

PORTLAND NEWSPAPER GUILD

Portland, Maine
Local 128 of The Newspaper Guild
AFL-CIO, CLC

Organized June 13, 1937

B Y - L A W S

Revised and Amended
January 15, 1991

TABLE OF CONTENTS

ARTICLE I - Structure.....	1
ARTICLE II - Local Membership Meetings.....	1
ARTICLE III - Local Executive Board.....	2
ARTICLE IV - Duties of Local Officers.....	3
ARTICLE V - Units.....	4
ARTICLE VI - Elections.....	5
ARTICLE VII - Shop Stewards.....	6
ARTICLE VIII - Membership.....	7
ARTICLE IX - Collective Bargaining.....	7
ARTICLE X - Discipline.....	7
ARTICLE XI - Dues, Fees, Fines & Assessments.....	7
ARTICLE XII - Referendum.....	9
ARTICLE XIII - Official Publication.....	9
ARTICLE XIV - Amendments.....	10
ARTICLE XV - Interpretation.....	10
ARTICLE XVI - Conflict of By-Laws.....	10
Local Structure Schematic.....	11
Local and Unit Meeting Schedule.....	12

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ARTICLE I - STRUCTURE

- Section 1. The membership meeting of the Local shall be the supreme authority of the Local.
- Section 2. Between general meetings of the Local, its governing body shall be the Local Executive Board, which shall administer its affairs, but shall make no decision permanently establishing the general policies of the Local.
- Section 3. The Local shall exercise only those functions and powers specifically granted by TNG's Constitution and these By-Laws.

ARTICLE II - LOCAL MEMBERSHIP MEETINGS

- Section 1. Regular meetings of the Local membership shall be held twice a year in March and November on the second Tuesday of the month or some other day established at least one (1) month in advance by the Local Executive Board and for which proper notification has been given. The time and place of such meetings shall also be set by the Local Executive Board.

Portland Newspaper Guild

- Section 2. The Secretary shall give not less than five (5) days' notice through shop stewards to the membership in advance of every meeting; except that the Local Executive Board may call a special meeting on two (2) days' notice or an emergency meeting on six (6) hours' notice. No motion to reverse or review previous decisions of the membership or Local Executive Board shall be acted upon unless contained in the notice of the meeting. The Secretary shall include in the meeting notice any motion from fifteen (15) or more members of an intention to move for such a review or reversal.
- Section 3. A special membership meeting shall be called by the Secretary on instruction of the Local Executive Board, or on a written petition signed by no fewer than fifteen (15) percent of the membership in good standing at the time of the filing of the petition.
- Section 4. At any meeting, the presence of five (5) percent of the members in good standing shall constitute a quorum.

ARTICLE III - LOCAL EXECUTIVE BOARD

- Section 1. The Local Executive Board shall consist of the elected Local and Unit officers and one (1) additional delegate per unit for each one hundred (100) members or fraction thereof.
- Section 2. The Local Executive Board shall meet following each Local membership meeting and thereafter every other month, the day, time and place to be set by it.
- Section 3. Special meetings of the Local Executive Board shall be called by the chair or by the Secretary on written request of three (3) members.
- Section 4. A quorum at any meeting of the Local Executive Board shall consist of not less than five (5) members.
- Section 5. The Local Executive Board shall supervise the handling of all local funds, except payments of a strictly routine nature, and shall be responsible

for the guidance of all Local officers and for the development of general local policy subject to concurrence by the membership.

ARTICLE IV - DUTIES OF LOCAL OFFICERS

- Section 1. The President shall preside at all Local membership meetings and at meetings of the Local Executive Board, and shall supervise the other officers in the exercise of their respective duties. The President shall establish all standing and special committees and have the prerogative of recommending members to each. The President shall be ex-officio member of each. The President shall sign all membership cards.
- Section 2. The Vice President shall perform the duties of the President in that officer's absence, and shall share that officer's work load in the capacity of the President's chief assistant.
- Section 3 The Secretary shall be the custodian of the Local's records, other than financial, shall conduct routine correspondence of the Local other than financial, and such other correspondence as may be directed by the Local Executive Board or membership; shall keep accurate minutes of membership meetings and meetings of the Local Executive Board and shall cause a copy of the minutes to be delivered to each member within ten (10) days after each meeting.
- Section 4. The Treasurer shall be the custodian of all funds of the Local under direction of the Local Executive Board, except that no authorization shall be required for routine office expenses and the routine transmission of funds to TNG. The Treasurer shall report on the Local's finances at all regular meetings of the Local and whenever called upon by the Local Executive Board or the Local, and shall present the accounts for audit annually or at any time the Local Executive Board or Local desires. The Treasurer shall keep complete and accurate records of the membership, their addresses and dues standing. The Treasurer shall also be responsible for the application within the Local of the financial provisions of TNG's Constitution

and of these By-Laws. All checks shall be signed by the Treasurer and one (1) other officer in order to be valid.

Section 5. All officers authorized to sign checks drawn on Local funds or authorized to handle Local monies shall be bonded.

ARTICLE V - UNITS

Section 1. The governance of Units shall be by the Unit membership. The Unit membership shall meet at least four (4) times a year in February, April, October and December, and additionally, as needed. Such special meetings may be called by the Unit secretary-treasurer, Unit Executive Committee or on written petition of the Unit membership on the same basis as set forth in Article II, Section 3.

Section 2. The Unit Executive Committee shall consist of the Unit Officers and Local Executive Board delegate(s) and shall meet every other month beginning in February of each year. The Unit Executive Committee shall conduct the business of the Unit between Unit membership meetings, but shall have no authority to bind the Local or to disperse Local funds without prior authorization.

Section 3. The officers of the Unit shall be the chairperson, vice-chairperson, and secretary-treasurer. The Unit chairperson shall oversee the day-to-day operation of the Unit and ensure full communications with the Local. The vice-chairperson shall serve as chief shop steward within the Unit and chair all meetings of the shop stewards. The secretary-treasurer shall keep accurate minutes of all Unit Executive Committee and Unit membership meetings, shall ensure the transmittal of all non-working files to the Local and shall make a full financial accounting to the Local Treasurer, including reports on disbursements from any discretionary funds.

Section 4. Unit officers and Local Executive Board delegates shall be nominated for alternating two (2) year terms at the October Unit membership meetings. Elections, should there be contests, shall be

conducted by the Local Election Committee in December in accordance with Article VI, Section 3. Unit officers and Local Executive Board delegates shall take office at the January meeting of the Local Executive Board.

ARTICLE VI - ELECTIONS

Section 1. An election committee and a nominating committee of up to five (5), but in no case less than three (3), members each shall be elected annually at the September meeting of the Local Executive Board.

Section 2. The nominating committee shall report nominations for Local officers to the November membership meeting. Further nominations may be made at that meeting, either by petition signed by at least ten (10) members in good standing or by motion from the floor. In order to seek renomination to a post, an officer must have attended at least half (3) of the Local Executive Board meetings in the previous year, or at least half of the meetings held since the officers appointment.

In the event there is no contest for a Local office when nominations are made at the November membership meeting, those placed in nomination will be duly elected at that meeting.

Section 3. Beginning in December, 1978, Local and Unit officers shall be elected to two-year terms. Local Executive Board delegates shall be elected to one-year terms until December 1979, when they, too, shall be elected to two-year terms. Membership referendums for officers and Local Executive Board delegates shall thereafter be held alternately each December. Not less than fifteen (15) days prior to the election, the Secretary shall mail to the home address of each member a list of the qualified candidates, together with notice of the election period. The elections committee shall supervise the preparation of ballots, listing all nominees, and shall deliver one ballot to each member in good standing at least ten (10) days before the day set for counting the marked ballots. Ballots for Local officers and Local Executive Board delegates shall make provisions

for write-in candidates. The elections committee shall receive all marked ballots, count them and announce the results. A plurality of those voting shall be required to elect. Elected officers and Local Executive Board delegates shall take office at the Local Executive Board meeting in January.

Section 4. Delegates and alternates to the International Conventions of TNG, the New England District Council, Maine AFL-CIO Convention and the Greater Portland Federated Labor Council shall be nominated from the floor and elected at the March membership meeting, which also shall determine the number to be elected. In the event of a contest, the meeting may defer the election and schedule a membership referendum for May. In such cases, the elections committee shall supervise the preparation of ballots, etc. in the same manner as prescribed for the election of officers and Local Executive Board delegates under Article VI, Section 3 of these By-Laws.

Section 5. Vacancies in the post of Local or Unit officers, Local Executive Board delegates shall be filled by the President with the concurrence of the Local Executive Board; but members so designated shall hold office only until confirmed by the membership at its next meeting.

ARTICLE VII - SHOP STEWARDS

Section 1 Shop stewards shall be responsible for contract enforcement, communications, the induction of new members into the Guild and the representation of members within that department or subdivision.

Section 2. A shop steward shall be appointed by the President with the concurrence of the Local Executive Board. Any questions arising from the appointment of a shop steward, or about the duties and responsibilities, shall be decided by the Local Executive Board.

Section 3. Shop stewards shall meet at least twice a year to discuss current situations and to share information. Such sessions shall be called and chaired by the respective Unit vice-chairperson.

ARTICLE VIII - MEMBERSHIP

- Section 1. An applicant for membership shall submit his or her application to the Local Executive Board of the Local and final action on any application shall be by the Local Executive Board, subject to appeal as provided in TNG's Constitution.
- Section 2. Good standing requirements of TNG's Constitution in respect to dues shall apply equally to initiation fee payments under Article XI, Section 1(c) of these By-Laws.

ARTICLE IX - COLLECTIVE BARGAINING

- Section 1. Unit negotiating committees, which shall enter into collective bargaining on behalf of the Local, shall be appointed by the President upon recommendation of the respective Unit chairpersons. The negotiations shall be open to members.
- Section 2. Any agreement arrived at in negotiations shall be submitted to the Unit membership for approval only after approval by TNG and the Local Executive Board.
- Section 3. During any period when collective bargaining is pending, no member may discuss collective conditions of employment or matters related to collective bargaining with the employer or the employer's representatives in such a way as to defeat the efforts of the negotiating committee without risking disciplinary action under Article XII of TNG's Constitution.

ARTICLE X - DISCIPLINE

- Section 1. Discipline under these By-Laws shall be governed by TNG's Constitution under Articles XII and XIII.

ARTICLE XI - DUES, FEES, FINES & ASSESSMENTS

- Section 1. A schedule of dues, initiation and reinstatement fees shall be set and posted by the Local Executive Board, subject to approval by the membership

Portland Newspaper Guild

in accordance with Article XIV of these By-Laws.

In accordance with the above, the following schedule of dues, initiation and reinstatement fees are adopted and posted:

- a) Dues shall be paid monthly in an amount equivalent to 6.5 percent of each member's weekly salary; or shall be paid weekly - in the event of weekly dues deduction is negotiated and approved by the membership - in an amount equivalent to 1.5 percent of the member's weekly salary.
- b) For unemployed and retired members, dues shall be \$.25 a month; and for associate members, dues shall be \$5 a year. For at-large members, working in a shop not under Guild contract, dues shall be equal to the minimum amount needed to cover the cost of all services to that member, save the local per capita budgeted share for negotiations; the specific amount - except as adjusted by the imposition of full regular dues, per capita assessments or "pass through" levies - shall be reviewed and set in January each year.
- c) Each applicant admitted to membership shall pay an initiation fee of \$5, which shall accompany the application for membership. The reinstatement fee shall also be \$5.

Section 2. The Local may, by vote of members in good standing at a membership meeting, levy an assessment of not more than \$1.00 per member per week. Notice of the intent to vote on the proposed assessment shall be contained in the notice of the meeting (given in accordance with Article II, Section 2) at which it is proposed such action be taken.

Section 3. All monies collected on behalf of the Local, except those collected for TNG, or a branch of TNG, shall be the property of the Local.

Section 4. A member who loses good standing by becoming more

than one (1) month in arrears on any of his or her constitutional obligations may be fined up to ten (\$10) dollars a month for each month in arrears, the specific amount to be set by the Local Executive Board. Any member who loses good standing shall have his or her fine waived provided a record of good standing is maintained in three (3) succeeding months.

ARTICLE XII - REFERENDUM

Section 1. Any matter to be decided by the Local may be submitted to a referendum of the Local membership either by vote of the Local membership at one of its meetings or by the Local Executive Board and shall be submitted to such a referendum on petition signed by not less than ten (10) percent of the Local membership in good standing at the time of the filing of the petition.

Section 2. Provisions for the holding of a referendum shall be made by the Local Executive Board, and may take the form of a vote by mail or a vote in person at designated polling places or a combination of both. No ballot shall be delivered to a member not in good standing at the time of the distribution of the ballots, and all members shall be given fifteen (15) days' notice of any referendum by mail.

ARTICLE XIII - OFFICIAL PUBLICATION

Section 1. The official publication of the Local is the BACKGROUNDER, which shall be published at least ten (10) times a year under the supervision of the Local Executive Board. The President shall appoint, with the concurrence of the Local Executive Board, a staff to edit and produce the BACKGROUNDER. The BACKGROUNDER shall be distributed free of charge to the entire membership.

Section 2. Whenever notice to the membership is required by these By-Laws, publication of such notice in the BACKGROUNDER shall constitute compliance.

ARTICLE XIV - AMENDMENTS

Section 1. These By-Laws may be amended by any Local membership meeting upon submission of the proposed amendment by the Local Executive Board on its own motion or by petition signed by not less than twenty (20) percent of the membership in good standing. Such proposed amendments shall be posted and made available to the membership not less than ten (10) days prior to the meeting, along with notice of the time and place of the meeting.

Section 2. All amendments, unless otherwise stated, shall become effective on the first day of the month following their adoption.

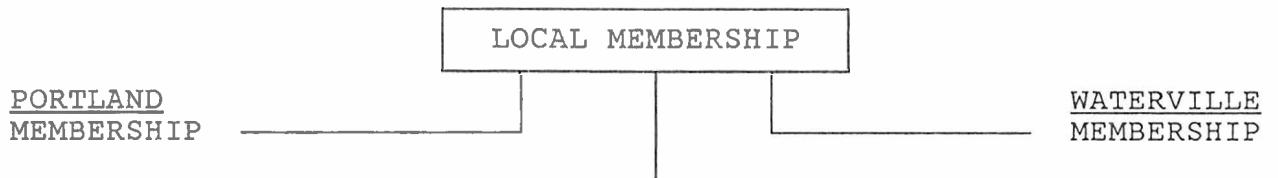
ARTICLE XV - INTERPRETATION

Section 1. These By-Laws shall be interpreted by the Local Executive Board subject to appeal to the membership at a Local membership meeting, to the International Executive Board and to the next International Convention of TNG. Questions of procedure not covered by TNG's Constitution, Convention decision or these By-Laws shall be governed by the most recently revised edition of Robert's Rules of Order.

ARTICLE XVI - CONFLICT OF BY-LAWS

Section 1. Whenever any section of these By-Laws come in conflict with the Constitution of The Newspaper Guild, that section, but only that section, will be superseded by the constitutional requirements of TNG.

LOCAL STRUCTURE



LOCAL EXECUTIVE BOARD
(15-member board made up of the following:)

LOCAL OFFICERS

PRESIDENT

VICE PRESIDENT

SECRETARY

TREASURER

and

UNIT EXECUTIVE COMMITTEES

CHAIRPERSON
VICE CHAIRPERSON
SECRETARY/TREASURER
4 UNIT E. BOARD DELEGATES



UNIT OFFICERS



CHAIRPERSON
VICE CHAIRPERSON
SECRETARY/TREASURER
1 UNIT E. BOARD DELEGATE

MEETING SCHEDULE

JANUARY

LOCAL EXECUTIVE BOARD
(Swearing in of new officers/ E. Board delegates)

FEBRUARY

UNIT MEMBERSHIP AND EXECUTIVE COMMITTEES

MARCH

LOCAL MEMBERSHIP AND EXECUTIVE BOARD
(Election of convention delegates, etc.)

APRIL

UNIT MEMBERSHIP AND EXECUTIVE COMMITTEES

MAY

LOCAL EXECUTIVE BOARD

JUNE

UNIT EXECUTIVE COMMITTEES

JULY

LOCAL EXECUTIVE BOARD

AUGUST

UNIT EXECUTIVE COMMITTEES

SEPTEMBER

LOCAL EXECUTIVE BOARD
(Election of nominating & election committees)

OCTOBER

UNIT MEMBERSHIP AND EXECUTIVE COMMITTEES
(Nomination of unit officers & E. Board delegates)

NOVEMBER

LOCAL MEMBERSHIP AND EXECUTIVE BOARD
(Nomination of Local Officers)

DECEMBER

UNIT MEMBERSHIP AND EXECUTIVE COMMITTEES
(Referendums as necessary)