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2012

OMB No. 1545-0047

Form **990-EZ**

# Short Form Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

**2020**

**Open to Public Inspection**

▶ Do not enter social security numbers on this form, as it may be made public.

▶ Go to [www.irs.gov/Form990EZ](http://www.irs.gov/Form990EZ) for instructions and the latest information.

Department of the Treasury  
Internal Revenue Service

**A** For the 2020 calendar year, or tax year beginning 01/01, 2020, and ending 12/31, 20 20

<b>B</b> Check if applicable: <input checked="" type="checkbox"/> Address change <input checked="" type="checkbox"/> Name change <input checked="" type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization <u>International Union United Automobile, Aerospace, and Agricultural Implement Workers of America, UAW Local 5118</u>		<b>D</b> Employer identification number <u>85-2466370</u>
	Number and street (or P.O. box if mail is not delivered to street address) Room/suite <u>552 Massachusetts Avenue Suite 209</u>		<b>E</b> Telephone number <u>610-564-2766</u>
	City or town, state or province, country, and ZIP or foreign postal code <u>Cambridge, MA, 02139</u>		<b>F</b> Group Exemption Number ▶ <u>0427</u>

**G** Accounting Method:  Cash  Accrual Other (specify) ▶ \_\_\_\_\_

**H** Check  if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

**I** Website: ▶ www.harvardgradunion.org

**J** Tax-exempt status (check only one) -  501(c)(3)  501(c) ( 5 ) ◀ (insert no.)  4947(a)(1) or  527

**K** Form of organization.  Corporation  Trust  Association  Other

**L** Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ▶ \$ 65,909

## Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I

<b>Revenue</b>	<b>1</b> Contributions, gifts, grants, and similar amounts received . . . . .	<b>1</b>	<u>0</u>
	<b>2</b> Program service revenue including government fees and contracts . . . . .	<b>2</b>	<u>0</u>
	<b>3</b> Membership dues and assessments . . . . .	<b>3</b>	<u>65,909</u>
	<b>4</b> Investment income . . . . .	<b>4</b>	<u>0</u>
	<b>5a</b> Gross amount from sale of assets other than inventory . . . . .	<b>5a</b>	<u>0</u>
	<b>b</b> Less: cost or other basis and sales expenses . . . . .	<b>5b</b>	<u>0</u>
	<b>c</b> Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a) . . . . .	<b>5c</b>	<u>0</u>
	<b>6</b> Gaming and fundraising events:		
	<b>a</b> Gross income from gaming (attach Schedule G if greater than \$15,000) . . . . .	<b>6a</b>	<u>0</u>
<b>b</b> Gross income from fundraising events (not including \$ <u>0</u> of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000) . . . . .	<b>6b</b>	<u>0</u>	
<b>c</b> Less: direct expenses from gaming and fundraising events . . . . .	<b>6c</b>	<u>0</u>	
<b>d</b> Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) . . . . .	<b>6d</b>	<u>0</u>	
<b>7a</b> Gross sales of inventory, less returns and allowances . . . . .	<b>7a</b>	<u>0</u>	
<b>b</b> Less: cost of goods sold . . . . .	<b>7b</b>	<u>0</u>	
<b>c</b> Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a) . . . . .	<b>7c</b>	<u>0</u>	
<b>8</b> Other revenue (describe in Schedule O) . . . . .	<b>8</b>	<u>0</u>	
<b>9</b> <b>Total revenue.</b> Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 . . . . .	<b>9</b>	<u>65,909</u>	
<b>Expenses</b>	<b>10</b> Grants and similar amounts paid (list in Schedule O) . . . . .	<b>10</b>	<u>0</u>
	<b>11</b> Benefits paid to or for members . . . . .	<b>11</b>	<u>0</u>
	<b>12</b> Salaries, other compensation, and employee benefits . . . . .	<b>12</b>	<u>0</u>
	<b>13</b> Professional fees and other payments to independent contractors . . . . .	<b>13</b>	<u>1,699</u>
	<b>14</b> Occupancy, rent, utilities, and maintenance . . . . .	<b>14</b>	<u>0</u>
	<b>15</b> Printing, publications, postage, and shipping . . . . .	<b>15</b>	<u>0</u>
	<b>16</b> Other expenses (describe in Schedule O) <u>See Schedule O, Statement 1</u> . . . . .	<b>16</b>	<u>19,875</u>
	<b>17</b> <b>Total expenses.</b> Add lines 10 through 16 . . . . .	<b>17</b>	<u>21,574</u>
<b>Net Assets</b>	<b>18</b> Excess or (deficit) for the year (subtract line 17 from line 9) . . . . .	<b>18</b>	<u>44,335</u>
	<b>19</b> Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) . . . . .	<b>19</b>	<u>0</u>
	<b>20</b> Other changes in net assets or fund balances (explain in Schedule O) . . . . .	<b>20</b>	<u>-21,376</u>
	<b>21</b> Net assets or fund balances at end of year. Combine lines 18 through 20 . . . . .	<b>21</b>	<u>22,959</u>

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For Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 106421

Form **990-EZ** (2020)

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**Part II Balance Sheets** (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II

	(A) Beginning of year	(B) End of year
<b>22</b> Cash, savings, and investments . . . . .	0 <b>22</b>	44,335
<b>23</b> Land and buildings . . . . .	0 <b>23</b>	0
<b>24</b> Other assets (describe in Schedule O) . . . . .	0 <b>24</b>	0
<b>25</b> Total assets . . . . .	0 <b>25</b>	44,335
<b>26</b> Total liabilities (describe in Schedule O) . . . . .	0 <b>26</b>	21,376
<b>27</b> Net assets or fund balances (line 27 of column (B) must agree with line 21) . . . . .	0 <b>27</b>	22,959

**Part III Statement of Program Service Accomplishments** (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III

What is the organization's primary exempt purpose? Labor Organization

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

**Expenses**  
(Required for section 501(c)(3) and 501(c)(4) organizations, optional for others)

<b>28</b> <u>Collective Bargaining and representation service to 1260 members</u> ..... ..... (Grants \$ ) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>28a</b>	
<b>29</b> ..... ..... (Grants \$ ) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>29a</b>	
<b>30</b> ..... ..... (Grants \$ ) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>30a</b>	
<b>31</b> Other program services (describe in Schedule O) ..... (Grants \$ 0) If this amount includes foreign grants, check here <input type="checkbox"/>	<b>31a</b>	0
<b>32</b> Total program service expenses (add lines 28a through 31a) . . . . .	<b>32</b>	0

**Part IV List of Officers, Directors, Trustees, and Key Employees** (list each one even if not compensated—see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
Brandon Mancilla President	10.00	0	0	0
Marisa Borreggine Vice-President	8.00	0	0	0
Carolyn Boudreau Recording Secretary	8.00	0	0	0
Matthew Volpe Financial Secretary	12.00	0	0	0
Maya Anjur-Dietrich Sergeant-At-Arms	20.00	0	0	0
Aparna Gopalan Guide	10.00	0	0	0
Andrew Bergman Trustee	7.00	0	0	0
Emily Wright Trustee	15.00	0	0	0
Melanie Rucinski Trustee	5.00	0	0	0
.....				
.....				
.....				

0

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V [X]

33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?
35b If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O
35c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N
37a Enter amount of political expenditures, direct or indirect, as described in the instructions
37b Did the organization file Form 1120-POL for this year?
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?
38b If "Yes," complete Schedule L, Part II, and enter the total amount involved
39 Section 501(c)(7) organizations. Enter:
39a Initiation fees and capital contributions included on line 9
39b Gross receipts, included on line 9, for public use of club facilities
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911, section 4912, section 4955
40b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I
40c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958
40d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization
40e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T
41 List the states with which a copy of this return is filed
42a The organization's books are in care of Matthew Volpe Telephone no. 610-564-2766
Located at 552 Massachusetts Avenu Suite 209, Cambridge, MA 02139 ZIP + 4 02139
42b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country
See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).
42c At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here and enter the amount of tax-exempt interest received or accrued during the tax year
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ
44b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ
44c Did the organization receive any payments for indoor tanning services during the year?
44d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?
45b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions

	Yes	No
46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I . . . . .		<input checked="" type="checkbox"/>

**Part VI Section 501(c)(3) Organizations Only**

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

	Yes	No
47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II . . . . .		
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E . . . . .		
49a Did the organization make any transfers to an exempt non-charitable related organization? . . . . .		
b If "Yes," was the related organization a section 527 organization? . . . . .		
50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."		

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
None				

f Total number of other employees paid over \$100,000 . . . ▶ \_\_\_\_\_

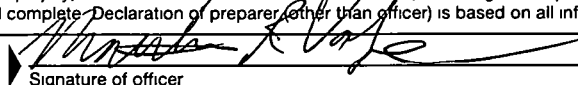
51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
None		

d Total number of other independent contractors each receiving over \$100,000 . . . ▶ \_\_\_\_\_

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A . . . . .  Yes  No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	 Signature of officer	4/16/2021 Date
	Matthew Volpe, Financial Secretary Type or print name and title	

<b>Paid Preparer Use Only</b>	Pnnt/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Firm's name ▶	Firm's EIN ▶			
	Firm's address ▶	Phone no			

May the IRS discuss this return with the preparer shown above? See instructions . . . . .  Yes  No

**SCHEDULE O**  
**(Form 990 or 990-EZ)**

**Supplemental Information to Form 990 or 990-EZ**

OMB No. 1545-0047

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

**2020**

Department of the Treasury  
Internal Revenue Service

▶ Attach to Form 990 or 990-EZ.

**Open to Public Inspection**

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

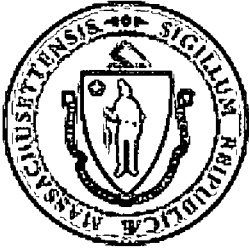
Name of the organization **International Union United Automobile, Aerospace, and Agricultural Implement Workers of America, UAW Local 5118**

Employer identification number  
**85-2466370**

**Form 990-EZ, Part I, Line 20 - Outstanding payments owed to parent organization, International Union UAW, from member dues collected in December 2020 were paid in January 2021**

**Form 990-EZ, Part II, Line 26 - Outstanding payments owed to parent organization, International Union UAW, from member dues collected in December 2020 were paid in January 2021**

**Form 990-EZ, Part V, Line 34 - Our Local Union was formed during this reporting period and had to write and Amend our Bylaws. The most recent copy (as of March 2021) is included with this filing, along with a letter signed by the President and Financial Secretary explaining the changes in further detail. When our Local was granted an EIN by the IRS, our name was incorrectly abbreviated on our application. The correct name of our Local Union is given in Item C of this form, as well as in the attached Bylaws, and in the Articles of Organization which were filed in Massachusetts upon our formation.**



**The Commonwealth of Massachusetts  
William Francis Galvin**

Minimum Fee: \$35.00

Secretary of the Commonwealth, Corporations Division  
One Ashburton Place, 17th floor  
Boston, MA 02108-1512  
Telephone: (617) 727-9640

**Articles of Organization  
(General Laws, Chapter 180)**

Identification Number: 001458303

**ARTICLE I**

The exact name of the corporation is

INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE & AGRICULTURAL IMPLEMENT  
WORKERS OF AMERICA, UAW LOCAL 5118, INC.

**ARTICLE II**

The purpose of the corporation is to engage in the following business activities

REPRESENTATIONAL SERVICES TO LOCAL UNION MEMBERSHIP.

**ARTICLE III**

A corporation may have one or more classes of members. If it does, the designation of such classes, the manner of election or appointments, the duration of membership and the qualifications and rights, including voting rights, of the members of each class, may be set forth in the by-laws of the corporation or may be set forth below

**ARTICLE IV**

Other lawful provisions, if any, for the conduct and regulation of the business and affairs of the corporation, for its voluntary dissolution, or for limiting, defining, or regulating the powers of the corporation, or of its directors or members, or of any class of members, are as follows  
*(If there are no provisions state "NONE")*

*Notes: The preceding four (4) articles are considered to be permanent and may only be changed by filing appropriate Articles of Amendment*

**ARTICLE V**

The by-laws of the corporation have been duly adopted and the initial directors, president, treasurer and clerk or other presiding, financial or recording officers, whose names are set out on the following page, have been duly elected

**ARTICLE VI**

The effective date of organization of the corporation shall be the date approved and filed by the Secretary of the Commonwealth. If a *later* effective date is desired, specify such date which shall not be more than *thirty days* after the date of filing.

**ARTICLE VII**

The information contained in Article VII is not a permanent part of the Articles of Organization

**a. The street address (post office boxes are not acceptable) of the principal office of the corporation in Massachusetts is:**

No. and Street. 552 MASSACHUSETTS AVENUE  
SUITE 209  
City or Town CAMBRIDGE State: MA Zip 02139 Country: USA

**b. The name, residential street address and post office address of each director and officer of the corporation is as follows:**

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code	Expiration of Term
PRESIDENT	BRANDON MANCILLA	260-19 HILLSIDE AVENUE, APT 1R GLEN OAKS, NY 11004 USA 260-19 HILLSIDE AVENUE, APT 1R GLEN OAKS, NY 11004 USA	January 2023
TREASURER	MATTHEW ROBERT VOLPE	375 HARVARD STREET, APT 4 CAMBRIDGE, MA 02138 USA 375 HARVARD STREET, APT 4 CAMBRIDGE, MA 02138 USA	January 2023
CLERK	CAROLYN MORAN BOUDREAU	176 POWDER HOUSE BLVD, APT 2 SOMERVILLE, MA 02144 USA 176 POWDER HOUSE BLVD, APT 2 SOMERVILLE, MA 02144 USA	January 2023
VICE PRESIDENT	MARISA BORREGGINE	90 NORFOLK ST, APT 7 CAMBRIDGE, MA 02139 USA 90 NORFOLK ST, APT 7 CAMBRIDGE, MA 02139 USA	January 2023
DIRECTOR	MATTHEW ROBERT VOLPE	375 HARVARD STREET, APT 4 CAMBRIDGE, MA 02138 USA 375 HARVARD STREET, APT 4 CAMBRIDGE, MA 02138 USA	January 2023
DIRECTOR	BRANDON MANCILLA	260-19 HILLSIDE AVENUE, APT 1R GLEN OAKS, NY 11004 USA 260-19 HILLSIDE AVENUE, APT 1R GLEN OAKS, NY 11004 USA	January 2023

**c. The fiscal year (i.e., tax year) of the business entity shall end on the last day of the month of:**  
December

**d. The name and business address of the resident agent, if any, of the business entity is:**

Name: MARISA BORREGGINE, C/O HGSU-UAW  
No and Street 552 MASSACHUSETTS AVENUE  
SUITE 209  
City or Town CAMBRIDGE State: MA Zip: 02139 Country: USA

**I/We, the below signed incorporator(s), do hereby certify under the pains and penalties of perjury that I/we have not been convicted of any crimes relating to alcohol or gaming within the past ten years. I/We do hereby further certify that to the best of my/our knowledge the above-named officers have not been similarly convicted. If so convicted, explain:**

**IN WITNESS WHEREOF AND UNDER THE PAINS AND PENALTIES OF PERJURY, I/we, whose signature(s) appear below as incorporator(s) and whose name(s) and business or residential address (es) beneath each signature do hereby associate with the intention of forming this business entity under**

**the provisions of General Law, Chapter 180 and do hereby sign these Articles of Organization as incorporator(s) this 14 Day of September, 2020.** *(If an existing corporation is acting as incorporator, type in the exact name of the business entity, the state or other jurisdiction where it was incorporated, the name of the person signing on behalf of said business entity and the title he/she holds or other authority by which such action is taken.)*

MATTHEW R. VOLPE 552 MASSACHUSETTS AVENUE SUITE 209 CAMBRIDGE, MA 02139

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# HGSU-UAW Local 5118 Bylaws

## **Preamble**

Undergraduate and graduate student workers at Harvard University came together in 2013 to form a union to exercise workplace democracy, assume our power in numbers, set an example of community within Harvard, and lead a movement of workers dedicated to justice in the house of labor.

Workplace democracy is both the guiding principle and daily practice of this union. Our concept of democracy includes but is not limited to: ensuring fair and open elections in which our membership exercises its right to vote, engaging in critical conversations and open meetings during which our membership votes and directly makes key decisions, regularly reflecting on our decision-making processes and organizational principles, and making this document and its counterparts, including our Solidarity Forever and our Organizational Chart, living documents that accommodate the changing needs of the student workers at Harvard University.

## **Article 1. Name**

This organization shall be known formally as International Union, United Automobile, Aerospace & Agricultural Implement Workers of America, UAW Local 5118. The trade name of this union shall be Harvard Graduate Students Union – UAW, Local 5118 (HGSU-UAW).

## **Article 2. Principles and Guarantees**

- A. HGSU supports the struggle of all workers and stands in solidarity with other unions and progressive organizations in their fights for social and economic justice.
- B. HGSU strives to be an inclusive union and build broad-based unity among its members. It will actively seek to promote the participation and engagement of oppressed and marginalized groups and underrepresented work sites at all levels of the union.
- C. HGSU will continuously address issues related to discrimination, including but not limited to discrimination on the basis of race, sex, gender, sexual orientation, class, ability, nationality, immigration status, religion as well as discrimination at the intersection of such identity categories, by having trainings for HGSU staff, stewards and elected officers, as well as building coalitions with advocacy groups and addressing these issues through our work as a union.
- D. HGSU shall not discriminate against or prevent members from participating in the union on the basis of sex, gender, race, color, age, ethnicity, religious creed, national origin, citizenship,

immigration or visa status, ancestry, native language or dialect, first-generation status, socioeconomic background and/or status, sexual orientation, gender identity or expression, marital status, parental status, pregnancy status or pregnancy-related condition, HIV status or other health status, genetic information, physical or mental disabilities—including but not limited to learning disabilities, intellectual disabilities, and past/present history of a mental disorder and/or mental illness—veteran status, military service, political affiliation or belief, affiliation with a political party or organization, personal political or criminal history, or membership in other protected classes set forth in federal, Massachusetts, or municipal law.

E. HGSU can only bargain for workers in a recognized bargaining unit, but changes we seek apply more broadly. We are committed to building coalitions and advocating for justice with students and workers across campus, and advocating for collective bargaining rights for everyone.

### **Article 3. Membership**

A. Membership of this Local Union shall be extended to all graduate students at Harvard University enrolled in programs which have teaching or research work requirements, and all employees in titles that come under the jurisdiction of this Local Union.

B. A member in good standing is entitled to full voice and a single vote on all questions and to hold any elected or appointed position, and accept a nomination, unless otherwise stated in the International Constitution. Each member in good standing of this Local Union has the right to express opinions on all subjects before the Local Union and International Union; attend all membership meetings and express views, arguments and opinions on all matters and business, including candidates for office, to meet and assemble freely with other members; and generally, to participate in the activities of the Local Union and the International.

C. Members shall have full and clear accounting of HGSU's funds at all levels. Such accounting shall include, but not be limited to, periodic reports to the membership by appropriate fiscal officers and annual audits of all financial records by independent auditors not otherwise connected with HGSU upon petition of ten (10) percent of the membership or in order to satisfy the requirements of law or when required by labor federations with which this Local Union may be affiliated. The Executive Board will prepare and present financial reports at every general membership meeting and make such reports available to membership as well as present an annual budget to the general membership vote at the first general membership meeting every year.

D. 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.

E. Solidarity dues, specified by further rules adopted by the membership, are payable by members when not employed in positions represented by the Local. Solidarity dues shall be

paid on a volunteer basis. The recommended rate shall be proposed by the Executive Board and affirmed by membership annually.

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

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

H. 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 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 and will be processed in accordance with Article 31 of the International Constitution.

## **Article 4. Meetings**

A. The official meetings of this Local Union are general membership meetings and steward meetings. Official meetings are open to all members.

B. **Notice:** Meeting times and locations shall be announced to the membership by email and by posting on the Local Union website at least three (3) days in advance of special membership meetings and seven (7) days in advance for regular membership meetings. The notice shall include the agenda of the upcoming meeting and the minutes of the previous meeting.

C. **Schedule.** A general membership meeting shall be called every month, with additional meetings called as required, in compliance with the International Constitution. There shall be at least one stewards meeting every month. The schedule of official meetings for each semester shall be announced by the Executive Board at the first monthly meeting of the semester and posted on the Local Union website.

D. **Special membership meetings** may be called by order of the Executive Board.

E. **Quorum:** A quorum for general membership meetings shall consist of fifty (50) members of the Local Union in attendance at the meeting. A quorum of stewards shall consist of twenty (20) stewards.

F. Unless otherwise specified by the International Constitution, these bylaws, or by a standing rule, decisions shall be made by simple majority vote.

G. **Rules of Order:** Per Article 42 of the International Constitution, questions of a parliamentary nature shall be decided by Robert's Rules Order.

H. **Open Discussion:** The chair of the meeting will ensure broad participation and open discussion. Members who have not spoken will be given priority. The chair may set a time limit for the duration of speeches.

I. **Membership Comment and Review:** A motion or resolution at an official meeting which has not already gone through membership comment and review may be referred for membership comment and review by a 20% vote. After referral, the Executive Board will distribute the text of the proposal to the membership, who shall have fourteen (14) days to review the proposal and provide comments and suggestions to the original mover. After the comment period, the original mover shall review all comments and may revise the proposal. At a subsequent official meeting, the modified proposal may be brought up for a vote and the original mover shall explain any revisions made. Any motion or resolution which affects the rights and obligations of all members, must go through membership comment and review, unless this requirement is waived by unanimous consent. Any motion or resolution which modifies the Bylaws of this Local Union, or which affects the rights and obligations of all members, must conform to the process described in Article 14 of these Bylaws.

J. **Order of Business:** The following Order of Business will be conducted, unless modification is necessary:

- I. Call to order
- II. Introduction of participants
- III. Committee reports, including Executive Board report
- IV. Agenda business
- V. New business
- VI. Does anyone know of members out of work or in distress?
- VII. Good and welfare
- VII. Solidarity clap (or Solidarity Forever).

## **Article 5. Powers of Administration**

A. HGSU's Organizational Chart, specified by further rules adopted by the membership, specifies the Powers of Administration and responsibilities of this Local Union's bodies and committees.

B. 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 Bylaws. Membership reserves the right to override decisions of the Executive Board and any elected bodies or committees and to originate directives at any time via a membership-wide vote laid

out in Article 11. Local officers and elected bodies shall not make any decisions which contradict those made by the membership within the past term length of a steward.

C. 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.

D. Between meetings and votes of the Executive Board, the President and Vice President, in consultation with the appropriate officers and staff, shall jointly 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 6. Officers and Executive Board**

A. 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 9 members: President, Vice President, Recording Secretary, Financial Secretary, Sergeant-at-Arms, Guide, and three (3) Trustees. All officers must be members of the Local Union and shall be elected at-large by a majority of votes cast, for three (3) year terms.

B. 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. In all of the other offices the vacancy shall be promptly filled by election. In case of a vacancy Elections for other offices shall be held as stipulated in Article 12 of these Bylaws.

C. Powers of the Executive Board:

1) It shall be the duty of the Executive Board to see to it that all policies formulated by the membership or the Executive Board are duly executed. To this end, minutes will be taken of all Executive Board Meetings and the Executive Board shall make reports at every general membership meeting. The Executive Board shall report on these meetings to the steward meetings and at the Membership Meetings.

2) The Executive Board shall be responsible for the day-to-day operation of the unit including but not limited to:

a) direction of day-to-day operations,

b) oversight of staff,

c) preparation and submission of all proposals, annual budgets, and budget modifications to membership for approval, management and execution of the budget,

- d) coordination and oversight of standing committees,
  - e) the appropriate maintenance of the health of the organization,
  - f) all correspondence and relations between the leadership, the stewards and the membership,
  - g) and all external relations excepting those duties specifically prescribed to the Bargaining Committee and the Elections Committee;
- 3) The Executive Board shall receive the membership lists and share the information with the Stewards, committee members, and other organizers of this Local Union,
- 4) The Executive Board shall decide upon requests of the Contract Enforcement and Education Committee, or members whether to advance a grievance to arbitration;
- 5) The Executive Board shall appoint members to serve on Union-Management committees and to serve as delegates at broader UAW meetings and conventions;
- 6) The Executive Board shall be empowered to conduct impact bargaining with available members of the Bargaining Committee.
- 7) the Executive Board shall schedule, at least once per semester, an extended open period prior to a General Membership meeting to answer questions from membership.

**D. Roles of officers:**

- 1) The Roles of the Executive Board members shall be as defined in the International UAW Constitution. In addition to the duties enumerated in Article 40 of the International Constitution, the President and the Vice-President's responsibilities will include but are not limited to:
- a) chairing Executive Board meetings, steward meetings, General Membership meetings and ensuring agendas are set for both;
  - b) unless otherwise noted, acting as official representatives of HGSU to the administration and in all external relations, and signing agreements between HGSU and the University.
- 2) All officers will be ex officio members of all standing committees and act in a liaison or advisory capacity, except the Bargaining Committee, the Elections Committee and the Governance and Participation Committee.
- 3) In addition to roles explicitly assigned to each Executive Board member in these bylaws and the International Constitution, the Executive Board will designate one or more of its members to take on each of the roles listed below. The same individual or group of Executive Board members may take on more than one of these roles but the

Board will strive for equitable work distribution, and, when relevant, they will coordinate their work as members of committees with overlapping responsibilities:

- a) The role of preparing agendas for and facilitating steward meetings. This role includes making regular outreach to and collecting feedback from Stewards and overseeing the annual comment and review of Steward districts.
- b) The role of leading membership growth and community-building, including through coordination with the Base-building Team and the Organizing Committee. This role will also include assisting in or leading preparing agendas for and facilitating regular Organizing Committee meetings.
- c) The role of preparing agendas for and facilitating General Membership meetings.
- d) The role of assessing and facilitating membership participation in the Local Union's decision-making processes, as well as making suggestions for how to improve those processes, including through coordination with the Governance and Participation Committee.
- e) The role of leading the "Membership Comment and Review" process as laid out in Article 4.I, including through coordination with the Governance and Participation Committee. This role includes ensuring that all members are notified about opportunities to engage in this process, gathering responses to comments from relevant committees and parties, and ensuring that all comments and responses made during this process are documented in an accessible format and location for all members.

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

## **Article 7. Stewards**

A. The Stewards shall be responsible for:

- 1) organizing and mobilizing departments,
- 2) enforcing the contract and assisting members with grievances,
- 3) disseminating all union communications by calling meetings of their districts, distributing literature to the members, recruiting new members,
- 4) attending steward meetings,
- 5) fulfilling additional responsibilities assigned according to HGSU's Organizational Chart, specified by further rules adopted by the membership.

B. All Stewards must attend a Local Union grievance handling training session prior to being the sole representative on any grievance. Stewards are also required to attend any training congruent with Article 2 and an organizer training at their earliest availability.

C. Each elected steward will be entitled to one vote on any proposal put to a vote at any steward meeting. Votes taken at steward meetings have an advisory relation in compliance with Article 5 of this Local's Bylaws and the International UAW Constitution. Attendance at steward meetings will be taken by a member of the Executive Board and all attendance records will be made available to membership upon request.

D. Elected stewards are responsible for disseminating all union communications and bringing issues in their districts to the attention of the stewards.

E. There will be at least one elected Steward per district. The bargaining unit shall be divided into a number of districts according to the following principles:

- 1) Departments will not be combined,
- 2) Buildings, programs, or other working groups will constitute districts where such buildings, programs, or working groups are more relevant for organizing purposes,
- 3) There will be at least one steward position per 25 Student Workers.

F. The steward district map will be reviewed by the Executive Board annually with feedback from stewards and submitted to membership for approval at a General Meeting if changes are needed in order to conform to these Bylaws.

## **Article 8. Committees**

A. The Local Union shall have the following standing committees:

- 1) Constitution and Bylaws Committee (which may be referred to as the Governance and Participation Committee),
- 2) Organizing Committee,
- 3) Education Committee (which may be referred to as the Communications Committee),
- 4) Contract Enforcement and Grievance Committee (which may be referred to as the Contract Enforcement and Education Committee),
- 5) Community Services Committee (which may be referred to as the Solidarity Committee),
- 6) Bargaining Committee,

- 7) Elections Committee
- 8) Finance and Benefits Committee,
- 9) Base-building Committee,
- 10) Press Team,
- 11) Women's Committee (which may be referred to as the Feminist Working Group),
- 12) Civil and Human Rights Committee (includes the racial justice working group),
- 13) International Scholars Working Group,
- 14) Health and Safety Committee,
- 15) Parents Committee,
- 16) Consumer Affairs Committee,
- 17) Veterans Committee,
- 18) Union Label Committee,
- 19) Conservation and Recreation Committee, and
- 20) Citizenship and Legislative Committee.

B. Committees shall elect their co-chairs unless otherwise specified further rules adopted by the membership.

C. All committees shall have attendance records and written minutes. These records shall be submitted to the Executive Board after each meeting. The chair of each committee shall be responsible by keeping the records and minutes. Committees are not required to advertise their meeting locations and times, but are required to include contact information so that interested members can participate.

D. These committees shall perform all duties assigned to them by the UAW Constitution and Bylaws and such additional duties as they may be directed to perform from time to time by the Executive Board or the membership.

E. Ad-hoc committees can be established by application and can become standing committees after a motion to approve at a general membership meeting. The recommendation will be reviewed by the Executive Board, and the general membership shall vote to establish a committee. A committee application should have:

- 1) 5 signatories who are willing to be members of the committee;

- 2) Eligibility requirements;
- 3) Description of the committee work.

F. All committees must work to ensure that they are representative of the diversity of HGSU and foster an inclusive environment. To that end, committees will collaborate with other campus unions and student organizations on campus as well as coalitional allies at large. Committees can democratically sign petitions and endorse petitions by coalitional allies, but their signatures do not reflect the views of HGSU's general membership. The Executive Board retains the right to put statements or petitions up for a vote at the General Membership Meeting to gain endorsement of this Local Union.

G. The Bargaining Committee has the sole authority to bargain with the University, engage in any negotiation, meeting, and correspondence with the employer while contract negotiations are in progress. The Bargaining Committee

- 1) shall consist of 9 members, including two members of the Executive Board. The president shall also be an ex officio member. The Executive Board shall elect two members of the Board to serve on the Bargaining Committee,
- 2) There shall be one Bargaining Team District Representative from districts outlined in Section H, and they shall be elected by the entire membership. In case of vacancies, elections will be held promptly,
- 3) will be elected no later than six weeks before negotiations with the employer are scheduled to commence, or six months before the expiration of the contract (whichever is sooner),
- 4) shall run a bargaining survey before negotiations and present bargaining goals to a vote by the membership,
- 5) shall engage in regular communication with the membership, including holding regular town halls and meetings, issuing reports of each bargaining session with information about proposals exchanged, announcing the schedule of future sessions, providing the text of any tentative agreements reached, and presenting the final contract;
- 6) reserves the authority to call for a strike authorization vote;
- 7) shall decide democratically who will act as chief negotiator in a given meeting, which members will provide testimony in bargaining meetings, when open bargaining sessions will occur, who will facilitate the shuttling of proposals, and the agenda for any off-the-record communications with management;
- 8) shall observe a quorum of 5 to make decisions.

## H. Bargaining Committee District Representatives

<b>Districts</b>	<b>Seats</b>	<b>Approximate Worker Count</b>
Division of Medical Sciences (DMS)*	1	816
Public Health	1	422
Undergraduates/Law/Professional Schools	2	1274
Social Sciences/Humanities	2	1103
SEAS/Cambridge Sciences	2	1237
At-Large	1	
<b>Total</b>	<b>9</b>	<b>4486</b>

\* This includes the nine HMS-based PhD programs listed on this page ([hms.harvard.edu/education-admissions/phd-degree-programs](https://hms.harvard.edu/education-admissions/phd-degree-programs)) as of 12/1/20, including Bioinformatics and Integrative Genomics (BIG); Biological and Biomedical Sciences (BBS); Biophysics, Chemical Biology (but not CCB); Immunology; Neuroscience; Speech and Hearing Bioscience and Technology (SHBT); Systems Biology (or SSQBio); and Virology.

## Article 9. Staff

A. Candidates for paid staff positions will be identified and interviewed by officers and approved by the Executive Board vote. The Executive Board will conduct performance evaluations of staff

at least once per semester. These evaluations will be kept on file and used in future hiring decisions.

B. No member shall hold two or more paid positions simultaneously from any combination of funding structures, including the Local, Regional, and the International Levels of the UAW.

C. Full-time paid staff shall be provided with health insurance and vacation and personal days matching (at minimum) those provided to 12-month research appointments under the collective bargaining agreement with Harvard University, prorated to the length of the staff appointment.

D. HGSU will remain neutral with respect to any efforts by paid staff to unionize, and will recognize and bargain in good faith with any staff union that presents a majority.

## **Article 10. Organizational Chart**

A. HGSU's Organizational Chart shall be prepared by the Executive Board and be subject to regular review and revision at a General Membership meeting to reflect roles and duties assigned to all union committees.

## **Article 11. Elections and Membership-wide Votes**

**A. Method:** Elections and membership-wide votes shall be held by secret ballot.

**B. Nomination:** 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 Elections Committee, at which time they can also submit a candidate statement. The membership shall be duly notified at least seven (7) days in advance of the time and place of nominations. A notice containing both the time and place of elections and the time and place of any possible run-off election, shall be given at least fifteen (15) days in advance of the election. At least seven (7) days shall elapse between the time of nominations and the date the election shall take place.

**C. Election of the Executive Board:** Expected date of academic program completion does not affect eligibility for elected office. No member may hold more than one elected office simultaneously on the Executive Board. All Local Union executive officers shall be elected at-large, by a majority of votes cast, for three (3) year terms. In the event of a perfect tie between candidates, a coin toss or other random method of determining a winner shall be carried out by the Elections Committee. Members of the Executive Board can continue to serve their terms and remain in good standing for the remainder of their term after they graduate.

**D. Election of Stewards:** Each elected Steward will be elected by single transferrable vote of the members 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. Pursuant to Article 45 of the International Constitution, Stewards shall be elected for two (2) year terms. In case of a

vacancy, interim steward may be appointed by the Executive Board, and the vacancy will be filled either by election during the next December or by special election according to Section J of this Article, whichever is sooner. Steward elections will take place in December. Stewards will take office on January 1. If stewards fail to fulfill their duties they can be recalled as per Article 12 of these bylaws.

**E. Election of UAW Convention delegates:** UAW Convention delegates shall be elected by membership as provided for in Article 8 of the International UAW Constitution.

**F. Election of all other officers:** The chairs of the standing committees will be elected by the committees themselves, unless otherwise specified by further rules adopted by the membership.

**G. Timing:** Elections following Fall of 2020 will take place in December or January of every year so long as there are vacancies. Triennial elections shall take place in May or June beginning in 2023.

**H. Protest of Election:** UAW Constitution Article 38(11) specifies the provisions for protest of election. Protests of election results must be raised within seven days of the closing of the polls or membership meeting, whichever is latest.

**I. Calling an Election:** 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 accordance with the International Constitution.

**J. Vacancy:** If any elected office other than President shall become vacant, that office shall be filled promptly by election in accordance with Article 38, Section 14 of the International UAW Constitution. Elections to fill vacancies shall be held within 60 days following the date the office becomes vacant unless such elections would happen in summer, in which case the vacancy election must follow early in the fall semester. The Executive Board can appoint a member to fill a vacant position on an interim basis.

**K. Membership-wide Votes:** Strike Authorization, called by the Bargaining Committee, requires a membership-wide vote in accordance with the International UAW Constitution. Members or the Executive Board may resolve to put a question to a membership-wide vote. A general membership meeting must be scheduled, in order to discuss and possibly amend the question, no later than (7) days before the start of voting.

L. The Elections Committee shall oversee the election of officers and votes on bylaws and membership-wide votes. This committee:

- 1) must be composed of at least three members, none of whom are seeking office or, in the case of a bylaws vote, are members of the Bylaws Committee,
- 2) is responsible for facilitating and preserving democratic processes within HGSU, including organizing staffing and oversight of ballots, coordinating secure online voting

with the Communications Committee, and working with the Communications Committee to enforce and publicize nominations, candidates, and proposals in a timeline that is in accordance with these Bylaws.

## **Article 12. Recall**

A. If a steward is absent from the bodies they are required to attend, prior notification must be given to the chair of the committee. After more than three (3) consecutive unexcused absences from steward or committee meetings, negligent stewards are subject to automatic recall. It is the responsibility of the Executive Board to notify stewards of unexcused absences after every such absence. It is the responsibility of the Executive Board to coordinate interim appointments for approval by the stewards and initiate vacancy elections as a result of any recall.

B. Stewards may be recalled by the members they represent for failure to perform the duties of the office.

1) In order to recall a Steward, at least twenty percent (20%) or fifteen (15), whichever is smaller, of HGSU 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.

2) A special meeting for the recall of a Steward shall be held within 10 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 seven (7) days prior to the meeting.

3) 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.

C. A Local Union officer including members of the Executive Board 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 majority vote at a membership meeting.

## **Article 13. Fiscal Year and Budgets**

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

B. The annual budget will be voted on by the membership at a general membership meeting as provided by Article 3C of these bylaws.

C. 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.

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

1) Hotel/Motel: when authorized to stay overnight and with hotel receipt, the reimbursement shall be the single room occupancy rate, or ½ of a double room if shared with another member. All hotel/motel rates must be approved by the Executive Board in advance.

2) Meals: when authorized to travel more than 100 miles from home the reimbursement shall be the current per diem rate established by the International Executive Board up to \$46 per day when required to stay overnight, and \$20 when not required to stay overnight.

3) 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 up to 57 cents per mile when driven, whichever is more economical. Expense for transportation is to be paid for the actual mode of transportation used. Mileage expense can only be paid to the driver of the automobile. 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.

4) Lost time: this will be paid in cases where prior approval, including amount of wages and dates lost time, has been granted by the Executive Board. The Local Union shall pay a representative or member lost time only when that representative or member is performing necessary duties for and on behalf of the Local Union during a time for which they would otherwise be compensated by the employer. The amount of lost time should never exceed the amount which the Local Union representative or member would otherwise have received from their employer for the same period of time for which they are being compensated by the Local Union.

E. 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.

## **Article 14. Bylaws**

These bylaws shall in all respects be covered by and conform to the Constitution of the International Union, UAW (herein International Constitution). These Bylaws may be amended by presenting a motion in writing setting forth the amendments sought to a membership meeting. The motion shall be read to that meeting and referred to the Constitution and Bylaws Committee which will report to the succeeding membership meeting, the notice of which must contain a

notice of the particular Bylaw amendments that will be considered. Prior to this succeeding membership meeting, the Constitution and Bylaws Committee shall solicit feedback from the membership, who may review the proposed amendments and provide comments and suggestions. If approved by two-thirds of the membership vote thereon at this succeeding meeting, the amendment shall be considered adopted by the membership. If the amendment is amended, it shall be again sent to the membership for feedback and comment, unless this requirement is waived by unanimous consent.