

Preamble

Columbia Postdoctoral Workers-UAW Local 4100 brings together Columbia University's post-doctorate academic workers. We have joined together to form a union and collectively secure safer and more dignified working conditions. We are part of a broader movement of unionization of academic workers all around the country. As the first post-graduate union at a private university, we are proud to be part of the labor movement, with its rich history of struggles to improve conditions of workers. We know we stand on the shoulders of giants and we strive to continue this tradition.

As researchers, scholars and scientists, our intellectual and applied work strives to expand the boundaries of knowledge, promotes critical thinking and contributes to societal progress at large. We seek to create a space where intellectual work flourishes, with intellectual independence, freedom of speech and academic integrity. We also promise to advocate for science and academia and to participate meaningfully in political and legislative action.

As workers, we stand for a fair and dignified work life, free of insecurity; a safe and healthy workplace respectful of our individual and collective identities. We pledge to fight prejudice; to foster a work place void of discrimination, harrasment and bullying; to demand an academic environment that is equitable, just and inclusive.

As members of our union and organizers, we are here to secure rights and representation in an otherwise undemocratic workplace. We are committed to ensuring the full implementation of our contract; negotiating the best wages, improving health and pension benefits; preserving and expanding members' career opportunities; administrating all union funds for the benefits of the membership at large; and protecting employees against any employer transgression and discrimination.

The present bylaws are the rules and regulations put in place by the membership to achieve our objectives. We strive to be a democratic, open and transparent organization, and by the mechanisms presented in this document, we hope to equip ourselves with an operable, flexible, empowering structure to harness our collective powers. We also note that no regulations nor structures can replace organizing, sole guarantee of a fully consultative and meaningful union.

Despite efforts to create a lasting structure for our union we recognize that this document will need to evolve to adapt to the perpetual changes and reckonings of our society. In particular, racism, ageism, ableism, sexism and genderism have continuously plagued academia and Columbia University specifically, and have been used to weaken unions and divide workers. We pledge to acknowledge the interconnected nature of race, class, gender and other social categorizations in our fight for equity. We recognize that we have a long way to go to make our workplace inclusive and commit to perform regular and continuous in depth self-examination of our Union's structural mechanisms to achieve this goal.

We hope that our collective efforts inspire other workers, and see as our duty to assist them in their journey to defend and expand their rights.

Article 1, Name

Section 1. This organization shall be known as Local # 4100, International Union, United Automobile, Aerospace, and Agricultural Implement Workers of America (UAW).

Article 2, Constitution and Bylaws

Section 1. These bylaws shall in all respects be covered by and conform to the Constitution of the International Union, UAW (hereinafter International Constitution).

Article 3, Fiscal Year

Section 1. The fiscal year of the Local Union shall begin on January 1 and end on December 31.

Article 4, Membership

Section 1. Membership in this Local Union shall be extended to all employees who have at any time been in titles that come under the jurisdiction of this Local Union.

Section 2. Membership shall be defined as members in good standing as defined in the International Constitution.

Section 3. Union dues are payable by members who are employed in positions represented by the Local. Union dues shall be 1.44% of gross pay per month.

Section 4. The initiation fee shall be set at ten dollars (\$10).

Section 5. Any member employed in the unit whose dues are not paid by the end of one (1) calendar month shall automatically be suspended, consistent with Article 16 of the International Constitution. Reinstatement will be granted to members in good standing and will require a reinstatement fee equivalent to the initiation fee, consistent with Article 16 of the International Constitution.

Section 6. All members in good standing will be granted full voting privileges.

Section 7. Each member in good standing of this Local Union has the right to nominate and vote; express opinions on all subjects before the Local Union; to attend all membership meetings and express views, arguments and opinions on all matters and business, including candidates for office, properly before the meeting; to meet and assemble freely with other members; and, generally, to participate in the activities of the Local Union in a responsible manner consistent with good conscience in order to present and discuss factually and honestly the issues upon which the membership must base its decisions. These rights shall at all times be subject to the rules of procedure governing meetings and other uniform rules and regulations contained in the International Constitution, Bylaws and other official rules of the Local Union.

(a) A member in exercising the foregoing rights and privileges shall not take irresponsible actions which would tend to jeopardize or destroy, or be detrimental to, either the Local or International Unions as organizations, or their free democratic heritage, or which would interfere with the performance by this Local Union or the International Union of its legal or contractual obligations as a collective bargaining agent, or interfere with the legal or contractual obligations of this Local Union as an affiliate of the International Union. Violation or abuse of these rights and privileges of membership, or engaging in conduct prohibited by this section shall be considered conduct unbecoming a union member.

(b) The membership shall strive to obtain the objectives set forth in these bylaws, the International Constitution and additional policies of the International Union; to maintain free relations with other organizations; to do all in its power to strengthen and promote the labor movement; to cooperate with its Regional Director, International Representatives and help promote organizational activities.

Article 5, Membership Meetings

Section 1. At least one regular membership meeting shall be called monthly with additional meetings called as required, in compliance with the International Constitution. Notice of the meeting time and location shall be given to the membership by e-mail and by posting on the Local Union website and at the Local Union office at least fourteen (14) days in advance for special membership meetings and seven (7) days in advance for regular membership meetings. The schedule of regular meetings for 4 months shall be decided at the first monthly meeting in January, May, September and posted on the Local Union website and at the Local Union office.

Section 2. Regular membership meetings will be held throughout the calendar year. Reasonable accommodations will be made to accessibility, scheduling, and location of meetings such as to encourage universal attendance.

Section 3. A quorum for membership meetings shall consist of twenty (20) members of the Local Union in attendance at the meeting.

Section 4. Special membership meetings may be called by order of the Executive Board or upon written request from at least twenty (20) members of the Local Union to the Recording Secretary. The notice provisions of Section 1 of this article shall apply.

Section 5. Per Article 42 of the International Constitution, questions of a parliamentary nature shall be decided by the most up-to-date Robert's Rules of Order.

Section 6. The following Order of Business is suggested, but it may be altered:

- Call to order
- Roll call of officers and stewards
- Additions/changes/deletions to the agenda
- Approval of agenda
- Reading of the minutes of the previous meeting
- Report of Financial Secretary
- Reports of officers, committees and delegates
- General announcements and communications
- Good and Welfare
- Does anyone know of a member out of work or in distress
- Unfinished business
- New business
- Adjournment

Article 6, Powers of Administration

Section 1. The membership is the highest authority of this Local Union and shall be empowered to take or direct any action not inconsistent with the International Constitution or these Local Union Bylaws.

Section 2. Between membership meetings or membership votes, the Executive Board shall be the highest authority of the Local Union and shall exercise general administrative authority and shall be empowered to act on behalf of the membership to the extent urgent business requires prompt and decisive action, subject to subsequent membership approval. The Executive Board may not take action affecting the vital interests of the Local Union without prior membership approval.

Section 3. Between meetings and votes of the Executive Board, the President, in consultation with the appropriate officers and staff, shall exercise general administrative authority and shall be empowered to act on behalf of, and take action permitted, to the Executive Board subject to subsequent approval of the Executive Board.

Article 7, Local Union Officers

Section 1. Per Article 38 of the International Constitution, the elected officers of the Local Union shall constitute the Local Union's Executive Board and consist of the following: President, Vice President, Recording Secretary, Financial Secretary, Sergeant-at-Arms, Guide, and three (3) Trustees. All officers shall be elected at-large by a majority of votes cast, for three (3) year terms.

Section 2. All vacancies in Local Union offices, except the office of President, shall be promptly filled by election, provided that the Local Union may provide other means for filling such vacancies for the temporary period pending the holding of the election. In case of a vacancy in the office of President, the Vice President shall fill the vacancy for the unexpired term in accordance with Article 38, Section 14 of the International Constitution and an election will be held to fill the Vice President position. Elections for other offices shall be held as stipulated in Article 14 of these Bylaws.

Section 3. It shall be the responsibility of each elected Local Union official to fulfill their duties faithfully as provided in the International Constitution and Local Union Bylaws, and in implementation of Local Union Plans. Local Union officers shall uphold the tradition of widespread member involvement and membership outreach, which has always been key to the strength of Local 4100.

Section 4. The President is responsible for the supervision of all staff, and shall be empowered to delegate whatever authority is necessary for efficient operation of the Local Union.

Section 5. In case of removal or resignation of the President, the Vice President will succeed to the Presidency in accordance with Article 38, Section 14 of the International Constitution.

Article 8, Executive Board

Section 1. The Executive Board shall hold regular monthly meetings. Seven (7) calendar days notice of the meeting shall be posted on the Local Union website. Additional special meetings shall be held upon request of

five (5) or more officers of the Executive Board to the Recording Secretary. Except in emergency situations three (3) calendar days notice of special meetings shall be posted on the Local Union website.

Section 2. A simple majority of the Executive Board shall constitute a quorum.

Section 3. Minutes will be taken of all Executive Board Meetings by the Recording Secretary and a summary will be read at membership meetings. All members are entitled to have access to the executive board meeting minutes regardless of meeting attendance.

Section 4. All decisions and recommendations of the Executive Board shall be referred to the next membership meeting.

Section 5. It shall be the duty of the Executive Board to see to it that all decisions made during membership meetings or by the Executive Board are duly executed.

Section 6. The Executive Board shall decide upon requests by stewards or members whether to advance a grievance to arbitration.

Section 7. The Executive Board shall keep the membership informed of the state of our Local through regular communications. The Executive Board shall review the Local Union website and other communication media, and where necessary shall take steps to bring the contents and policy of the website into conformity with the policy of the International Union, as per Article 29, Section 7 of the UAW Constitution.

Section 8. The Executive Board shall appoint at least one of its members in a liaison or advisory capacity to each of the standing committees that does not have any Executive Officers as voting members, except the Election Committee or any Trial Committee.

Section 9. All members of the Executive Board must attend a Local Union grievance handling training session prior to being the sole-representative on any grievance.

Article 9, Bargaining Team

Section 1. The Bargaining Team shall consist of the Executive Board members and an additional 5 Bargaining Team Representatives. The 5 Bargaining Team Representatives shall be elected by the entire membership.

Section 2. The first election of Bargaining Team Representatives shall occur one year before the end of a contract. All members in good standing shall be eligible to run for Bargaining Team Representative except those running for the Executive Board.

Section 3. The Bargaining Team shall engage in regular communication with the membership. This includes:

(a) Performing bargaining surveys before negotiations, including consultation with any standing committees and working groups.

(b) Presenting initial bargaining demands, and the final contract to the membership for ratification.

(c) Issuing reports on the conduct of each bargaining session (including all proposals made by management and by the Local Union, tentative agreements, and scheduled future bargaining sessions).

Section 4. The Bargaining Team shall decide democratically which members will engage in bargaining meetings, shuttling of proposals, and communications with management.

Article 10, Stewards

Section 1. For the purpose of steward representation, the bargaining unit shall be divided into a number of districts that together encompass every bargaining unit member. The number of districts, their boundaries, and the number of Stewards representing each district shall be suggested by the Guide and ratified by the Executive Board at least every two years. In determining Steward Districts, the Guide will make special efforts to not split districts between campuses and to have in the order of one (1) Steward per 75 members. The initial districting shall be ratified by the membership at a membership meeting.

Section 2. Each Steward will be elected by plurality to represent the bargaining unit member in their district. All members in good standing within each district shall be eligible to run for Steward and vote for the Stewards in that district.

Section 3. All Stewards must attend a Local Union grievance handling training session prior to being the sole -representative on any grievance.

Section 4. It shall be the duty of each elected Steward to fulfill their various duties faithfully as provided in the International Constitution Article 45, and Local Union Bylaws, and in implementation of Local Union plans, including outreach, representation, and cooperation with active non-elected members.

Section 5. Pursuant to Article 45 of the UAW Constitution, Stewards shall be elected for two (2) year terms.

Article 11, Standing Committees

Section 1. The Local Union shall have the following standing committees:

Bylaws Committee

Citizenship and Legislative Committee

Civil and Human Rights Committee

Community Service Committee

Conservation/Recreation Committee

Consumer Affairs/Union Label Committee

Education Committee

Health and Safety Committee

Veteran's Committee

Women's Committee

Social, Economic, and Environmental Justice Committee

Other committees shall be established as needed by the Executive Board.

Section 2. Committee meetings are open to all members. All members in good standing will be eligible to serve on committees. Voting members shall be appointed by the Executive Board with a minimum of three (3) voting members per committee. The chairs of the committees will be elected by the members of the committee.

Section 3. Committee meeting times and locations will be posted at least seven (7) days prior to the meeting time on the Local Union website.

Section 4. These committees shall perform all duties assigned to them by the International Constitution, Local Union Bylaws, and such additional duties pertinent to the committee as they may be directed to perform by the Executive Board.

Section 5. All committees shall have attendance records and written minutes. The chair of each committee shall appoint a Recording Secretary from the committee meeting attendees. Attendance records and written minutes shall be kept by the committee Recording Secretary.

Section 6. All committees have the right to time on the agenda at membership meetings to discuss the recommendations, plan of actions or implementations of the conclusions of the committees.

Article 12, Attendance

Section 1. Any members of the Executive Board, Stewards, or any Committees of the Local Union will be removed from office if they fail to attend two (2) of three (3) consecutive meetings expected of their respective position, unless excused by the Executive Board.

Article 13, Elections Committees

Section 1. All Local Union elections, strike and arbitration votes, and contract ratification votes shall be held under supervision of a democratically elected Elections Committee. The Elections Committee shall be responsible for the publication of notice for nominations and elections, the verification of eligibility for candidates, the organization and supervision of election proceedings, and the counting of ballots.

Section 2. The Elections Committee shall consist of five (5) members in good standing and one (1) alternate who is a member in good standing. The term of office for the Elections Committee shall be one (1) year. The chair of the Elections Committee is elected by the members of the committee. The chair of the Elections Committee shall appoint a Recording Secretary of the Elections Committee.

Section 3. In September of every year, a meeting of the general membership shall be called for the purpose of nominating and electing Local Union Elections Committee members. Notice of these meetings shall be distributed at least seven (7) days in advance by e-mail, and by posting on the Local Union website and at the Local Union office.

Section 4. All members in good standing shall be nominated automatically for the Elections Committee. Any member in good standing may accept nomination at a membership meeting called for the purpose.

Section 5. The election of Elections Committee members shall be held immediately on the close of nominations. Elections Committee members and one (1) alternate elections committee member shall be elected by plurality.

Section 6. A vacancy on the Elections Committee shall be filled by the alternate member of the Elections Committee. If there is no available alternate, an election to fulfill all Elections Committee vacancies for the remainder of the term shall be held in accordance with the procedures in Section 3.

Section 7. Alternate members of the Elections Committee shall assist in the conduct of the election as needed. The Elections Committee may also recruit and supervise volunteers as needed to assist in the conduct of the election, including overseeing ballot boxes, conveying ballots from the polling place to the location where the ballot count is held, and counting ballots for elections. In no case shall committee members, alternate members or volunteers be candidates for office in the election nor may they campaign for any individual while actively performing their Elections Committee duties. In the event that a person serving as a member or alternate member of the Elections Committee seeks an office, they must resign the position on the Elections Committee prior to accepting nomination for that office.

Article 14, Local Union Elections

Section 1. Local Union executive officers shall be elected every three (3) years. Installation of officers shall take place at the next Executive Board or membership meeting following the election, except as otherwise authorized by the UAW International Executive Board.

Section 2. The members of the Local Union shall be notified for nomination and election of Local Union executive officers and other elected positions. The notice shall be announced at a membership meeting, distributed by e-mail, posted on the Local Union website and at the Local Union offices, and in accordance with the UAW Guide for Local Union Elections Committees. The notice shall include the dates, times, and places of the election and possible run-off elections, the date and time of the close of the nomination period, and instructions for accepting nomination as described in this Article.

Section 3. All members in good standing shall be nominated automatically for all Local Union offices. Any member may accept nomination by submitting in writing a statement of acceptance to the Recording Secretary of the Elections Committee. Members may only accept nomination for one (1) Executive Board position. The statement of acceptance shall state how their name should appear on the ballot. Each member accepting nomination may also submit a candidate statement of up to two hundred fifty (250) words to the Recording

Secretary. Statements of acceptance and candidate statements may be submitted separately or together, and may be submitted in person, by physical mail, or by e-mail. Statements of acceptance and candidate statements must be received by the Recording Secretary no later than fourteen (14) days after the notice for nomination. After the deadline on accepting nominations has expired, no election of write-in candidates shall be accepted. All Local Union executive officers shall be elected at-large, by a majority of votes cast, for three (3) year terms.

Section 4. Candidate statements shall be distributed simultaneously at least seven (7) days before the election, by email and posting on the Local Union website and at the Local Union office. Candidate statements will be made available during the election in accordance with the UAW Guide for Local Union Elections Committees.

Section 5. Apart from the resources described in this Article that are to be provided equally to all candidates, no other Local Union resources may be used by any candidate to campaign for Local Union office.

Section 6. The election shall be held no sooner than fourteen (14) days after the close of nominations. It shall be conducted by secret ballot, and balloting shall be conducted so as to afford all members a reasonable opportunity to vote, including the possibility for absentee ballots. Every voting member must cast their own vote.

Section 7. For the duration of the election, the Election Committee shall ensure that no tampering occurs. The Elections Committee shall count the ballots in accordance with the UAW Guide for Local Union Elections Committees.

Section 8. Each candidate may designate one (1) member of the Local Union to be present at each of the polling places and at the ballot count as a challenger.

Section 9. Following each election, the Elections Committee shall report in writing a canvas of the results of the election to the Executive Board and members. The report shall be announced at the next membership meeting, distributed by e-mail, and posted on the Local Union website. Protests of election results must be raised within seven (7) days of the closing of the polls or at the next Executive Board meeting or membership meeting, whichever is latest. A protest must either be in writing, or delivered in person at the next Executive Board meeting or membership meeting following the election. If written, the protest must be received by the Local Union Recording Secretary before the deadline; any protest received beyond the deadline as described above will not be considered.

Section 10. The membership may order a new election, either in acting upon a protest or in ratification of a recommendation of the Elections Committee. In the event the membership should order a new election, the matter shall be submitted to the President of the International Union, UAW, in accord with the International Constitution.

Section 11. If any elected office other than President shall become vacant, that office shall be filled by election in accordance with Article 38, Section 14 of the International Constitution.

Article 15, Eligibility for Elected Office

Section 1. All candidates for Executive Board of the Local Union must be members and have been in continuous good standing for one (1) year prior to accepting nomination per Article 38 of the International

Constitution. Expected completion date of employment does not affect eligibility for elected office. The requirements for good standing will be effective December 1st, 2021.

Section 2. All other candidates standing for elected office of the Local Union must be members and have been in continuous good standing for ninety (90) days prior to accepting nomination. The requirement for continuous good standing will be effective December 1st, 2021.

Section 3. No member may run for or hold more than one elected office simultaneously with the following exceptions: chairs of standing committees may run for or hold one additional elected office, stewards may run for or hold a bargaining committee membership. The chair and members of the Elections Committee may not run for or hold another elected office.

Article 16, Recall

Section 1. A Local Union officer against whom charges have been filed, in accordance with the procedure established by Article 31 of the International Constitution, may be suspended from office pending the outcome of the trial, by a two-thirds (2/3) vote at a membership meeting.

Section 2. Stewards may be recalled by the members they represent for failure to perform the duties of the office. In order to recall a Steward, at least twenty-five percent (25%) of the members they represent must sign a valid recall petition, setting forth specific complaints of the Steward's failure to perform the duties of the office, and must file such petition with the Local Union Recording Secretary.

Section 3. A special meeting for the recall of a Steward shall be held within thirty (30) days of the filing of such a petition. Such a meeting will be chaired by the President and be only for members in good standing within the voting district of the Steward named in the petition. The members shall be properly notified of the place, date, and time of any special meeting for recall at least fourteen (14) days prior to the meeting.

Section 4. A two-thirds (2/3) vote of the members present at such a meeting for recall of a Steward shall be required to recall. Quorum for such a meeting shall be twenty-five percent (25%) of the members in good standing eligible to vote for the office in question.

Article 17, Appeals

Section 1. Consistent with Article 33 of the International Constitution, members feeling themselves aggrieved by any actions, inaction or decision of the Local Union or one of its representatives must initiate their complaint or appeal within sixty days (60) of the time they are aware, or reasonably should have been aware, of the action, inaction or decision. This appeal shall be made to the Recording Secretary, who will refer the matter to the Executive Board.

Section 2. Within thirty (30) days of receiving notice of decision on the appeal, the grievant may appeal further by submitting their appeal in writing to the Recording Secretary for consideration by the membership at the next membership meeting.

Section 3. An appeal from the decision of the Local Union membership may be made to the International Executive Board of the UAW in accordance with Article 33 of the International Constitution.

Article 18, Budgets and Finances

Section 1. The President and the Financial Secretary are authorized to approve expenditures of up to \$1,000, and pay ordinary operating expenses of the Local Union.

Section 2. Advance approval of the Executive Board is required for reimbursement of travel and related expenses. If approval is required before the next Executive Board meeting, the President shall have authority to approve.

Section 3. No agent or official of the Local Union is authorized to execute a real estate lease, deed, service or maintenance contract or other long term agreement unless the proposed agreement has been reviewed by an outside expert or attorney and has been approved by the Executive Board.

Section 4. Reimbursement for per diem expenses when traveling on Union business shall be provided to elected Local Union officials as follows:

(a) Hotel/Motel: when authorized to stay overnight and with hotel/motel/rental receipt, the reimbursement shall be the single room occupancy rate, or in pro rata to the number of members sharing the room/apartment. All hotel/motel/rental rates must be approved by the Executive Board in advance.

(b) Meals: when authorized to travel more than 100 miles from home or when required to stay overnight the reimbursement shall be the current per diem rate established by the International Executive Board.

(c) Transportation: all air travel must be approved by the Executive Board or President in advance; the actual cost of airfare not to exceed coach fare, or the IRS rate when driven. Expense for transportation is to be paid for the actual mode of transportation used. Mileage expenses can only be paid to the driver of the automobile. Rental cars must be on the UAW Buy List in order to be eligible for reimbursement, where reasonably available. Tolls with receipts will be reimbursed for authorized travel. A maximum of \$50 per round trip for transportation to, or parking at, an airport will be reimbursed with receipt when traveling on Union business. Public transportation is encouraged as an alternative to car/air travel and the cost will be reimbursed.

(d) Lost time: this is not paid except in cases where the Union's business cannot be done without loss of salary paid by the employer. In these cases, prior approval, including amount of salary and dates of lost time, must be granted by the Executive Board. Lost time will be paid at no greater than the identical salary paid to the individual in the unit.

Article 19, Local Union Employees

Section 1. The President shall be paid as up to full-time, and the Financial Secretary shall be paid up to a quarter-time position. The Local Union shall pay salaries unless paid by the Columbia University or the International Union, UAW. Officers may choose to decline a part or all of their compensation for any specified period of time. No individual shall be paid for more than one (1) full-time position.

Section 2. The Executive Board may appoint and remove non-elected Local Union employees as necessary to carry on the business of the Local Union. Local Union employees are eligible for full-time (40 hours per week) or part-time (20 hours per week) servicing and outreach staff positions. But no individual shall be paid for more than one (1) full-time position. All service and organizing staff must be UAW members.

Section 3. Local union employees shall receive pay and benefits based on the following:

(a) They shall each be paid semi-monthly or on the same basis as the employees in the bargaining unit.

(b) If health insurance benefits are not covered by the employer or another source, the cost of health insurance or COBRA will be reimbursed for each of them and their dependents upon submission of a receipt. If neither health insurance nor COBRA are available, they and their dependents shall receive a plan with benefits approximately equivalent to bargaining unit members.

(d) They shall each receive leave, holiday and vacation comparable to employees in the bargaining unit.

Section 4. Employee' duties are assigned by the President, or one of their designees.

Article 20, Delegates from Local

Section 1. All delegates to conventions of the International Union, UAW, shall be elected pursuant to Article 8 of the International Constitution.

Section 2. The Executive Board shall appoint delegates to Community Action Program state, county, or city councils.

Article 21, Amendments

Section 1. Members may move to amend the bylaws in a membership meeting; the motion must be presented in writing and must set forth the amendment(s) sought. The motion shall be read to the meeting and referred to the Bylaws Committee, which will report to the succeeding membership meeting. The notice of that meeting must contain a notice of the particular bylaw amendments that will be considered. If approved by two-thirds (2/3) of those voting at this succeeding meeting the amendment shall be considered adopted.

Article 22, General

Section 1. All Local Union officers, committees, stewards and other members handling funds or other property of the Union shall at the completion of their duties, turn over all papers, documents, funds, and/or other union property to the properly constituted Local Union officers.

Article 23, Strikes

Section 1. Strikes may only be called in accordance with Article 50 of the International Constitution.