

UAW Local Union 3520 Bylaws



ARTICLE 1

Name

This organization shall be known as International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, Amalgamated Local 3520.

ARTICLE 2

Constitution and By-Laws

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.

ARTICLE 3

Objective

To improve working conditions and to establish a wage in accordance with need and desires of its memberships. To unite in one organization regardless of religion, race, creed, color, sex, or nationality, and to educate our membership in the history of the American labor movement and to develop and maintain an intelligent and dignified membership.

ARTICLE 4

Fiscal Year

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

ARTICLE 5

Membership

Section 1. This Local Union shall be composed of workers of Cleveland TMP, Cleveland CTS, Cleveland Plant Clerical, Ford Greensboro HVC, and ABM Industries eligible for membership in the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) over whom the Local Union has jurisdiction.

Section 2. 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, to attend all membership meetings and express views, arguments and opinions on all matters and business, including candidates for offices, properly before the meeting; to meet and assemble freely with other members and generally, to participate on 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 UAW Constitution, By-Laws and other official rules of the Local Union. 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

Union 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. 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 3. The membership shall strive to obtain the objectives set forth in the International Constitution and additional objective 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 co-operate with Regional Board Members, The International Representatives and help promote organizational activities.

Section 4. A member of the Local Union may resign or terminate membership only by written communication, signed by the member, and sent to the Financial Secretary. Such communication must be sent by certified mail and include any property belonging to the Local Union in their possession (ie: membership card).

ARTICLE 6

Membership Meetings

Section 1. Amalgamated Local 3520 membership meetings shall be held at least once each month. This meeting shall be held on the second Saturday of each month at 10:30 A.M. at the Local Union Hall. If work is scheduled on the day of the scheduled meeting, the meeting will be moved to the Sunday following the scheduled meeting at 2pm. All amalgamated units other than Daimler CTMP will determine their own meeting schedule. However, where it is deemed to be in the best interest of the membership, the President, with the approval of the Executive Board may either advance the meeting or delay it, but in no case for longer than a week or sooner than a week. All membership meetings will be adjourned after one and one half (1 1/2) hours unless extended by action of the membership. The Ford Greensboro HVC and ABM Industries will hold bi-monthly membership meetings.

Section 2. "Special Membership meetings for each Amalgamated Unit may be called when deemed necessary by the President or the Local Union Executive Board. No other business shall be transacted at such meeting except that stated in the notice. If a membership meeting is called where there will be a vote, there will be on the posting a second date, no less than seven (7) days from date posted, for makeup date of meeting in the event that there should be bad weather and travel advisories giving in local area {25-mile radius from Union Hall}, this second date would apply to set membership meeting." A special membership meeting may be called for the Ford unit and ABM Industries when deemed necessary by the chairperson of the Ford Greensboro HVC unit.

Section 3. A Special Membership meeting may be requested by a member of the Local Union. The request shall be made in writing to the Executive Board, signed by at least two hundred (200) of the members of the Local Union in good standing. Such request must clearly state the purpose for such meeting. And no other business shall be discussed at such meeting, if called by

the Executive Board. The Executive Board shall have sole power to decide the advisability of holding the meeting. Should the Board sanction such meeting, the Recording Secretary shall post a notice of said meeting at least forty-eight (48) hours before the meeting shall be held. A Special Local Unit Membership meeting of CTMP, Ford Greensboro HVC and ABM Industries, Plant Clerical and CTS may be called by a written request of 35% (percent) of the members of that unit to the President for issues at the specific Unit.

Section 4. In the event it is necessary to call an emergency membership meeting to protect or further the interest and welfare of the Local, written notice will be posted as far in advance of the meeting as possible. Also, members of the committee and the officers of the Local shall give notification to as many members as they can contact.

Section 5. Any member who attends a meeting under the influence of an impairing substance and/or creates a disturbance or becomes unruly shall lose voice and his right to vote at said meeting. Where necessary to maintain order, the member may be evicted from the meeting by order of the Chairman subject to the challenge of the membership. Flagrant or persistent violation of this section by any member shall be conduct unbecoming a union member.

Section 6. All questions of parliamentary nature shall be decided by newly revised Robert's Rules of Order.

ARTICLE 7

Powers 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 Constitution or By-Laws.

Section 2. Between Membership meetings, the Executive Board shall be the highest authority of the Local Union and shall be empowered to act on behalf of the membership to the extent urgent business requires prompt and decisive action, subject to subsequent membership approval, but the Executive Board may not take action affecting the vital interest of the Local Union without prior membership approval.

Section 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, to the Executive Board subject to subsequent approval of the Executive Board. If a motion is made by the membership and passed by the membership, example a motion is made to send 4 people to a conference and approved, that decision by the membership shall not be changed or overruled by the President or Executive Board.

Section 4. There shall be a Skilled Trades Committee consisting of three (3) from the Skilled Trades classifications and the Skilled Trades Chairperson. The Chairperson of this Committee shall be the Skilled Trades Representative elected in the General Election. The Committee shall be elected every three (3) years by the Skilled Trades membership coinciding with the bargaining committee election in October. The Bargaining Committee Chairperson shall insure that the

Chairperson of the Skilled Trades Committee be included in any contractual or supplemental Bargaining affecting the Skilled Trades Classification.

ARTICLE 8

Local Union Officers

Section 1. The Local Union shall have the following Executive Officers: President, Vice President, Recording Secretary, Financial Secretary-Treasurer, Three Trustees, Sergeant-at-Arms, and Guide. In addition, Amalgamated E-board consist of Chairperson from each unit and a Retiree Chairperson.

Section 2. The election of Local Union Officers shall take place in May or June as provided in Article 38, Section 2, of the Constitution. The election for unit chairpersons shall be held in conjunction with the executive board elections.

Section 3. Terms of office shall be in accordance with Article 38 and Article 45 of the International Union Constitution.

Section 4. No member shall be eligible for election as an Executive Officer of the Local Union until he has been a member in continuous good standing in the Local Union for one (1) year immediately prior to the nomination.

Section 5. Financial Officers (including the President) of the Local Union shall be bonded (paid for by the Local Union) by such methods and agencies, and in such amounts as the International Executive Board may determine, but in no case shall the bond be for less than the amount required by law.

Section 6. All vacancies in Local Union offices, except office of the President, shall be promptly filled by election, provided that the President may make a temporary appointment for the period pending the holding of the election, which in no case shall be longer than ninety (90) days. In the case of a vacancy in the office of President, the Vice President shall fill the vacancy for the unexpired term. In the event a special election is held for the purpose of filling a vacancy the procedure as outlined in Article 38, Section 2, of the Constitution shall be followed.

Section 7. No member will be allowed to hold more than one (1) full time, elected office simultaneously (executive office, shop chair, grievance handler, etc.)

ARTICLE 9

Duties of Officers

The duties of the Local Union officers shall be as provided for in Article 40 of the Constitution of the International Union, provided, that the Recording Secretary shall maintain a binder in the office of the Local Union, containing a true copy of the minutes of the previous meetings and

this binder shall be available to the inspection of any member of the Local Union at his or her request.

ARTICLE 10

Executive Board

Section 1. The Executive Board shall be composed of the officers as provided for in Article 38 Section 1, and article 55, Section 1 (b) of the Constitution of the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) and article 8, Section 1 of these By-Laws.

In addition, each Unit Chairperson and Retiree Committee Chair will have a seat on the Executive Board with voice and vote. Except on matters strictly prohibited in Article 6, Section 19 of the International Constitution.

Section 2. A regular meeting of the Executive Board shall be held before each scheduled regular membership meeting.

Section 3. Special meetings of the Executive Board may be called by the President or by the request of a majority of the Board to the President. However, notice of the special meeting and the purpose thereof shall be given to the members of the Board at least twenty-four (24) hours in advance.

Section 4. In the event it is necessary to call an emergency meeting of the Board to protect or further the interest and welfare of the Local, the President shall be empowered to call such meeting.

Section 5. The Executive Board in conformity with Article 7, Section 2 of these By-Laws shall be empowered to direct payment of all ordinary bills and expenses of the Local Union.

Section 6. The Executive Board shall not authorize any single expenditure in an excess of seven hundred fifty dollars (\$750), provided, however, that this limitation shall not apply to the expenses of a delegate, or delegates, elected by the Board to represent the Local at any meeting where such delegate or delegates would serve to protect or further the interest and welfare of the Local Union. Provided further, that any action taken under the provisions of this section is subject to subsequent membership approval.

Section 7. A simple majority of the Local Union Executive Board shall constitute a quorum.

Section 8. Minutes will be taken of all Executive Board Meetings by the Recording Secretary and shall be available by appointment at the Local Union.

Section 9. All decisions and recommendations of the Executive Board shall be referred to the next regular membership meeting.

Section 10. The Executive Board may appoint at least one of its members to each of the standing committees in a liaison or advisory capacity, except however, the Plant Bargaining Committees, Election Committee, or any trial committee.

ARTICLE 11

Shop Committeepersons

Section 1. The nomination and election of Shop Committeepersons, First Alternate Shop Committeepersons, and Second Alternate Shop Committeepersons, and each Unit Chairperson shall be held at the same time as for the Executive Officers. The location of the election will be based on the Election Chairperson's recommendation.

Section 2. The offices of Shop Committeepersons, First Alternate Shop Committeepersons, and Second Alternate Shop Committeepersons shall be elected individually for each District on separate ballots. To be eligible for nomination and election the member must be regularly assigned to the same district and shift.

Section 3. The Ford Greensboro HVC Chairperson and Committeeperson(s) shall be elected plant wide as unit committee as provided in the UAW/ Ford National Agreement. When a regular committeeperson is absent from the plant, the Unit Chairperson of the Ford Unit will designate an alternate committeeperson.

Section 4. Each Unit Chairperson shall be elected from the Unit they represent. When the CTMP Chairperson is absent from the plant, he/she will designate an alternate. When the Plant Clerical Chairperson and CTS Chairperson are absent from the plant, the elected alternate(s) shall fill the position.

Section 5. The number of Shop Committeepersons and Alternate Shop Committeepersons the Local may have as provided for in the Agreement between the Company and the Union shall be increased or decreased in accordance with the above section of the By-Laws.

Section 6.

A. Any vacancy for the position of Shop Chairperson shall be filled by a Special Election.

B. For each Shop Committeeperson's position, a First and Second Alternate Shop Committeeperson shall be elected with the understanding that should a vacancy occur in any Alternate Shop Committeeperson position between regular elections, no election shall be required to fill the vacancy. The Unit Chairperson shall have the authority to appoint an Alternate Shop Committeeperson in the event of a vacancy or a temporary basis due to the unavailability of the Shop Committeeperson or Alternate for the respective district/unit.

C. No member shall be permitted to run for the office of Shop Chairperson and Alternate Shop Committeeperson, nor shall any member be permitted to run for more than one alternate Shop Committeeperson's position.

Section 7. A Shop Committeeperson may be recalled in compliance with Article 45, Section 3 of the Constitution provided, however, that a vote on the question of recall of a Shop Committeeperson shall be initiated in the following manner: “A vote on the question of recalling a Shop Committeeperson may be initiated by a petition setting forth the reasons why the recall is sought, and signed by at least 50% or higher of the current members working under the jurisdiction of the Shop Committeeperson. Upon the filing of such a petition with the Local Union, a special meeting for recall shall be held, of which due notification shall be given. A two-thirds vote of the members present at such special meeting shall be required to re-call. The Quorum for a Special recall meeting shall be 50% or higher of the members working under the jurisdiction of the Shop Committeeperson”.

ARTICLE 12

Committees

Section 1. The standing committees of the Local Union shall be as follows:

- Chaplain,
- Constitution and By-Laws,
- Union Label,
- Education,
- Conservation/Recreation,
- Community Services,
- Consumer Affairs,
- Civil and Human Rights,
- Veterans,
- Citizenship and Legislative,
- Women’s’ Committee, Retired Members,
- Organizing,
- Local Union Communications Association (LUCA)
- and such other committees as may be deemed necessary by the Local.

Section 2. The members of the Committees shall be appointed by the President of the Local, and each committee shall elect their Chairperson subject to the approval of the membership at the first meeting of the membership following the appointment.

Section 3. These Committees shall perform all duties assigned to them by the Constitution and By-Laws and such additional duties as they may be directed to perform from time to time by the Executive Board or the membership. Failure to perform assigned duties shall subject a member or members to removal from a Committee by the Executive Board subject to approval by the membership at the first membership meeting held after the removal of a member or members from a Committee.

Section 4. All money that is raised by the Committees in the name of the Local will be processed through the Financial Office.

ARTICLE 13

Bargaining Committeepersons

Section 1. Election to any office does not constitute a de facto election to any other office. The Shop Committeepersons shall serve as the Bargaining Team Committee due to holding their office. The President nor Shop Chair may appoint the Bargaining Committee. The Bargaining Committee shall consist of the CTMP, CTS, Plant Clerical unit chairs and the Skilled Trades Representative; and all elected members from the CTMP District Shop Committeepersons.

Section 2. Members of the Bargaining Committee shall be subject to Article 3 and Article 8 of the current CBA during negotiations. If negotiations are stopped for more than one week, the Bargaining Committeepersons shall return to their regularly held jobs unless there is a plant lockout or layoff. Bargaining Committeepersons may be subject to a plant lockout or layoff due to their seniority within the business unit until negotiations resume.

Section 3. The office of President and Local 3520 Unit chairperson are not one in the same. However, Local 3520 CTMP chairperson is the Bargaining Committee Chairperson.

Section 4. The term of office for each Bargaining Committee member shall match the term of the elected position listed in Section 1 of this Article. Once the contract is signed and approved by the membership, any changes to the contract's wording must be approved by the Bargaining Committee by a majority vote and presented in writing to the members at the subsequent Membership Meeting where the proposed change shall follow the same provisions of Article 26, which outlines By-Laws changes.

Section 5. The Bargaining Committee shall call on Benefits Representative, Health and Safety Representative, TOS Coordinator, EAP Representative, or any of the amalgamated local's officers for point of information. This does not constitute either seat or vote during negotiations.

Section 7: 6. All amalgamated units shall have their own Bargaining Committee.

Section 7. Article 13 will apply only to CTMP, Plant Clerical and Cleveland CTS units of Local 3520.

ARTICLE 14

Finances

Section 1. The Initiation Fee for membership in Local 3520 shall be twenty dollars (\$20.00).

Section 2. The Reinstatement Fee for reinstatement in Local 3520 shall be twenty dollars (\$20.00).

Section 3. The dues of the Local shall be the minimum monthly dues established by the International Constitution, except the Local may establish dues in excess of those adopted pursuant to Article 47, Section 1.

Section 4. Any member who has not worked forty (40) hours by reason of not having been scheduled to work forty (40) hours, or received remuneration in lieu of work equivalent to forty (40) hours pay, within any calendar month, shall be entitled to exemption of payment of regular monthly dues.

Section 5. The issuance of "Out of Work" receipts shall be as set forth in Article 16, Section 26 and 27 of the Constitution.

Section 6.

A. The Local will pay the bargaining unit Chairpersons amalgamated under Local 3520. Cleveland TMP, Cleveland CTS, Cleveland Plant Clerical, and Ford Greensboro HVC up to \$1.00 per hour for the forty (40) hours full time paid by the company, but no more than \$0.25 over the highest paid member in their respective bargaining units. The acting Shop Chairperson shall receive the money when he/she is serving in the absences of the Shop Chairperson.

B. The Local will pay the President their current hourly rate plus up to \$1.00 per hour but no more than \$0.25 an hour over the highest paid member for forty-eight (48) hours per week. The Local will pay the Financial Secretary their current rate for twenty-four (24) hours per week, or more if required to fulfill their duties at the discretion of the President.

C. The President and the Financial Secretary-Treasurer shall receive monthly from Local 3520 during his/her term of office four hundred (\$400.00) dollars. This sum being expressly paid to him/her for the expenses of his/her office as President and Financial Secretary-Treasurer.

D. All Unit Chairpersons shall be paid one hundred (\$100.00) per month under the same terms as in this Section 6, Letter C in this article.

E. The Local will pay the Recording Secretary eight (8) hours per month to fulfill his/her duties.

F. The Local Unit will pay the Ford Unit Chairperson's mileage to attend Local 3520 E-board and membership meeting each month.

Section 7.

A. Any member of the local union who is required to be away from home to attend to local union business shall be paid an amount in accordance with current applicable International Union, UAW standards per day, **forty-eight (48) hours prior to their departure** to cover the members' meals: **If a member is unable to attend, or must leave early due to unforeseen circumstances, the member must reimburse the Local Union, any unused Per Diem monies provided to them.** ~~taxi~~ **Taxi fees**, including transportation to and from airport to hotel, travel insurance and parking **will be reimbursed to the member upon their return.**

B. The Local Union will make individual room reservations, travel, and registration for each member that are attending Union functions (meeting, Conferences, Training, etc.). Future expenses shall conform to the International Constitution.

C. However, this section 7 Letter A shall not apply where the local union takes care of the transportation, meals and room on a flat basis such as Summer School, Black Lake, etc. In this instance, daily expense allowance will apply to match the day of return per diem.

Section 8. An officer, Delegate or member required to travel, shall be entitled to transportation, in accordance with UAW Administrative Letters dated August 28, 1974 and August 20, 1975 as set forth by the International Union, except that the Local shall have the right where it is expedient, and no hardship on the member involved, to provide transportation. In this event the Local Union will take care of the transportation expenses and there will be no refund for expenses to anyone, except to the owner of the vehicle used for transportation.

Section 9. Any member of the local union that may use their personal vehicle for the purpose of transportation while on union business shall be paid in accordance with the tracking of the IRS mileage standards for all miles to and from their destination. Taking members home for sickness, emergency, attending funerals and other union business must be authorized by the President of UAW Local 3520 or his/her designee. Any time reimbursements are requested for mileage, the member must provide gas and/or parking receipt.

Section 10. The Local Union shall pay a member lost time only when that member is performing necessary duties for and on behalf of the Local Union during a time for which he/she would otherwise be compensated by the employer. The amount of lost time shall never exceed the amount which the member would otherwise have received from the Company for the same period of time which he/she is being compensated by the Local Union, except as provided for in Section 6 of this article. It is further understood that delegates to Summer School and Black Lake will be compensated for no more than 40 hours lost time per week. Lost time shall be paid only for straight time hours. There shall be no compensation for any eligible overtime hours.

Section 11. All requests for charitable contributions from UAW Local 3520 will be processed in the following manner:

- (1) The requesting party will submit the request in writing, stating the reason and amount of the request to the President of UAW Local 3520.
- (2) The President with E-Board approval will assign the request to the appropriate Standing Committee Chairperson for action.
- (3) The Standing Committee Chair assigned will report their recommendations for raising the requested funds to the membership for approval at the next membership meeting following their assignment.

Section 12. A cell phone (or equal compensation for personal cell phone) shall be paid for the President and each Unit Chairperson for the use of Union business, if not paid for by the Company. Each will be given up to Seventy-five (\$75) allowance based on current network fees to be evaluated yearly during the Building Corporation meeting.

Section 13. The Local will pay for Refreshments for Monthly membership meetings up to \$300 unless otherwise approved by the membership.

Section 14. The Local will supply Condolence Bible or Remembrance Bible to any member who have lost an immediate family member that fall under the 5-day bereavement section in the UAW contract and include grandparents.

Section 15. The Local will maintain a subscription to Workers Compensation Research Institute (WCRI).

Section 16. The Local will pay for a meeting room for the Ford Unit to meet Bi-monthly.

ARTICLE 15

Attendance Rules

Section 1. Attendance at Local Union meetings is not a requirement for nomination to any office or committee in the Local Union. However, once a member is elected to office or a committee, he/she shall be subject to the provisions of this Article.

Section 2. All Executive officers must attend two out of three membership meetings and two out of three Executive Board meetings unless properly excused in order to continue to hold the prospective office.

Section 3. All members of the Elected and Appointed Shop Committeepersons and Appointed International Representatives must attend two out of three membership meetings unless properly excused to continue to hold the respective position.

Section 4. Any of the following shall be considered good and sufficient reasons for absence from a meeting as specified in Sections 2 and 3 above: Personal Illness, Family Illness, or Emergency to include Death in immediate family, vacation, or authorized union leave. In any case of absence, the member must notify the President, Vice President or the Recording Secretary in advance whenever possible of reason for absence. For any other reason of absence or when the member did not notify the President, Vice President or the Recording Secretary of the upcoming absence the reason shall be referred to the Attendance Committee for their consideration and decision as to whether the reason justifies an excused absence.

Section 5. The Executive Board shall act as an Attendance Committee and shall act on the governing of this article. The President, Vice President, or the Recording Secretary will contact the officer or committee chairperson in question regarding his/her absence.

Section 6. All decisions of the Attendance Committee along with the reason for the decision shall be submitted to the membership for approval and decision which could include dismissal from their respective position before becoming effective. Failure to comply with the above attendance rules shall result in automatic removal from their respective office or position, and 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 16

Delegates

Section 1. Delegates to Conventions of the International Union shall be elected in conformity with the provisions of Article 8 of the International Constitution.

Section 2. Delegates to any other Convention or Council or any meeting where the Local Union may desire representation, shall be elected or selected in accordance with the By-Laws of the organization to which the member or members may be elected or selected as delegates.

Section 3. Delegates appointed by the Executive Board to attend any Union activity will not exceed the number called for in the call.

Section 4. The Chairperson of Ford Greensboro HVC and ABM Industries shall be automatic Delegate to UAW National Ford Council and UAW Ford Sub Council 7. The DTNA Council shall automatically be delegates to the Bus Engine Truck (BET) Council.

ARTICLE 17

Order of Business

Refer to Article 42 of the

UAW International Constitution.

ARTICLE 18

Quorum

Section 1. A quorum for this Local Union shall be on the following basis: Any members present, in good standing at a meeting shall constitute a quorum.

Section 2. A quorum for the Ford Greensboro HVC Unit, and ABM Industries meeting shall be on the following basis: 15% (percent) of the membership, present and in good standing at a meeting shall constitute a quorum.

ARTICLE 19

Leases and Long Term Agreements

Section 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.

ARTICLE 20

Building Corporation Bylaws

Section 1. The executive board shall be authorized to have full charge of administration of property owned or rented by the local union, subject to approval by the membership. They shall be authorized to make necessary expenditures to maintain, improve or purchase property for the local union and to pay necessary wages to properly maintain and keep in repair property of the local union. They shall have the authority to sublet or allow other unions use of local union property, office space, or hall and try to fix rentals for same. Any property of the local union may be offered free of charge by the executive board to any affiliate, or group of workers, who are in the process of organization. The executive board shall make reports to the local union of activities concerning local union property, at the regular membership meeting of the local union. Expenditures for the above purchases shall not exceed \$500.00 between meetings of the local nor shall any single expense exceed \$500.00 without prior approval of the membership at a regular or special meeting.

Section 2. There shall be established a membership corporation called Local 3520 UAW Building Corporation, which shall hold title to all real estate and such other personal property which may be purchased by Local 3520 UAW Building Corporation. A board of directors of Local 3520 UAW Building Corporation shall be the executive board of this local union and shall hold the same offices and term of office as they hold in the local union and shall automatically lose office in Local 3520 UAW Building Corporation when they cease to hold office in this local union. Local 3520 UAW Building Corporation shall hold an annual membership meeting to conform to the laws of the state of North Carolina, if any. The secretary-treasurer of the local union shall keep an accurate account of all receipts and expenditures of Local 3520 UAW Building Corporation and shall make an accounting of same to the regular monthly meeting of the local union. The trustees shall audit the books and accounts.

Section 3. Rental fees for membership – Zero cost to members provided no damage to the facility takes place. A deposit of \$100 rental for cafeteria and \$250 rental for Gym. To secure return of deposit of the facility, inspection must be in line with the expectations outlined in the current contract being used to document the rental. The member is responsible for damages exceeding the deposit amounts. The Building Corporation will verify the appropriate insurance to protect the facility and membership investment is purchased by the rental, if necessary.

Section 4. All commercial events shall be required to partner with a local standing committee. Rental fees shall be assigned by the Building Corporation Committee, and any gate fees shall be split evenly between the committee involved and the organization hosting the event.

ARTICLE 21

Eligibility, Elections and Election Committee

Section 1. No member shall be eligible for election as an Executive Officer of the Local Union until he has been a member in continuous good standing in the Local Union for one (1) year immediately prior to the nomination.

Section 2. No member shall be eligible for election as a member of the Shop Committee person (and alternates) or Election Committee of the Local Union until he has been a member in continuous good standing in the Local Union for one (1) year immediately prior to the nomination.

Section 3. Any member in good standing may nominate any eligible member for office. Nominations shall be made at a General Membership meeting of the Local and shall be made from the floor or be nominated by registered mail post mark date no later than midnight (12 A.M) on the date set for the general Membership. No Nomination letter can be sent in earlier than one week prior to said membership meeting. A member may nominate himself or herself and it does not take a second. If a member chooses to send a certified mailed letter for his or her own nomination this will serve as acceptance under Section 5 of this Article. The membership shall be duly notified at least seven (7) days in advance of the time and place of nomination. At least seven (7) days shall elapse between the time of nominations and the date the election shall take place.

Section 4. A notice containing both the time and place of elections and the time and place of any possible run-off election shall be given at least fifteen (15) days in advance of the election. This notice shall be mailed to every member in good standing.

Section 5. Nominees shall have three (3) days from the date of nomination in which to notify the Election Committee of their acceptance of the nomination in writing to the chairperson of the election and will receive a receipt from that the chairperson with date and time received. Failing to comply with this provision they (the Nominees) shall not be considered as a candidate for office. After the deadline on accepting nominations has expired, no election of so-called "sticker" or "write-in" candidates shall be considered legal.

Section 6. No member shall be permitted to run for more than one executive office.

Section 7. All Local Union elections shall be by secret ballot.

Section 8. Every member in good standing shall be entitled to vote at all Union elections, except those expressly prohibited by the International Constitution or Collective Bargaining Agreement.

Section 9. Any eligible candidate in any election shall have the right to submit his commonly known name to the Election Committee in writing as he desires it to appear on the ballot; and it shall so appear.

Section 10. An Election Committee of not less than five (5) and not more than twelve (12) members shall be elected at a regular membership meeting six (6) months prior to general elections. However, the membership, may, where it is to the best interest of the Local Union, reduce the number of members of the Election Committee by a two-thirds majority vote of the members present at the meeting for the election of the Election Committee. This Election Committee shall conduct all elections held by the Local Union.

Section 11. The Election Committee shall have complete charge of the elections. It shall be responsible only to the Local Union. They shall be governed by the International Constitution, the Local By-Laws, and the Instructions by the General Membership meeting prior to the elections.

Section 12. No candidate in election shall be a member of the Election Committee having supervision over such election.

Section 13. The nominee for executive office, unit shop chairperson or committeeperson, receiving the majority of votes cast for the office (more than fifty (50) percent) shall be declared elected.

Section 14. When none of the candidates receives more than fifty (50) percent of the votes cast, there shall be a run-off election between the two candidates who receive the highest number of votes for the respective offices. Whenever there are unopposed candidates for the Local Union executive offices, unit shop chairperson or committeeperson such candidates shall be considered elected without the necessity of an election.

Section 15. The Election Committee shall be in charge of all ballots. Any ballot which clearly indicates the intention of the voter shall be considered valid; provided, however, that where the ballot bears an identification mark, the ballot shall be void. Where a member has voted for more candidates than are permitted for the office or if for any reason the member's vote for a particular office is declared invalid, the member's vote for that office shall not be counted. However, this shall not affect the validity of the remainder of the ballot.

Section 16. Article 38, Section 10 (b), of the International Constitution does not permit the use of absentee balloting in a Local Union (only under certain conditions). See Section 10 (b) of the Constitution.

Section 17. No member shall be permitted to help another member in marking his/her ballot. If a member shall need any help in marking his/her ballot, he/she shall request such help from a member of the Election Committee designated for this purpose. However, the member of the Election Committee shall at no time mark a member's ballot for him/her, he/she (the member of the Election Committee) shall answer any question put to him/her only. And shall at no time try to exert any influence on any member who may require aid in marking his/her ballot.

Section 18. Each candidate shall have the right to have one challenger present when the votes are cast and when they are tabulated, provided that such challenger shall be a member of the Local Union.

Section 19. Any voter spoiling his/her ballot shall return it to the Election Committee and be issued a new ballot.

Section 20. No one, except the Election Committee or those acting under its direction and those voting or who are waiting to vote, and the duly qualified challenger, shall be allowed in the place designated as a voting place for the election.

Section 21. Voters who have cast their ballots shall not be allowed to loiter in the voting place.

Section 22. Any voters in the line at the polls at the time of closing will be permitted to vote.

Section 23. Campaigning, posters, etc., shall not be allowed within the area where the voting is taking place or within 100 feet of voting place.

Section 24. Any candidate shall have a right to petition for a recount. Petitions must be filed with the Election Committee in writing within two (2) days after the results of the election are posted. The petition must set forth briefly the reasons for seeking a recount.

Section 25. Copies of election regulations shall be placed in a prominent position in each election place and members of the Election Committee shall make themselves acquainted with the same.

Section 26. Any member of the Election Committee, or any member of the Local Union violating any of the election rules, shall be reported to the next general membership meeting.

Section 27. Any member convicted of misrepresenting returns, altering, mutilating, or destroying deposited ballots, voting fraudulently or of intimidating others by threats or otherwise interfering with a member in the exercise of his right to cast his/her ballot in Local Union elections and strike balloting, shall be punished in accordance with the Trial Procedure outlined in the Constitution. The member so convicted shall be disqualified for either elective or appointive office within the jurisdiction of the International Union for a period of not less than two (2) years or more than five (5) years.

Section 28. 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 an election shall be considered unless raised within seven (7) days of the closing of the polls or at the next membership meeting, whichever is later.

Section 29. In the event the membership, either in acting upon a protestant or in ratification of an Election Committee recommendation, should order a new election, no such election shall be held until the matter has been submitted to, and an order thereon received from, the International President. In such an event, the Local Union shall submit a complete report of the circumstances which influenced the membership to order a new election, as well as the official minutes of the pertinent membership meeting, to the International President. Any member of the Local Union shall have the right to submit a written statement to the International President. The International President, acting as expeditiously as possible, may either make his order upon the information available to him/her, or, if he/she feels the facts sufficiently contradictory to warrant the step,

submit the matter to an Appeals Committee constituted pursuant to Article 33, Section 3 of the Constitution, for investigation. In that event, he/she shall make his/her order pursuant to the recommendations of said Appeals Committee. During this interim period, the Local Union offices shall be temporarily occupied by those candidates who would have been elected if the election had not been challenged. If the International President approves membership action ordering a new election, the election shall be held as soon as possible and the officers elected at that second election shall hold office during the pendency of any higher appeal, and until otherwise directed by a superior appellate body. Any appeal from the International President's order shall be taken in the usual way pursuant to Article 33 of the Constitution provided, however, that if the President's order is based upon an Appeal Committee recommendation, the appeal shall omit the step provided for in Article 33 Section 3d of the Constitution, and the appeal shall commence with review of, and action on, the Appeal Committee recommendations pursuant to Section 3d of Article 33 of the Constitution. Any appeal from a decision of the membership refusing to order a new election shall be taken in the usual manner pursuant to Article 33 of the Constitution, and the members elected as the result of the election being appealed from shall hold office during the pendency of the appeal, and until otherwise directed by a superior appellate body. All ballots and other pertinent records in any election shall be preserved for a period of one (1) year, and may then be destroyed by the Local Union unless an appeal is pending, in which event they must be preserved until the appeal has been decided and the decision is final.

Section 30. The Candidate's name for each office shall be placed in a hat and drawn out one at a time. The names shall appear on the ballot in the order in which they were drawn.

ARTICLE 22

Trial of Members

Section 1. A charge by a member or members in good standing that a member or members have violated the provisions of the Constitution and By-Laws or engaged in conduct unbecoming a member of the Union must be specifically set forth in writing and signed by the member or members making the charges. The charges must state the exact nature of the alleged offense or offenses and, if possible, the period of time during which the offense or offenses allegedly took place. Two (2) or more members may be jointly charged with having participated in the same act or acts charged as an offense or with having acted jointly in commission of such an offense and may be jointly tried.

Section 2. Any charge brought against a member, or members shall be heard by a Trial Committee in conformity with Article 31 of the Constitution.

ARTICLE 23

Appeals

Section 1. Any member dissatisfied with the action or decision of the Local Union or any representative thereof, other than the action or decision of the membership of the Local Union,

shall take his appeal or complaint to the Local Union Recording Secretary within sixty (60) days as permitted by Article 33 Section 2 of the Constitution.

Section 2. The Executive Board shall refer the matter to the Bargaining Committee if it involves collective bargaining. Otherwise, the Executive Board shall consider the matter itself. Whichever of these bodies the matter is referred to shall consult with the grievant, permit him full opportunity to be heard, and shall reach a decision. Within thirty (30) days of receiving a notice of such a decision, the grievant, if wishing to appeal further, shall submit his appeal to the Recording Secretary in writing for consideration by the earliest possible membership meeting.

Section 3. All appeals shall be disposed of in conformity with the provisions of Article 33 of the Constitution.

ARTICLE 24

Strikes and Strike Committee

Section 1. Any strike on any matter shall be called and/or terminated in strict conformity with Article 50 of the Constitution of the International Union.

Section 2. A Strike Committee shall be established. It shall consist of the duly elected Executive Officers; the Plant Bargaining Committee and such other members as may be designated by the membership.

Section 3. Strike relief shall be provided in accordance with the policy in the Financial Secretary Manual under the strike assistance program as established by the International Union.

ARTICLE 25

Rules of Order

Section 1. On motion, the regular order of business may be suspended by two-thirds vote of the members at any time to dispose of urgent business.

Section 2. Any conversation by whispering or otherwise, which is calculated to disturb the transaction of business, shall be deemed a violation of order.

Section 3. Every member shall be guaranteed the right of free discussion of the principles set forth in the platform and preamble of the Constitution.

Section 4. A motion to be entertained by the presiding officer must be seconded and the mover as well as the seconder must be recognized by the chair and their names recorded.

Section 5. In presenting a motion a brief statement of its object may be made but no discussion of its merits shall be admitted until the question is stated by the chair.

Section 6. Any member having made a motion can withdraw it by consent of his/her second, but a motion debated cannot be withdrawn except by majority consent.

Section 7. A motion to amend an amendment shall be in order, but no motion to amend an amendment to an amendment shall be permitted.

Section 8. When a member wishes the floor, he/she shall raise his/her hand and respectfully address the chair and if recognized by the chair, he/she shall be entitled to the floor.

Section 9. If two or more members wish to speak at the same time, the chair shall decide which is entitled to the floor.

Section 10. Each member when speaking shall confine himself/herself to the question under debate, and avoid all personal, indecorous or sarcastic language.

Section 11. If a member while speaking is called to order, he/she shall take his seat until the point of order is decided, when, if decided in order, he/she may proceed.

Section 12. If any member shall feel himself/herself personally aggrieved by a decision of the chair, he/she may appeal to the body from the decision of the chair, the Vice-President shall then act as chairman; said appeal shall then be stated by the chairman to the membership in these words; "Shall the decision of the chair be sustained as the decision of this Union." Prior to the chairman putting the question, the member shall have the right to state the grounds of the appeal, and the chairman shall give the reason for his decision. Thereupon the members will proceed to vote on the appeal without further debate, and it shall require a majority vote to sustain such an appeal.

Section 13. No member shall speak more than once on the same subject until all members desiring the floor shall have spoken, nor more than twice without the unanimous consent of the membership. No member shall speak more than five (5) minutes at any time without the consent of the membership by a two-thirds (2/3) vote of the members.

Section 14. The presiding officer shall not speak on any subject unless he/she retires from the chair, except on points of order, and in case of a tie he/she shall have the deciding vote.

Section 15. When a question is before the meeting no motion shall be in order except:

1. To lay on the table:
2. For the previous question:
3. To postpone to a given time:
4. To refer or commit:
5. To amend, and these motions shall have precedence in the order herein arranged. {The first two of these motions are not debatable.}

Section 16. If a question has been amended, the question on the amendment shall be put first as follows:

1. Amendment.

2. The original proposition.

Section 17. When a question is postponed indefinitely, it shall not come up again at the same meeting except by a two-thirds vote.

Section 18. After a question has been stated by the chair, it shall be put before the meeting for discussion. Before putting the question to vote, the presiding officer shall ask: Are you ready for the question? If no member raises his/her hand to speak, the presiding officer shall then put the question in this form. All in favor of this motion say "AYE" and after the affirmative vote is expressed; those of the contrary opinion say "NO". After the vote is taken, he/she shall announce the result in this manner. The motion is carried (or lost) and it is so ordered.

Section 19. Before the presiding officer declares the vote on a question any member may ask for a division of the house, then the chair is duty bound to comply with the request and a standing and/or hand count vote shall be taken, and the Recording Secretary shall make a count of the house.

Section 20. A member being ordered to take his seat three times by the chair without heeding shall be barred from participating in any further business at that session.

Section 21. Any member who is in the meeting in an intoxicated state shall be governed by Article 6, Section 5 of these By-Laws.

Section 22. All questions, unless otherwise provided, shall be decided as a majority vote may direct.

Section 23. All questions of a parliamentary nature not provided for in these rules shall be referred to Robert's Rules of Order revised as a guide.

ARTICLE 26

General

Section 1. All Local Union officers, Committees and other members handling funds and/or other property of the Local Union shall, at the completion of their duties, turn over all papers, documents, funds and/or other union property to the proper constituted Local Union officers.

Section 2. Wherever in these By-Laws a pronoun is used it refers equally, where the reference is, applicable to both men and women in the singular and in the plural.

Section 3. These By-Laws, upon adoption by the membership and approved by the Executive Board of the International Union, shall be printed in booklet form and copies of same made available to the membership.

ARTICLE 27

By-Laws, Changes and Amendments

Section 1. These By-Laws 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 By-Laws Committee which will report to the succeeding membership meeting, the notice of which must contain a notice of the particular By-Law amendments that will be considered. If approved by two-thirds (2/3) of the membership vote thereon at this succeeding meeting, the amendment shall be considered adopted by the membership. Notwithstanding the foregoing, these By-Laws may be amended by unanimous action of the membership present at the first meeting where they are presented without the necessity of being referred back to a subsequent membership meeting if the notice of such first membership meeting clearly sets forth the proposed amendment or amendments which will be considered and further sets forth that the amendment or amendments as advertised may be adopted without any further action by unanimous vote of the members present and voting at said meeting.

Section 2. Two copies of these By-Laws or any additions, alterations or revisions shall be submitted to the Regional Director for submission to the International Executive Board for approval.

ARTICLE 28

Honorary Members and Special Friends

Section 1. Honorary Members: As a token of our sincere appreciation of their dedicated support in the forming of our local, we do hereby declare our Brothers and Sisters: David Bortz, Mike Fulbright, Danny Boren, Jimi Proctor, Donna Collins, Ray Curry, Tom Savage, Loretta Carr, Georgette Paulin, Rosetta Tibbs, Gary Casteel, Nate Gooden, Bob King, Steve Jones, Terry Bolte, Ruben Flores, Rick England, and Robert Evans.

Section 2. Special Friends: As a token of our sincere appreciation for the assistance and dedicated support of all the members of Knox Chapel Church for our Local, the Local will make a charitable donation to them on December 20th each year. Their assistance made the impossible – possible.