

United Government Security Officers of America Local 20  
By-Laws  
Revised 08-2021

Article I: Name

The name of this labor organization is United Government Security Officers of America, Local 20.

Article II: Duration

The duration of this labor organization shall be in perpetuity.

Article III: Purpose

The purpose of this organization is to represent Federal Contract Security Officers

Section 1. To enforce against all persons rule to protect all buildings and compounds housing Federal Agencies, their employees and all visitors that have business with the Federal Government.

Section 2. To Represent Federal Contract Security Officers as defined in the National Labor Relations Act with respect to wages, hours, and other terms and conditions of employment where they are employed and to organize unorganized Federal Contract Security Officers.

Section 3. To obtain fair play and justice at work for all Federal contract security Officers, utilizing the primary process of collective bargaining, but also improved understanding of the function and role of the Federal Contract Security Officers.

Section 4. To support legislation in the interest of working people and to secure fair and professional treatment for Federal Security Officers at work and in their relations with the contract companies who administer the role of Federal Contract Security Officers in their duties of enforcing Federal Regulation for the safety and security of all working people.

Article IV: Amendment

These By-Laws may only be changed by a show of hands vote by a simple majority of the membership of the voting organization present at the Union Meeting, by a thirty (30) day written notice posted in the Union Pass On book at every site, or posted on the local website that a vote on the By-Laws shall be conducted.

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Article V: Jurisdiction

This Union shall have the power to organize Federal Contract Security Officers and Court Security Officers within the meaning of the National Labor Relations Act throughout the United States and Canada.

Article VI: Membership

Section 1: Membership shall be open to all greater St. Louis area Federal Contract Security Officers, who are employed in good standing in the district and jurisdiction of Local 20. The support of the Constitution and Government of the United States of America is Mandatory.

Section 2: A member shall be automatically expelled on the last day of the second month in which the member ceases to pay uniformly required initiation fees, dues, and assessments. Members may, if they leave the employment of an employer covered by a collective bargaining agreement, apply for an honorable withdrawal card, provided, that no Federal Contract Security Officer is entitled to an honorable withdrawal card if he or she accepts employment within the jurisdiction of the organization for the employer not covered under a collective bargaining agreement unless the organization is in the process of attempting to organize said bargaining unit.

Section 3: It shall be the duty and responsibility of all members to uphold the principles of trade unionism, to faithfully comply with these By-Laws and to take no action in violation of the By-Laws or inconsistent with their precepts.

Article VII: Organization

The supreme authority in this labor union shall be the membership. Between meetings of the membership, the Executive Board of the Union shall make all decisions, including interpretation of these By-Laws, and its decision shall be final and binding on the membership. The membership of this organization shall have regular meetings, not less frequently than once each calendar quarter, and may have meetings more frequently as determined by the Executive Board. No Union Representative will meet with the Company alone. There must be two (2) Union Representatives present with any Face-to-Face meeting with the company. The President, Vice President, and the Chief Steward or one other board member or Steward will sign all Letters of Agreement (LOA) and Letters of Understanding (LOU).

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Article VIII: Officers

Section 1: The Officers of this labor organization; in order of chain of command, shall be One President, One Vice President, One Secretary/Treasurer, and One Chief Steward.

Section 2: Above Officers, at the local's inception, may be appointed by a Senior Officer of the International, to do groundwork for the local, for a period of one year, then elections will be held.

Section 3: To be eligible for election to any office in this labor organization a member must have been in continuous good standing in the local union for one year immediately preceding election.

Section 4: No member shall simultaneously hold two offices in the Union. No member with rank in the workforce shall be allowed to hold office.

Section 5: All members in good standing are eligible for appointment to committees.

Section 6: The Executive Board of this labor organization shall consist of all Officers who remain in good standing with the Union. All Officers will be Union Steward trained within the first year of their term of office.

Section 7: All vacancies in the office shall be filled until the next regular election by appointment by the President and approved by the Executive Board.

Section 8: The President of the Union may appoint stewards from time-to-time an in such number as may be necessary provided each such steward serves in the sole discretion of the President of the Union and each may be removed in his or her discretion. All stewards will adhere faithfully to the Duty of Fair Representation as required by the Taft-Hartley Acts and other applicable laws, both State and Federal. Stewards will defend vigorously all members of this labor organization to the best of their abilities, without bias or prejudice towards any member. All stewards will aid the Executive Board in whatever capacity as needed.

Section 9: It shall be the duty of the President to preside at all meetings of the Union, to sign all checks (which require a minimum of two signatures), to enforce all the provisions of these By-Laws and to appoint all committees, to enforce all collective bargaining agreements and generally administer the affairs of this organization.

Section 10: It shall be the duty of the Vice-President to assist the President in the discharge of his or her duties and in the absence or incapacity of the President, to assume his or her duties. The Vice-President may sign checks in the absence of either the President or the Secretary/Treasurer.

Section 11: It shall be the duty of the Secretary/Treasurer to receive all dues, initiation fees, assessments, and fines and all other income and properly account for the same through the maintenance of books and records according to generally accepted accounting principles. The Secretary/Treasurer shall sign all checks. The Secretary/Treasurer shall also keep an accurate record of all documents sent to or received by the organization. The Secretary/Treasurer shall maintain a file of all present and past collective bargaining agreements between the organization and any employer.

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Section 12: It shall be the duty of the Chief Steward to submit all grievances through the first and second steps of the grievance procedure. To assist the President in any way directed to protect members against unfair labor practices and civil rights violations and to assist the President in enforcing the collective bargaining agreement.

Section 13: It shall be the duty of the SECRETARY to assure that all persons present in membership meetings are members in good standing of the organization or are other appropriately invited guest. It shall be his/her duty to assure that no cameras or tape recorders are allowed in the membership gallery, except for certain ceremonies or installations pre-approved by the President or Executive Board.

Section 14: Trustees shall be appointed and have oversight responsibilities for all funds and property of the organization. They shall either audit the books and records of the organization or retain a certified public accountant to do so, not less often than one year. A report of the audit shall be made to the membership at the next regular meeting.

### Article IX: Strikes

Section 1: No strike shall be called by the organization without the affirmative vote of two-thirds (2/3) of using the voting method described in Article XIV within the applicable collective bargaining unit. This shall be a very last and final resort.

Section 2: No strike shall be called without prior approval of the International President.

### Article X: Elections

Section 1: Elections of officers shall be held once each three (3) calendar years or more often as voted by the membership.

Section 2: To be eligible for office, a member must have been in continuous good standing for a period of not less than one year at the time of the election. Good Standing, for the purpose of election to office, shall mean payment of all initiation fees, dues, fines, and assessments required. Good Standing shall also mean compliance with all provisions of this Constitution, and one will not be in good standing who has been found guilty by a trial board within the last year of a violation of any provision of this Constitution or obligation of membership.

Section 3: Any member in good standing shall be eligible to nominate candidates for any office.

Section 4: Nomination for office shall be taken orally at a membership meeting where a reasonable notice has been given to all members within at least thirty (30) days, advertising the purpose of the nominations and election agenda of any such meeting. Any written nomination received before the close of the membership meeting shall be considered valid if actually received by the Secretary/Treasurer of the organization prior to the close of the nomination meeting.

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Section 5: All those in good standing of the first day of the month of the election shall be eligible to vote.

Section 6: The election of officers shall be held using the voting method described in Article XIV after the election meeting following the nomination meeting.

Section 7: The notice of election shall be sent by written notice to each member of the organization at least sixteen (16) days prior to the nomination meeting at her or his last known address. It may also be posted in the Union Pass-On Book at all locations and or posted on the local website.

Section 8: Incoming elected officers shall be installed immediately following their election and at the Close of the voting period.

Section 9: The salaries of any officer shall be determined by the Executive Board and are subject to the express ratification by the membership at the next regular membership meeting and prior to the effectiveness of any such salaries.

### Article XI: Dues and Revenue

Section 1: To be in good standing, a member must pay all initiation fees, all regular and uniformly assessed dues & assessments, and any fines that may be outstanding against her or him. The initiation fee shall be in such an amount as set by the Executive Board and ratified by the membership.

Section 2: All dues shall be in an amount equivalent to one hour of straight time pay per month to both the International and the Local. The amount paid as dues may be increased or decreased for the Local only, by the membership using the voting method described in Article XIV. A prior notice written and placed in the Union Pass-On Book at all locations, and or posted on the local website shall be deemed sufficient notice. Assessments shall be set by the membership in the same fashion, as dues are set.

Section 3: All initiation fees, dues, assessments, and fines must be actually received by the Secretary/Treasurer on or before the 1<sup>st</sup> day of the month for which the dues are due. Provided, if the member's dues are paid pursuant to a check off with employer, said dues will be considered timely received when the check of remittance is received from the employer.

Section 4: No loan can be given to any member without a two-thirds (2/3) majority vote of the membership Using the voting method described in Article XIV. No loan may exceed five hundred (500) dollars. The loan, if approved by the Rank & File, must include a promissory note, signed by the borrower and contain a payment schedule that includes the date of the first payment and the amount to be paid back monthly until the loan is paid. The Rank & File will set the monthly amount to be paid back by a simple majority vote Using the method described in Article XIV.

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Section 5: There will be three (3) signatures to the organization's bank account; all checks written must have two (2) signatures. The President or Vice President will be one of the signers and the other must be the Treasurer.

Section 6: Optional ATM (Automatic Teller Machine) cards for the President, Vice President, and Treasurer to be used for purchases of up to \$1000.00 not to include taxes. Purchases of \$1000.01 or more must be voted on and approved by the Rank and File at a General Membership Meeting Using the voting method described in Article XIV.

Original ATM Receipts will have notes attached to them or have a written note on the reverse, as to show exactly what this purchase was for and who made it in detail and bear a signature and printed name.

#### B) ATM card use for Meal Purchases

The debit card will not be used for cash withdraws and is but for purchases only. In the event a meal is purchased while involved in a union function the following record keeping practices will be administered. Original ATM card receipts will be attached to a copy of all expense reports of all applicable Union officials or members of the Union who may be involved in a meal purchase.

Section 7: Wages – Lost Wages are defined as wages lost from taking off regularly scheduled Contract Security Officer Duty to perform the applicable Union officials' duties.

A) The Union Official will be paid his/her entire regularly scheduled lost wage, up to 12hrs. Per his/her normal work schedule.

B) Union wage defined as half of the union officials Security Officer Contract wage, normally paid to the Security Officer for performing his/her duties as a Security Officer under the current CBA shall be paid to a Union Official for performing union duties anytime other than his /her regularly scheduled contract work hours, up to 12 hours in any Calendar week.

## Article XII: Collective Bargaining Agreements

Section 1: At least two (2) members of the Executive Board shall negotiate all collective bargaining agreements. No collective bargaining agreement shall be effective until ratified by a simple majority vote Using the method described in Article XIV.

Section 2: The President will form a collective bargaining committee at least nine (9) months before the current contract expires. The Committee will include the President, Vice President, and at least four (4) other members but not totaling more than six (6) other members. The Committee's objective will be to put together a new proposal for review by the members before being submitted to the Company in its final form.

Section 3: The President will form and appoint members of a negotiation committee to start the negotiation with the Company. The Negotiation Committee will consist of:

1. Chief Negotiator

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2. President

3. Vice President

4. Member (note taker)

5. Member (observer)

The President or Vice President may be the Chief Negotiator and in that case, another observer from the Rank & File will be appointed.

Article XIII: Charges and Trials

Section 1: Charges may be filed against any officer for the violation of his or her duties in office.

Section 2: Charges may be filed against any member for the violation of the obligations of these By-Laws

Section 3: Charges must bear the signature of three members and must clearly set forth the basis of the charge. Charges must be sent certified mail, return receipt requested, to the Secretary/Treasurer of the Organization. Upon receipt of the charges, the Secretary/Treasurer shall immediately transmit a copy thereof to the President of the organization who shall serve a copy certified mail, return receipt requested, upon member or members against whom the charges are preferred.

Section 4: The Executive Board shall serve as the trial committee to hear all the evidence and to make a final and binding decision provided that if any member of the Executive Board is directly interested in the charges, he or she shall not serve, but a replacement from among the members in good standing shall be appointed by a majority vote of the Executive Board remaining.

Section 5: Charges must be levied against a member not more than sixty (60) days following the time when the charging member knew or reasonably should have known of the offense, giving rise to the charge.

Section 6: Another member in good standing may represent a member charged at the trial, but no attorney of counselor of law shall represent either the charging member OR the charged member. If a member is found guilty as charged by a unanimous vote, or of any lesser or included offense, the member may be disciplined and punished by fine, expulsion, or any such other penalty as is consistent with these By-Laws, the principles of trade unionism, and these charges.

Section 7: The trial body shall issue its written decision within fifteen (15) days of the close of the hearing.

Section 8: If a member is found guilty by a unanimous vote, he or she may appeal the decision of the trial body to the full membership of the organization by serving his/her appeal document by certified mail, return receipt requested, on the Secretary/Treasurer of the organization. Any such

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appeal must be sent within ten (10) days of the receipt of the trial body's decision. The appeal document shall set forth fully the basis of the appeal.

Section 9: At the next regular membership meeting thereafter, the full membership of the organization shall consider and make a final and binding decision of the trial body's judgement. The membership must vote to reverse by simple majority Using the method described in Article XIV.

Section 10: Charges may be brought against any officer or member for the following offenses:

1. Misfeasance, malfeasance, or nonfeasance in office.
2. Crossing any validly established picket line of this organization.
3. Misappropriation or embezzlement of Union funds.
4. Conduct detrimental to the organization
5. Having knowledge of any violation of this constitution and failing to report it to the local President.
6. Making known the business of the Union to those not entitled to it.
7. Misuse of the name or property of this organization.
8. Making false statements against a member to the Employer or Employer's Client in order to bring disciplinary action against said member or jeopardize his/her livelihood.
9. Slandering any member's personal or professional reputation.

ARTICLE XIV: Voting and Methods

Section 1: Upon the need for a Simple Majority or Super (2/3) Majority vote Members in good standing with the Union will be afforded the choice of three (3) option to cast their vote.

1. Online voting system that affords the officer to cast a single vote. The single vote will be authenticated by using the members email address on file with the Union and Last four (4) digits of their Social Security Number.
2. In person by either a show of hands or secret ballot (to be determined by the Executive Board) at the designated Membership or Special Cause Meeting.
3. By Absentee Ballot. The absentee ballot must be requested by the member at least 14 business days prior to the scheduled vote or election. All Absentee Ballots will be requested from and sent by the Local Secretary, who will keep a log of the members requesting such ballots. The Ballots will be sent using the United States Postal Service containing one (1) ballot and one (1) postage paid pre-addressed return envelope. All absentee ballots must be received prior to the closing date and time of the voting period. Any absentee ballots received after the voting closes will not be counted.



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Section 2: The integrity of the voting process(es) will be held to the highest regard. All reasonable attempts will be made by the Executive Board to maintain a fair and equitable vote.

Section 3: Willful attempts by anyone in the membership to defraud the integrity of a vote or a method of voting may be held on charges according to Article XIII Section 12 of these by laws.

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OATH OF OFFICERS

(YOU SAY) Raise your right hand. (WAIT FOR EVERYONE TO RAISE HIS OR HER HAND)

(YOU SAY) Do you hereby pledge on your honor to perform the duties of your respective office as required by the constitution and By-Laws of this Union?

To bear true and faithful allegiance to the International and to the Local Union of the United Government Security Officers of America?

To deliver all books, papers, and all property of the Union, that may be in your possession at the end of your term to the successor in office?

In addition, at all times conduct yourself as becomes a member of this Union?

(THEY SAY) I do.

(YOU SAY) You will now assume your respective office. Brothers and Sisters of Local 20 I hereby present to you your Executive Board. (Clap)

Signed by the following

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**President, UGSOA**

**International**

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**President, UGSOA**

**Local 20**

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**Vice President, UGSOA**

**Local 20**

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**Secretary, UGSOA**

**Local 20**

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**Treasurer, UGSOA**

**Local 20**

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**Chief Steward, UGSOA**

**Local 20**