying votes, and managing all other aspects of the election process. The Election Chair may appoint other election officials as necessary to aid in the running of the election. No candidate may serve as Election Chair or as an election official.

Section 3: General Guidelines: The Election Chair will ensure that election procedures are in accordance with the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA), as amended, and any guidelines and regulations adopted by the Office of Labor-Management Standards (OLMS).

Section 4: Method of Voting. Elections shall be held by electronic ballot, unless at a general meeting one month or more before a scheduled election, a two-thirds majority at shall adopt a different method of voting.

Section 5: President and Secretary-Treasurer. Every voter will have three votes for President and three votes for Secretary-Treasurer, to be distributed among the candidates for that position as the voter chooses. The candidate with the highest number of votes for a position shall be elected. 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 election officials.

Section 6: Board Members-at-Large. A maximum number of at-large board members may be established by the membership. Every voter will either approve or disapprove of each at-large candidate. The candidates receiving more votes for approval than disapproval shall be elected, up to the established maximum. In the event that more candidates qualify than the maximum number of at-large Board members, candidates with a higher rate of approval shall be elected over candidates with a lower rate of approval.

Section 7: Announcement of Results. Once winners for each position have been determined, the Election Chair shall notify the President, who in turn shall notify all members of the results. New officers shall assume office on July 1, except in the case of a split ticket or deferment, as specified in Article III, Section 3.

Section 8: Protests. All protests of election procedures shall be handled by the Election Chair and election officials. Every effort must be made to resolve the protest and follow a course

of action consistent with this Constitution, and with local, state, and federal laws. If the decision of the Election Chair and election officials is not satisfactory to the protester, the protester may follow grievance procedures as described in Article VI. The protester shall be notified of their right to file an election complaint with the OLMS.

ARTICLE V

DUES

Section 1: Dues Schedule. All members are required to pay an amount of \$0.00 monthly into the treasury of the Union. No dues are required in the months of June, July, August, and January.

Section 2: Suggested Dues. Members who are financially able are encouraged to pay voluntary dues as established by the Board.

Section 3: Payments. Union dues shall be paid by check, direct cash payment, or by another method established by the Union at a general or special meeting. Dues payments shall be mailed by the first of each month.

Section 4. The Secretary-Treasurer shall be responsible for handling dues payments, and maintaining a list of members which have and have not paid their dues.

Section 5: Fiscal Year. The membership and fiscal year of the Union shall run from June 1 to May 31.

ARTICLE VI

MEETINGS

Section 1: Meetings of the Executive Board. The President shall hold meetings of the Board at least four times a year. A quorum of the Board shall consist of the President, the Secretary-Treasurer, and at least one fifth of the members-at-large.

Section 2: General Meetings. General meetings shall be held at least twice a semester. Meetings shall be called by the President, and all members shall be notified of the time and place reasonably in advance. At a general meetings, any member may propose actions or amendments to this Constitution.

Section 3: Special Meetings. Special meetings may be called by the President, who shall notify all members as soon as possible of the meeting time and place, which shall be no earlier than twenty-four hours after the announcement of the President. The President shall fix the agenda for the meeting, and no other items may be raised during the meeting except by a two-thirds vote.

Section 4: Rules of Order. The rules contained in the current edition of the *Democratic Rules of Order* shall govern meetings of the Union in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the

Union may adopt. Meetings of the Board shall be conducted by an informal chair.

Section 5: Community Business. Every general meeting shall end with a section of Community Business, where members may notify the Union of community events, issues, and actions. Members may propose that the Union take a position on such issues, or assist or participate in such events. Announcements and discussion during Community Business shall be informal unless otherwise decided by members at the meeting.

Section 6: Reports. Committee and officer reports shall be put into writing and submitted in advance of each meeting to the President, who shall then distribute the reports to members. Printed copies of reports shall be made available at meetings. The Board will designate a member to report its activities to the membership.

Section 7: Quorum. Attendance of ten Union members shall constitute a quorum at a general or special meetings.

Section 8: Absentee Voting. The President may allow members unable to attend a meeting to cast a secret ballot for a measure that will be decided at the meeting. The decision to accept absentee ballots shall be made by the members at the meeting. Votes for approval of a collective bargaining agreement, or for authorization of a strike, may always be made in absentia.

Section 9: Multiple Sessions. The President may split a special meeting into multiple sessions, where the same topics are on the agenda at each session and the votes at each session are separately tallied and then added together for a final result. A quorum need not be present at either meeting, provided that the total attendance at each meeting, without counting any member twice, exceeds the quorum threshold. No item that is not on the agenda may be raised at any session.

Section 10: Special officials. The Union may vote to create new positions for special officials, whose role shall be to aid in the functioning of the Union and its meetings. Such officials shall not be considered full officers, may not exercise any executive function, and may not be members of the Board.

ARTICLE VII

SAFEGUARDS AND OBLIGATIONS

Section 1. The Union shall not promote or permit itself to be used to promote any advantage for any particular member or group of its members. The Union exists solely to serve all Grinnell student workers.

Section 2. The Union shall not make any distinction among its members on account of race, ethnicity, sex, gender identity, sexual orientation, age, national origin, disability, or political, social, religious, or economic views.

Section 3. Any endorsement of a political party or candidate shall require a majority vote.

Section 4: Records. The Union shall maintain records of all meetings, collective bargaining

agreements, votes, nominations, election procedures, financial transactions, and other necessary material for a period of at least five years. Upon a written request, the Union shall provide any member with a copy of a document or record, except confidential or personal information.

Section 5. The Union shall notify all members of their rights under the LMRDA. No member shall be retaliated against or disciplined for the exercise of their rights under the same.

Section 6. No provision of this Constitution shall be valid which is in violation of local, state, or federal law.

ARTICLE VIII

GRIEVANCES

Section 1: Grievances Against the Union. Grievances against the Union may be noted through a form that shall be prepared by the Board and made available to all members. Once a grievance has been filed, a member of the Board or its designee shall meet with the aggrieved party and discuss the complaint within one week. The Board shall then render a decision on the grievance, and notify the party. The Board must also notify the aggrieved party of their right to file a report with the OLMS or the National Labor Relations Board if they feel that their rights as union members have been violated. The aggrieved party may, at a general meeting of the Union, publicly state their grievance and ask the membership to overturn the decision of the Board. A two-thirds vote is required to overturn such a decision.

Section 2: Grievances Against Grinnell College. Grievances against Grinnell College may be noted through a form that shall be prepared by the Board and made available to all members. The Union, in any collective bargaining agreement, will ensure an adequate and fair process for handling grievances.

ARTICLE VIII

COLLECTIVE BARGAINING AND UNION REPRESENTATION

Section 1. It is the goal of the Union to serve as the sole collective bargaining agent for Grinnell student workers, and to faithfully represent the desires and demands of all Grinnell student workers in negotiations with their employer.

Section 2: Negotiations. Negotiations with employers regarding the terms and conditions of employment shall be managed by the President. At least one other member of the Union shall be present at all negotiating sessions.

Section 3: Approval of Collective Bargaining Agreement. Ratification of a proposed collective bargaining agreement shall require a majority vote. Only members who are a part of the bargaining unit covered under the contract shall be allowed to vote. If the

agreement is not ratified, members shall then be permitted to make motions and resolutions for a course of action for the Union, including strikes. If the agreement is ratified, the President is then authorized to sign the agreement with the employer.

ARTICLE IX

STRIKES

Section 1: Authorization. The Union must authorize a strike by a two-thirds vote. After authorization of the strike, the President may call the strike at any time by notifying all members of the strike and its starting date and time. Alternatively, members may call the strike themselves, by specifying the date and time at which the strike is to begin.

Section 2. Once a strike has begun, no member of the Union shall go to their assigned work shifts or communicate directly with their employer. Violation of these rules will result in a fine of \$200 and potential expulsion from the union.

Section 3: Ending a Strike. The Union may only end a strike by a majority vote.

Section 4: Other Action. The Union may approve other concerted labor action at a general or special meeting. If participation in such action is to be required of all members, the motion or resolution must be approved by a two-thirds vote.

ARTICLE X

AMENDMENTS AND AMBIGUITIES

Section 1: Amendments. This Constitution, with the exception of this article, may be amended by two-thirds vote at any general or special meeting of the Union, provided that notice of the proposed amendment was made available to the members in advance of the meeting.

Section 2: Ambiguities. Any question relating to the interpretation of this Constitution may be decided by majority vote at a general meeting.