

UAW LOCAL 6888

UNITED AUTOMOBILE, AEROSPACE AND
AGRICULTURAL WORKERS OF AMERICA AFL-CIO

BYLAWS



May 2009

Central Michigan University
Office Professionals

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**LOCAL #6888
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AGRICULTURAL WORKERS OF AMERICA AFL-CIO
BYLAWS**

Article I -- NAME

Sec. 1 The name of this organization shall be Local 6888, International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, UAW, Mt. Pleasant, Michigan, USA.

Article II -- CONSTITUTION AND BYLAWS

Sec. 1 The Constitution of this Local Union shall be the Constitution of the International Union, UAW, and these Bylaws shall be in all respects subordinate to said Constitution and all applications and interpretations thereof.

Article III -- FISCAL YEAR

Sec. 1 The fiscal year of this Local Union shall begin on January 1 and end on December 31. These Bylaws also recognize the fiscal year as defined by the University Administration.

Article IV -- MEMBERSHIP AND MEMBERSHIP MEETINGS

Sec. 1 Representation

- A. Membership in this Local Union shall be composed of full-time and part-time regular office professional employees at Central Michigan University.
- B. Each member in good standing of this Local Union has the right to: nominate and vote; express opinions on all subjects before the Local Union; attend all membership meetings and express views, arguments and opinions on all matters and business, including candidates for office, properly before the meeting; meet and assemble freely with other members; and generally, participate in the activities of the Local Union in a responsible manner consistent with good conscience in order to present and discuss factually and honestly the issues and personalities upon which the membership must base its decisions.

These rights shall at all times be subject to the rules of procedure governing meetings and other uniform rules and regulations

contained in the Constitution, Bylaws and other official rules of the Local Union.

- C. A member in exercising the foregoing rights and privileges shall not take any irresponsible action which would tend to jeopardize or destroy, or be detrimental to, either the Local or International Unions as organizations, or their free democratic heritage, or which would interfere with the performance by this Local Union or the International Union of its legal or contractual obligations as a collective bargaining agent, or interfere with the legal or contractual obligations of this Local Union as an affiliate of the International Union.
- D. 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.
- E. The membership shall strive to obtain the objectives set forth in the International Constitution and additional objectives as established as the policy of the International Union; to maintain free relations with other organizations; to do all in its power to strengthen and promote the labor movement; to cooperate with Regional Board Members, the International Representatives and help promote organizational activities.
- F. To remain a member in good standing in the Local Union, the membership dues levied under the UAW Constitution must be paid to the Local Union Financial Secretary/Treasurer for each eligible member.
- G. Each division in which a person in the Local Union is employed shall be in a represented district which will be established by the Executive Board. Representatives elected from districts by members of the Local Union shall serve on the Executive Board.

Sec. 2 Meetings

- A. During the academic year, membership meetings will be held every month (September through May). Membership meetings will be postponed during the months of June, July, and August unless a special meeting is deemed necessary.
- B. All members shall be notified at least five (5) working days in advance of the meeting in regards to time, location and agenda. Such notification may be cited in the Local Union newsletter, by special mailing, or by the Listserv Administrator.

- C. Special meetings may be called by the President as deemed necessary or upon written request of twenty (20) members in good standing, or upon the request of a majority of the Executive Board.
- D. A quorum at a membership meeting shall consist of those members present.
- E. Any member who attends a meeting in an intoxicated condition and/or creates a disturbance, or becomes unruly shall lose voice and her/his right to vote at said meeting. Where necessary to maintain order, the member may be evicted from the meeting by order of the Chairperson subject to the challenge of the membership. Flagrant or persistent violation of this section by any member shall be conduct unbecoming a union member.
- F. Questions of a parliamentary nature shall be decided by Robert's Rules of Order.

Article V -- POWERS OF ADMINISTRATION

- Sec. 1 The membership is the highest authority of this Local Union and shall be empowered to take or direct any action not inconsistent with the Constitution or Bylaws.
- Sec. 2 Between membership meetings, the Executive Board shall be the highest authority of this Local Union and is empowered to act on behalf of the membership to the extent urgent business requires prompt and decisive action, subject to subsequent membership approval.
- Sec. 3 Between meetings of the Executive Board, the President shall exercise general administrative authority and shall be empowered to act on behalf of, and take action permitted by, the Executive Board subsequent to Executive Board approval.

Article VI – OFFICERS

- Sec. 1 Officers
 - A. This Local Union shall have the following Executive Officers: President, First Vice-President, Second Vice-President, Recording Secretary, Financial Secretary/Treasurer, three (3) Trustees, Sergeant-At-Arms and Guide, District Representatives, and the Bargaining/Grievance Committee.
 - B. A vacancy of the office of President shall be filled by the First Vice-President. Interim officers shall serve until a special election may

be held. The special election shall be held in accordance with the Constitution as regular elections.

C. The duties of these officers are specifically set forth in Article 40 of the Constitution. Additional responsibilities are outlined below.

1. The President shall act to the best of the President's ability in furthering the interests of the Local Union; have the general supervision and direction over the affairs of the Local Union; countersign all checks issued by the Financial Secretary/Treasurer against accounts of the Local Union; and serve as ex-officio member of all Local Union committees, except Trial and Election committees. The President shall not vote except in case of a tie regarding any question that is brought up for vote and may vote in any secret ballot election. The President shall have the power to expend funds not to exceed one hundred dollars (\$100) of the Local Union per calendar month for such purposes and for such reasons as are deemed necessary or proper, for the effective administration of the affairs of the Local Union, with subsequent approval of the Executive Board and membership. In the absence of the President, the First Vice-President shall preside.
2. The First Vice-President shall work in conjunction with the President on general supervision and direction over the affairs of the Local Union, and shall serve as Bargaining/Grievance Committee Chairperson. If the office of the President becomes vacant, the First Vice-President shall become President for the remainder of the unexpired term.
3. The Second Vice-President shall preside over membership and Executive Board meetings in the absence of both the President and First Vice-President; carry out duties assigned by the President; be responsible for the compilation and distribution of the Local Union monthly newsletter; and serve on the Media Relations Committee.
4. The Recording Secretary shall keep minutes of all membership meetings of the Local Union and Executive Board. These minutes represent the official records of the Local Union. A member may request to read the minutes under the supervision of the Recording Secretary, or their designated representative. It shall be the duty of the Recording Secretary to contact eligible employees for

membership and process forms for the same; and maintain Local and International membership lists, mailing lists, membership cards, new member orientation packets as needed, university-wide lists. District membership lists and seniority lists shall be maintained by the Recording Secretary and distributed on a quarterly basis to the District Representatives. In the event that the Listserv Administrator cannot publish the agenda, the Recording Secretary shall send notice to all members eligible to attend membership meetings. It shall also be the duty of the Recording Secretary to create and distribute new member informational bags.

5. The Financial Secretary/Treasurer shall keep the financial records of the Local Union and all financial business transactions in accordance with Article 40, Sec. 4, 5, 6, 7, 9, 10, and 11 of the Constitution; keep an accurate record of the payment of service fees and notify the International Union of same, in accordance with Article 40, Sec. 8 of the Constitution; write and sign all checks drawn on Local Union funds, which must be countersigned by the President; report at each membership meeting, giving the amount of monies received and paid out since the last meeting, and the remaining balances in the fund accounts; and provide a written, detailed report at the end of each fiscal year of total receipts and total expenditures for the fiscal year, including any amounts of money still on deposit. The Financial Secretary/Treasurer shall deliver to his/her successor all monies and other property of the Local Union.

Article VII -- EXECUTIVE BOARD

- Sec. 1 The Executive Board of this Local Union shall consist of the President, First Vice-President, Second Vice-President, Recording Secretary, Financial Secretary/Treasurer, District Representatives, Sergeant-At-Arms, Guide, three (3) Trustees, and the Bargaining/Grievance Committee, and an elected member of the Retired Workers Chapter. The retired member will have vote and voice on all matters except those specifically restricted for retiree participation in Article 6, Section 19 of the International Constitution.
- Sec. 2 Executive Board members other than officers shall be elected in accordance with Article 38, Sec. 5 of the Constitution.
- Sec. 3 Between membership meetings, the Executive Board will meet at least monthly. Special meetings may be held at the call of the President or by a majority of the Board Members.

- Sec. 4 A simple majority of the Executive Board shall constitute a quorum (i.e., a simple majority is one-half plus one of the members of the Executive Board).
- Sec. 5 Minutes will be taken of all Executive Board meetings by the Recording Secretary or his/her representative, and shall be placed on file at the UAW Local 6888 office. These minutes represent the official records of the Local Union. A member may request to read the minutes under the supervision of the Recording Secretary, or their designated representative. In the absence of the Recording Secretary, minutes will be taken by a member of the Executive Board as appointed by the President of the Local Union.
- Sec. 6 All decisions and recommendations of the Executive Board shall be referred to the next regular membership meeting.
- Sec. 7 The Executive Board shall have the power to expend funds not to exceed five hundred dollars (\$500) of the Local Union per calendar month for such purposes and for such reasons as are deemed necessary or proper, for the effective administration of the affairs of the Local Union, with subsequent approval of the membership.

Article VIII -- DISTRICT REPRESENTATIVES

- Sec. 1 District Representatives shall maintain a current list and communicate with district members on a regular basis; investigate and report any problems of any employees they represent to the 1st Vice President, or in his/her absence, to any member of the Bargaining/Grievance Committee; and keep detailed records of any and all member contact including but not limited to questions and/or issues (including non-grievance issues) reported in their districts. District representatives shall file member contact and/or grievance fact sheet reports to the 1st Vice President, or any member of the Bargaining/Grievance Committee in his/her absence, for each contact with member within one week of the contact/meeting. District Representatives are required to know and interpret the Local Union Contract, Bylaws and UAW International Constitution.
- Sec. 2 All members in good standing shall be eligible to nominate and vote for the District Representative. District Representatives will be elected by plurality vote (i.e., the highest number of votes) within their respective districts.
- Sec. 3 Recall of a District Representative
- A. A vote on the question of recalling a District Representative may be initiated by a petition setting forth the reasons why the recall is sought, and signed by at least 25-percent of the current members working under the jurisdiction of the District Representative. Twenty-five percent of the current members working under the jurisdiction of the District Representative must be present at the

recall meeting to establish a quorum. A two-thirds vote of those present and voting is necessary to recall.

- B. District Representatives shall be elected according to the provisions in these Bylaws as are other elections. In case of a vacancy, an election will be held within the District within 30 (thirty) days.

Article IX -- BARGAINING/GRIEVANCE COMMITTEE

- Sec. 1 The Bargaining/Grievance Committee shall consist of six (6) members: the President; the First Vice President, who shall serve as Chairperson; three (3) elected regular members and one (1) alternate member. The Bargaining/Grievance Committee will represent the interests of the Local Union in collective bargaining with the University Administration regarding wages, hours, and other terms and conditions of employment.
- Sec. 2 The three regular members and the one alternate member shall be elected to serve a three year term by plurality vote. In the event of a vacancy on the Bargaining/Grievance Committee, an election shall be held within thirty days.
- Sec. 3 The Bargaining/Grievance Committee shall determine the parameters for ratification of any agreement reached with the University Administration. The parameters shall include a meeting of the membership in which the agreement is explained. The method for voting shall be by secret ballot immediately following the meeting and the next working day after the meeting. Voting shall be proctored by the Nomination/Election Committee.

Article X -- COMMITTEES

- Sec. 1 The Standing Committees of the Local Union shall be as required by Article 44 of the Constitution: Constitution and Bylaws, Union Label, Education, Conservation and Recreation, Community Services, Civil Rights, Citizenship and Legislative, Consumer Affairs, Veterans, Local Union Women's Committee; and those established by the Local Union: Professional Development, Family Illness, Good & Welfare, Health Care, Serious & Catastrophic Leave, and United Way.
- Sec. 2 Each standing committee shall have a minimum of three (3) members appointed by the Executive Board every three (3) years. Each standing committee shall select its own chairperson.
- Sec. 3 These committees shall perform all duties assigned to them by the 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.

Sec. 4 Special committees may be appointed by the Executive Board as the occasion may arise to dispose of special business.

Article XI -- ELECTION COMMITTEE AND ELECTIONS

Sec. 1 The Election Committee shall consist of five (5) members nominated at the regular January membership meeting. Elections shall be held in February. Terms shall be for three (3) years. The Election Committee shall supervise and conduct all elections of the Local Union in accordance with the International Constitution and these Bylaws. It shall be responsible only to the membership of the Local Union. No member of the Election Committee may be a candidate for office. Any member of the Election Committee choosing to run for office must first resign her/his position on the Election Committee. Once a member of the Election Committee decides to run for an office/position under the jurisdiction of the democratically elected Election Committee, his/her resignation is automatic.

Sec. 2 The Executive Officers of the Local Union (President, First Vice-President, Second Vice-President, Financial Secretary/Treasurer, Recording Secretary, Sergeant-At-Arms, Guide, and Trustees) shall serve three (3) year terms. The nomination of Local Union Executive Officers shall take place at the regular meeting held in April. Elections of Executive Officers shall take place by secret ballot in May and installation shall take place at the regular meeting following the elections. If a runoff election is required, it shall be held within 30 days. The runoff election shall be between the candidate receiving the highest number of votes, though not a majority, and the candidate receiving the next highest number of votes, though not a majority.

Sec. 3 District Representatives shall be elected from their respective areas of jurisdiction for three (3) years. They shall be nominated in April and elected in May.

Sec. 4 The three (3) members-at-large and the alternate of the Bargaining / Grievance Committee shall be nominated in April and elections shall be held in May.

Sec. 5 All elections, other than those specified in Section 2 above, shall be by plurality vote. All elections shall be by secret ballot.

Sec. 6 To be eligible for an elected Executive Office of this Union, a member must have been in good standing for one (1) continuous year immediately preceding nomination. To be eligible for a non-executive office of this Union, a member need only be in good standing.

Sec. 7 If a member holding Executive Office, the term of which is not expiring, desires to become a candidate for another Executive Office, such member

is obligated to notify the Local Union of her/his resignation from the member's present office sufficiently in advance of the nominating meeting to permit the nomination and election of candidates for both offices during the same election. Such resignation would become effective at the time of installation.

Sec. 8 Any member in good standing may nominate any eligible member for office and may vote in any Union election if otherwise eligible.

Sec. 9 All elections shall be held in accordance with the International Constitution and these Bylaws. Except as provided elsewhere, the following procedures shall be followed:

- A. Local Unions are free to adopt an alternative method of nominating whereby notices are posted in the customary manner announcing that all members are automatically nominated for all offices and requiring members who wish to accept nomination to indicate their intentions in writing in the manner prescribed in the notice of nominations. The notice must announce the deadline for acceptance and the person and address to whom the acceptance should be addressed.
- B. The membership must approve the date(s), time(s) and location(s) of the election.
- C. The date(s) of the election(s) shall be set so that all members can be notified, at least fifteen (15) days in advance of the date(s), time(s), and location(s) of the election(s). Notice of the Triennial and Constitutional Convention delegate election will be mailed to the last known address of all members in good standing, both active and retired.
- D. Each candidate shall have the right to one (1) challenger present when the votes are cast and when they are tabulated, provided that such challenger shall be a member of the Local Union.
- E. Following each election, the Election Committee shall report in writing the canvass of the results of the election to the membership's next membership meeting. No protest to any election shall be considered unless raised within seven (7) calendar days of the closing of the polls or at the next membership meeting, whichever is later. The membership shall ratify the Election Committee recommendation or act on any protests. Appeals from membership decisions shall be made in accordance with the provisions of the International Constitution.

- F. It will be the responsibility of the Election Committee to: provide ballots and a ballot box, count the ballots after the election, and notify all candidates of the election results immediately following the counting of the ballots.
- Sec. 10 All vacancies in Union offices, except President, expected to last or actually lasting more than sixty (60) days shall be filled by a special election within thirty (30) days. The Executive Board may make a temporary appointment for the period pending the holding of such election.
- Sec. 11 Article 38, Section 10(b) of the International Constitution expressly prohibits the use of absentee ballots in Local Union elections, unless a member is away from her/his Local Union during the entire period of an election on an assignment for her/his employer or on Local Union business, and then only in elections held for Executive Officers or Convention Delegates.
- Sec. 12 Write-in candidates and votes by proxy are not allowed and shall constitute a spoiled ballot.
- Sec. 13 All Local Union members must present their Union membership card to vote in Local Union elections.

Article XII – FINANCES

- Sec. 1 The initiation and reinstatement fees shall be twenty dollars (\$20.00) for each new member or reinstated member, payable upon obtaining membership or reinstatement in the Local Union.
 - A. The Executive Board shall approve the financial institutions for the funds of the Local Union.
- Sec. 2 Expenses
 - A. Included in the Local Union expenses will be the following officer stipends:
 - President -- \$250 per month;
 - First Vice-President -- \$250 per month;
 - Second Vice-President -- \$200 per month;
 - Recording Secretary -- \$175 per month;
 - Financial Secretary/Treasurer -- \$225 per month.
 - B. Expenses are to be paid only when officers are performing the duties to which they were elected. In the event an Executive Board Member or appointee must perform the duties of a paid officer for a month or more, they will receive the expense allotment.

Sec. 3 Travel Expense

- A. Travel expenses shall be allowed when situations warrant the necessity of travel for any purpose approved by the Executive Board and/or Membership. Mileage shall be allowed at the current federal rate per mile when personal vehicles are utilized. The actual cost of air fare may not exceed coach fair, or the current federal rate per mile, 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. When it is necessary to stay overnight, lodging shall be allowed based upon single room occupancy rate, or one-half of a double room rate if shared with another member. Reimbursement for meals is not to exceed \$46.00 per day, and not to exceed \$20.00 per day on day of return.

Article XIII -- LOST TIME (Paid Absence at CMU)

- Sec. 1 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 she/he 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 her/his employer for the same period of time for which she/he is being compensated by the Local Union.

Article XIV -- ATTENDANCE RULES

- Sec. 1 Attendance provisions are mandatory under Article 37, Section 5 of the Constitution. All members of this Local Union holding an elected position are required to attend:
- A. Executive Board members are expected to attend a minimum of two (2) out of every (3) Executive Board meetings; however, attendance at all meetings is highly encouraged.
- B. District Representatives are expected to attend a minimum of two (2) out of every three (3) District Representative meetings; however, attendance at all meetings is highly encouraged.
- C. Failure of any elected official to comply with the above attendance rules may result in removal from their respective office or position. If removed, they shall not be permitted to run for any elective office for the balance of the term of office from which they were removed, except as a delegate to the International Constitutional Convention.

Article XV – DELEGATES FROM LOCAL

- Sec. 1 All Delegates and Alternates to International Conventions shall be chosen pursuant to provisions of Article 8 of the Constitution. Eligibility of a member for Convention Delegate is controlled by the Constitution.
- Sec. 2 Delegates and Alternates to the UAW Community Action Program (CAP) Council, in addition to the delegates by virtue of office, shall be elected pursuant to Article 23 of the Constitution and the Ionia-Montcalm-Gratiot-Isabella CAP Council Bylaws.

Article XVI -- APPEALS

- Sec. 1 Any member feeling her/himself aggrieved by some action of the Local Union or one of its representatives shall take her/his appeal or complaint to the Local Union Recording Secretary within 60 days as permitted by Article 33 of the Constitution.
- A. The Executive Board shall refer the matter to the Bargaining/Grievance Committee if it involves the collective bargaining agreement. Otherwise, the Executive Board shall consider the matter itself.
- B. Whichever of these bodies the matter is referred to shall consult with the grievant, permit her/him full opportunity to be heard, and shall reach a decision.
- C. Within 30 days of receiving a notice of such a decision, the grievant, if wishing to appeal further, shall submit her/his appeal to the Recording Secretary in writing for consideration by the earliest possible membership meeting.

Article XVII -- STRIKES AND STRIKE COMMITTEE

- Sec. 1 Strikes shall be called or terminated only in strict conformance with Article 50 of the International Constitution.

Article XVIII -- LEASES AND LONG-TERM AGREEMENT

- Sec. 1 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 approved by the Local Union Executive Board and Membership.

Article XIX -- GENERAL MATTERS

- Sec. 1 All Local Union Officers, Committees, District Representatives and other members handling funds or other property of the Union shall, at the completion of their duties, turn over all papers, documents, funds and/or Union property to the properly constituted Local Union officers.
- Sec. 2 Wherever in these Bylaws a pronoun is used it refers equally, where the reference is applicable, to both men and women in the singular and in the plural.

Article XX – AMENDMENTS

- Sec. 1 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 the particular Bylaw amendment(s) that will be considered. If approved by two-thirds of the membership vote thereon at this succeeding meeting, the amendment shall be considered adopted by the membership.