

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 USAW-RI 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 Karen, this is 1-19-2004 and for Frank, 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 may bank her 6 leftover days from 2007. Consistent with the package awarded to Charlie, and with the understanding that this constitutes a one-time payout exclusively for the two original officers when USAW was founded, Karen McAninch will also receive 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 USAW-RI and/or SEIU 134.

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 for approval by the Executive Board.

8. Death in the Family – A floral spray if timely, or a donation, will be sent in memory of a member (current or retired), *a member's spouse or significant other, or a member's child* if the death is brought to the attention of the Union office. 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. Other immediate family members include parents and siblings.

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 USAW-RI.

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/General 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 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. All expenditures shall be subject to the approval of the Executive Board/General 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 that night, but placed on the agenda and not voted on until the next meeting.

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 USAW Scholarships:

1. Set aside at least \$1500 (**now up to \$4500**) 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 USAW-RI scholarships after Daniel E. Paiva using the existing criteria that are presently used to select the other scholarships beginning in 2018 and to name one of the existing USAW-RI scholarships after Mark J. Baumer and to use different criteria, as described in the document entitled "The USAW-RI Mark J. Baumer Scholarship" distributed at this meeting, to select that scholarship beginning in 2018. Should that different criteria not be met by any 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 award the Daniel E. Paiva USAW-RI Scholarship in the amount of \$1500.

2. Publicize the fund in the fall; allow applications from January to March of each year starting in 2010.
3. Select a committee of at least three ~~Executive Board members~~ (amended April 26, 2016 to) **USAW-RI members in good standing**, approved by the Executive Board, to review applications in April and to choose 3 awardees.
4. Criteria for original USAW-RI and Daniel E. Paiva USAW-RI Scholarships:
 - a. Must be USAW members or child of a USAW member under the age of 24 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 uses.

5. Criteria for Mark Baumer USAW-RI Scholarship, approved September 26, 2017: USAW-RI Mark Baumer Scholarship Criteria for a \$1,000 Scholarship to be awarded in May or June 2018.

Requirements for applicants for the USAW-RI 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 (30 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 USAW-RI 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 USAW-RI member, steward and organizing committee member and/or as a community activist, most notably with Fang Collective (thefangcollective.org)

The reviewing committee will give added weight to applications for scholarships to pay tuition at institutions whose employees USAW-RI represents.

If in any given year, no applicant wins the USAW-RI Mark Baumer Scholarship based on the criteria, the Scholarship may be awarded according to the application criteria for other USAW-RI 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 (see attached)

24. Approved July 22, 2014: When the USAW 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.

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

Approved March 28, 2017: Amend the USAW-RI 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.

25. For clarification of USAW-RI 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 USAW-RI Constitution and Bylaws. (Approved August 27, 2019)