

# UNITED SERVICE AND ALLIED WORKERS OF Rhode Island

## STANDING RULES

1. The line of succession among officers in the order listed in the USAW-RI Constitution shall govern for the purpose of conducting meetings.
2. The Financial Secretary-Treasurer as designated by the Executive Board will be responsible for specified bargaining unit negotiations with the authorization of the Business Agent.
3. All USAWRI financial accounts will have two signatures: those of the Financial Secretary-Treasurer and of the President. The Vice President shall be authorized to sign in the absence of either.
4. Guidelines for fulltime officers/staff salaries and benefits will be as follows:
  - a. SALARY: The initial salary was established as \$42,000 effective 1/21/04. It rose to \$44,000 once there were 500 dues-paying members (which occurred effective the October 15, 2004 paycheck). Effective January 1, 2006, full-time officers received a raise of 3%. Starting in January 2007, the staff annual salary increase will be the average of the wage increases of the four largest bargaining units.
  - b. 401K: a contribution of 10% of salary will be made.
  - c. VACATION:
    - Shall be accrued each month from date of hire which is the date the staff person started full-time employment (for Amy Cardone, this is 1-19-2022 and for Frank J. Alfano, this is 1-18-2012) as follows:
      - Fulltime staff with 5 or fewer years of service with the union, including continuous time as a bargaining unit member, shall receive a total of 15 days per year.
      - Fulltime staff with more than 5 years of service with the union, including continuous time as a bargaining unit member, shall receive a total of 22 days per year.
    - Accrued vacation time shall be used within six (6) months following the next anniversary date or be lost. Staff may request that the Executive Board grant exceptions in unique circumstances.
    - Upon termination of employment for any reason, staff will receive the unused vacation days pro-rated based on time worked (e.g. a staff person with 22 days per year after 2 years would have accrued 44 days. If the staff person took 35 days during those two years, s/he would receive 9 days' pay upon leaving).
    - During their first year and a half, a staff person shall be allowed to borrow up to 10 days vacation not yet accrued.
  - d. PERSONAL/SICK: Staff shall be credited with 8 days from date of hire of each year and may bank up to 50 unused days. Banked days may only be used for illness or injury (*including family illness*). Staff is not entitled to be paid for any unused personal/sick time. Karen McAninch banked her leftover days from 2007. Consistent with the package awarded to Charlie Wood, and with the understanding that this constitutes a one-time payout exclusively for the two original officers when USAWRI was founded, Karen McAninch also received a lump sum payment for a total of 20 personal/vacation days upon leaving the union's employ.
  - e. BEREAVEMENT: up to 5 calendar days as spelled out in the Brown Facilities Management contract.
  - f. HEALTH AND DENTAL INSURANCE: Individual or family health (BC Healthmate) with a 10% copay, rising to 12% on January 1, 2016, and individual dental with a 50% copay or in lieu of health and dental, a health buyout of \$720, with ongoing modifications to mirror the benefits provided to Brown Facilities members (*approved 1/24/12 by the Executive Board and 2/28/12 by the Membership*).

- g. HOLIDAYS: 11 holidays as spelled out in the Brown Facilities contract (in the event a staff person works on one of said holidays, s/he will receive an alternate day off).
- h. JURY PAY: will be paid back to the union but salary will not be affected (made whole).
- i. UNPAID LEAVE OF ABSENCE: may request up to 6 months personal leave, without benefits, disability leaves up to 12 months, with benefits including health insurance, sick/personal days & vacation.
- j. DUES TO UNION: fulltime dues paid each month.
- k. SENIORITY: based on years of service in any bargaining unit of USAWRI.
- l. EXPENSES- Expense form shall be used by all staff and officers wanting reimbursement by the Union. Mileage shall be at the rate established by the IRS, adjusted when the IRS makes adjustments (approved June 17, 2008). Forms shall be made out on a monthly basis showing all itemized expenses. Any expenses dealing with organizing shall come before the Executive Board.

5. Receipts of expenditures shall be available or accessible at monthly meetings for all expenditures between meetings.

6. Picket Pay – Picketers will be paid an amount established by the Trustees depending on the current strike fund and voted upon by the Executive Board. Pay will be for the second and succeeding weeks of any strike beginning at the end of the second week. A minimum of 20 hours per week of picket duty or equivalent will be required to receive payment. Effective December 20, 2005, the following language was added: However, the minimum number of hours for partial weeks will be pro-rated.

7. The Financial Secretary-Treasurer will prepare an annual budget for the next calendar year for the December meeting, or the November if there is no December meeting (*as amended February 26, 2013*), for approval by the Executive Board.

8. Death in the Family – A floral spray or donation will be sent in memory of a member, *a member's spouse or significant other and a member's child* and a sympathy card will be sent by the Union to a member in memory of other immediate family members if the death is brought to the attention of the Union office. Immediate family members include spouse, child, parent, and sibling.

9. Amendment to Standing Rules – (*approved on March 17, 2009*), to clarify original intent:

Beginning with Thanksgiving 2004 - \$50 gift certificates for local supermarkets will be sent to members who are out due to illness or injury including the holidays of Thanksgiving, Christmas and Easter for a minimum of four consecutive weeks.

Allow employees who espouse other religions to request gift certificates if their period of absence includes one of their major religious holidays.

*(The intent is to give out the gift certificates before each holiday to members who have been or will be out for at least four weeks, including the holiday – since it's not a perfect system, if an employee is overlooked they may call the union office to make sure we know they qualify)*

*(Approved January 24, 2017): Clarify that this includes members who are out of work because they are caring for family members.*

10. Organizing -- All financial aspects of organizing will come before the Executive Board before any action is taken. The union is authorized to spend up to \$1000 for organizing and strike support prior to membership approval.

11. Part-timers for the purpose of dues and initiation fees shall be as defined in that bargaining unit's contract.

12. The Business Agent and Financial Secretary-Treasurer shall keep lists of mail received on behalf of the Union to be read off expeditiously at the monthly meeting.

13. All full-time officers shall inform the President regarding days off and shall report at the monthly meeting and at the end of the year regarding vacation and sick time on the books.

14. All Standing Rules, unlike changes in the Constitution and Bylaws, may be overridden by a 2/3 vote at any meeting as long as the changes are posted in all bargaining units as agenda items for the upcoming meeting.

15. Standing Rules shall not conflict with or take the place of the Constitution and Bylaws of USAWRI.

16. *(Effective October 18, 2005)*, stewards will be reimbursed their full dues. *(Effective February 21, 2006)*, officers will receive compensation as follows:

President \$50 per month

Vice-President and Recording Secretary \$25 per month

Trustees and Executive Board members: \$10 per Executive Board meeting attended; Trustees to be paid an additional \$10 per Trustees' meeting attended.

*(Added effective May 28, 2013), An Executive Board member who attends a monthly combined Executive Board/Membership meeting during his/her work shift and loses pay from his/her employer as a result shall be compensated at his/her current normal rate of pay for up to a maximum of two (2) hours, less a compensation factor of ten dollars (\$10).*

17. *(Added effective 1/18/05 as amended February 26, 2013)*: Normally, the Executive Board meetings will be held at 6:00 p.m. and the Combined Executive Board/General Membership meetings at 6:30 p.m. on the fourth Tuesday of the month. However, in the month of December, there will be no meeting held and in January, the meeting will be held on the second Tuesday *(as amended March 26, 2019)*. All expenditures shall be subject to the approval of the Executive Board and Membership at that meeting. Any business not on the agenda or which the Executive Board or Membership deems to be major or controversial will be brought up at the general membership meeting the same night, but not voted on until the next meeting, at which time there will be an opportunity for everyone to vote. *Effective 3/27/12, the membership approved changing the date to the 4<sup>th</sup> (fourth) Tuesday.*

18. *(Added effective 3/15/05)*: The union will pay all members with lost time due to arbitrations.

19. *(Added effective 2/19/08)*: the two full-time officers, and the President and Recording Secretary have copies of the Constitution, Bylaws, and Standing Rules available for consultation at every meeting.

20. (*Added effective 11/17/09*): Standing Rule regarding USAWRI Scholarships:
1. Set aside at least \$1500 (now up to \$4,500.00) each year – a combination of budgeted money and contributions, including from officers who donate their stipends. Plan to give out three scholarships a year of \$500 each. (*Amended effective 3/17/10*): Increase amount to \$1000 per scholarship. (*Amended November, 2012*) to prohibit scholarship winners from entering and winning again. (*Amended effective 2/3/15*): Increase from 3 to 4 scholarships of \$1000 each. (*Amended March 28, 2017*) to name one of the existing USAWRI scholarships after Daniel E. Paiva using existing criteria that are presently used to select the other scholarships beginning in 2018 and to name one of the existing scholarships after Mark J. Baumer and to use different criteria, as described in the document entitled “The USAWRI Mark J. Baumer Scholarship” distributed at this meeting, to select that scholarship beginning in 2018. Should those different criteria not be met by an applicant, then the scholarship would still be awarded in his name under the existing criteria used for the other scholarships. (*Amended April 25, 2017*): If the Scholarship Committee decides that one of the essays received in a given year is exceptional, at its discretion, it may decide the Daniel E. Paiva USAWRI Scholarship in the amount of \$1500.
  2. Publicize the fund in the fall; allow applications from January to ~~March~~ May 15<sup>th</sup> (*Amended August 22, 2023 effective 2024*) of each year starting in 2010.
  3. Select a committee of at least three ~~Executive Board members~~ (*amended April 26, 2016*) USAWRI members in good standing, to review applications in ~~April~~ late May and June (*Amended August 22, 2023 effective 2024*) and to choose ~~3~~ 4 (*Amended effective 2/3/15*) awardees.
  4. Criteria for original USAWRI and Daniel E. Paiva USAWRI Scholarships:
    - a. Must be USAWRI members or ~~child of a USAWRI member under the age of 24~~ immediate family members (*Amended August 22, 2023 effective 2024*) at the time of the application and award.
    - b. Must be enrolled in a degree granting institution and credit classes at least half-time ~~Consider applications for middle and high school as well.~~ (*Amended April 26, 2016 effective 2017*): award may be used only for post-secondary education at a community college, college, university, or accredited trade school.
    - c. Awards are for the current calendar year (following September).
    - d. Develop an application and essay based on the one UNAP used.
  5. Criteria for Mark Baumer USAW-RI Scholarship, approved September 26, 2017: USAWRI Mark Baumer Scholarship Criteria for a \$1,000 Scholarship to be awarded in May or June 2018.  
Requirements for applicants for the USAWRI Mark Baumer Scholarship award:
    1. Involvement in progressive labor, community, environmental or political activism;
    2. Submit resume’ or short statement explaining the applicant’s work in one or more of the above areas of progressive activism;
    3. Provide three (3) references who can attest to the applicant’s activist work;
    4. Must have completed secondary school or have earned a GED, but there is no upper age limit on winning the Scholarship;
    5. Open to all USAWRI members and their children, RI residents and students attending school in RI;
    6. Must use the Scholarship award to attend an accredited educational institution, but courses taken do not have to be part of a degree program.

Candidates will be evaluated on:

1. Most demonstrated involvement in progressive labor, community, environmental or political activism;
2. Involvement that most closely represents the spirit of Mark Baumer’s work, who as a USAWRI member, steward and organizing committee member and/or as a community activist, most notably with Fang Collective ([thefangcollective.org](http://thefangcollective.org)) The reviewing committee will give added weight to applications for scholarships to pay tuition at institutions whose employees USAWRI represents. If in any given year, no applicant wins the USAWRI Mark Baumer Scholarship based on the criteria, the Scholarship may be awarded according to the application criteria for other USAWRI Scholarships, and in that case, determination of the winner will be made by the scholarship committee reviewing the applications for those other scholarships.

21. The Trustees will be paid \$25.00 per hour per Trustee, up to \$200 each for doing the annual audit. (*Voted by the Executive Board September 2009; approved by the General Membership February 28, 2012. Added June 26, 2012 by a vote of the membership*): Trustees will be paid only after the Union has received the audit report.

22. Protocol for expenses:

(*Approved September 25, 2012*): Items on the advance agenda for the Executive Board and Membership meetings may be voted on by both if there is a quorum.

(*Approved October 23, 2012*): Up to \$500 may be spent between meetings without a vote for operating and organizing expenses of the union (for example buttons, hospitality, office equipment – as opposed to donations to organizations or individuals).

23. (*Approved May 28, 2013*): Code of Conduct

The following code of conduct shall be observed at all Union meetings, functions, and events. No swearing, shouting, pounding on the furniture, aggressive physical behavior, personal verbal attack, badgering, side meeting, or attempt to silence a member speaking when s/he has been recognized shall be tolerated

Each member attending a Union Meeting shall have the right to speak to each issue on the agenda, or to each issue added to the agenda by the common consent of those at the meeting, for a maximum of three (3) minutes until everyone who wants to address the issue has had a chance to do so. In most instances, the presiding officer will recognize only one member at a time.

The first violation of this rule by a member shall normally result in a warning to him/her by the Union officer presiding at the meeting. The second violation shall result in the offending member being required to withdraw for five (5) minutes from the room in which the meeting is being held. The third violation shall result in the offending member's ejection from the room for the rest of the meeting.

The union officer presiding at the meeting shall be empowered to enforce the rule with the assistance of the sergeant-at-arms as necessary. This officer may, depending on the nature of the violation of this rule, decide to eject the offending member from the room for the duration of the meeting before the third violation. A majority of those attending the meeting may however vote to overturn this decision if they disagree with it. The presiding officer shall designate a member to act as sergeant-at-arms at every meeting; The USAWRI Sergeant-at Arms shall perform this role when s/he is in attendance.

Any member attending a meeting who feels that this rule has been violated shall have the right to ask the presiding officer to interrupt the meeting and address his/her complaint. If the presiding officer considers that this rule has been violated, s/he shall proceed as outlined above. If the presiding officer considers that no violation has taken place but at least one person at the meeting other than the one who raised the original objection disagrees, the question shall be put to a vote with the majority of those voting ruling on whether a violation has occurred or not. If a violation is found to have occurred, the presiding officer shall apply the above sanctions.

24. (*Approved July 22, 2014*): When USAWRI checking account reaches \$30,000; the Trustees and the Treasurer will review the account and then transfer \$5,000 to the USAW non-strike fund savings account.

25. (*Approved March 26, 2013*): Constitutional change in Article IV Executive Board p. 8 (4<sup>th</sup> sentence): The Executive Board shall be further empowered to appropriate funds to defray necessary expenses that are incurred between meetings in accordance with Standing Rules. Delete the 5<sup>th</sup> sentence ~~All such appropriations of the Executive Board shall be subject to the approval of the membership at the next general meeting.~~

26. (*Approved March 28, 2017*): To amend the USAWRI Constitution and Bylaws, Article V, Section 12 to increase the contribution to the strike fund from the current \$1.50 per member per month to \$1.75 per member per month.

27. (*Approved July 23, 2019*): For retirees with 20 years of service, the union will present them with a gift of \$100, beginning August 1, 2019.

28. For clarification of the USAWRI Constitution and Bylaws, Article III, Section 2: The Executive Board members who represent a given bargaining unit shall be nominated and elected only by the members in good standing of that bargaining unit. Members in good standing of any bargaining unit may nominate themselves as representatives of their bargaining unit on the Executive Board. Nominations shall be accepted, and the election shall be held, at (a) time(s) and place(s), and according to procedures, agreed upon by a majority of members in good standing of that bargaining unit, provided the nomination and election processes are in accordance with the USAWRI Constitution and Bylaws. (*Approved August 27, 2019*)

Passed at the August 26, 2025 Executive Board Meeting

# USAWRI Benevolence Fund Guidelines & Application

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## OUR MISSION

On behalf of the United Service and Allied Workers of Rhode Island, the Executive Board is committed to an effort to provide emergency relief to eligible members who are facing an unforeseen emergency financial hardship of up to \$1,000.

## APPLICATION PROCESS

All requests for assistance from the Benevolence Fund shall be made by submitting a "USAWRI Member Emergency Assistance Application" to the staff or any member of the Executive Board. This application can be accessed by going online to [www.usawri.org/member\\_benevolence](http://www.usawri.org/member_benevolence) or by request from staff or members of the Executive Board. The application should contain all information which will aid the Executive Board in evaluating the request. This could be medical bills, physician reports, and fire or flood reports, documented loss of income due to illness or accident. The completed form should be delivered to the USAWRI Office to the attention of the Executive Board.

- All members of the Executive Board will keep requests to and disbursements from the Fund *strictly confidential* to individuals outside of the Executive Board.
- The Executive Board shall approve or deny requests based upon the eligibility criteria listed below and provided that funds are available for distribution.
- The person requesting assistance will be notified of the decision by the Executive Board.
- Upon approval of assistance by the Executive Board, the Financial Secretary-Treasurer will be instructed to carry out any favorable decision within 3 working days, if not sooner.

## Eligibility Criteria

- Requestor must be a member in a full or part-time position and have been a member in good standing for at least one year. Temporary workers are not eligible.
- Requestor's need for financial assistance must come from emergency, unforeseen circumstances beyond the member's control. This would not include living beyond one's means. This undue, financial hardship may be the result of sickness, injury, fire, theft, natural disasters such as flood, hurricane, or loss of essential property or primary residence due to circumstances beyond requestor's (or requestor's family's) control and not covered by insurance, the employer or other possible relief.
- Expenses that would not be included for consideration would be: poor financial planning, divorce, non-essential items such as cell phone, cable, credit card payments, expenses related to car repairs, general dentistry, bail, garnishments, judgements, child care, debt repayment or consolidation, litigation, medical needs for which insurance or a charity hospital is available.
- Members may submit only one application within an 18 month period. No more than 3 applications may be submitted within the member's total time as a member.
- An Executive Board member may not participate in consideration of an application for an award for themselves or for their family member.

# USAWRI Member Benevolence Fund Application

Please fill out this form and return to: USAWRI Executive Board; 90 Printery Street; Providence, RI 02904.

CONFIDENTIAL – This form is for OFFICE USE only and may not be disclosed except with specific written consent of the applicant. I understand that a copy of my application will be retained for USAWRI Benevolence Fund records.

Member Name: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

Please print

Address: \_\_\_\_\_

Number and Street City State Zip

Email address: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Years as a member of USAWRI \_\_\_\_\_ Full or Part Time (circle one)

\*If this a request from a member on behalf of another member, please provide your name and telephone number.

Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

**Details of Request:** Please describe the financial hardship and expenses related to them. Attach copies of bills/documentation related to the emergency that resulted in the financial hardship. Attach additional pages if necessary. (Note: The Executive Board may request additional information before making a decision.)

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Amount Requested: \$ \_\_\_\_\_

I certify that the information provided on this application is complete and accurate and that my financial hardship is genuine. I certify all supporting documents that I provide are valid and accurate. I will apply all money received from the fund toward debts related to the hardship. I understand that my application will not be considered for financial assistance if it is found to contain misleading information.

\_\_\_\_\_  
Member signature Date