

BYLAWS

OF

LOCAL UNION 520

INTERNATIONAL BROTHERHOOD

OF

ELECTRICAL WORKERS

AUSTIN, TEXAS

APPROVED: March 9, 2020

ORDER OF BUSINESS

1. Opening.
2. Roll Call of Officers and Reading of Minutes.
3. Communications and Bills.
4. Reports of Executive Board and Officers.
5. Propositions for Membership.
6. Reports on Candidates.
7. Balloting or Voting on Candidates.
8. Obligations of Candidates.
9. Reports of Delegates and Committees.
10. Reports of Accidents, Sickness or Death of Members.
11. Roll Call of Members.
12. Unfinished Business.
13. New Business. (Under this heading comes matters relating to any election and installation of officers.)
14. Good of the Union.
15. Receipts and Expenses.
16. Closing.

NOTE: This sheet ORDER OF BUSINESS is not a part of the Local Union bylaws. It is attached to the bylaws to provide rules for the orderly conduct of Local Union meetings. Roll Call of Members is optional to the Local Union and may or may not be used as the Local Union decides.

ARTICLE I
Name - Jurisdiction - Objects

Sec. 1. This Organization shall be known as **Local Union 520** of the International Brotherhood of Electrical Workers, **Austin, Texas**. Local 520 shall have jurisdiction over all **Inside, Sound and Public Address work, and Electrical Manufacturing** work as defined in Article XXVI, Sections 5, 6, and 8 of the IBEW Constitution performed as follows:

(a) **Inside, and Sound and Public Address** work when performed in the following Counties or portions thereof in the State of Texas:

Bastrop	Entire County
Bell	That portion that is nearer to Austin than Waco including that part of Fort Hood south of Cowhouse Creek, the city of Killeen and Gray Field.
Blanco	Entire County
Brown	Entire County
Burleson	Entire County
Burnet	Entire County
Caldwell	Entire County
Coleman	Entire County
Concad	Entire County
Coryell	That portion of Fort Hood south of Cowhouse Creek and City of Coppers Cove.
Fayette	Entire County
Hays	Entire County
Kimble	Entire County
Lampasas	That portion that is nearer to Austin than Waco.
Lee	Entire County
Llano	Entire County
Mason	Entire County
Menard	Entire County
McCulloch	Entire County
Milam	That portion that is nearer to Austin than Waco.
Runnels	Entire County
San Saba	Entire County
Tom Green	Entire County
Travis	Entire County
Williamson	Entire County

(b) **Electrical Manufacturing** work when performed by employees of:

Philips Lighting North America Corporation, San Marcos, Texas

However, the right of the International President to change this jurisdiction is recognized as provided for in the IBEW Constitution.

Sec. 2. The objects of this Local Union shall be to promote by all proper means the material and intellectual welfare of its members; to provide our employers with skilled and competent workers, to advance the principles and practices of conciliation and arbitration in the settlement of any differences with our employers; and to promote a fraternal and friendly feeling among the electrical craft.

Sec. 3. Local Union 520 shall cover the "A" and "BA" types of membership.

ARTICLE II
Meetings

Sec. 1. Regular meetings shall be held once a month at the time and date as decided by the Local Union. The International Office shall be advised of the time, date, and location of regular Local Union meetings and also of any future changes. The membership shall be notified of any change in regular meeting dates.

Sec. 2. Special meetings may be called only by the Business Manager or the Executive Board. The members shall be notified in writing (by mail, leaflets, in the Union newspaper, or on accessible bulletin boards) of any special meeting. No business shall be transacted at any special meeting except that for which it has been called.

ARTICLE III

Officers - Elections - Duties

Sec 1. The officers shall perform such duties as are stated in Article XVII of the IBEW Constitution. In addition, they shall perform such duties as are outlined in these bylaws and such duties as may be assigned to them by the Local Union and which are not in conflict with the IBEW Constitution and these bylaws.

Sec. 2. Failure of officers to perform their duties, the suspension or removal of any officer and the filling of any vacancies, shall be dealt with as stated in Article XVI of the IBEW Constitution.

Sec. 3. All officers and representatives and all employees shall be bonded to the extent required by the International or any applicable Federal or State law whichever is greater. The bond shall be secured through the International and the premium shall be paid by the Local Union.

Sec. 4. (a) At the meeting of the Local Union when nominations are made, after nominations have closed, the President shall appoint an Election Judge and as many Tellers as are required, who shall serve as an Election Board to conduct the election. No candidate for any office shall be eligible to serve on this Board.

(b) After nominations have been made and those nominated are found to be qualified, the Election Board shall have ballots prepared, listing in alphabetical order the names of all candidates for each respective office, beginning with President and continuing in the order named in the IBEW Constitution. Such ballots shall not contain any identifying numbers or marks.

(c) Members in good standing and qualified to vote who expect to be unable to visit the polls on election day, may at any time within thirty (30) days but not less than five (5) days prior to the date of election, make application in writing to the Election Judge for an absentee ballot. Any such qualified applicant shall be furnished an official ballot and two (2) envelopes. One (1) envelope shall be smaller than the other and shall be marked only with the words OFFICIAL BALLOT. The larger envelope shall be preaddressed to the Election Board and shall contain a space in the upper left hand corner where the member shall place his/her name and address.

(d) Upon a member receiving an absentee ballot, he/she shall mark same and enclose it in the smaller envelope marked OFFICIAL BALLOT. This envelope shall then be placed in the larger envelope and mailed to the Election Board in time to be received before the polls are closed on election day. The Election Board shall open the envelopes, remove the smaller envelope marked OFFICIAL BALLOT and deposit same in the ballot box with the other ballots. No envelope received later than the time and date as determined and announced by the Executive Board shall be opened by the Election Board.

(e) No member receiving an absentee ballot shall be permitted to vote in person at the

election, unless he/she has first returned the absentee ballot unmarked to the Election Judge.

(f) The Financial Secretary shall furnish to the Election Judge not less than ten (10) days before the election, an alphabetical list of all members eligible to vote. All members in good standing and qualified shall be entitled to vote.

(g) The Election Board shall select a depository to which the envelopes containing the absentee ballots shall be mailed. This shall not be the Local Union Post Office Box or the Local Union Headquarters. (Cost of such depository shall be paid by the Local Union.) This Board shall advise the Local Union of the location of such depository in sufficient time to prepare the preaddressed envelopes.

(h) When the polls have closed and voting has ceased, the Election Board shall immediately count and tabulate the ballots. Any candidate may be present or have an IBEW member as an observer present during the voting and at the counting of the ballots. A report of the election results shall be made immediately by the Election Board. All ballots, applications for absentee ballots, and other papers shall be preserved for one (1) year from the date of the election, after which same shall be destroyed unless a question has arisen in connection therewith.

(i) Voting shall be by secret ballot.

(j) Write-in votes shall not be permitted.

(k) In the event the candidate does not receive a majority of the votes cast for a specific office, then a run-off election will be held between the two (2) candidates receiving the highest number of votes. This does not include candidates for the Local Union Executive Board or Examining Board which shall be decided for the candidate receiving the most votes.

(l) When a run-off election is necessary, such run-off election shall be held twenty-one (21) days after the regular election is held.

Sec. 5. (a) The officers shall be those provided for in Article XVI of the IBEW Constitution.

(b) The offices of Business Manager and Financial Secretary shall be combined.

(c) A full-time Business Manager shall be retained at all times.

Sec. 6. The Executive Board shall consist of seven (7) elective members who do not hold any other office.

Sec. 7. The Examining Board shall consist of three (3) elective members who do not hold any other office.

Sec. 8. (a) Nominations for officers shall be held in **May 2021**, and election of officers shall

be held in **June 2021** and every three (3) years thereafter, as stated in Article XVI of the IBEW Constitution. Notice shall be mailed to all members at least twenty (20) days prior to the meeting for nominations in election years with all information regarding nominations, list of offices to be filled, date, time, and place of election, and the date, time, and place of run-off election if required. Said notice shall also include all details concerning the availability of the absentee ballot.

(b) No member shall be a candidate for more than one (1) office, except as provided in these bylaws and with approval of the International President. If nominated for more than one office, the member shall immediately declare for which office he/she will be a candidate. However, this shall not apply to offices which have been combined with the approval of the International President.

(c) Every candidate shall have the right once within thirty (30) days prior to the election to inspect a list containing the names and last-known addresses of all the members of the Local Union. Such list of members shall be maintained and kept by the Local Union. The membership list shall not be copied for the use of any candidate.

(d) The Local Union shall comply with all reasonable requests of any bona fide candidate for Local Union Office to distribute his/her campaign literature to the membership at the candidate's expense. In handling all such requests, the Local Union shall comply with the *IBEW Local Union Election Guide* and with applicable Department of Labor Regulations under the Labor-Management Reporting and Disclosure Act of 1959.

(e) No member shall be eligible for office unless he/she has been a member of Local Union 520 in continuous good standing for at least two (2) years immediately prior to nomination.

(f) No Apprentice shall be eligible to hold office in the Local Union.

ARTICLE IV
Executive Board

Sec. 1. The duties of this Board are outlined in Article XVII of the IBEW Constitution and these bylaws.

Sec. 2. It shall be the duty of the Board to investigate all applications for membership and submit its report to the Local Union for action in accordance with Article XX of the IBEW Constitution. The preceding sentence shall not apply to apprentices as covered elsewhere in these bylaws. The Board shall also investigate and pass upon all traveling cards in full accordance with Article XXIII of the IBEW Constitution. The Board shall make its final report to the Local Union within sixty (60) days after the application or traveling card has been presented for Board consideration.

Sec. 3. Special meetings of the Board may be called by its Chairman or the Business Manager.

Sec. 4. The Board shall elect its own Chairman and Secretary.

Sec. 5. The Board shall meet regularly between regular meetings of the Local Union.

ARTICLE V
Examining Board

Sec. 1. The duties of the Examining Board shall be to examine all applicants for membership to determine their qualifications for the trade. They shall examine such qualifications of members as provided in Article XIX of the IBEW Constitution. This section shall not apply to apprentices as covered elsewhere in these bylaws.

Sec. 2. The Board shall meet at least once quarterly for the examination of applicants when there are applicants to be examined. The Board shall retain all records of examinations given for at least two (2) years.

Sec. 3. A report on the results of all examinations shall be furnished to the Executive Board and the Local Union by the Examiners.

ARTICLE VI
Business Manager

Sec. 1. The Business Manager shall perform such duties as are stated in Article XVII of the IBEW Constitution and these bylaws. Also, the Business Manager shall perform such other duties as may be assigned by the Local Union and which are not in conflict with the IBEW Constitution and these bylaws.

Sec. 2. The Business Manager shall report to the Executive Board and the Local Union when called upon, or when he/she deems such necessary. The Executive Board and Local Union officers shall cooperate with the Business Manager in the performance of the duties of the office and shall not work in conflict with the Business Manager.

Sec. 3. The Business Manager shall be empowered to hire an assistant(s) when he deems necessary, he shall also be empowered to hire organizers when necessary, and classify them accordingly.

ARTICLE VII
Salaries

Sec. 1. Salaries shall be:

President, Vice President, and Examining Board Members	2 times the straight time hourly rate for Journey- man Wireman per year.
Executive Board Members Treasurer, and Recording Secretary	1 hour's pay at the straight time hourly rate for Journeyman Wireman per month.
Business Manager- Financial Secretary	a weekly salary equal to 50 hours times 130% of the journeyman straight time hourly rate.
Assistant Business Manager(s)	a weekly salary equal to 50 hours times 120% of the journeyman straight time hourly rate.
Lead Organizer	a weekly salary equal to 50 hours times 110% of the journeyman straight time hourly rate.
Field Organizer	a weekly salary equal to 50 hours at the journeyman straight time hourly rate.
Stewards	At the discretion of the Business Manager, Stewards may be paid a salary of one hour at 1.5 times the Journeyman straight time hourly rate for each week worked as an Active Steward.

Sec. 2. Should any two (2) offices be combined, then the officer shall receive the salary of only one (1) office, whichever is the higher.

Sec. 3. All disbursements for authorized expenditures made on behalf of the Local Union shall be supported by receipts, vouchers, or other reasonable proof of claim.

Sec. 4. (a) The Business Manager-Financial Secretary, Assistant Business Manager(s) and Organizer(s) shall receive two (2) weeks' paid vacation annually.

(b) All others weekly employed by the Local Union shall receive one week's paid vacation annually.

(c) Vacation time may not be accumulated or accrued.

ARTICLE VIII
Committees and Delegates

Sec. 1. Committees and delegates shall be appointed in accordance with Article XVII of the IBEW Constitution.

Sec. 2. The delegates and alternates to the International Convention shall be nominated and elected in accordance with the nomination and secret ballot election procedure as set forth in these bylaws and Article II, Section 10 of the IBEW Constitution.

Sec. 3. The Business Manager and President shall, by virtue of their offices, serve as a delegate to the International Convention.

Sec. 4. No candidate for office of Business Manager or President may be nominated for a Delegate at Large seat at the Convention in addition to being nominated for the office of Business Manager or President.

Sec. 5. A Sick Committee of two (2) members shall be appointed by the President at each meeting for each member sick or disabled.

ARTICLE IX
Stewards

Sec. 1. Stewards shall be appointed where needed by the Business Manager. They shall work under the direction of the Business Manager and be subject to his/her authority. The Business Manager may remove any Steward, as such, at any time.

Sec. 2. Duties of Stewards shall be:

(a) To have a copy of the IBEW Constitution, these bylaws and the working agreement with them at all times.

(b) To see that Union membership is encouraged and all workers at their respective shop or jobs have paid-up dues receipts or valid working cards of the Local Union.

(c) To report any encroachment upon the jurisdiction of the Local Union.

(d) To report to the Business Manager any violation of the bylaws or agreements.

(e) To perform such other duties as may be assigned to them by the Business Manager.

Sec. 3. Stewards shall in no case cause a stoppage of work. In case of any trouble on a job or at a shop, Stewards shall immediately notify the Business Manager.

Sec. 4. No member holding a position as Superintendent, General Foreman, or Foreman shall be appointed as Steward.

ARTICLE X
Assessments - Admission Fees - Dues

Sec. 1. All assessments imposed in accordance with the IBEW Constitution and these bylaws must be paid within the time required to protect the member's continuous good standing and benefits.

Members of other IBEW Local Unions employed in the jurisdiction of this Local Union shall pay applicable working dues as provided in these bylaws.

Members shall not be required to pay assessments for welfare benefits in which they cannot participate.

Sec. 2. No money shall be collected from anyone working within the jurisdiction of this Local Union other than to apply on admission fees, dues and assessments established in accordance with the IBEW Constitution and these bylaws.

Sec. 3. The **admission fees** shall be:

(a) **"A" or "BA" Membership**

All Classifications	None
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(b) Each applicant for "A" membership shall pay an additional \$2.00.

Sec. 4. The **monthly dues** shall be:

(a) "A" Members	Basic Dues	Working Dues
Journeyman Wireman, Sound Technician Neon Tube Bender Electrical Sign Man Assistant Sign Man Residential Wireman Construction Wireman/Construction Electrician Apprentices (All Classifications) Residential Trainees	\$1.25 plus	4½% of gross earnings
Journeyman Lighting Protection Technician	\$1.25 plus	4½% of gross earnings

(b) "A" and "BA" Members Basic Dues Working Dues

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All classifications	\$4.00 plus	1½% of gross earnings
Communication Technicians	\$10.00	None
Material Handlers	\$10.00	None
Manufacturing	\$9.00	None
All other classifications	\$10.00	None

(c) Applicable International payments and all assessments to be paid in addition to the above dues.

(d) Unemployed members and members working outside the jurisdiction of Local 520 shall pay basic dues only plus the International payments provided for in (c) above.

(e) All members of the IBEW shall pay working dues as provided for above when working in the jurisdiction of Local 520.

(f) Basic dues and International payments are payable monthly or quarterly in advance.

(g) Working dues for the preceding month are due and payable not later than the regular meeting night of the month following the period worked.

(h) All members working on Building and Construction Trades jobs shall maintain type "A" membership.

(i) The Financial Secretary shall accept checks in payment of indebtedness owed the Local Union until such time as the member's check is returned from the bank marked "Insufficient Funds". Thereafter, such members shall be required to make payments by cash or money order for a period of six (6) months.

ARTICLE XI
Funds

Sec. 1. The funds of this Local Union are for the legitimate expenses required in its conduct and maintenance and shall not be diverted therefrom. Disbursements shall be made in accordance with Article XVIII of the IBEW Constitution and these bylaws.

Sec. 2. No money shall be loaned from the funds of this Local Union for any purpose, unless approved by the International President of the IBEW.

Sec. 3. The President shall appoint an auditing committee of three (3) members (or the President or the Executive Board, as the Local Union decides, shall employ a public accountant) to audit the books and accounts of the Local Union every three (3) months. A report of the audit must be made to the membership. The President shall inspect the bank books of the Treasurer to see that Local Union moneys turned over to the Treasurer have been properly and promptly deposited in the Local Union's name. The fiscal year shall be the twelve-month period ending December 31.

Sec. 4. The following funds are hereby established:

General Fund
Benefit Fund

ARTICLE XII
Death Benefit Fund

Sec. 1. There is hereby established in Local Union 520 a Death Benefit Fund account for the purpose of providing benefits as hereinafter stated in this article.

Sec. 2. (a) Upon becoming a member of Local 520, each "A" member shall be assessed \$8.00 to be put in the Death Benefit Fund account.

(b) "BA" Members who desire to participate in the plan shall pay a like amount.

(c) All members of Local Union 520 who are participating in the Death Benefit Fund upon their date of retirement shall continue to be covered by the Death Benefit Fund.

(d) Upon the death of any participating member, each and every active member of Local Union 520 shall be assessed \$8.00, due and payable within 30 days of the Death Benefit Notice. Active Member to be defined as dues paying member.

Sec. 3. Upon the death of any member in good standing who was participating in the Death Benefit Fund, the Local Union will pay an amount equal to \$7.50 times the number of active members from the Death Benefit Fund to the beneficiary or beneficiaries of the deceased to whom the International Office pays death benefit unless otherwise instructed in writing. Active members to be defined as dues paying members.

Sec. 4. Under no condition will any moneys be refunded from the Death Benefit Fund.

Sec. 5. No money shall be transferred from the General Fund of the local Union to supplement the Death Benefit Fund without approval of the International President.

Sec. 6. No money shall be transferred from the Death Benefit Fund to supplement any other fund without approval of the International President.

Sec. 7. Any participating member who is issued a Military Service Card shall be fully protected by this Death Benefit Fund and shall continue to be protected until such a time as he deposits his Military Card back with the Financial Secretary and starts to pay his dues to this Local Union as stated in Article XII, Section 10 of the IBEW Constitution.

This member shall furthermore be exempt from paying the \$8.00 assessment upon the death of a member while he is the holder of a Military Service Card.

Sec. 8. This Fund shall be audited at the same time and in the same manner as the other funds of the Local Union.

Sec. 9. This Fund is not maintained under a written trust.

ARTICLE XIII
Electrical Workers Local No. 520 Building Corporation

Sec. 1. The President of the Local Union shall serve as the Trustee for Local Union No. 520 on the Board of Directors for Local 520, IBEW, Building Corporation. He shall be empowered to vote the stock of Local 520, IBEW, Building Corporation at the annual stockholders' meeting and/or at any meeting of the Board of Directors of Local 520, IBEW, Building Corporation.

Stock of the corporation shall not be voted until a resolution announcing intention to vote stock is read at a regular meeting of the Local Union, nor until a majority vote of the members present at the next regular meeting, or a meeting especially called for the purpose, issues instructions to the Trustee for voting.

Sec. 2. Before instructions for voting stock shall be issued to the Trustee, all members of the Local Union must be notified that a proposal to vote stock will be considered. All members shall also be notified of the nature of the proposal for which stock is to be voted. Such notice shall be mailed ten (10) days before the date of the meeting at which instructions for voting are to be given the Trustee.

Sec. 3. It shall be the duty of the Trustee for Local 520, IBEW, Building Corporation to see that a complete Financial Statement of the corporation is prepared for presentation to the first regular meeting of the Local Union following the regular annual stock- holders' meeting of Local 520, IBEW, Building Corporation.

Sec. 4. The President, Vice President, Financial Secretary, Recording Secretary and Treasurer shall constitute the Board of Directors of Local 520, IBEW, Building Corporation. Upon expiration of their term as Local Union officers, or upon their resignation or removal, their duly elected or appointed successors shall become Directors of Local 520, IBEW, Building Corporation.

ARTICLE XIV
Admission of Members

Sec. 1. Qualification and admission of members shall be in accordance with Articles XIX and XX of the IBEW Constitution.

Sec. 2. Apprentices may be accepted into membership at any time; however, after having worked one (1) year under the supervision or jurisdiction of this Local Union, they shall be admitted to membership in accordance with Article XV of the IBEW Constitution.

Sec. 3. (a) Instruction of apprentices shall be under the supervision of the apprenticeship committee, and apprentices shall attend such classes as directed by the committee.

(b) The above provision shall not apply to apprentices where the Local is a party to a Joint Apprenticeship and Training Committee (JATC) when provided for in an agreement with the employer. The decision(s) of such joint committee shall be accepted by the Local Union.

(c) An apprentice having been certified by the JATC as having successfully completed the prescribed apprenticeship program shall be immediately classified as a journeyman without further examination by the Local Union.

(d) A Construction Wireman/Construction Electrician upon satisfactory completion of the prescribed course of study and the payment of the difference in admission fees prevailing at the time he/she became a Construction Wireman/Construction Electrician the member shall have his/her classification changed to Journeyman Wireman without further examination by the Local Union.

Sec. 4. (a) A Residential Wireman or Residential Trainee shall be admitted into the Union under these classifications after thirty (30) days of employment and shall work on residential wiring only.

(b) A Residential Wireman may request to take the prescribed course of study to be eligible to become a Journeyman Wireman. Upon satisfactory completion of the prescribed course of study and the payment of the difference in admission fees prevailing at the time he/she became a Residential Wireman, the member shall have his/her classification changed to Journeyman Wireman without further examination by the Local Union.

(c) Residential Trainees shall be so classified and shall be registered and under the instruction and supervision of the Training Committee as provided for in an agreement with the employer.

(d) The Residential Wireman and the Residential Trainee shall be made aware of and agree to these provisions prior to admission into the Union.

Sec. 5. Each applicant will be required to take an examination. Failing to pass, he cannot be

re-examined for at least three months.

Sec. 6. Any applicant failing to complete payments of the admission fee as required by Article XX of the IBEW Constitution shall forfeit all payments.

Sec. 7. Any applicant who fails to appear for admission or initiation within thirty (30) days of acceptance shall forfeit their initiation fee unless prevented by sickness or unavoidable absence from the city.

Sec. 8. This article shall be read to the applicant at the time of making application.

Sec. 9. All members desiring to change their classification shall be required to pass an examination, and pay any difference in admission fee when in accord with Article XX of the IBEW Constitution.

ARTICLE XV Units

Sec. 1. Unit officers shall be members of their respective Units. Each Unit shall have the following officers: Chairman, Vice Chairman, Recorder, and an Executive Committee consisting of the Chairman and four (4) elective members.

Sec. 2. Unit officers shall be nominated at the regular meeting of each Unit in May and elected in June of the year the Local Union elects officers. Only members of each such Unit in good standing are eligible to nominate and vote for the Unit's officers.

Sec. 3. No member shall be a candidate for more than one (1) Unit office. If nominated for more than one (1) office, the member shall immediately declare for which office he/she will be a candidate. No member shall be nominated for Unit office unless they are present or signify their willingness in writing to be a candidate.

Sec. 4. A member must have at least six (6) months' continuous standing in their Unit immediately prior to nomination to be eligible for office in their Unit, provided the Unit has been in existence for six (6) months or more.

Sec. 5. One (1) Judge and as many Tellers as are required shall be appointed by the Unit Chairman to conduct the election. Any candidate may be present or have an IBEW member as an observer present during the voting and at the counting of the ballots.

Sec. 6. Voting shall be by secret ballot. The candidate receiving the highest number of votes for each Unit office shall be declared elected.

Sec. 7. (a) Regular meetings of Units shall be held once monthly as decided by members of each Unit and approved by the Local Union Executive Board.

(b) However, no Unit shall hold any regular or special meeting on the night of any regular or special meeting of the Local Union.

(c) Special meetings of a Unit may be called only by the Business Manager or Executive Board of the Local Union, or by the Executive Committee of the Unit involved. The officer or Executive Committee calling the special meeting shall see that the members of the particular Unit and the Business Manager are notified. No business shall be transacted at any special meeting except that for which it is called.

Sec. 8. The duties of Unit officers within the Unit shall be as follows:

Chairman: The duties shall be similar to those of the Local Union's President but shall in no way conflict.

Vice Chairman: The duties shall be similar to those of the Local Union's Vice President but shall in no way conflict.

Recorder: The duties shall be similar to those of the Local Union's Recording Secretary but shall in no way conflict. The Recorder shall supply a copy of the Minutes of Unit meetings to the Business Manager and to the Recording Secretary of the Local Union as soon as possible after each such meeting.

Executive Committee: The duties shall be similar to those of the Local Union's Executive Board but shall deal only with affairs of the particular Unit, and shall be subordinate to the Local Union's Executive Board. However, the Executive Committee has no authority to act as a Trial Board in lieu of the Local Union Executive Board. The Unit Chairman shall preside over this Committee and it shall meet regularly at such time as it may decide and shall select one (1) of its members as Secretary. (The Business Manager shall be notified and may attend all meetings of this Committee with voice but no vote.) Immediately after each meeting of the Committee, a copy of its Minutes shall be furnished the Business Manager and the Recording Secretary of the Local Union.

Sec. 9. All Units and Unit officers shall be under the supervision of the Local Union and its Executive Board. Failure of Unit officers to perform their duties and the suspension or removal of any Unit officer and the filling of any vacancies shall be handled by the Local Union Executive Board.

Sec. 10. The eligibility of any member to attend meetings or hold office in the Local Union shall not be affected in any way by participation in the affairs of a Unit.

Attendance at Unit meetings shall be considered attendance at Local Union meetings.

Sec. 11. The following Units are hereby established in the jurisdiction of Local Union 520:

- 520.1 Municipal employees - City of Austin
- 520.2 Fisk Telephone Systems, Inc.
- 520.3 Residential Wireman and Trainees
- 520.4 Material Handlers
- 520.5 Manufacturing

ARTICLE XVI

General Laws

Sec. 1. The Executive Board shall act as the Trial Board to hear charges and try members (except officers or representatives of a Local Union, Railroad Council, or System Council) for violation of the IBEW Constitution, these bylaws, or an approved working agreement. All charges against a member must be in writing and signed, specifying the provision(s) of the Constitution, bylaws, or working agreement allegedly violated. A brief factual written statement of the act(s) considered to be in violation, including relevant dates, places and names, should be given by the charging party. A copy of the charges must be furnished to the accused by the Recording Secretary with notice of when to appear before the Trial Board.

Sec. 2. A charged member may, upon request, have an IBEW member in good standing as Counsel. However, no lawyer, as such may serve as Counsel in a hearing of the Trial Board. No person not a member of the IBEW may be present at such hearing, except as a witness.

If the accused willfully fails to stand trial or attempts to evade trial after having been notified in writing to appear, the Trial Board shall hear and determine the case just as though the accused were present. When a member files charges against another member and fails to appear before the Trial Board to prosecute the case, unless reasonable excuse is given, he/she shall be subject to discipline by the Trial Board.

Sec. 3. A majority vote of the Trial Board shall be sufficient for a decision, which is to be in writing. The Trial Board report of its findings and sentence, if any, shall be reported to the next regular meeting of the Local Union. The action of the Trial Board shall be considered the action of the Local Union, and the report of the Board shall conclude the case.

Sec. 4. All financial obligations (including but not limited to fines, assessments and unpaid dues and fees) owed by a member under the IBEW Constitution or the bylaws of this Local Union shall constitute debts owed by the member to the IBEW or the Local Union, and may be recovered through court action brought by the IBEW or the Local Union. If it is necessary for the Local to institute legal proceedings in order to recover any such debt, the individual member shall also be liable for all costs of said proceedings, together with a reasonable attorney's fee incurred by the Local, the amount thereof to be fixed by the Court.

Sec. 5. Each member shall keep the Financial Secretary informed of his/her correct address, phone number and email address. The Financial Secretary shall, in turn, notify the International Secretary-Treasurer.

Sec. 6. The parliamentary rules of this Local Union shall be those stated in Article XV of the IBEW Constitution.

Sec. 7. The IBEW Constitution is hereby made a part of these bylaws. Where there is doubt concerning any section of these bylaws or where such might appear to be in conflict with the IBEW Constitution, then the IBEW Constitution shall control and must be followed.

Sec. 8. Words in these bylaws in the masculine gender shall include the feminine.

Sec. 9. Members shall be supplied with copies of the IBEW Constitution, these bylaws, and the working agreement upon request to the Local Union.

Sec. 10. The handling of jobs for unemployed members shall be under the full supervision and direction of the Business Manager. The Business Manager shall devise such means as are considered practical and fair in the distribution of available jobs to qualified members. Members shall not violate such established rules or plans.

Sec. 11. This Local Union shall affiliate or shall not affiliate with central bodies and departments of the American Federation of Labor, as decided by the International President, in accord with Article XV of the IBEW Constitution.

Sec. 12. No member is allowed to contract work unless he meets the requirements of a contractor.

Sec. 13. The Business Manager shall be authorized to spend a sum as determined by the Executive Board for a tribute upon the death of any member or of any member's wife, mother, father, or children.

Sec. 14. Apprentice Wiremen are required to participate in the Apprenticeship Program in accordance with rules by the Austin Electrical Joint Apprenticeship and Training Committee.

Sec.15. Members shall show their working cards or dues receipts upon request.

ARTICLE XVII
Amendments

Sec. 1. These bylaws shall become effective upon approval by the International President.

Sec. 2. (a) These bylaws may be amended or changed by any such proposal being submitted in writing and read at two (2) regular meetings of the Local Union, and decided at the second meeting by a majority vote of the members present and voting.

(b) However, assessments, admission fees or dues shall be changed only by a majority vote by secret ballot of the members in good standing voting at a regular or special membership meeting.

Changes shall be introduced at one Local Union meeting and acted upon at a second Local Union meeting. The proposal cannot be acted on at the time it was proposed. A written notice specifically stating the proposed assessments or changes in admission fees or dues shall be mailed to each member in good standing at the member's last-known home address at least twenty (20) days prior to the Local Union meeting at which the membership is to vote on the question.

Sec. 3. No assessments, amendments or changes shall become effective until approved by the International President, in accordance with the IBEW Constitution.

**LOCAL UNION 520
RECORD OF AMENDMENTS**

District: Seventh

Location: Austin, Texas

Bylaws Retyped in Entirety: March 6, 1991

DATE ARTICLES AND SECTIONS AMENDED

- 5/13/92 Art. X, Section 3(a) and 6(a); Art. XVI, modified.
- 6/3/94 Updated Constitutional Articles.
- 7/12/94 Art. XII, Sec. 2(d) and Sec. 3 modified.
- 4/11/96 Art. X, Sec. 6(a) and Art. XI, Sec. 4 modified.
- 10/16/97 Art. VII, Sec. 1 modified.
- 1/16/98 Art. X, Sec. 5(c) added; Sec. 6(a) amended; Art. XIV, Sec. 3(d) added.
- 1/29/98 Art. X, Sec. 3(a) corrected.
- 11/29/00 Art. X, Sec's. 3(a) and 6(b) amended.
- 3/30/04 Art. III, Sec 8(d) added and Secs. (e) & (f) renumbered accordingly.
- 2/17/05 Art. VI, Sec. 3 amended; Art. VII, Sec. 1 and Sec. 4(a) amended; updated
Constitutional Articles.
- 10/7/14 Art. VIII, Sec. 3 amended, Sec. 4 added, Art. X, and XIV amended,
CW/CE, Art. XVI, Sec. 5 amended, and added Sec. 15. Updated
Constitutional Articles.
- 12/4/14 Art. XII, Sec. 2(a, c, d,) Sec. 7 amended.
- 6/9/16 Art. I, Sec. 1(a) amended.
- 12/8/17 Art. X, Sec. 3(a), Art. X, Sec.'s 3(c), 4, 5(a), 5(b) & 5(c) deleted & all other
sections re-numbered. New Art. X, Sec.'s 4(a) and 4(b) added.
- 4/24/18 Art. I, Sec. 1; a new Art. I, Sec. 1(b) added; Art. X, Sec. 4(b) and Art. XV,
Sec. 11 amended.
- 3/9/20 Art. VII, Sec. 1 amended.