UAW 276

BY-LAWS

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PREAMBLE

We hold these truths to be self-evident, expressive of the ideals and hopes of the workers who come under the jurisdiction of Local 276, UAW; that all members are created equal and should enjoy to the full extent the wealth created by their labor; that the laborers will have equal rights with Management, that they will set prices and working conditions on their products, that we will be fair and just in all undertakings of this Local and keep utmost in our minds the undeniable rights - Life, Liberty and the Pursuit of Happiness, and to help stamp out all action that will hinder the progress of our Local or advocate the overthrow of our Government.

OBJECTIVES

The objectives of Local 276, UAW, are to improve working conditions; to create a uniform system of shorter hours and higher wages; to improve the health and safety conditions of all workers, both on and off the job; to unite into one union, regardless of religion, race, sex, creed, color, political affiliation or nationality, all employees under the jurisdiction of Local 276, UAW; to work with all branches of the International Union for the betterment of all laborers, and any other agent that is approved by our government of local, state, national or international basis.

ARTICLE 1
NAME

This organization shall be known as Local 276, International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, UAW, Amalgamated, Arlington, Texas. Any further reference to Local Union in these Bylaws refers to Local 276.

ARTICLE 2
CONSTITUTION AND BY-LAWS

Section 1. The Constitution of this organization shall be the Constitution of the International Union, UAW, and these By-Laws shall be in all respects subordinate to said Constitution and all applications and interpretations thereof. Sufficient copies of these By-Laws shall be printed to give to each member upon request.

Section 2. These By-Laws may be amended by presenting a motion in writing to the Recording Secretary, setting forth the amendment or amendments sought. The proposed amendment shall be read at the first Membership Meeting immediately following the receipt of the written proposed amendment. The proposed amendment will then be submitted to the Constitution and By-Laws Committee which will in turn report the proposed amendment to the succeeding membership meeting for voting on the proposed amendment. A Membership Meeting notice shall be posted seven (7) days prior to the Membership Meeting at which voting on the proposed change will take place. The notice will state the proposed amendment or amendments to the By-Laws, which is to be

considered by the membership. If approved by two-thirds (2/3) of the voting membership present at the meeting, the proposed amendment(s) shall be considered adopted by the membership following written approval by the International Union, UAW.

ARTICLE 3
FISCAL YEAR

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

ARTICLE 4
MEMBERSHIP

Section 1. The Local Union shall be composed of workers eligible for membership in the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), over whom the Local Union has jurisdiction, and who have met conditions set forth in the Constitution of the International Union.

Section 1A. Each member in good standing of this Local Union has the right to nominate and vote; to express opinions on all subjects before the Local Union; to attend all membership meetings and express her/his views, arguments and opinions on all matters and business properly before the meeting, including candidates for office; to meet and assemble freely with other members; and generally to 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, By-Laws and other official rules of the Local Union.

(1) During times of extreme conditions that prevent the membership from meeting, including but not limited to, events such as fire, flood, weather, epidemic, pandemic, etc., each eligible member in continuous good standing of this Local has the right to stand nominated and vote.

Section 1B. A member, in exercising the foregoing rights and privileges, shall not take any irresponsible action which would tend to jeopardize, destroy, or be detrimental to either the Local Union as an organization, the International Union as an organization, or their free democratic heritage, or which would interfere with the performance by the 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.

Section 1C. 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.

Section 1D. The membership shall strive to obtain the objectives set forth in the International Constitution and the By-Laws of the Local Union as well as additional objectives 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 to help promote organizational activities.

Section 2. It shall be the duty of each member to attend the regular meetings of Local 276 and to perform any and all duties assigned to the member. Each member's conduct shall be in such a manner as to not bring reproach upon the union, either in meetings, in the Shop or in public. It shall also be each member's duty to pay all dues, fines, and other charges promptly, to enable the Financial Secretary to make proper submissions to the International Secretary-Treasurer.

Section 3. When a strike is in progress, each member is required to perform picket duty as assigned to the member by the designated person or persons who have been assigned to be Strike Captain of the picketers by Local 276, and the member's conduct shall be in a sober, peaceful and lawful manner. Strikes shall conform at all times to the International Constitution.

Section 4. It shall be the duty of each member to participate in all Local, State and Federal Elections by voting.

ARTICLE 5
MEMBERSHIP MEETING

Section 1. The regular General Business Membership Meeting shall be held on the second Sunday of each month.

Section 2. A notice for the regular General Business Membership Meeting shall be posted seven (7) days prior to each regular General Business Membership Meeting.

Section 3. By approval of the Executive Board, a Special Membership Meeting may be called at any time by: written notice, verbal notice from Committeepersons, Alternate Committeepersons, members of the Executive Board, by use of a public address system, or by any other means that may be used by the President of the Local Union. Said written notice is to be given as far in advance of the Special Membership Meeting as possible.

Section 4. The membership in attendance at a meeting shall constitute a quorum for the meeting.

Section 5. Business at the regular General Business Membership Meeting shall be conducted in the following order:

A. The invocation,

B. Receiving of new members, in accordance with the International Constitution,

C. The roll call of officers,

D. Reading of the previous minutes and communications,

E. Reading of the minutes of the Executive Board meeting,

F. Report of the Financial Secretary-Treasurer,

G. Report of the President,

H. The Committee reports

I. Unfinished business,

J. New business, and

K. Dismissal of the meeting, by motion.

L. Bargaining Units Chairpersons' Reports

(1) Unit 1, 2, and 3 Chairperson's reports will be held at their respective meetings and times.

Section 6. Business for specially called meetings shall be limited to the reason for the specially called meetings and will be conducted in the following order:

A. Invocation,

B. The roll call of officers,

C. The purpose for which the specially called meeting is being held, and

D. Dismissal of the meeting, by motion.

Section 7. A specially called or a regular membership meeting shall not be changed or cancelled without two-thirds (2/3) consent of the Executive Board. The meeting minutes for the Executive Board shall reflect the reason for the meeting change and how each member voted.

Section 8. Any member who attends a meeting in an intoxicated condition and/or creates a disturbance, or becomes unruly, shall lose voice and the 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 members shall be conduct unbecoming a union member.

Section 9. To assure that all meetings of Local 276 are run in an orderly fashion, "Roberts Rules of Parliamentary Procedure" will be followed.

Section 10. In order that all membership meetings may be carried on in an orderly manner, each member will be allowed to speak for a period not to exceed five (5) minutes on any one subject. Time limits may be extended by the membership.

Section 11. Upon being given the floor to speak or to make a motion, the member must give her or his name and badge number.

Section 12. During all membership meetings, there shall be, on the Chairperson's rostrum, one (1) copy each of "Roberts Rules of Parliamentary Procedure", the International Constitution and the Local By-Laws.

Section 13. Twenty-five (25) copies of minutes shall be available for the membership at regular General Business Membership Meetings, whenever possible, if they are to be approved. Additional copies will be made available if needed. Copies shall be available at the local office for any who desire them.

Section 14. Each unit of Local 276 shall have its own monthly membership meeting or meet in an acceptable time frame as deemed sufficient by that unit's membership, meeting at least once every three (3) months. A notice for such meeting shall be posted seven (7) days prior to such meeting. At these meetings, the purpose will be to resolve bargaining issues and other items pertaining to that unit. Each unit will have their individual right to set up strike and ratification vote meetings, subject to Article 50 of the UAW Constitution. Each unit will have the right to schedule special meetings, when deemed necessary by that unit's leadership. Per Article 37, Section 4 (c) of the International Constitution, each unit shall have the right to cancel or postpone meetings during the summer months by appropriate action of its members.

ARTICLE 6
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 not inconsistent with the International Constitution or the Local Union's By-Laws.

Section 2. Between the General Business Membership Meetings, the highest authority shall be vested in the Executive Board of Local 276, UAW, which 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. However, the Executive Board may not take action affecting the vital interests of Local 276 without prior membership

approval. The Executive Board shall meet prior to the regular General Business Membership Meeting (except in a triennial election year when the June Executive Board Meeting will be held on the Monday immediately prior to the June General Business Membership Meeting at which newly elected members will be sworn into office) or at such other times as deemed necessary. Business at the Regular or Special Executive Board Meeting will be conducted in the following order:

A. The invocation,

B. The roll call of officers,

C. Reading of the previous month's minutes and communications,

D. Report of the Financial Secretary-Treasurer,

E. Bargaining Unit Chairperson's Report,

F. Report of the President,

G. The Committee reports,

H. Unfinished business,

I. New business, and

J. Dismissal of the meeting, by motion.

Section 3. Between meetings of the Executive Board, the President shall exercise general and administrative authority on behalf of the Local Union and shall be empowered to act on behalf of and take action permitted by the Executive Board. Such acts or actions shall be subject to the approval of the Executive Board.

ARTICLE 7
LOCAL UNION OFFICERS

Section 1. The following local Executive Officers shall be elected by the general membership in accordance with the International Constitution and Local By-Laws and will hold office for a three (3)-year term. For the purposes of this section, the word “part-time” shall comport with the definition found in UAW Administrative Letter 50, Letter No. 3.

A. President

B. First Vice President

C. Second Vice President

D. Recording Secretary – (part-time)

E. Financial Secretary-Treasurer – (part-time)

F. Three (3) Trustees

G. Sergeant-at-Arms and

H. Guide

Section 2. The Executive Board of Local 276, UAW, having voice and vote, shall consist of: The Executive Officers listed in Article 7, Section 1, the Chairperson of each Bargaining Unit, and a member of the Retired Workers' Chapter, who shall be elected in accordance with Article 55, Section B, of the International Constitution.

Section 3. In case of the temporary absence or incapacity of the President and First Vice President, the following shall be the order to succeed and act in the capacity of the President:

A. First in succession: Second Vice President;

B. Second in succession: Recording Secretary;

C. Third in succession: Financial Secretary-Treasurer; and

D. Fourth in succession: Chairperson of Trustees.

ARTICLE 8
EXECUTIVE BOARD

The Executive Board shall function as set forth in these By-Laws and in accordance with the International Constitution.

Section 1. The Executive Board will meet prior to the Regular General Business Membership Meeting.

Section 2. Special Executive Board Meetings shall be called by the President or by a majority of the board members.

Section 3. The Executive Board shall have the power to pay all ordinary bills and expenses of the Local Union, subject to subsequent membership approval.

Section 4. A simple majority of the Local Union Executive Board shall constitute a quorum.

Section 5. Minutes will be taken, by the Recording Secretary, of all Executive Board meetings and shall be available at the next membership meeting.

Section 6. All decisions and recommendations of the Executive Board shall be referred to the next regular membership meeting.

Section 7. The Executive Board where necessary shall take steps to bring the contents and policy of the Local Union newspaper into conformity with the policy of the International Union.

Section 8. The Executive Board will not, under any circumstances, transfer money from one fund to another or make disbursements from any fund other than those intended disbursements, without first receiving two-thirds (2/3) approval of the membership present at a regular membership meeting.

Section 9. The Chairperson of Trustees shall be elected by the Executive Board.

Section 10. All vacancies in Local Union offices, except the office of President, shall be promptly filled by election, in accordance with Article 38, Section 14 of the UAW Constitution. In the case of a vacancy in the office of President, the position will be filled in accordance with Article 7, Section 3 of these bylaws.

ARTICLE 9
ATTENDANCE RULES GOVERNING MEMBERS HOLDING ELECTED OR APPOINTED POSITIONS

In the spirit of fairness and in good judgment, also to provide more active leadership, greater participation in meetings, and in general, a better functioning Local Union, the following meeting attendance rules shall apply to all members holding elected or appointed positions in the Local Union, in accordance with Administrative Letter Volume No. 23, Letter No. 5:

Section 1. Any officer holding an elected or appointed position must attend two (2) of every three (3) consecutive meetings. It is the member's responsibility to confirm that their attendance was recorded.

A. Executive Board Members and District Committeeperson Members - Verify that the Recording Secretary called the Executive Board and District Committeeperson Member's name and noted the member present on the meeting minute form.

B. All other Elected and Appointed Members - Verify that the elected and/or appointed member signed the meeting log-in form used for attendance.

Section 2. Executive Board members must attend two (2) of every three (3) consecutive Executive Board meetings. It is the member's responsibility to confirm that their attendance was recorded.

A. Executive Board Members - Verify that the Recording Secretary called the Executive Board Member's name and noted the member present on the

Executive Board Meeting Minute form.

Section 3. All officers and Committeepersons must attend two (2) out of three (3) consecutive educational classes of Local 276, which are confined to a subject matter that has a direct relationship on the various offices held, provided the courses are for a prescribed and reasonable length of time. It is the member's responsibility to confirm that their attendance was recorded.

A. All Elected and Appointed Members - Verify that the elected and/or appointed member signed the meeting log-in form used for attendance.

Section 4. The President, Shop Chairperson(s), and 2nd Vice President are authorized to consider requests for absences from all elected and appointed members because of circumstances beyond their control or because of a very substantial inconvenience.

Section 5. It shall be the duty of the Recording Secretary to maintain an attendance record covering all elected or appointed officials of Local 276, and to report at each regular membership meeting the attendance of the previous meeting. Consideration shall be given for reasonable and valid excuses where an elected or appointed official fails to meet the above requirements. In the event any question arises over the excuses given by an official for the official's absence from the meeting, the question must be referred to the next regular meeting for decision.

Section 6. PENALTY: Any elected or appointed official of Local 276, who fails to comply with the attendance rules, shall be automatically removed from office.

ARTICLE 10
LOCAL UNION COMMITTEES

Section 1. The Local Union shall include the following Standing Committees:

A. **CIVIL AND HUMAN RIGHTS:**

(1) It shall be the duty of this committee to see that fair employment practices are promoted and to endeavor to eliminate discrimination toward individual members of the Local Union, International Union, and the nation.

B. **CONSTITUTION AND BY-LAWS:**

(1) It shall be the duty of this committee to keep the By-Laws updated and to review the By-Laws that are in the best interest of the Local Union.

C. **COMMUNITY SERVICE:**

(1) It shall be the duty of this committee to take charge of all programs promoting the welfare of Local 276, UAW, and the community. Also, this committee will aid the community in any way possible.

D. **EDUCATION:**

(1) It shall be the duty of this committee to supervise and direct all educational programs engaged in by Local 276, UAW, which are not covered by Joint Funds or under the direction of the International Union.

E. **CITIZENSHIP AND LEGISLATIVE:**

(1) It shall be the duty of this committee to be informed on subjects of political importance and to convey this information to the membership.

F. **CONSERVATION, RECREATION, AND ENTERTAINMENT:**

(1) It shall be the duty of this committee to be responsible for Local Union activities regarding conservation, recreation, and entertainment.

G. **RETIRED WORKER:**

(1) It shall be the duty of this committee to promote solidarity among the retired workers and their spouses. Also, the Retired Workers Chapter shall initiate new activities for the Retirees' Chapter and promote political action.

H. **UNION LABEL:**

(1) It shall be the duty of this committee to promote the purchase of "Union Made" goods and services and to create a better understanding of union labels and their meaning.

I. **VETERANS' COMMITTEE:**

(1) It shall be the duty of this committee to seek out information and report the same to veterans regarding their rights and to aid and assist members who are veterans who may be distressed, etc.

J. **WOMEN'S COMMITTEE:**

(1) This committee will function actively in the best interest of all employees and promote activities for same. This committee will further assist all other committees, upon request, in promotion of Local Union activities.

K. **CONSUMER AFFAIRS:**

(1) It shall be the duty of this committee to investigate members' complaints about goods and services purchased in the community. It should also strive to create and improve the employee discount book.

L. **ORGANIZING COMMITTEE:**

(1) It shall be the duty of this committee to promote the importance of unions, encourage union membership, and keep the membership informed about organizing drives.

M. ALL OTHER COMMITTEES deemed necessary at the recommendation of the Executive Board of Local 276, UAW, and approved by the membership.

(1) CHAPLAINCY COMMITTEE
(2) MEMBER-TO-MEMBER COMMITTEE
(3) LGBTQIA+ COMMITTEE

N. The Chairperson and Alternate Chairperson of each committee will be appointed by the Executive Board of the Local Union, subject to the approval of the membership.

(1) Each committee shall have up to twelve (12) members nominated and elected after the Chairperson and Alternate Chairperson positions have been filled. Committees shall also have volunteers on committees.

Section 2. It will be the responsibility of each Chairperson of a Standing Committee to furnish a report on that committee at the regular membership meeting.

ARTICLE 11
SECOND VICE PRESIDENT

Section 1. For the betterment of the Local Union, and a more efficient operation, the Second Vice President will work with each Standing Committee Chairperson to assist in every way to attain a more workable committee. The Second Vice President will meet with the

Executive Board or President to answer any questions that may arise pertaining to any committee.

ARTICLE 12
EXPENSES

Section 1. The Financial Secretary-Treasurer shall have the authority to purchase all normal office supplies, subject to membership approval.

Section 2. The Local Union will pay a representative or Local Union member lost time only when the representative or local member is performing necessary duties for and on behalf of the Local Union during a time for which the member would otherwise be compensated by the member's employer. The amount of lost time will not exceed the amount which the Local Union representative or local member would otherwise receive from the member's employer for the same period of time for which the member is being compensated by the Local Union, unless otherwise provided for in these Bylaws.

A. The Recording Secretary will be paid up to sixteen (16) hours per week in lost time.

B. The Financial Secretary will be paid up to thirty-five (35) hours per week in lost time.

Section 3. The following expenses are to be reimbursed upon the submission of a pre-printed receipt, showing the name, address, phone number, date, and item(s) being paid, as required by the Internal Revenue Tax Code, for the expenses to the Financial Secretary-Treasurer and upon the approval of the President's office. Each delegate, when traveling on behalf of the Local Union, will be paid/reimbursed as follows:

A. Luggage – up to $80.00 per travel, with receipt.

B. Parking – up to $20.00 per day at the airport, up to $35.00 per day at the hotel, with receipt, with receipt.

C. Transportation for union business shall be reimbursed by the least expensive mode of transportation.

Section 4. When traveling on behalf of the Local Union and required to stay overnight, the member will be paid or reimbursed for the following:

A. Per diem, at the rate set by the International Union, for daily meals, deducting amounts for meals provided by the UAW (e.g., at conferences, etc.) regardless of whether the member chooses to partake of the meal(s) provided;

B. Standard hotel rooms (e.g., no suites) at preferred hotels at the lowest available single room occupancy rate, or ½ of a double room rate if shared with another member, with receipt;

C. Transportation

(1) The actual cost of airfare NOT to exceed coach fare, or the IRS mileage rate, whichever is more economical and practical;

(2) Expenses for transportation are to be paid/reimbursed for the actual mode of transportation used. Mileage expense can only be paid to the driver of the automobile.

Section 5. When traveling on behalf of the Local Union and no overnight stay is required, the member will be paid the per diem rate set by the International Union per day for meals.

A. The rate for per diem will be based on and adjusted October 1st each year to match the average for all cities in the continental United States as set by the United States General Administration Services' average for all cities in the Continental United States (CONUS)

Section 6. Transportation:

A. Transportation will be paid for the actual cost of air fare NOT to exceed coach fare, or at a rate of FORTY-EIGHT CENTS (.48¢) per mile, whichever is more economical.

(1) The mileage rate will be based on and adjusted each year to match the mileage rate set by the Internal Revenue Service Average Mileage Rate.

M. The 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. There will be a maximum of four (4) occupants to one (1) car.

Section 7. All Local Union officers will be compensated in accordance with Article 12, Section 2 of these bylaws.

Section 8. Officers will be paid for monthly expenses as follows:

A.	President	$100.00
B.	Financial Secretary-Treasurer	$100.00
C.	Unit Chairperson(s)	$100.00

Section 9. Donations: The rules and regulations for the THREE THOUSAND DOLLARS & NO/100 ($3,000.00) limit on donations will be as follows:

A. All applications for donations will not exceed TWO HUNDRED FIFTY DOLLARS & NO/100 ($250.00) per application;

B. All applications must be submitted to the Financial Secretary no later than January 30th of each year. All charitable giving and fundraising will be in accordance with UAW Administrative Letter Volume No. 62, Letter No. 6.

C. Each application will be submitted to the Executive Board at the Executive Board meeting in February of each year;

D. In the event the number of applicants exceeds the appropriated amount of THREE THOUSAND DOLLARS & NO/100 ($3,000.00) each, the number of applicants will be divided into THREE THOUSAND DOLLARS & NO/100 ($3,000.00). The total will be the amount to be donated to each applicant: The intent being that each applicant will receive an equal donation.

E. Each properly submitted application for donation will be acted upon at the February membership meeting for final approval. The above applies to activities not sponsored or coordinated by the standing committees of Local 276, UAW.

F. Each application for a donation must be made on the appropriate form issued by UAW Local 276.

Section 10. Activity requirements and expenses:

A. All applications for funds required for local union sponsored activities, which will be paid from the Conservation and Recreation Fund, shall be submitted to the Recreation Chairperson no later than January 30th of each year. Each properly submitted application will be acted upon at the February membership meeting for final approval.

(1) All expenses for any UAW Local 276 activity must be paid with a UAW Local 276 check as required by the Department of Labor.

B. All local union sponsored activities will be coordinated by the Standing Committees of Local 276, UAW.

C. There shall be an all-inclusive budgeted amount not to exceed FIVE THOUSAND DOLLARS & NO/100 ($5,000.00) for each union sponsored activity.

(1) Expenses for each application will include but not be limited

to materials, supplies, services, all lost time monies, and any other expenses relative to the event.

(2) Expenses for the UAW Local 276 Charity Golf Tournament shall be independent of the above limit and will be set at SEVEN THOUSAND DOLLARS & NO/100 ($7,000.00).

(3) Expenses for the UAW Local 276 Adult Christmas Party shall be independent of the above limit and will be set at SEVEN THOUSAND DOLLARS & NO/100 ($7,000.00).

D. Each application for recreation funds will be for the total receipts of the activity but in no event to exceed FIVE THOUSAND DOLLARS & NO/100 ($5,000.00).

(1) No monies will be spent without prior approval of the President and Financial Secretary.

E. Receipts for recreation expenses will be turned over to the Financial Secretary.

(1) Receipts will be preprinted, showing the name and address of the vendor, the date of the purchase, the reference or description of the purchase and the amount of the purchase, in accordance with IRS regulations.

F. All recreation funds allocated for sporting events or activities shall be solely for the use and benefit of the members of Local 276, UAW, and their families.

G. Every effort should be made by each committee to offset costs to the fund by having Fund Raisers to supplement their requests for monies. All charitable giving and fundraising will be in accordance with UAW Administrative Letter Volume No. 62, Letter No. 6.

(1) Prior to holding a fund raiser, all Standing Committees Chapter must have the following:

(a) Committee approval;

(b) Executive Board Recommendation; and

(c) Membership action.

(2) The request to hold a fund raiser from a Committee must include the following information as required by the

Department of Labor:

(a) The purpose of the fund raiser;

(b) What item(s) will be sold;

(c) The duration of the fund raiser (beginning date and ending date);

(d) The amount the item(s) will be sold for; and

(e) The name of each individual selling the item(s).

(3) Fund Raisers ***must*** be for a specific duration (example: 30 - 90 days) and must state the start date and the end date.

(4) Items for sale ***must*** be to the members of UAW Local 276 only, as required by the Department of Labor and the International Union, UAW.

(5) At the end of the fund raiser, unsold merchandise must be returned to UAW Local 276 and added to its inventory, with the proceeds going into the General Fund, as required by the Department of Labor and the International Union, UAW, Auditing Department.

(6) Committees' wishing to reduce the sales price of merchandise previously approved by the membership must:

(a) Return all unsold merchandise to UAW Local 276 to be inventoried and held there until the reduced price is approved at the next regular membership meeting.

Section 11. Any programs and/or activities pertaining to recreation must be submitted to the Recreation Committee for discussion before presenting it to the membership. Upon approval by the Recreation Committee it will become the responsibility of the Recreation Chairperson to present any new recreation program or recreation activity to the membership for approval.

A. All new recreational programs or recreational activities must be approved by the membership before it can be called a UAW Local 276 club or team.

Section 12. The Local Union will pay any member the portion of a contractually negotiated bonus, and/or Proft Sharing payment that was reduced due to being on paid union lost time, as they would otherwise have been compensated by their employer. For GM employees, the Eligibility, Qualified Earnings & Payment will follow guidelines set forth in the UAW-GM National Agreement and applicable supplemental agreements. Amalgamated units will follow guidelines set forth in their respective contractual agreements and supplemental documents. Union Dues deducted shall be the minimum amount set forth in Article 16, Section 2(c) of the UAW Constitution. The amount of the Performance Bonus and/or Profit Sharing shall never exceed the amount which the member would otherwise have received from their employer for the same time period for which they are being compensated by the Local Union.

A. This practice will be suspended if the Local Union General Fund drops below three (3) times the amount of one (1) month's per capita tax payments. The practice will be reinstated upon the return of the general fund's balance above three (3) times the amount of 1 month's per capita tax payment.

B. Any loss in payment due to the suspension of this article shall not be recoverable, and shall not be retroactive, once payments have been reinstated.

ARTICLE 13
ELECTIONS AND OTHER VOTING GUIDELINES

Section 1. An Election Committee consisting of eighty (80) members shall be nominated at the first regular membership meeting following the General Election. The elections will be held prior to the second membership meeting following the General Election. All new members elected to the Election Committee will be sworn in at the first membership meeting following the election of the Election Committee.

A. The number of the Election Committee members may be amended as needed, and by membership action, to accommodate various elections.

Section 2. The Chairperson of the Election Committee will be elected by the eighty (80) members of the Election Committee at the first meeting of the Election Committee.

Section 3. The term of office shall be for a period of three (3) years.

Section 4. The Election Committee shall conduct elections during its term of office in accordance with the International Constitution as well as federal, state and local laws.

Section 5. Actively employed Election Committee members will be paid a salary equal to their regular hourly rate of pay for actual hours worked on the committee. Retired or otherwise non-actively employed Election Committee members will be paid a stipend of $100 for

every four (4) hours worked on the committee.

Section 6. The Election Committee will conduct the following elections:

A. Election of all Executive Officers;

B. Election of the members of the Shop Committee for each Unit having a Shop Committee;

C. Election of Unit 1 (GM) District and Alternate Committeepersons, Unit 2 Shift Stewards and Alternate Stewards, and Unit 3 Shift Stewards and Alternate Stewards; and

D. Election of International Convention Delegates.

E. In the interim, any elections deemed necessary to be held between General Elections will be conducted by the Election Chairperson and members of the Election Committee. The number of Election Committeepersons required to hold any interim election to fill vacancies will be determined by the Chairperson of the Election Committee as deemed necessary to conduct the election.

Section 7. Strike votes and ratification votes on contracts will be by secret ballot. The voting will be conducted by the Executive Board or Shop Committee of Local 276, UAW.

Section 8. All elections and other voting, including ratification votes and other types of votes required by the UAW Local 276 membership, with General Motors' permission, will be held at the General Motors Assembly Plant. This will exclude the Strike Authorization vote and Retiree vote, both of which will be held at the Local 276 Union Hall, in accordance with the International Constitution and these Bylaws. In the event General Motors' permission is not granted to have the vote in the plant, the vote will be held at the Local 276 Union Hall, in accordance with the International Constitution and these Bylaws

Section 9. At a General Business Membership Meeting duly designated for the purpose of nominating candidates for office, ALL MEMBERS of Local 276, UAW, IN GOOD STANDING shall stand nominated as a candidate. All members standing nominated will be obligated to accept the nomination, in writing, on the appropriate acceptance form provided by Local 276, within a specified time frame after notification of the nomination. Any nominated member will automatically forfeit the nomination if the member fails to accept the nomination in writing within the given time frame.

A. The nominee will be obligated to accept their nomination(s) at the UAW Local 276 Union Hall during the time period designated by the Election Committee.

B. In the event that said nominee is unable to attend in person, a mail-in acceptance form, via Certified First Class Mail, will be accepted provided it is postmarked no later than the deadline for accepting nominations.

C. For district/shift-specific positions, a candidate may accept nomination as long as they are in the designated district and on that shift.

Section 10. Eligibility to hold any elected office shall be in accordance with the International Constitution and Local By-Laws.

Section 11. A form for the written acceptance of any Local 276, UAW, elected office will be printed and will contain the following information:

A. A place to print the name of the office for which the member is nominated;

B. Requirements for attendance of meetings;

C. Penalties for failure to comply with the Local Union By-Laws and the International Constitution;

D. The following acceptance certification:

"I request that my name appear on the election ballot as I have printed below:

_____

"I hereby acknowledge that I have read the foregoing statements and do, by my signature, hereby accept nomination of the above named office. Further, I solemnly swear, if elected to abide by the International Constitution and the By-Laws of Local 276, UAW, to do my best to further the cause of the labor movement.

"Date _____ Time _____
"Signature _____ Badge No. _____"

Section 12. The following officers will be elected according to the Constitution of the International Union:

A. President

B. First Vice President

C. Second Vice President

D. Financial Secretary-Treasurer

E. Recording Secretary

F. Three (3) Trustees

G. Sergeant-at-Arms

H. Guide

I. Unit Chairperson(s)

J. Committeeperson(s)-at-Large

K. Unit 1 (GM) District Committeeperson(s) / Unit 2 Shift Stewards / Unit 3 Shift Stewards

L. Unit 1 (GM) Alternate Committeeperson(s) / Unit 2 Shift Alternate Stewards / Unit 3 Shift Alternate Stewards

M. Skilled Trades Representative

N. Special Skilled Trades Representative(s), if needed

Section 13. The following positions will be elected by:

A. Executive Board:

(1) Elected by a majority vote from and by all active and retired members in good standing.

B. Unit Chairperson:

(1) Elected by a majority vote from and by all active members in good standing on all shifts, unit-wide.

C. Committeeperson-at-Large:

(1) Elected from and by all active members in good standing on all shifts in accordance with the By-Laws and the International Constitution and will assume her or his position according to plant seniority.

(2) The top two (2) vote receivers in the plant-wide election will be the Committeepersons-at-Large.

a. The number of Committeepersons-at-Large will be increased or decreased to remain in

compliance with the National Agreement.

D. Unit 1 (GM) District Committeeperson(s) and Alternate Committeeperson(s)

(1) Each defined Unit 1 (GM) district will elect a Unit 1 (GM) District Committeeperson and an Alternate Committeeperson from members within their Unit 1 (GM) respective district at the same time as the Tri-annual Elections.

a. Elections to fill Unit 1 (GM) District Committeepersons or Alternate Committeeperson vacancy(ies) will be held at the same time during a twelve (12) hour period; the start and end times to be determined by the Election Committee.

E. District Shop Committeeperson:

(1) Following the election of the duly elected District Committeepersons, an election will be held plant-wide to fill the allotted seats on the Shop Committee.

(2) The top four (4) vote receivers in the plant-wide election will be the District Shop Committeepersons.

(a) The number of District Shop Committeepersons will be increased or decreased to remain in compliance with the National Agreement.

(3) The plant-wide Shop Committee Election will be from the elected District Committeepersons who so choose to be on the ballot.

a. All elected District Committeepersons will be considered nominated and will make acceptance in writing according to the dates and times as approved by the UAW Local 276 Membership.

b. All elected members of the Shop Committee will be Delegates to the Texas Area Leadership Sub-Council; the Region 5 Leadership Sub-Council and all UAW/GM National SUB Council whether they have

voting rights in the Sub-Council or not."

F. Skilled Trades Representative:

(1) Must have a Journeyperson card

(2) Elected from and by all Skilled Trades members in good standing on all shifts, plantwide.

(3) The elected Skilled Trades Representative and elected Shop Committeeperson or Committeepeople that are a Skilled Trade will be the delegate to the Texas Area Leadership Sub-Council; the Region 8 Leadership Sub-Council; and the UAW/GM National Sub-Council whether they have voting rights or not. The elected Skilled Trades Representative will be on the Journeyperson Card Committee; and will be the Chairperson of the Lines of Demarcation Committee.

G. Unit 2 Shift Stewards and Shift Alternate Stewards:

(1) Each defined Unit 2 shift will elect a Unit 2 Shift Steward and a Shift Alternate Steward from members within their Unit 2 respective shift at the same time as the Tri-annual Elections.

a. Elections to fill Unit 2 Shift Stewards or Shift Alternate Steward vacancy(ies) will be held at the same time during a twelve (12) hour period; the start and end times to be determined by the Election Committee.

H. Unit 3 Shift Stewards and Shift Alternate Stewards:

(1) Each defined Unit 3 shift will elect a Unit 3 Shift Steward and a Shift Alternate Steward from members within their Unit 3 respective shift at the same time as the Triennial Elections.

a. Elections to fill Unit 3 Shift Stewards or Shift Alternate Steward vacancy(ies) will be held at the same time during a twelve (12) hour period; the start and end times to be determined by the Election Committee.

Section 14. Nominations:

A. Nominations for the tri-annual elections will be held on the second Sunday in April.

(1) In the event the second Sunday in April is designated as a holiday, a Special Nomination Meeting will be held - the date and time to be determined by the Election Committee.

(2) During times of extreme conditions that prevent the membership from meeting, including but not limited to, events such as fire, flood, weather, epidemic, pandemic, etc., each eligible member in continuous good standing of this Local has the right to stand nominated and vote.

Section 15. Elections:

A. Elections for the tri-annual elections will be on the first Tuesday in May.

B. Polls open at 5:00 AM on the first Tuesday in May.

C. Polls close at 5:00 AM on the first Wednesday in May.

Section 16. Run-Off Elections:

A. The run-off election for the tri-annual elections shall be held on the second Tuesday in May.

B. Polls open at 5:00 AM on the second Tuesday in May.

C. Polls close at 5:00 AM on the second Wednesday.

Section 17. All elections of the Executive Board officers must be completed prior to the second Sunday in June.

A. All elections for Unit 1 (GM)'s Bargaining Committee, including Shop Committeepersons, District Committeepersons, Alternate Committeepersons, Skilled Trades Representative and Special Skilled Trades Representatives (if required) must be completed prior to the second Sunday in June.

B. All elections for Unit 2 Chairperson, Shift Stewards and Shift Alternate Stewards must be completed prior to the second Sunday in June.

C. All elections for Unit 3's Chairperson, Shift Stewards and Shift Alternate Stewards must be completed prior to the second Sunday in June.

Section 18. The installation ceremony shall be performed during the regular General Business Membership Meeting the second Sunday in June.

Section 19. To be eligible for any office of Local 276, UAW, a member desiring to run for an elected office must be a member in continuous good standing in Local 276, UAW, for a period of one (1) year immediately prior to the member's nomination.

Section 20. The use of absentee ballots is not permitted in Local Union elections, except as allowed by a uniform policy established by the International Executive Board, Article 38, Section 10 (b).

A. Procedure for Limited Absentee Balloting:

(1) An eligible member who will be away from UAW Local 276 during the entire period of an election of Executive Officers or Convention Delegates on a work assignment from the member's employer or on UAW Local 276 business may apply in person for an absentee ballot by completing a signed statement that s/he will be away from UAW Local 276 for the entire period of the election on a work assignment from the member's employer or on UAW Local 276 business.

(2) Such statement or request must be filed with UAW Local 276 in sufficient time for the member to secure a ballot and redeposit same with UAW Local 276 prior to the start of the election.

B. The absentee certification shall state:

"I, _____ do hereby certify that I will be out of town on business during the entire election period beginning _____, 20___ and returning the day of _____, 20___.

Signed: _____

Badge No. _____

Department: _____"

ARTICLE 14
DUES

Section 1. Dues shall consist of the following:

A. Initiation fee - TWENTY DOLLARS & NO/100 ($20.00);

B. Monthly membership dues - Two and one-half (2 1/2) hours straight-time pay per month;

C. Building fund - Fifty cents (.50¢) per month;

D. Reinstatement fee - As outlined under Article 16, Section 9 of the International Constitution.

E. Upon approval of the International Union, monthly dues may be raised by a vote of Local 276, UAW, membership. However, dues may be increased on an International basis if the proposed increase is adopted at the International Constitutional Convention.

ARTICLE 15
MEMBERSHIP MINUTES

Section 1. Minutes will be kept on all meetings of the membership, Executive Board, Shop Committee and all special committee meetings.

Section. 2. All minutes will be typed and distributed as follows:

A. One (1) copy for the file;

B. One (1) copy for each of the Executive Officers;

C. One (1) copy to each of the Shop Committeepersons; and,

D. One (1) copy on each bulletin board of Local 276, UAW.

E. The original minutes shall have two (2) photo static copies made immediately after each meeting, one (1) copy to be given to the Financial Secretary for safe record and one (1) copy to be given to the President for his office.

F. The original, handwritten minutes shall be for the Recording Secretary's records, and are not to leave the union hall of Local 276, UAW.

ARTICLE 16
NEWSPAPER

Section 1. Each member in good standing will be furnished a copy of each edition of "The Local's News" upon publication.

Section 2. The President will furnish an article to the Editor of the Local 276, UAW, newspaper prior

to the deadline for submitting articles.

Section 3. The Shop Chairperson will furnish an article to the Editor or Co-Editor of the Local 276, UAW, newspaper prior to the deadline for submitting articles.

Section 4. It will be the responsibility of each Chairperson of a Standing Committee to furnish an article to the Editor or Co-Editor of the Local 276, UAW, newspaper prior to the deadline for submitting articles.

ARTICLE 17
STRIKES

Section 1. Strikes shall be called or terminated only in conformance with the International Constitution.

ARTICLE 18
APPEALS

Section 1. Any person dissatisfied with the action or the decision of the Local Union or any representative thereof shall comply with the provisions of the International Constitution when seeking a solution to the complained of action or decision.

ARTICLE 19
DELEGATES FROM LOCAL

Section 1. All delegates to International Conventions shall be chosen pursuant to the provisions of the International Constitution.

Section 2. Any and all delegates sent to any conventions, conferences, meetings, etc., who do not attend the designated meetings and are receiving pay for lost time and/or per diem will be required to refund all money for each day such delegate does not attend the meeting or meetings. Excuses for non-attendance shall be brought before the membership.

ARTICLE 20
GENERAL

Section 1. Vacation and holiday pay for full-time officers and office secretaries shall be the same as that provided in the National Agreement.

Section 2. All Shop and District Committeepersons may be recalled as follows:

A. A valid petition, setting forth specific complaints of the Shop

Committeeperson's or District Committeeperson's failure to perform the duties of her or his office, shall be signed by FIFTY PERCENT (50%) of the members in the district he or she represents and delivered to the Recording Secretary at the Union Hall. Said members shall be in good standing with Local 276, UAW. The Shop Committeeperson or District Committeeperson so complained against shall receive notification of the specific complaints within ten (10) days of receipt of the complaint by the Recording Secretary.

B. Upon the filing of such petition with the Local Union, a Special Meeting for Recall will be requested to be called by the members of that District for the purpose of recalling the Committeeperson for that district.

(1) Notification shall be given to those people within the district that the District Committeeperson represents seven (7) days prior to the date of the Special Meeting for Recall.

(2) All charges will be made before the Committeeperson to be recalled, at which time the Committeeperson will be given a chance to offer a defense regarding the charge or charges filed against the Committeeperson.

(3) A recall vote will then be taken by secret ballot at the Special Meeting for Recall.

C. A two-thirds (2/3) vote of the members present at the Special Meeting for Recall shall be required to recall a District or Shop Committeeperson.

D. FIFTY PERCENT (50%) of the members in good standing that he or she represents must be present at the recall meeting to establish a quorum.

Section 3. There shall be no appointment of Shop Committeepersons, District Committeepersons or Alternate Committeepersons. Each will be elected by the members of the district, zone, or plant-wide basis that each represents except for a short period of time not to exceed thirty (30) days. This time limit may be extended by membership approval.

A. Any office of a Shop Committeeperson, District Committeeperson or Alternate Committeeperson vacated during a regular term as a result of resignation, death, termination or other reason, shall be filled by election. The District or Alternate Committeepersons will be filled from the district he/she represented. However, in the case of a District Shop Committeeperson's vacancy, an election will be held to fill the District Committeeperson's office, and then all District Committeepersons in office, on all shifts, who are not currently members of the Shop Committee may run for the vacated Shop Committee position.

B. The winner will assume the vacated position on the Shop Committee, remaining on their current shift, thus the opening will be filled.

Section 4. Any and all contracts will be ratified by the membership, in good standing of Local 276, UAW, at a specially called meeting for the purpose of ratifying the contract prior to the final agreement between Management and the Shop Committee.

Section 5. The President and Vice President will work as a team with all information received by the President made equally available to the Vice President.

Section 6. The Recording Secretary and Financial Secretary-Treasurer shall work so close together that each shall be able to carry on the work of the other with no loss to the Union.

Section 7. The three (3) Trustees shall work as a team and each will share the work or knowledge with the others.

Section 8. The Sergeant-at-Arms and Guide shall work as a unit so that either can carry on the work of the other.

Section 9. Each officer of Local 276, UAW, shall carry out the officer's duties as outlined in the International Constitution and the Local By-Laws. No member shall interfere with or try to restrict any officer from carrying out the officer's lawful duties. Violation of this section will be considered conduct unbecoming a union member.

Section 10. Each year in which a triennial election is held or at any time an election is held to replace the President, 1st Vice President, 2nd Vice President and/or the Financial Secretary, the newly elected President, 1st Vice President, 2nd Vice President, and Financial Secretary will present themselves at the UAW Local 276's financial institution(s) to fill out the proper paperwork on either the day the President, 1st Vice President, 2nd Vice President, and Financial Secretary is sworn in or on the first business day after being sworn in.

A. The Trustee elected to the position of Chairperson of the Trustees will present herself/himself at the UAW Local 276's financial institution(s) to fill out the proper paperwork on day he/she is elected Chairperson of the Trustees or on the first business day after being elected Chairperson of the Trustees.

Section 11. Each year in which a triennial election is held or at any time an election is held to replace the President, 1st Vice President, 2nd Vice President and/or the Financial Secretary, the outgoing President, 1st Vice President, 2nd Vice President, and Financial Secretary will present themselves at the UAW Local 276's financial institution(s) to fill out the proper paperwork on the day the newly elected President, 1st Vice President, 2nd Vice President, and Financial Secretary is sworn in or on the first business day after being sworn in.

A. The outgoing Chairperson of the Trustees will present herself/himself at the UAW Local 276's financial institution(s) to fill out the proper financial

institution paperwork on the first business day after the election of the new Chairperson of the Trustees.

Section 12. To remain in compliance with Article 39 of the UAW International Constitution, all out-going elected officials, out-going locally or Internationally appointed officials, and all out-going Standing Committee or other Committee members, shall surrender to the President of UAW Local 276, upon the day they leave their office or appointed position, all UAW Local 276 door keys, all UAW Local 276 file cabinet keys, manuals, books, training materials, documents, notes, calendars and all other data pertaining to the position the member held.

A. Any member listed in Section 12 above who fails to surrender all UAW Local 276 door keys, all UAW Local 276 file cabinet keys, manuals, books, training materials, documents, notes, calendars and all other data pertaining to the position the member held will cause said member to be placed on the "UAW Local 276 Delinquent list.

ARTICLE 21
EQUIPMENT AND PROPERTY

Section 1. All equipment and/or property shall be used only for union business with exceptions of approval by the President and Financial Secretary.

Section 2. None of the equipment and/or property belonging to Local 276, UAW, shall be used or allowed to be used for any purpose that may be detrimental to the union cause.

Section 3. All persons and/or organizations borrowing union property will be obligated to return the borrowed property and will be held responsible for any damage.

UAW ADMINISTRATIVE LETTER

Leonard Woodcock ..... President
Emil Mazey ..... Secretary-Treasurer
Pat Greathouse ..... Vice President
Ken Bannon ..... Vice President
Nelson Edwards ..... Vice President
Douglas Fraser ..... Vice President
Olga Madar ..... Vice President
Dennis McDermott ..... Vice President

Volume 23 | July 27, 1971 | Printed in USA | Letter No. 5

IN THIS ISSUE:

Policy and Recommendations of the International Executive Board on Attendance Rules for Members Holding Local Union Elective Positions.
(Second Edition)

To All Local Unions:

GREETINGS:

Article 37, Section 6, of the International Constitution makes it mandatory that all Local Unions and units of Amalgamated Local Unions establish attendance rules for members holding any elective position in the Local Union and that such members who fail to meet the attendance requirements established by their Local Unions must be penalized and that such penalty may include automatic removal from office.

The constitutional provision, Article 37, Section 6, setting forth this mandate reads as follows:

> **"ARTICLE 37, SECTION 6**
>
> **ALL LOCAL UNIONS SHALL INCLUDE IN THEIR BYLAWS reasonable provisions for rules governing the attendance at meetings by members holding any Local Union elective position. The Local Union shall establish penalties that may include automatic removal from such office or position upon their failure to attend a stipulated number of meetings as required by their bylaws. Local Union bylaws ON THIS SUBJECT must be submitted to and approved by the International Executive Board before becoming effective."**

Since the structure and frequency of meetings of Local Unions vary to a great degree, it is impossible to suggest uniform rules of attendance that would be workable and fit the structure of each Local Union. The International Executive Board has, therefore, adopted guideposts that establish the maximum and minimum number of meetings that a member holding an elective position may be required to attend by a Local Union and the rules relative to the enforcement of such attendance requirements.

This provision of the Constitution cannot be employed to make attendance of meetings a condition of eligibility to run for office. The attendance provision can only be applied after a member is elected to a Local Union position.

Local Union bylaws should require a member holding an elective position to attend two (2) general membership meetings in a three (3) month period.

In cases where a **joint** or **general** or **shop council** is the legislative body of a Local Union, the above rule may be applied to delegates to such council.

In addition to their attendance at membership meetings, Executive Board members of the Local Union may be required to attend two (2) out of three (3) consecutive Executive Board meetings.

Where stewards' councils are established by a Local Union, stewards and/or committeemen, in addition to their attendance at membership meetings, may be required to attend two (2) out of three (3) consecutive steward council meetings.

In addition to other meeting requirements, a Local Union may provide for educational classes for officers, stewards and/or committeemen. Compulsory educational classes must be confined to a subject matter that has a direct relationship with the various offices held. Members holding elective positions may be required to attend two (2) out of three (3) consecutive educational classes providing the courses are for a prescribed and reasonable length of time.

Local Unions that have established stewards' councils should use this medium to conduct their educational programs.

Local Union attendance rules must require elected officials to attend a minimum of eight (8) meetings of some description in a one (1) year period.

The Local Union or unit bylaws must provide for consideration of reasonable excuses where an elective member fails to meet Local Union or unit attendance requirements. Reasonable excuses allowed for by a Local Union should be administered in such a manner as to assure that excuses are granted only when an affected member is absent from a meeting for a legitimate reason. Local Union membership meetings may determine the validity of an excuse or the membership can delegate that authority to the Local Union Executive Board or a committee that may be established for the purpose of passing judgment on excuses. When a Local Union delegates authority to a subordinate body to pass judgment on excuses, any affected member may appeal the decision to the next general membership meeting. Only that body or committee so delegated in the Local Union bylaws, may pass on the excuses.

Local Unions and units of Amalgamated Local Unions must specifically set forth in their bylaws the penalty to be imposed upon an elected member who fails to attend the required number of meetings. Local Unions may impose penalties other than automatic removal from office for non-compliance with attendance rules.

If established in accordance with Article 37, Section 5 of the Constitution, the Local Union may establish a fine for non-attendance of meetings by members holding elective positions. The failure to pay such a fine in the time specified by the Local Union would be cause for automatic removal from office but would not result in the member becoming delinquent.

Where a member is removed from office for failure to comply with the established attendance rules, he shall not be eligible to run for any elective position from which he was so removed for the remainder of the term of the office except as a delegate to the International Constitutional Convention.

Local Unions and units should establish appropriate procedures for the strict enforcement of attendance rules by keeping up to date records of all required attendance and developing consistent adherence within the Local Union or unit in the application of such rules.

Where a Local Union or unit fails to be consistent in the application of attendance rules, the removal from office of one (1) member would be improper based on the inconsistency of the application, thus the Local Union or unit could be open to a charge of discrimination.

Accordingly, therefore, each Local Union and unit is requested to take the necessary action within the Local Union or unit to establish consistent procedures in the implementation of their attendance rules by making all officers aware of this requirement in their bylaws and the keeping of appropriate records of attendance to avoid inconsistency.

GENERAL RULES

So that all candidates for office in Local Union and unit elections have full knowledge of their specific obligations and responsibilities to attend meetings, Acceptance Forms should be provided by the Local Union. Such Acceptance Forms should clearly set forth the number and types of meetings the candidate is required to attend in the event that he is elected and the penalty that will be imposed for failure to comply with the attendance requirements. It is the feeling of the International Executive Board that the establishment of Acceptance Forms is very important and the Local Union should make every effort to comply with the procedure.

Since most Local Unions and units of Amalgamated Local Unions will, at times, be adopting changes in attendance rules during an elected term, it would be advisable to inform all of the affected members of the number and types of meetings they are obligated to attend during the remainder of their term and the penalty that will be imposed for their failure to comply with such attendance rules.

In order to minimize the possibility of any controversy over whether or not a member actually attended a meeting which he is required to attend, it is recommended that Local Unions and units adopt a procedure whereby duplicate attendance receipts are filled out at each meeting – one receipt should remain in the possession of the Local Union or unit and the other should be given to the Union official who was required to attend the meeting.

* * * * * * *

No attempt is made to provide rules herein governing meeting attendance requirements for standing committees. Standing committees may be removed for their failure to function without the necessity of adopting any additional bylaw provision or attendance rules.

* * * * * * *

This provision of the Constitution, requiring attendance at meetings by elected officials, is intended to result in more active leadership and greater participation in meetings. Therefore, Local Unions should administer their attendance rules in fairness and good judgment which should provide for better functioning Local Unions. Since Article 37, Section 6, of the Constitution provides that the attendance rules within the Local Union bylaws cannot become effective until approved by the International Executive Board, we suggest that any additions or changes your Local Union ByLaws Committee submits to your membership should be submitted at once, after approval, to the ByLaws Committee of the International Executive Board. One copy of your Local Union ByLaws which contains the attendance rules should be sent to your Regional Director and two (2) copies to the ByLaws Committee of the International Executive Board at 8000 East Jefferson Avenue, Detroit, Michigan 48214.

With best wishes.

Fraternally yours,

Leonard Woodcock

Leonard Woodcock, President
INTERNATIONAL UNION, UAW

LW:bg
opeiu42

UAW ADMINISTRATIVE LETTER

OFFICERS
Stephen P. Yokich ..... President
Ruben Burks ..... Secretary-Treasurer
Elizabeth Bunn ..... Vice President
Ron Gettelfinger ..... Vice President
Nate Gooden ..... Vice President
Bob King ..... Vice President
Richard Shoemaker ..... Vice President

Volume No. 50 | May 30, 2002 | opeiu494 PRINTED IN U.S.A. | Letter No. 3

IN THIS ISSUE:

ALL FORMS OF COMPENSATION PAID BY THE LOCAL UNION MUST BE SPECIFIED IN THE LOCAL UNION BYLAWS.

TO ALL TOP 4 LOCAL UNION OFFICERS & CHAIRPERSON OF BYLAWS COMMITTEE:

Greetings:

The International Executive Board has long required local unions to specify in their bylaws all salary, lost time, expenses and/or benefits paid to any member. To be sure, most local unions have done all that was necessary to comply with this policy.

We recognize that most of the local unions do not have full-time officers or representatives.

However, the UAW has negotiated changes in methods of payment of wages and benefits. Some of these could affect local union officers, or other members, compensated by the local union. So, it is necessary to update our prior statement of UAW policy. For this reason, we issue this clarification.

UPON RECEIPT OF THIS LETTER THE LOCAL UNION CAN ONLY PAY MEMBERS THAT WHICH IS SPECIFICALLY LISTED IN THE LOCAL UNION BYLAWS.

The local union bylaws must address the following:

Lost Time: If a member loses vacation, profit-sharing, or any other benefits while on lost time, the local union must specifically provide in the bylaws that the member will be reimbursed by the local union. With regard to profit-sharing, the formula, including eligible earnings, hours and rates of pay, including pay in lieu of vacation or holiday, must be included.

Salary: If the local union pays member(s) a salary, the local union bylaws must specify the amount; raises, if any; vacation entitlement, if any; specifying rate of pay and time off; sick leave, if any; and holidays. The bylaws must specify the circumstances under which it may be permissible for the member to earn money above the salary from the employer. If the local union pays for profit-sharing, bonuses, pension or severance, and/or medical coverage, the formulas must be specified.

Full-time or part-time: The bylaws must designate which positions are full-time or part-time. Full-time officers or representatives by definition, are those who receive their **entire** compensation from the local union. Part-time officers or representatives receive some compensation from the employer and some from the local union.

Any monies paid by the employer must offset monies to be paid by the local union, e.g., wages, profit-sharing, bonuses and/or vacation pay. There is to be no pyramiding or double-dipping.

NOTE: If the compensation 'package' is not articulated in the bylaws, then payments may not exceed basic lost time.

Compensation given to local union officials must be detailed in the bylaws. The words "other", or "etc." are not acceptable as definitions. If it is not in the bylaws, then it is not a proper expenditure of local union funds.

Expense: If the local union provides a daily, weekly, or monthly expense, gas or phone cards, cell phones and/or pagers, these items must be spelled out.

Travel and/or per diem expense: The International Executive Board's policy on travel and per diem expenses is enclosed for your guidance and compliance.

REMEMBER: If the local union bylaws do not list it, the local union should not pay for it.

If the local union wishes to add to or clarify the bylaws, the changes must be approved by the International Union following membership approval.

In solidarity,

Stephen P. Yokich
President

opeiu494

INTERNATIONAL EXECUTIVE BOARD POLICY
CONCERNING PER DIEM

OVERNIGHT STAY, TRANSPORTATION AND LOST TIME

WHEN REQUIRED TO STAY OVERNIGHT:

Hotel/Motel – single room occupancy rate, or ½ of a double room rate if shared with another member – plus $___*____ for meals.

* Not to exceed $_____per day with hotel receipt. (Current approved amount available at your regional headquarters.)
*Not to exceed $_____per day on day of return. (Current approved amount available at your regional headquarters.)

* When not required to stay overnight, a maximum of $_____ for meals. (Current approved amount available at your regional headquarters.)

TRANSPORTATION:

The actual cost of airfare **NOT** to exceed coach fare, or____*____ cents per mile, whichever is more economical.

* Not to exceed ____¢ (Current approved amount available at your regional headquarters.)

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.

LOST TIME:

An article defining lost time should include the following:

> **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.**

UAW ADMINISTRATIVE LETTER

Shawn Fain ..... President
Margaret Mock ..... Secretary-Treasurer
Mike Booth ..... Vice President
Rich Boyer..... Vice President
Chuck Browning ..... Vice President

Volume No. 62 June 8, 2023 Letter No. 6

TO All LOCAL UNIONS:

IN THIS ISSUE:

Charitable Giving and Fundraising

Greetings:

The UAW has a long and proud history of community engagement and support, including charitable giving and fundraising. As advocates for a more just and equitable society, the International Union, Local Unions, and UAW members are encouraged to provide our time and resources to organizations and causes that are aligned with our values. However, when charitable fundraising is sponsored by a Local Union, to assure that the collection and disbursement of such funds are consistent with the UAW Constitution, including the Ethical Practices Codes, UAW policy, and the law, the following guidelines must be adhered to:

- Any charitable organization to which the Union offers official support, whether through fundraising, volunteer activities, sponsorship of events, etc., must be a bona-fide charitable organization and independent from the UAW or any UAW officials (i.e., the governing board of the charity is not controlled by current or former UAW or Local Union employees or representatives, or individuals with a family connection to a UAW or Local Union employee or representative).

- If a Local Union sponsors a charitable activity or partners with a specific charitable organization, the best practice is for all individual contributions to be made directly to the charity, so that the Local itself avoids handling any funds or monies from individual donors.

- In instances in which it is not possible to direct all individual donations to a non-profit or charitable organization, **any funds received** by the Local Union **must** be receipted and handled in accordance with the UAW's standard accounting practices and policies.

- Local Unions are strongly discouraged from handling cash donations. However, whether a donation is made via cash or check, it **must** be receipted and handled in accordance

with the UAW's standard accounting practices and policies, in the same manner as all other income or monies received by the Local Union.

- If a Local Union is making a direct contribution to a charitable organization or is expending Local Union funds to host or support a charitable event, the contribution and/or any other Local funds expended must have proper membership approval, pursuant to Article 46, Section 1 of the UAW Constitution.

- **Under no circumstances** may employers whose workers the UAW does or might represent, or vendors with whom the UAW has a business relationship (e.g., from whom the UAW procures goods or services) contribute funds directly to the Union. With respect to employers, federal law prohibits the solicitation or receipt of funds from employers and their representatives to the Union if: (1) the UAW is the recognized or certified bargaining representative; (2) the employer is the subject of an actual or planned organizing drive; or (3) the UAW might seek to organize the employer's employees in the future, or admit the employer's employees to membership. This prohibition on fundraising from employers and vendors extends to individuals who are high-level employees of the employer or vendor, including but not limited to those with the authority to make labor relations, managerial, or financial decisions for the employer or vendor, or to direct that the employer or vendor make financial contributions. Accordingly, if employers, vendors, or their representatives wish to support the charity or cause, they **must** make any contribution directly to the charity/cause. Furthermore, any communications or solicitations that go out to employers, joint program centers, or vendors **must** include the following disclaimer:

  > If you are an employer (a) that has a collective bargaining agreement with the UAW or with whom the UAW is recognized as the authorized representative of its employees, (b) who is the subject of an actual or planned organizing drive by the UAW or (c) engaged in an industry or line of business in which the UAW has traditionally represented or sought to represent or would admit to membership such workers, any related entity of the employer (a joint program center, as an example) or a vendor to the Union or joint program center and your organization is interested in making a charitable contribution in support of [SPECIFY PURPOSE OF THE CHARITABLE CONTRIBUTION – e.g., "providing school supplies to underprivileged children" or "supporting and assisting foster children"], please make any donation directly to [LIST NAME(S) OF CHARITY/CHARITIES THAT DO THE SPECIFIED WORK]."

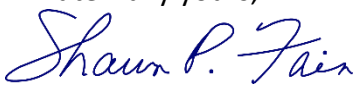
- Local Unions have standing permission to utilize the UAW wheel and other logos for official UAW functions and materials. Generally, the UAW's logos may not be used for fundraising for private groups; the only exception is where the UAW officially endorses a charity (for example, the United Way). If a Local Union wishes to utilize a UAW logo in connection with fundraising for a charitable event or organization that has not previously

been officially endorsed by the UAW, special permission will need to be obtained from the International Secretary-Treasurer. More information on guidelines for utilizing the UAW's logos can be found at Section K of the *Duties of Local Union Financial Officers* Manual.

- On occasion, Local Unions have desired to hold bingo games, raffles, or other drawings or contests to raise funds for charitable causes or activities. In many states, these types of activities are strictly regulated and subject to certain legal safeguards or conditions, and in some cases may be prohibited outright. Before engaging in these types of activities, the Local should contact the Regional Director to obtain advice from the Legal Department about applicable state law or regulations.

For information on fundraising in the context of an authorized strike, please refer to *Regional Fundraising for Strikers*, Administrative Letter Volume 62, Letter Number 4, dated June 8, 2023. For information related to private fundraising, including fundraising in support of elections for local union office, please refer to *Fundraising for Union Campaigns and Personal Matters*, Administrative Letter Volume 62, Letter Number 5, dated June 8, 2023.

Fraternally yours,



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