

TECHNICAL, OFFICE AND PROFESSIONAL UNION

TOP

Local 1976

United Automobile, Aerospace and Agricultural Implement Workers of America, UAW

BY-LAWS

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BY-LAWS
TECHNICAL, OFFICE AND PROFESSIONAL UNION
EASTERN MICHIGAN UNIVERSITY

ARTICLE I

Name

Section 1. This Organization shall be known as the Eastern Michigan University (EMU) Technical, Office and Professional Employees Union (TOP), Local 1976 of the International Union, United Automobile, Aerospace and Agricultural Implement workers of America (UAW).

Section 2. The By-laws of this Local Union shall be subordinate and subject to the provisions of the International Constitution, as such exists or may hereafter be altered or amended. The International Constitution shall govern in the event of any conflict with these Bylaws.

ARTICLE II

Purpose

Section 1. To promote the interest and welfare of the higher education community by uniting into one organization all technical and professional (PT) staff employed by EMU, regardless of religion, race, creed, gender, age, disability, nationality, color sexual orientation, political or fraternal affiliation.

Section 2. To promote the general well being of EMU students.

Section 3. To engage in legislative, educational, civic and other activities which further the joint interests of the membership and the betterment of the total University community.

Section 4. To uphold the American standard of living by striving to establish equitable hours of work, wages and working conditions in accordance with the needs and desires of its membership and compatible with the principles of Affirmative Action, equality of opportunity and upholding human dignity.

ARTICLE III

Membership Eligibility, Initiation Fees,
Dues, Dues in Arrears

Section 1. Membership in this Local Union will be composed of regular PT employees of Eastern Michigan University, except those excluded under the terms of the Recognition Article of the Contract. Eligible employees may become members of this Union thirty (30) days following the

beginning of their employment by paying the initiation fee and dues. Thereafter, a member has the right to fully participate in the activities of this local Union. The exercise of these rights shall be subject to the latest edition of Robert's Rules of Order governing meetings and subject to the local Union's Bylaws. The exercise of these rights and privileges shall not jeopardize, destroy or be detrimental to either this local Union, the International Union, or to interfere with the performance of the Local Union or International Union in their legal or contractual obligations as bargaining agent.

Section 2.

- a.) Any member may challenge an applicant for membership by presenting, in person, his/her written reason(s) to the Executive Board. Challenges shall be made in conformity with the procedures outlined in the International Constitution.
- b.) The Executive Board will meet with the challenger and the applicant, review the reasons for the challenge and shall present their recommendation prior to the new employee being accepted for the Membership.
- c.) If the applicant is rejected by the Executive Board, his/her next recourse is governed by the appeal procedures outlined in the International Constitution.

Section 3.

The initiation fee shall be set at the first membership meeting of the fiscal year in accordance with the International Constitution.

Section 4.

- a.) Union dues are to be paid monthly per Article V of the Contract and the amount and procedures are determined in accordance with Article 16 of the International Constitution.
- b.) The Local Union members may increase the amount of dues in accordance with Article 47, Section 1, of the International Constitution.

Section 5.

Dues in Arrears

- a.) Any member becoming in arrears in dues (except where payroll deduction is used) for more than thirty (30) calendar days shall be automatically suspended from membership. The reinstatement fee (equal to the initiation fee of \$15.00) and all dues in arrears must be paid to the Financial Secretary/Treasurer in order for a member to readmitted to the Union. Continued failure to remit payment will result in the termination of employment under the provisions of Article V, Section C of the Local Union Contract.
- b.) Problems arising from errors in payroll deductions must be corrected by the employee or the Union with the Payroll Department and payments in arrears must be initiated within (30) days, and payments completed within ninety (90) days, to the Financial Secretary/Treasurer by the member directly.

- Section 6. a.) In accordance with provisions of Article 16 of the International Constitution, all requests for refunds, transfer and withdrawals will be made to the Financial Secretary/Treasurer in writing.
b.) Any unresolved disputes will be presented to the Executive Board in accordance with Article XI of these By-laws.

ARTICLE IV
Power of Administration

- Section 1. The membership is the highest authority of this Local Union and shall be empowered to take or direct any action that is not consistent with the International Constitution or these Bylaws.
- Section 2. Between membership meetings, the Executive Board shall be the highest authority of the Local Union and shall be empowered to act on behalf of the membership in the event urgent business requires prompt and decisive action, subject to subsequent membership approval.
- Section 3. Between meetings of the Executive Board, the President of this Local Union shall exercise administrative authority and shall be empowered to act on behalf of the Executive Board and membership. In the case of absence or incapacity of the President her/his powers shall be assumed by the following Executive Officers in the order prescribed below:
Vice President
Financial Secretary/Treasurer
Recording Secretary.

ARTICLE V
Elected Local Union Officers

- Section 1. The Executive Officers shall be as prescribed in Article 38 of the International Constitution:
President
Vice President
Financial Secretary/Treasurer
Recording Secretary
Trustees (3)
Sergeant-at-Arms
Guide
The duties of the Executive officers are as defined in Article 40 of the International Constitution except that the following offices are combined:
Financial Secretary/Treasurer

Section 2.

Representation Officers shall be:

- a.) Bargaining and Grievance Committee (3)
 - 1.) 1 Chairperson
 - 2.) 2 Committee members
- b.) Steward (one per district)
- c.) Alternate steward (one per district).

ARTICLE VI

Duties of Elected Officers

Section 1.

Duties of the President:

- a.) It shall be the duty of the President to preside at all meetings of the Executive Board, Contract Council, special meetings and membership meetings.
- b.) The President shall countersign all checks/vouchers issued by the Financial Secretary/Treasurer against accounts of the Local Union according to the Provisions of these Bylaws.
- c.) The President shall enforce the provisions of the International Constitution of these Local Union By-laws.
- d.) The President shall have the power to appoint and/or remove all non-elected Committees and Delegates that represent the Local.
- e.) The President shall be an ex-officio member of all committees, except for the Election Committee.
- f.) The President shall have complete charge and responsibility for all organizations activities of this Local Union.
- g.) The President shall be the principal spokesperson in all administrative and collective bargaining matters of the Local Union.
- h.) The President shall see that all Committee persons and Stewards act in the best interest of the members of this Local Union.
- i.) The president shall call a special meeting of the Executive Board of the Membership whenever deemed necessary.
- j.) The President shall make a report at each membership meeting concerning the status/activities of this Local Union.
- k.) The President shall assure that Committees are actively carrying out their respective programs and that they make periodic progress reports to the membership.
- l.) The President shall have full authority to direct the administrative activities of this Local Union within the provisions of the International Constitution and these Bylaws.
- m.) The President shall have the power to approve extraordinary expenditures not to exceed \$1000 each. Approval of expenditure by the membership will be made at the next general membership meeting.

- n.) The President or her/his designee shall be responsible for the maintenance and security of the office, equipment and information files (paper and electronic) of the Local.
- o.) When Local Union Investigating Committees are required under the appeals procedure of the International Constitution, the President shall appoint these Committees subject to the approval of the Executive Board. If the appeal is received prior to fifteen (15) days before the next meeting of the Executive Board, the president shall have the power to appoint the Investigation Committee without the approval of the Executive Board. The Investigation Committee shall be composed of members from areas/departments outside the area/department where the appeal originated.

Section 2. Duties of the Vice-President:

- a.) The Vice President shall assume the duties and responsibilities of the President when the President is absent from the Local Union on business, vacation, sick leave or personal leave. S/He shall have the authority to countersign all checks/vouchers during these times.
- b.) The Vice President shall assist the President in coordinating the efforts of the Local Union.
- c.) The Vice President shall be the Chairperson of the Constitution and Bylaws Committee.
- d.) In compliance with Article 38, Section 14, of the International Constitution, in case of a vacancy in the Office of President, the Vice President shall serve the unexpired term. A new Vice-President will be elected to serve the unexpired term.

Section 3. Duties of the Financial Secretary/Treasurer:

- a.) The duties of the Financial Secretary/Treasurer shall be outlined in the International Constitution.
- b.) The Financial Secretary/Treasurer will act as chairperson of the Finance Committee.
- c.) The Financial Secretary/Treasurer shall issue and sign all checks used by the local Union in the payment of its obligations, after s/he is satisfied that such payment is in conformity with the Local Bylaws and approved by a vote of the membership of the Local Union as stipulated in Article XIII Section 2.
- d.) The Financial Secretary/Treasurer shall process and ensure the accuracy of all materials/computer reports related to the collection of monthly dues checklist. S/He will coordinate with the payroll and Human Resources department as necessary, to ensure the accuracy of materials and timeliness of payments. Unresolved problems/issues will be brought to the attention of the Executive Board.
- e.) The Financial Secretary/Treasurer will arrange a payment agreement with individual members who do not elect to remit

- monthly dues by payroll/Treasurer shall assist in the maintenance of the Local Union membership files.
- f.) The Financial Secretary/Treasurer shall assist the Trustees in the semi-annual audit of the Local Union financial records.
 - g.) The Financial Secretary/Treasurer shall initiate the process of identifying new employees and processing membership/dues checklist applications. S/He shall mail a welcoming letter to the new employee identifying the employee's Steward(s) and telephone numbers(s). S/He shall notify the District Steward(s) of new employees in the area. Upon receipt of new employee's application for membership and initiation fee, s/he shall process the application within fifteen (15) working days and present the new member with h/her membership card at the next general meeting.
 - h.) The Financial Secretary/Treasurer shall report at the General Membership Meeting the status of Local Union finances. The report shall include:
 - 1. The number of dues paying members and total dues income
 - 2. Miscellaneous income
 - 3. Total income for the month
 - 4. Disbursements by each category
 - 5. Total disbursements for the month
 - 6. Balance of individual accounts.

Section 4. Duties of the Recording Secretary:

- a.) The Recording Secretary shall be responsible for a written record of the proceedings of the Executive Board, Membership, and any special meeting as they are held, and insure the proper storage of these minutes and minutes of the bargaining sessions (see Section 8.q this article)
- b.) The Recording Secretary shall report on correspondence received by the Local Union.
- c.) The Recording Secretary shall maintain a file of all minutes, proceeding, and correspondence of the Local Union.
- d.) The Recording Secretary (or designee) shall maintain membership information including member address, telephone number, etc.
- e.) The Recording Secretary shall sign all voucher and orders of the Local Union Treasury.
- f.) The Recording Secretary shall cooperate with the Trustees and other auditing agencies during audits of Local union financial records.

Section 5.

Duties of the Trustees:

- a.) The Trustees shall have general supervision over all funds and properties of the Local Union.
- b.) The Trustees shall audit, or cause to have audited by a Certified Public Accountant selected by the Executive Board, the financial records of the Local Union semi-annually (January and July).
- c.) Trustees shall ensure that the officers of the Local Union are properly bonded, when required.
- d.) The Chairperson of the Trustees shall be the member receiving the highest number of ballots cast in the election. If a tie-vote results, the Chairperson will be appointed by the President.
- e.) The Chairperson shall ensure that the required audit reports are submitted to the International Financial Secretary and Regional Director.
- f.) The Chairperson shall report to the membership the result of these semi-annual audits.

Sections 6.

Duties of the Sergeant-at-Arms:

- a.) It shall be the duty of the Sergeant-at-Arms to assist the President in maintaining order at any duly called membership or special meetings.
- b.) The Sergeant-at-Arms shall maintain an inventory of the Local Union's equipment.

Section 7.

Duties of the Guide:

- a.) It shall be the duties of the Guide to take the attendance record at all duly called meetings and assist the Sergeant-at-Arms in maintaining order.

Section 8.

Duties of the Chairperson/Bargaining & Grievance Committee Members:

- a.) The Committee shall consist of a Chairperson, plus, two elected members-at-large, President of the Local Union and the International Representative.
- b.) The Chairperson shall coordinate the activities of the Committee and act as a point of contact with the Employee Relations/Human Resources Office. The President will act as alternate.

Grievance Responsibilities:

- c.) Between contract bargaining sessions, the Committee shall be responsible for ensuring the proper administration of the provisions of the Union Contract through special conferences and the grievance procedure to remedy problems that arise.
- d.) Proposals that would alter the Contract shall be presented to the Executive Board. The Executive Board, after reviewing the matter, will make a recommendation to the membership. No

alterations to the contract shall be approved without a vote of the membership. If matters of such importance arise that require immediate action that the Chairperson shall consult with Executive Officers prior to taking any action.

- e.) The Committee, recognizing the duties of fair representation, shall be responsible for integrity and proper administration of the grievance procedure and avoid any partiality or conflict of interest.
- f.) The Chairperson shall maintain the files of current grievances and other related materials, forwarding the files to the archives after the matters are concluded.
- g.) The Committee shall be responsible for ensuring that the Stewards receive training and are kept apprised of current Committee activities and issues.
- h.) The Committee shall oversee each District to ensure that the members receive adequate representation.
- i.) The Committee Chairperson shall appoint a Committee member to serve in place of an area steward in the grievance procedure, if the steward and alternate steward are unavailable, or if conflict of interest or a dispute arises.
- j.) The Committee shall attempt to resolve any representation disputes that arise between a member(s), stewards or the Committee. If the dispute remains unresolved, the member(s) shall follow the appeals process in these Bylaws.
- k.) The Committee shall report the status of grievance handling to the membership while maintaining confidentiality.

Bargaining Responsibilities:

- l.) During the year preceding Contract/Wage Reopener negotiations, the Committee shall assume additional duties.
- m.) The Committee shall maintain the integrity of bargaining process, seeking to further the interests of this Local Union and avoiding any partiality or conflict of interest.
- n.) The Committee shall be responsible for developing and recommending the goals/strategies for bargaining. These strategies shall be aimed at remedying problems that have arisen since the last negotiations as well as new initiatives. The Contract Council will solicit information and gather data from the members and other pertinent sources to support the bargaining strategies.
- o.) The Bargaining Committee and the Contract Council will report an outline of its recommendations for the upcoming negotiations to the membership.
- p.) During negotiations, the Committee will, within the limitations imposed by the bargaining process, keep the Contract Council and membership informed of the progress of negotiations.
- q.) The Committee Chair shall ensure that minutes are made at each session and conveyed to the Recording Secretary for storage.

- r.) The Committee shall meet with the Contract Council and present the proposed contract settlement to the membership. All contract terms; supplements or additions negotiated by the Bargaining Committee shall be ratified by the membership before becoming effective. Notice of these contract terms, supplements or additions shall be presented to the membership in writing prior to the ratification meeting. The Committee shall prepare an outline of this proposed settlement to be distributed to the membership prior to convening a ratification meeting.

Section 9. Duties of the Union Steward and Alternate Steward:

- a.) The Steward at all times strives to promote the “good and welfare” of the P.T. staff in his/her district and avoid any conflict of interest.
- b.) The Steward, recognizing the “Duties of Fair Representation”, shall strive to provide fair and equitable representation to the P.T. staff in his/her district.
- c.) The steward shall cooperate with the Bargaining and Grievance Committee to ensure the integrity and proper administration of the grievance procedure.
- d.) The Steward shall provide referral of members to other agencies for problems outside of the grievance procedure.
- e.) The Steward shall attend initial training sessions on grievance handling and become familiar with all applicable contract language and employer policies.
- f.) During contract negotiations, the Steward shall be an active member of the Contract Council.
During contract negotiations, the Steward shall be responsible for contacting the B&G committee for updates on contract talks.
- g.) The Steward shall cooperate with the Financial Secretary to ensure timely orientation of new employees. The Steward shall contact the new employees and offer assistance and guidance; the Steward shall encourage the new employee to become a member of this local Union. The Steward shall help welcome the new member at the next General Membership meeting.
- h.) The Stewards may be recalled by the members of his/her district for failure to perform the duties of his/her office. A recall petition must be submitted to the Recording Secretary in accordance with the requirements of Article 34, Section 3, of the International Constitution.

ARTICLE VII

Structure and Duties of Executive Board

- Section 1. The Executive Board of the local Union shall consist of all elected Executive Officers, as stipulated per Article V., Section 1, and the chairperson of the Bargaining and Grievance Committee.

- Section 2. A member-at-large may be elected if deemed necessary by the membership. This election shall be in accordance with the procedures for eligibility and election of all Local Union officials.
- Section 3. The Executive Board shall meet as prescribed in Article XII, Section 1, but the President may call special meetings as deemed necessary. A simple majority of Executive Board members constitutes a quorum.
- Section 4. The Executive Board shall be responsible for the development and implementation of all procedures deemed necessary for the administration and operation of this Local Union. These procedures shall be in conformity with the International constitution and these Local Union Bylaws. Questions concerning procedural matters that may arise, not covered by the Local Union Bylaws or International Constitution, shall be directed to the UAW Regional Director, or other UAW International Departments, to resolve the matter.
- Section 5. The Executive Board shall be responsible for making recommendations to the general membership. All proposals or resolutions to be voted on by the general membership should be first submitted to the Executive Board. The Board will review/research the matter and make a recommendation to the General Membership as to the merits of resolution/proposal at the next membership meeting under New Business. Extensions of this time limit may be granted.
- Section 6. The Executive Board shall implement decisions of the membership that are consistent with the International Constitution, the Local Union Bylaws and the stated objectives of this Organization. Decisions of the Executive Board are subject to the review of the General Membership. Extraordinary expenditures may be authorized up to \$2,000.00 for a single disbursement with appropriate signatures between General Membership meetings. If not approved at the membership the Executive Board would be held responsible for the Expenditure. (Extraordinary Expenditure is something outside the normal course of business, but necessary for the reasonable function of the Union.)
- Section 7. Executive Board meetings will be open to the General Membership. Written minutes of the Executive Board meeting shall be available. Minutes of discussion of sensitive personal matters may not be made public or available to public without the approval or consensus of the Executive Board.
- Section. 8. The Executive Board may appoint a liaison or advisory person to standing committees when necessary except the Election or Trial Committees.

ARTICLE VIII
Election procedures

Section 1. Elections

- a.) The election of Executive Officers and Bargaining Committee shall take place during October of the Fall semester; Officers will assume duty on January 1 of the following year. (The next election of officers to take place Fall 2004.)
- b.) Thereafter, the election for these offices shall be held every three (3) years during the Fall semester.
- c.) The election for Constitutional Convention delegates must be conducted in accordance with Article 8 of the International Constitution.
- d.) Executive Officers must be elected by majority vote.
- e.) Executive Officers, Committee Members, Stewards and National Convention Delegates may be removed from office through the Trial Procedure set forth in the International Constitution.

Section 2. Elected Position Vacancies between Elections

- a.) In case of a permanent vacancy being created in the office of President for any reason, the Vice-President shall serve the unexpired term of the President.
- b.) Vacancies of other offices between elections shall be filled as prescribed by the International Constitution and these Bylaws with the member serving out the remainder of the term of the office.
- c.) Any Local Union official desiring to be a candidate for an unexpired Local Union office shall first submit a resignation from the office s/he currently holds, such resignation to become effective upon the election of his/her successor.

Section 3. Eligibility for Election

- a.) No member shall be eligible for election as an Executive Officer, Grievance Committee member, Steward, Election Committee member or International Constitutional Convention Delegate of the Local Union unless they have been members for one (1) year immediately preceding nomination for office, except as provided for in Article 8 and Article 38 of the International Constitution.
- b.) Members must meet the same eligibility requirements as elected officials to be appointed to any Local Union appointed position.

Section 4. Election Positions

- 1. President.
- 2. Vice-President.
- 3. Financial Secretary/Treasurer.
- 4. Recording Secretary.
- 5. Trustees (3).

6. Sergeant-at-Arms.
7. Guide.
8. Bargaining Committee Members (3)
 - a.) Committee Chairperson (1).
 - b.) Committee Members (2).
9. Stewards (9) (one per representation district).
10. Alternate Stewards (9) (one per representation district).
 - a.) Delegate to International Constitutional Convention.
 - b.) Alternate Convention Delegate
11. Election Committee (3).

Note: The following offices are combined because of the size of the Local Union:
Financial Secretary/Treasurer

Section 5. Election Committee

- a.) The election shall be conducted by the Standing Election Committee, whose own election shall be held no later than March 15 preceding the General Election. The President shall appoint a temporary Election Committee to hold this election.
- b.) The Standing Elections Committee shall consist of three (3) elected members. The Chairperson of the Committee shall be the member receiving the highest number of votes. In case of a tie vote, the President shall appoint the Chairperson.
- c.) The Election Committee shall have complete jurisdiction over the procedures of elections to ensure a fair and honest process.

Section 6. Nominations for Positions

- a.) The Election Committee shall receive all nominations of candidates for office at a Nomination Meeting. The Nomination Meeting will be held not later than 45 days prior to the election. The time and place shall be published at least fourteen (14) days prior to the meeting.
- b.) A member need not be present to accept the nomination, but a letter, facsimile, or email of acceptance or declination shall be presented to the Election Committee chairperson or the Local Union Recording Secretary within three (3) working days of the closure of the Nomination meeting if the member does not accept or decline at the meeting.
- c.) The Election Committee shall contact all nominees after verifying their eligibility within 24 hours of the nomination meeting.
- d.) The Election Committee will certify the eligibility of nominees, publish and disseminate the slate of candidate(s) not later than five (5) days after the Nomination Meeting. The Election Committee will prepare and have the ballot printed.
- e.) If a candidate wishes to withdraw from an Election, s/he must notify the Election Committee in writing not later than twenty-four

- (24) hours prior to the election. If notification is received at least seven (7) days prior to the election, the name will remain on the ballot a “Notice of Withdrawal” will be posted at the polling place(s) and the name “lined out” on the ballot.
- f.) The candidates will, if requested, be provided five (5) minutes to present their platform to the membership at the General Membership Meeting preceding the election.
 - g.) The times and place the balloting will occur will be published no later than fourteen (14) days prior to the election.
 - h.) The Financial Secretary/Treasurer will provide the Election Committee a current master list of members of the Local Union who are eligible to vote. Applications for membership to qualify to vote in the election cannot be accepted by the Financial Secretary/Treasurer for processing later than one (1) workday prior to the election.
 - i.) No candidate in any election shall be a member of the Election Committee having supervision over the election. No member of the Election Committee shall take an active part in the election of any candidate during the period of any election, other than his/her official duties as members of the Election Committee.

Section 7. Election Procedures

- a.) The Election Committee will ensure that the polling place is orderly and that all supplies necessary for holding the election balloting are available.
- b.) The Election Committee will prepare an inventory sheet and maintain control of all balloting materials.
- c.) The Election Committee shall ensure that only eligible members are allowed to vote. Members wishing to vote must present the Election Committee some form of picture identification and their Union card. (For misplaced or new Union Card contact the Financial Secretary / Treasurer).
- d.) The Committee may provide information to members concerning the balloting procedure and must remain impartial with regard to support of individual or slates of candidates.
- e.) No one except the Election Committee members, voters waiting to vote or challengers shall be allowed to remain in the immediate polling place as defined by the Election Committee.
- f.) Any candidate may have one challenger present during the balloting and ballot counting. A candidate shall not be a challenger. The challenger must be a member of this Local Union. The candidate must submit the name of the challenger in writing to the Election Committee at least one (1) workday prior to the Election Day.
- g.) No election literature shall be distributed in the polling place.
- h.) Write-in candidates are not permitted.

- i.) The Election Committee shall establish a procedure for limited absentee balloting (subject to the approval of the Executive Board), as outlined in the Interpretations of the UAW International Constitution Article 38, Section 10(b).
- j.) Ballots shall not bear any identification marks or writing, and ballots so marked will be considered spoiled and invalid. Any ballot, which clearly indicates the intention of the voter and bears no marks of identification, shall be considered valid. Ballots bearing more votes than required for an office shall be partially invalid except for office(s) in which the vote is warranted.
- k.) Any voter in line at the polls at the time of closing will be permitted to vote.

Section 8. Ballot Counting

- a.) Only the Election Committee and challengers shall be present during the counting of the ballots.
- b.) The counting of the ballots will commence at the closing of the polls. The Election Committee shall count the ballots, certify and announce the results within Twenty-four hours after the conclusion of the count. Only the Election Committee members shall handle the balloting materials.
- c.) In the event of unopposed candidate(s) for any position, the Election Committee Chairperson shall cast an unanimous ballot for the unopposed candidate(s) and the Election Committee will certify and sign the results of the unanimous ballot.
- d.) In the event no candidate, (except Constitutional Convention Delegates, Alternative Delegates and Stewards), receives a majority of all votes cast for a particular office, there will be a run-off election between the two (2) candidates receiving the highest number of votes cast.
- e.) In the event of a tie between the two (2) highest vote getters for those positions requiring a plurality election, a coin toss shall determine the winner. (Both candidates should be present for the coin toss.)
- f.) A Run-off Election shall be conducted in the same manner as the regular election except that it will be held not later than fourteen (14) days after the notification of the candidates after the General Election. If a recount petition is received by the Election Committee within five (5) days after notification of the candidates, the run-off election will be delayed until the count is completed.
- g.) All Balloting materials and tally work sheets must be accounted for. All election materials and a signed Committee report shall be packaged and sealed by the Election Committee and stored for a period of one (1) year by the Financial Secretary/Treasurer.
- h.) The Election Committee will notify, in writing, each of the candidates concerning the results of the election. Any candidate

- desiring a recount must file a written petition to the Election Committee within five (5) days of receipt of the election results.
- i.) The Election Committee will report the election results to the General Membership at the next scheduled meeting.
 - j.) The Election Committee shall be reimbursed for lost time at their regular rate of pay and meals, if applicable.

ARTICLE IX
Structure and Duties of the Contract Council

- Section 1. The Contract Council shall consist of the Executive Officers, Bargaining Committee and Stewards.
- Section 2. The Council will be convened on (1) year prior to contract negotiations or six (6) months prior to a scheduled wage-opener negotiation.
- Section 3. The Council shall develop the negotiation goals, priorities and strategies.
- Section 4. The Council shall assist the Bargaining Committee in the process of soliciting membership input, researching and gathering data.
- Section 5. The Council members shall conduct or commission research as needed to fully document the EMU budget, employment policies and procedures, fringe benefits and collective bargaining trends with other EMU campus unions and other T.O.P. professional and technical local unions.
- Section 6. The Council shall present an outline of the bargaining issues and demands to the General Membership prior to negotiations.

Article X
Standing Committees/Appointed Positions

- Section 1. The President shall appoint the Chairperson and members of the following standing committees:
 - Constitution and Bylaws
 - Union Label
 - Education and Membership
 - Finance
 - Community Service
 - Conservation and Recreation
 - Civil Rights
 - Citizenship and Legislative
 - Women's
 - Veterans
 - Absentee Regulation.

Section 2. These Committees shall perform all duties outlined in the International Constitution, these Bylaws and such additional duties that may be directed by the President.

Section 3. These Committees shall consist of at least three (3) members with the chairperson acting as secretary. The Committees will meet as often as required to complete their assigned duties. The Committee Chairperson will report to the Membership concerning the Committee's activities.

Section 4. Ad-hoc or Special Committees may be appointed by the President to perform special assignments or projects such as the Trial and Appeals Committees.

Section 5. The President shall represent or appoint representative(s) to Advisory Councils, Committees and Conferences at the UAW International, UAW Regional and County and local level, with the exception of the UAW International Constitution Convention.

Section 6. The eligibility for these Committees and appointed positions shall be the same as outlined in Article VIII, Section 3. Attendance requirements outlined in Article XII shall apply to these positions.

Section 7. The term of Committee and appointed positions shall be one (1) year and may be renewed. In the case of special committees, such as Trial and Appeals Committee, the term will be the length of time required to complete the Committee assignment.

Section 8. The Local Union President may appoint a parliamentarian, *whose* duties will be to advise the President as to parliamentary procedures.

Section 9. The Local Union may form a Retired Workers Chapter and it shall function in accordance with the provisions of the International Constitution.

ARTICLE XI
Appeal Procedure

Section 1. Any member dissatisfied with the actions or decisions of the Local Union or any representative thereof, other than the actions or decisions of the membership, shall take his appeal or complaint to the Local Union Recording Secretary within sixty (60) days as permitted by Article 33 of the International Constitution.

Section 2. The Executive Board shall refer the matter to the Bargaining Committee if it involves collective bargaining. Otherwise, the Executive Board shall consider the matter in accordance with Article VI, Section 1, n.

Section 3. Whichever of these bodies the matter is referred to shall consult with the grievant, permit him/her full opportunity to be heard and shall reach a decision.

Section 4. Within thirty (30) days of receiving a notice of such decision the grievant, if wishing further appeal, shall send such appeal to the International Union President, and a copy to the Recording Secretary of the Local Union.

ARTICLE XII
Meetings and Attendance Policy

Section 1. The Executive Board shall establish a regular meeting schedule at the first meeting of each fiscal year. The schedule shall be published and distributed at the next membership meeting. A simple majority constitutes a quorum.

Section 2. The Bargaining Committee/Stewards meeting shall take place on a schedule established at the first meeting of the fiscal year. A simple majority constitutes a quorum.

Section 3. Article 37, Section 4(a) of the UAW International Constitution stipulates that a general membership meeting must be held at least once every three (3) months. At the first General Membership meeting of each fiscal year the membership will establish a meeting schedule for the year. Ten percent (10%) of the current membership constitutes a quorum for all membership meetings. At each meeting the Financial Secretary will certify to the Chairperson the number of the members required for a quorum. If a quorum is not present, agenda items will be referred to the Executive Board.

Section 4. Special meetings of the membership may be called by the President or Executive Board, or upon written request of fifteen (15) or more members to the Executive Board. The request for a special meeting must state the purpose for call the meeting. Notice of special meetings shall be published at least seven (7) days prior to the meeting date except in cases of emergency. Only that business for which the notice has been given will be considered.

Section 5. Robert's Rules of Order shall be the approved reference for parliamentary procedure.

Section 6. When necessary to maintain order, a member may be evicted from a meeting by order of the chairperson, subject to challenge by the Membership.

Section 7. The specific times and dates of the regular meetings will be published as far in advance as possible, but not later than thirty (30) days prior to the meeting.

Section 8. Attendance Policy

Members holding elected or appointed positions shall be required to attend:

- a.) Two of every consecutive three (3) General Membership meetings, unless excused by the Absentee Regulation Committee.
- b.) Two of every consecutive three meetings where attendance is part of their official duty (i.e. Executive Board, Grievance/Stewards, Standing Committees), unless excused by the Absentee Regulation Committee.
- c.) When attendance rules are not met the Guide will bring this matter to the attention of the Executive Board for action. Failure to comply with the above attendance rules shall result in an automatic “motion” to remove from respective position. The removed member shall be ineligible for election or appointment to any other position for the balance of the term of their previous position held.

ARTICLE XIII

Local Union Budget/Financial Procedures/Officer Compensation

Section 1. Fiscal Year

The Local Union fiscal year shall be January 1st through December 31st.

Section 2. Annual Budget

- a.) This Local Union shall operate utilizing an annual budgeting system. The annual budget, once approved at a General Membership meeting, becomes the framework for the President and Financial Secretary/Treasurer to request disbursement of local Union funds to satisfy financial obligations. No funds may be authorized for disbursement without an explicit vote of the membership.
- b.) Not later than October of each fiscal year, the Finance Committee will develop an annual budget proposal. All requests for funding of extraordinary expenditures shall be made to the President or Executive Board at this time. The Financial Secretary will provide a summary financial report of the previous twelve (12) months.
- c.) This budget proposal shall be presented during the November Executive Board meeting. The Executive Board shall act on the proposed Budget. The Executive Board shall forward the budget proposal with a motion for adoption to the membership, not later than the next General Membership meeting.
- d.) Once the budget is approved, any amendment to the budget may be presented to the Executive Board. If a proposal to amend the budget is made at a membership meeting, the proposal shall be

tabled and forwarded to the Executive Board. The Executive Board shall make a recommendation regarding the proposed budget amendment at the next membership meeting.

- e.) The Executive Board shall ensure that the proposed budget amendment is in compliance with expenditures permitted by the International Constitution, these Bylaws, guidelines of the Internal Revenue Service and the UAW Auditing Department.
- f.) The approved budget takes effect on January 1st.

Section 3. Financial Procedures

- a.) No wages, lost time, travel or related expenditures shall be paid unless approved in advance by the President.

Section 4. Lost Time

- a.) The Local Union shall pay a member lost time when the member has been authorized to represent or perform work for/and on behalf of the local Union during a time the member would otherwise have been compensated by the employer. The amount of lost time shall never exceed the amount the member would otherwise have received from the employer during the same time period.

Section 5. Travel and Related Expenses

Note: State rate is defined by the state in which travel occurs. Mileage is not included (See Website)

- a.) Per-diem may be paid to the member in advance of approved travel
- b.) Copies of the member's pay-stub must accompany vouchers to substantiate lost-time reimbursement request.
- c.) When required to stay overnight, hotel/motel expenses (when more economical than mileage) shall be paid at the state rate. If state rate is not available, hotel/motel expenses shall be at single room occupancy rate or one- half of a double room rate if shared with another member.
- d.) Travel should be paid at the allowable rate per mile established by the International Union. It is the responsibility of the Union to ensure the most economical means of travel. Air fare not to exceed coach airfare whichever is more economical, unless otherwise approved in advance, additional expenses may be approved by the Local under extraordinary circumstances such as where adverse weather or safety considerations warrant the additional expense.
- e.) Expense for transportation is to be paid to one member per the automobile.
- f.) Documentation of registration, a pay stub for loss time and airfare receipt is required (when applicable).
- g.) Meal expense reimbursement shall be paid in the same manner and amount as the current State of Michigan rate. As set forth below, and

Local 1976s' rates shall automatically increase as necessary to stay current with the State rate.

h.) Any member traveling on behalf of the Local Union should be entitled to reimbursement at the following rates (Note: UAW Local 1976 does not reimburse tips):

GUIDELINES FOR SINGLE EVENT MEAL ALLOWANCES

1. Breakfast- \$7.50, travel status must begin prior to 6:00 a.m. and extend beyond 8:30a.m.
2. Lunch- \$10.00, travel status must begin prior to 11:30 a.m. and extend beyond 2:00p.m.
3. Dinner- \$15.00, travel status must begin prior to 6:30 p.m. and extend beyond 8:00p.m.

Section 6. Reimbursable Expenses

When per-diem is given

a.) Receipt or Documentation Required

1. Registration/Conference fees
2. Lost time (when applicable)
3. Travel (when paid by UAW 1976)
4. Lodging (when paid by UAW 1976)

b.) Receipt or Documentation Not Required

1. Meal Expenses
2. Travel (Paid by member)
3. Lodging (Paid by member)

Section 7. Compensation of Local Union Officers

The local Union has no full-time Executive Officers or employees. Expense allowances shall be paid to the designated Officers to compensate for the hours spent performing Union business that are not covered by lost-time.

- a.) The President of the Local Union shall receive three hundred fifty one dollars (\$351.00) per month.
- b.) The Vice President shall receive one hundred and sixty (\$160) dollars per month.
- c.) The Financial Secretary/Treasurer shall receive three hundred fifty one dollars (\$351.00) per month.
- d.) The Recording Secretary shall receive one hundred sixty dollars (\$160.00) per month.
- e.) The Chairperson of the Bargaining Committee shall receive three hundred fifty one dollars (\$351.00) per month.
- f.) Bargaining Committee members shall receive two hundred and seventy five dollars (\$275.00) per month.

- g.) Area Stewards and Guide shall receive forty (\$40) per month.
- h.) The Sergeant at Arms and the guide shall receive forty (\$40) per month.
- i.) The trustees shall receive forty-five dollars (\$45) per month.
- j.) The Webmaster shall receive \$40.00, unless is using his/her own equipment, then, the stipend will be \$50.00 per month
- k.) Salary adjustments for incumbent Officers stated above shall occur annually during their term of office, at the same percentage as the membership annual wage increase. Effective July 1, 2003 all full-time elected officers and local union representatives/Committee persons shall receive a salary increase of 2%. Each year thereafter, full-time officers and Local Union Representatives/ Committee persons shall receive increases equal to the general salary increases affected for bargaining unit members. The salaries set forth in section 4(a) shall automatically change as necessary to reflect the change in salary as a result of this section.

Section 8. Employees of the Local Union

a.) Temporary Help

The President may approve the hiring of temporary help, not exceeding one (1) day, to perform work for the Local Union. With the approval of the Executive Board, the President may authorize the hiring and payment of wages to longer-term temporary employees performing work for this Local Union. A written agreement shall be completed and approved by the Executive Board prior to the hiring for these periods that exceed one (1) day.

b.) Administrative Assistant

With the approval of the Executive Board, the President may hire one or more administrative assistants to perform Local Union business.

ARTICLE XIV
Amendments

Section 1. These Bylaws may be amended by presenting a motion on writing of the proposed amendment(s), to a membership meeting. The Motion shall be read at that meeting and referred to the Constitution and Bylaws Committee, which will report at a succeeding membership meeting. The notice of that succeeding meeting must contain the amendments(s) to be considered. If approved by two-thirds vote of the membership present, the amendment(s) shall be considered adopted by the membership. There must be two readings at consecutive General Membership meetings. The UAW International must approve any changes.

Section 2. The UAW International Constitution shall govern any matter not covered by these Local Union Bylaws.

ARTICLE XV

Strikes

All strikes shall be called or terminated in conformance with Article 50 of the International Constitution.

ARTICLE XVI

MISCELLANEOUS

- Section 1. Wherever in these Bylaws a pronoun is used, where the reference is applicable, it refers equally to women and men in the singular and plural.
- Section 2. All Local Union officers handling funds and/or union property shall be bonded as required by the International Constitution.
- Section 3. Local Union Newsletter
- a.) The Local Union shall regularly publish a membership newsletter.
 - b.) The President shall appoint a Newsletter editorial staff.

ADDENDUM

Absentee Ballot Proposal

Based on Article 38, Section 10b of the Constitution of the International Union. Approved by the Membership on June 19, 1996.

To be eligible to vote by absentee ballot, a member must expect to be away from the voting site (EMU main campus) on Employer or Union business for the entire period of the election. A member, who is away from the voting site due to sick leave, annual leave, disability, etc, is not eligible to vote through absentee ballot.

The voting member must submit by registered or certified mail, or present in person, a signed statement that s/he will be away from the voting site for the entire period of the election on a word assignment for his/her employer or the local union. The notice must be submitted to the Election Committee Chair twenty working days prior to the election date.

The Election Committee Chair will send by registered or certified mail an election ballot and two envelopes, one self addressed, within three working days of receipt of written notice. The member shall place his/her marked ballot in the unmarked envelope and enclose it in the return addressed envelope.

The Election Committee Chair must receive the completed ballot five working days prior to the election. The UAW voting member must mail the ballot to the chairperson using registered or certified mail, or bring the ballot in person to the Chair.

The Unmarked envelop containing the ballot will remain in the care of the Election Committee Chair until the day of election when it will be placed unopened in the locked ballot box.