## CONSTITUTION AND BY-LAWS PLUMBERS \& STEAMFITTERS

This Association shall be known as Local No. 773 of Glens Falls, New York, and Vicinity of the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada.

The jurisdiction of Local No. 773 covers all of Warren, Washington, Essex, Clinton, and Franklin Counties. The Townships of Long Lake, and Indian Lake in Hamilton County and all of Saratoga County, with the exception of the Townships of Stillwater, Halfmoon, Galway, Milton, Charlton, and Clifton Park.

Our objects shall be benevolence and mutual protection to secure for one another just remuneration for our labors, assist in the burial of our deceased members, to make and use every honorable effort to secure the passage and enforcement of such laws that give more pleasant living and to protect the public health.

## SECTION 1

## MEETINGS

This local shall meet at least once a month on the fourth Monday at 6:30 p.m. unless otherwise specified.

## SPECIAL MEETINGS

The Business Manager shall call special meetings by order of the Local Union or the Executive Board, and no other business shall be transacted except that for which the meeting was called. All members in good standing shall be duly notified by written letter.

Fifteen (15) journeymen in good standing shall constitute a quorum. All business transacted during a meeting of Local No. 773 after 9:30 p.m. is hereby declared illegal. Business on the floor at the time will be held over and taken up at the next regular meeting or a special meeting called.

## SECTION 2

Elected Officers and Committee Members: The elected officers of this Local Union shall be: President, Vice-President, Business Manager, Financial Secretary/Treasurer, Recording Secretary, Inside Guard, Executive Board of four (4) members, Finance Committee of three (3) members, and the Examining Board of three (3) members. The By-Laws Committee and Negotiating Committee shall be at the discretion of the body. The maximum number on a committee shall be five (5) members and the minimum shall be three members. All are elected for a three year term.

## DUTIES OF ELECTED OFFICERS

## A. President

The President shall preside over all meetings, enforce law and order in accordance with these By-Laws, Roberts Rules of Order and Common Sense. He shall appoint all committees with the exception of the By-Laws and the Negotiating committees and shall be ex-officio over all such committees with the exception of the Negotiating committee where the Business Manager will act as Chairman. The President shall perform such other duties as the laws and usage of the UA and Local Union require.

## B. Vice-President

The Vice-President shall be Chairman of the Executive Board. He shall have control over entrances and vestibule of the assembly hall and the supervision of members entering and departing.

In the absence of the President or when the latter is otherwise engaged, he shall preside over the membership meeting and appoint another member to his station and he shall perform such other duties as the Ritual and Constitution of the United Association provide. He shall be a delegate to the District Council.

## C. Business Manager

The Business Manager shall be Trustee of the Welfare of journeyman and apprentice members of Local No. 773. It shall be his duty to enforce the policies and rules of the Local Union.

He shall represent the members in a just and honorable manner. He shall be in charge of all business between the Local Union and the public and between the Local Union and the employers.

He shall attend all membership meetings. He shall attend Executive Board Meetings only if asked to do so.

He shall direct activities of organizing the unorganized within the jurisdiction of Local Union No. 773.

He shall direct all political activities and appoint a committee on political education.
He shall be in charge of keeping records of all shops and where the members are employed.
He shall be the officer authorized to accept travel and transfer cards in conjunction with the UA Constitution.

He shall devote full time to his duties and have no outside interests which might conflict with his supervision of the Local Union.

He shall carry out the established policies and enforce the Working Rules and By-Laws of the Local Union.

A Business Agent may be appointed by the Business Manager when in the judgment of the Local Union there is a need for a Business Agent to properly enforce the Collective Bargaining Agreement and to protect the jurisdiction of this Local Union. He/she is not an officer of the Local Union when he/she is appointed only when elected. Such appointee to be approved by the Executive Board and then the Membership. The Business Agent shall work directly under the supervision of the elected Business Manager.

The salary for the Business Manager working a 40 -hour week shall be paid tier 2 general foreman's wage. He/she will also receive $\$ 75.00$ per week allowance, a credit card and cell phone. The salary for the Business Agent and organizer working a 40 -hour week shall be paid at the foreman's wage. He/she will receive $\$ 75.00$ per week allowance, and a cell phone. The Recording Secretary will receive $\$ 1,200.00$ per year and the Financial Secretary Treasurer will receive one Day's pay at the Journeyman rate per week. If the Local Union does not own or lease a vehicle the Business Manager, Business Agent and organizer will receive compensation of $\$ 2.25 \mathrm{per} / \mathrm{hr}$. added to his/her rate of pay for additional expenses for the use of the personal vehicle and additional insurance coverage. Any overtime hours must be submitted for approval.

## D. Financial Secretary/Treasurer

The Financial Secretary/Treasurer shall keep a correct account of the financial standing of all members of the Local Union, receipt and account for all monies received or disbursed by order of the Local Union.

He shall collect all dues, assessments, or other monies due to the Local Union.
He shall deposit all money in a bank designated by the Local Union Executive Board, and pay all bills by check.

He shall be the corresponding officer only if it is applicable to his/her duties.
He shall keep a record of charges preferred against members and record the final determination of such charges.

He shall administer the Local Union Death Benefit Fund.

He shall assist and work in harmony with the elected Finance Committee, supplying such records and accounts as may be necessary for the proper functioning of their office.

The Financial Secretary Treasurer shall administer the financial affairs with the Business Manager or Local Union 773, except that employment of additional office personnel must be approved by the membership.

He shall perform such other duties as stated in the UA Constitution.
He shall be under a security bond with a reputable company. Bond expense to be paid by Local Union 773.

## E. Recording Secretary

The Recording Secretary shall keep a record of the transaction of all Local Union Meetings, and perform such duties as the Local Union directs him. He shall take a roll call of all Officers and Union Trustees present.

## F. Inside Guard

The sentry shall ensure that no unworthy person gains admittance; attend to all signals; receive all cards and deliver same to the Vice-President or President.

## G. Executive Board

The Executive Board shall meet the fourth (4) Monday of every month and shall meet at such other times and special sessions as necessity may demand. They shall keep a record of all meetings in an Executive Board Minutes Book.

They shall handle all matters referred to them by the general membership and be just and fearless in all their actions for the best interest of the Local.

The Executive Board shall act on all matters concerning apprentice members that may be referred or recommended to them by the Apprentice Committee.

The Executive Board shall be empowered to require apprentices to attend all classes and they shall recommend penalties and assessments when classes are not attended or the rules of the Local Union violated.

They shall perform their duties in compliance with the UA.

## H. Finance Board

The Finance Committee is to follow the UA Constitution and make an itemized report of all receipts and expenditures each month.

## I. The Examining Board

The Examining Board shall determine the qualifications of all applicants and make a report before an applicant is initiated as a journeyman member of Local Union No. 773. Records of these examinations shall be filed with the Local Secretary.

## SECTION 3

## RULES GOVERNING OFFICERS, BUSSINESS AGENTS, AND DELEGATES

A. Any elected officer missing Roll Call at Local Union or Committee Meetings three (3) consecutive times without presenting a satisfactory excuse shall forfeit his office.
B. When duties of a committee require members to be absent from Local meetings, they shall report same to Local and be marked present for meetings not attended.
C. Delegates to all conventions, either National or State, will include the Business Manager and any full time elected officers. The body of Local No. 773 will elect all other delegates.
D. Delegates to District Council Meetings will include: Business Manager, Business Agent, President, Vice-President, Financial Secretary-Treasurer and Executive Board members will act as alternates as needed.

## SECTION 4

## NOMINATIONS AND ELECTIONS

A. Nominations will be held as per the UA Constitution.
B. In an election of Local Union officers, an officer holding an office that is not up for election is not eligible for nomination to some other Local Union office set forth in Section 100 unless he first resigns the office he holds. His resignation must be written and filed with the Local Union prior to the mailing of nomination meeting notices.

Only members who have been members in continuous good standing in Local Union No. 773 for at least three years prior to election shall be eligible to hold office. Only journeyman members shall hold office, or serve on committees.

Any member who was a principle, partner, shareholder, director or officer of a signatory contractor which is delinquent in contributions to the Pension, Annuity, and Welfare Funds (per the Collective Bargaining Agreement) shall not be eligible to run for Trustee of Pension, Welfare and Annuity Funds.
C. No member may be nominated for office unless present at the meeting, the exception being that any member absent must have a letter of acceptance presented by a Brother member on his behalf at a nomination meeting.
D. Elected Officers shall be elected for a term of three (3) years. The Trustees of the Joint Apprenticeship Training Trust Fund will be elected by the body of Local No. 773 for a three (3) year term. The Trustees of the Welfare, Pension and Annuity Funds will be elected by the body of Local No. 773 for a four (4) year term.
E. Elections shall be by SECRET BALLOTS.
F. A ballot box will be made available at the Union Hall and the Plattsburgh Training Center for the election of Officers and also Delegates and Alternates to the United Association National Convention.
G. Any member of the United Association who enters business legitimately for himself, or who holds a financial interest in any business directly connected to the plumbing and pipefitting industry, and who desires to maintain his membership in the United Association in order to keep his burial expense benefits, shall not have the right to voice or vote or to take any part in the official affairs of the Union until six months after the member has terminated his business or financial interest in any business directly connected with the plumbing and pipefitting industry.
H. There shall be no campaigning inside of the voting room.
I. All Local Union offices will be CLOSED on Election Day.
J. General elections will be held in accordance with the United Association Constitution unless changed by the membership because of special circumstances.

## SECTION 5

Any member who is deemed total disability or meets retirement requirements under the Local No. 773 Pension Plan shall pay the minimum per capita set by the dues provisions in Section 130 (a) of the UA Constitution.

## SECTION 6

A. Initiation Fee for building trades journeymen of the Local shall be $\$ 1,000.00$. Initiation fee for metal trades journeymen shall be $\$ 750.00$. A $\$ 50.00$ credit will be given towards upgrading from a metal trades to a Building Trade's book for each year of service.
B. Any United Association journeyman, or applicant, who has passed a practical and theoretical examination and has been approved by the Local's Examining Board shall be given a copy of Local By-Laws and Working Rules, and instruction on same.
C. To become a journeyman member of the United Association an applicant must first meet qualifications of the UA Constitution and pass a test in Local No. 773. The time allowed for such an examination shall not exceed four (4) hours. A non-refundable fee of forty (40) dollars must accompany application.
D. A Journeyman examination will be scheduled twice a year at the discretion of the examining board.

## SECTION 7

Apprentice initiation fee is $\$ 250.00$

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## SECTION 8

A. Members before leaving and after returning to the jurisdiction of Local Union No. 773 shall notify the Local Union office.
B. All members of Local 773 shall notify the Local Union Office after termination of employment.

## SECTION 9

## DISCIPLINE

A. No member shall divulge the proceedings of any meeting to any person not a Member of this Association under penalty of assessment.
B. Any member knowingly proposing unworthy persons for membership or intentionally destroying any property belonging to this Association, or refusing to obey a request of the President shall be subject to an assessment.
C. Any member refusing to abide by the expressed will of this Association, using improper language while in session, or in any way violating his obligation, shall upon conviction thereof, be reprimanded, suspended, assessed or expelled at the discretion of this Local Union.
D. Any member failing to abide by Parliamentary procedure at a meeting shall be assessed the sum of fifty (\$50.00) dollars for each offense.
E. Any member violating these provisions may be subject to discipline in accordance with the procedures of the UA Constitution.

## SECTION 10

It shall be the duty of each and every member of this association to assist its officers in the proper discharge of their duties.

## SECTION 11

A. Job Steward - He shall make a Steward report at each Local Union meeting to retain his Steward status. He shall not miss two (2) consecutive meetings unless due to illness or authorized absence.
B. The Business Manager will appoint all stewards on all jobs. If a Steward is not performing his job properly, he can be replaced by the Business Manager.

## SECTION 12

In order to have a banquet or clambake it must be approved at a Special Meeting.

## SECTION 13

Each year, members of Local Union No. 773 shall receive a report showing the breakdown on Pension, Welfare, and Annuity Funds. It will be mailed to each member's last known address.

## SECTION 14

If there is a vacancy in any elected office of our Local Union, this vacancy shall be temporarily appointed by the President of the Local until such time as a special election can be held to fill that vacancy.

## SECTION 15

If a vacancy in the President's office exists, the Vice-President shall assume the office of the President.

## SECTION 16

It is hereby stated that new copies of our By-Laws be updated and printed into pocket-sized booklets, including any amendments and will be made available to all members.

## SECTION 17

No furnishings or equipment belonging to Local No. 773 shall be loaned to anyone other than a member of Local No. 773. Any member who does borrow any furnishings or equipment will be liable for any damage.

## SECTION 18

## SAVING CLAUSE

It is understood and agreed that any part of these By-Laws found to be in conflict with Federal, State or Local Laws or the UA Constitution shall be null and void and not affect the rest of these By-Laws.

## SECTION 19

Officers of Local No. 773 whose dues are to be paid are:

1. President
2. Vice-President
3. Business Manager
4. Business Agent
5. Recording Secretary
6. Inside Guard
7. Financial Secretary/Treasurer
8. Members of the Executive Board

Should a member of Local No. 773 deploy for military service, the General Fund will cover their monthly per capita dues for the duration of their deployment.

## SECTION 20

No member of Local No. 773 shall hold more than one salaried position in Local No. 773 at one time unless a vote is taken by the body at a Special Meeting for this purpose. Dues shall not be considered as salary.

## SECTION 21

All members of Local No. 773 working outside of the territorial jurisdiction of Local No. 773 will be subject to pay a working assessment of .25 cents per hour worked. However, pending on the financial status of the Local Union the .25 cent assessment can be waived if recommended by the Business Manager, Executive Board and approved by the membership. The same procedure will apply to re-instate the assessment.

## SECTION 22

A. No amendment or substitution can be made to these By-Laws, nor can these By-Laws be suspended or altered, unless said changes are submitted in writing to the By-Laws Committee.
B. The UA Constitution and the Roberts Rules of Order strongly favor requiring a two thirds majority vote of those present at the Special Union meeting in order to pass a By-Laws change.
C. Any proposed changes will be read at one Union meeting and afterwards a notice will be sent out before the next Special Union meeting to be discussed and voted on. The notice will include the proposed By-Laws changes so the members have it ahead of time before the Special meeting.

## BY-LAWS COMMITTEE

Michael Jarvis
Stephen Abbott
Brandon Estes
Lawrence Gonnelly
Adam Round

November 2020

