

## **Bylaws revised under the guidelines of the International**

### Bylaws of Professional and Administrative Union Wayne State University UAW Local 1979

#### Article I – Name

The name of this organization is the Professional and Administrative Union of Wayne State University, Local 1979; International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) and herein sometimes referred to as P&A/UAW.

#### Article II – Purpose

The purpose of P&A/UAW shall be to give the Professional-Administrative Staff at Wayne State University an organization for collective bargaining and such collective actions which its members consider relevant to their professional relationship with the University and which are not in conflict with the constitution of the International Union, UAW.

#### Article III – Membership

- Section 1. All employees working half time or more in WSU Professional-Administrative classifications covered by the P&A/UAW contract are eligible to apply for membership. Eligible employees may become members by payment of the \$10.00 initiation fee.
- Section 2. Date of membership shall be the first day of the pay period for which dues are paid.
- Section 3. Each member in good standing of P&A/UAW 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 office, properly before the meeting; to meet and assemble freely with other members and generally, to participate in the activities of P&A/UAW in a responsible manner consistent with good conscience in order to present and discuss factually and honestly the issues and personalities upon which the membership must base its decisions. These rights shall at all times be

subject to the rules of procedure governing meetings and other uniform rules and regulations contained in the Constitution, Bylaws and other official rules of P&A/UAW.

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 P&A/UAW or International Unions as organizations, or their free democratic heritage, or which would interfere with the performance by P&A/UAW 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 4. The membership shall strive to obtain the objectives set forth in the International Constitution and additional objectives as established as the policy of the International Union; to maintain free relations with other organizations; to do all in its power to strengthen and promote the labor movement; to cooperate with its Regional Director, International Representatives and help promote organizational activities.

#### Article IV – Dues and Fees

- Section 1. The initiation fee shall be \$10.00, of which \$5.00 shall be set aside by P&A/UAW for the New Member Orientation Fund, \$1.00 sent to the International UAW, and the remainder put in the P&A/UAW General Fund.
- Section 2. Dues or service fees (members who have not paid an initiation fee pay service fees instead of dues) shall be the equivalent of two (2) hours pay per month. Dues (or service fees) are payable not later than ten days following the calendar month in which they were due.
- Section 3. Any full time member who has not worked one full week by reason of not being allowed to work one full week, or received benefits in lieu of work equivalent to one full week, within two consecutive pay periods shall be entitled to exemption of payment of dues for the two pay periods. (Ref: Article 16, Section 19, International UAW Constitution)
- Section 4. Distribution of Dues (and service fees) shall be:

30% to International UAW General Fund  
30% to UAW International Strike Insurance Fund  
2% to International UAW Family Educational Center Fund  
38% retained by P&A/UAW  
(Ref: Article 16, Section 11, International UAW Constitution)

- Section 5. Of dues (and service fees) retained by P&A/UAW, the following amounts from each person's monthly payment shall be set aside for the special purposes indicated:
- .05 – Citizenship and Legislative Fund
  - .02 – Educational Activity Fund
  - .01 – Recreation/Leisure Activity Fund
  - .01 - UAW Region 1 Retired Members Fund.
- (REF: Article 16, Section 6, International UAW Constitution)

#### Article V – Executive Officers

- Section 1. The officers of P&A/UAW shall consist of the following Executive Officers:  
President, Vice-President, Recording secretary, Financial Secretary, Treasurer, three Trustees, Sergeant-at-Arms, and Guide; and two Members-at-Large.
- Section 2. The term of office for P&A/UAW officers shall be for three years from date of installation which shall take place at the next general membership meeting following their election.
- Section 3. The election of officers shall be by secret ballot during May and June and shall be accomplished according to the procedures in Article VIII – Election Procedures. No members shall be eligible for election as an officer until they have been a member in continuous good standing in P&A/UAW for one year immediately prior to their nomination.
- Section 4. All vacancies in elected offices except the Office of the President, shall be promptly filled by election for the unexpired term. In case of vacancy in the Office of President, the Vice-President shall fill the vacancy for the unexpired term.
- Section 5. Any Executive Office member who desires to become a candidate for another Executive Office, must notify P&A of his resignation from his present office sufficiently in advance of the nominating meeting to permit nomination and election of candidates for both offices during the same election. Such resignation becomes effective at the time of installation.

- Section 6. The duties of P&A Executive Officers shall be as described in Article 40 of the International UAW constitution.
- Section 7. Executive officers and Members-at-Large have a responsibility to the duties of their office and to the membership to maintain a high standard of attendance at membership meeting and other meetings expected of their office.
- Unless excused for good cause by the Executive Board, officers not attending two out of three consecutive membership meetings or two out of three consecutive other meetings expected of their office shall automatically lose their office. Any affected member may appeal his case to the next membership meeting.
- Section 8. The Order of Authority among the Executive Offers is the same as the ranking of the Executive Board Officers in Article 38, Section 1 of the International Constitution.

#### Article VI – Executive Board

- Section 1. The Executive Board shall consist of the Executive Officers and the Elected Members-at-Large.
- Section 2. The Executive Board Members-at-Large shall be elected by a majority vote.
- Section 3. A simple majority of P&A/UAW shall constitute a quorum.
- Section 4. All decisions and recommendations of the Executive Board shall be referred to the next regular membership meeting.
- Section 5. The Executive Board shall appoint at least one of its members to each of the standing committees in a liaison or advisory capacity, except, however, the Election Committee or any Trial Committee.

## Article VII – Meetings

- Section 1. General membership meetings shall be held once a month in order to conduct the business of the organization with the greatest opportunity for membership participation. Meetings may be postponed during summer months upon membership approval. Notice of time and place of meetings will be furnished to members at least seven days prior to date of meeting. A quorum shall consist of the members present.
- Section 2. The order of business at general membership meetings shall be:
- A. Minutes of previous meeting
  - B. Announcement of new members
  - C. Report of Financial Secretary and/or Treasurer
  - D. Reports of Officers, Committees, Delegates
  - E. Communications and bills
  - F. Unfinished business
  - G. New business
- Section 3. The Executive Board may call special membership meetings. Special meetings must be called within twenty days upon petition by twenty percent of the membership. Notice of special meeting time and place and stated purpose will be furnished to members at least seven days prior to date of meeting. The stated purpose will be the only order of business. A quorum shall consist of the members present.
- Section 4. Executive Board meetings must be held in any month in which there is a general membership meeting and may be called at any other time by the President or a majority of the Board members. The Executive Board shall also meet during any months in which the general membership meetings have been suspended. A quorum shall consist of a simple majority of the total membership of the Board.

## Article VIII – Election Procedures

- Section 1. The membership shall be notified at least seven days in advance of the time, place, and purpose of any meeting at which nominations for officers or elected delegates will take place; or any meeting where the Election Committee members are elected.

Those present at such a meeting will elect a three-member Election Committee by secret ballot. This committee shall serve until the newly elected officers or delegates are installed.

- Section 2. All eligible members shall be automatically nominated for each office for which they are eligible if they accept the nomination in writing within a specified number of days of the notices of automatic nomination being posted.
- Section 3. The election Committee shall be responsible for securing written acceptance from nominees within seven days after the nominating meeting, insuring eligibility of candidates, and conducting the election in accordance with the International UAW Constitution (Ref: Article 38)
- Section 4. The time and place for all elections shall be established by membership. Elections shall be by secret ballot and each member shall personally cast his own ballot.
- Section 5. A notice containing both the time and place of election, and the time and place of any possible run-off election, shall be given to the membership at least fifteen days in advance of the election. At least seven days shall elapse between the nominating meetings and the date and election shall take place.
- Section 6. Executive officers and the Members-at-Large shall be elected by a majority of votes cast.

#### Article IX – Committees

- Section 1. P&A/UAW shall have the following Standing Committees:
- |                              |                    |
|------------------------------|--------------------|
| Constitution and Bylaws,     | Education,         |
| Conservation and recreation, | Union Label,       |
| Civil Rights,                | Community Services |
| Citizenship and Legislative, | Women’s            |
| Consumer Affairs,            | Grievances,        |
| Veterans,                    | Research.          |
- Section 2. The president shall appoint chair people and committee members, subject to ratification by the Executive Board. The President shall establish additional committees as directed by the membership or Executive Board.
- Section 3. Appointed Committees are advisory to the Executive Board and shall perform all duties assigned to them by the Constitution and Bylaws and such additional duties as they may be directed to perform from time to time by the Executive Board or the membership.

Section 4. Bargaining Committee: The President and Vice-President will automatically sit on the Bargaining Committee. It is recommended that all members of the Bargaining Committee will attend a bargaining class taught by the UAW prior to the commencement of bargaining sessions.

Section 5. All members, including the Executive Board, who attend workshops or conferences will report to the membership at the first general meeting following the event attended.

#### Article X – Stewards and Committee Persons

Section 1. All provisions governing Stewards and Committeepersons in the International UAW Constitution Article 45, shall be adhered to by P&A/UAW.

#### Article XI – Finances

Section 1. P&A/UAW board members do not receive compensation.

Section 2. P&A/UAW 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 P&A/UAW representative or member would otherwise have received from his/her employer for the same period of time for which s/he is being compensated by the local union.

Section 3. Out-of-town expense guidelines from the International Executive Board policy provide for the following:

Overnight stays: single room occupancy rate, or ½ of a double room rate if shared with another member.

Meals: \$42 per day. When not required to stay overnight, a maximum of \$18 is provided.

Transportation: Expense for transportation is to be paid for the actual mode of transportation. The actual cost of air fair (not to exceed coach fair) or 28 cents per mile paid only to the driver of the automobile.

#### Article XII – Delegates from Local Unions

Section 1. All delegates to International Conventions shall be chosen pursuant to provisions or Article 8 of the International Constitution. The International

Constitution also controls the eligibility of a member for Convention Delegate.

- Section 2. P&A members in good standing are eligible for election or selection as delegates to Community Action Program(s) (CAP), state, county, or city councils.

#### Article XIII – Appeals

- Section 1. A member who feels her/himself aggrieved by any action, inaction or decision of P&A/UAW or one of its representatives must initiate her/his complaint or appeal within 60 days to the Recording Secretary, as permitted by Article 33 of the International Constitution.
- Section 2. The Executive Board shall refer the matter to the Bargaining Committee if it involves collective bargaining. Otherwise, the Executive Board shall consider the matter itself.
- Section 3. Whichever of these bodies the matter is referred to shall consult with the grievant and permit her/him full opportunity to be heard prior to making a decision.
- Section 4. Within 30 days of receiving a notice of such decision, the grievant may appeal further, by submitting her/his appeal to the Recording Secretary in writing, for consideration by the membership at the next membership meeting.

#### Article XIV – Strikes

- Section 1. All strikes shall be called or terminated only in strict conformance with Article 50 of the International Constitution.

#### Article XV – Leases and Long Term Agreements

- Section 1. No agent or official of P&A/UAW 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 P&A/UAW Executive Board.

#### Article XVI – Powers of Administration



- Section 1. The membership is the highest authority of P&A/UAW and shall be empowered to take or direct any action not inconsistent with the Constitution or these Bylaws.
- Section 2. Between membership meetings, the Executive Board shall be the highest authority of P&A/UAW 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 interests 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.

#### Article XVII – General

- Section 1. The Bylaws of P&A/UAW shall not conflict with the International UAW Constitution. Applicable provisions of the International UAW Constitution shall govern any situations not covered by these Bylaws.
- Section 2. Elected delegates attending the International Constitutional Convention shall be advanced all authorized travel expenses. Lost work time will be charged to P&A/UAW's Time-Off-For-Union-Conference days or reimbursed at the delegates' pay rate.
- Section 3. The fiscal year shall be January 1 through December 31 of each year.
- Section 4. These Bylaws may be amended by presenting a motion in writing, setting forth the amendment sought to a membership meeting. The motion shall be read to that meeting and referred to the Constitution and Bylaws Committee, which will report to the succeeding membership meeting, the notice of which must contain a copy of the particular Bylaws amendment that will be considered. The amendment shall be considered adopted if approved by two-thirds of the members present.
- Section 5. Contracts between P&A/UAW and Wayne State University must be ratified at a special membership meeting by two-thirds of the members present.

- Section 6. Contracts, or contract changes, between P&A/UAW and Wayne State University shall be presented in full to the voting membership before a ratification vote is taken.
- Section 7. All P&A/UAW Officers, Committees, Stewards and other members handling funds or other property of P&A/UAW shall, at the completion of their duties, turn over all papers, documents. Funds and/or union property to the properly constituted P&A/UAW officers.
- Section 8. Wherever in these Bylaws a pronoun is used it refers equally, where the reference is applicable, to both women and men in the singular and in the plural.