

BY-LAWS of ACT-UAW Local 7902

Revised and Approved January 2019

Article I: Name

This organization shall be known as ACT-UAW Local 7902 of the International Union, United Automobile, Aerospace & Agriculture Implement Workers of America – UAW.

Article II: International Constitution

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 applications and interpretations thereof.

Article III: Fiscal Year

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

Article IV: 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 International UAW Constitution or by-laws. Between membership meetings, the Joint Council shall be empowered to take or direct any action not inconsistent with the International Constitution or these Local Union by-laws.

Section 2

Between Joint Council meetings the Executive Board shall be the highest authority of the Local Union and shall exercise general administrative authority 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 Joint Council or 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 the Executive Board subject to subsequent approval of the Executive Board.

Article V: Membership

Section 1

The Local Union shall be composed of workers eligible for membership in the International Union, United Automobile, Aerospace & Agriculture 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 office, properly before the meeting, 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 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 International Constitution, by-laws and other official rules of the Local Union.

A member in exercising the foregoing rights and privileges shall not take irresponsible actions which would tend to jeopardize or destroy, or be detrimental to, either the Local or International Unions as organizations, or their free democratic heritage, or which would interfere with the performance by this Local Union or the International Union of its legal or contractual obligations as a collective bargaining agent, or interfere with the legal or contractual obligations of this Local Union as an affiliate of the International Union. 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. 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, Regional Board Members, International Representatives, and help promote organizational activities.

Section 3

Members of any Local Union of UAW which merges with this Local Union shall carry over into this Local Union their membership and length of continuous good standing.

Article VI: Membership Meetings

Section 1

(a) There shall be a regular general membership meeting once yearly at a time and place to be determined by the Executive Board.

(b) The President and the Executive Board shall each have the power to call special meeting of the general membership. The President, on request of Units representing one-third (1/3) of the membership, by a motion passed at the workplace Units, must call a special meeting of the general membership. The request must state the purpose of the meeting.

(c) The time and place and agenda of all general membership meetings, whether special or regular, shall be communicated to the membership at least two (2) weeks prior to such meeting. An emergency general membership meeting may be called on less notice by the President, on his or her own motion or on request of the majority of the members of the Executive Board, providing that notice is posted in the normal places in the workplace for the posting of Union business notices as many hours as possible in advance of the time of the meeting. Unit Officers and Stewards will verbally, and/or by email, notify as many members as they can contact.

Section 2

The members attending shall constitute a quorum for a general membership meeting.

Section 3

Any member who attends a meeting and 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 member shall be conduct unbecoming a Union member.

Section 4

A quorum for Unit meetings shall be determined by each Unit and shall be on record in the Local Union Office.

Section 5

Questions of a parliamentary nature shall be decided by Robert's Rules of Order.

Article VII: Local Union Officers and Executive Board

Section 1

The Local Union shall have the following Executive Officers: President, First Vice-President, Second Vice-President, Recording Secretary, Financial Secretary-Treasurer, Sergeant-At-Arms, Guide, and three (3) Trustees. These officers shall constitute the Local Union's Executive Board. The Unit Chairpersons shall also be members at large of the Executive Board.

The duties of the Executive Officers shall be as described in Article 40 of the UAW Constitution. In case of the absence or incapacity of the President, the President's duties shall be performed by First Vice President. In case of a vacancy in the office of President, the First Vice President shall fill the vacancy for the unexpired term.

Section 2

The Executive Officers shall be elected on a Local-wide basis, as provided in the UAW Constitution.

Section 3

To be eligible for membership on the Executive Board, a member must be a member of the Local Union in continuous good standing for at least one (1) year prior to nomination.

Section 4

(a) The Executive Board shall hold regular monthly meetings at a time to be specified by the President.

(b) The Recording Secretary shall call Executive Board meetings on direction of the President or upon request of a majority of the members of the Executive Board.

(c) A quorum of sixty percent (60%) shall be required for a valid meeting for the Executive Board.

(d) The Recording Secretary shall take minutes of all Executive Board meetings and such minutes shall be available to the Joint Council at meetings.

Section 5

All decisions and recommendations of the Executive Board shall be referred to the next regular Joint Council meeting.

Section 6

The Executive Board may direct payment of bills and expenses to the Local Union.

Section 7

The Executive Board shall appoint at least one (1) of its members to each of the standing committees in a liaison or advisory capacity, except, however, the Election Committee or any Trial Committee.

Section 8

The Executive Board shall be the highest authority in the Local Union in the interpreting of these by-laws and of contracts between the Local Union and any employer.

Section 9

It shall be the duty of the Executive Board to see to it that all policies formulated by the membership of the Joint Council are duly executed.

Section 10

It shall be the duty of each member of the Executive Board to fulfill his or her various duties faithfully as provided in the UAW Constitution and in the by-laws.

Article VIII: Joint Council

Section 1

The Joint Council of the Local Union shall be composed of the Executive Officers of the Local Union and representatives from each Unit. There shall be proportional representation from each Unit; the Unit Chairperson of each Unit shall, ex-officio, be a member of the Joint Council and in addition to the Unit Chairperson, each Unit shall have one (1) Joint Council member for every seventy-five (75) dues-paying members, or major fraction thereof, averaged over the twelve (12)-month period preceding the nominations, with a minimum of two (2) representatives (including the Unit Chairperson) from any Unit. The Joint Council members, other than the Executive Officers and Unit Chairperson, shall be elected on a Unit-wide basis by secret ballot vote in accordance with Article 38, Section 2 of the International Constitution.

A plurality of the valid votes cast shall be required for such election to the Joint Council.

Section 2

The Joint Council shall have regular meetings every month on a day and at a place to be determined by the Executive Board, but may postpone meetings during the summer months by appropriate action.

Section 3

The President of the Local Union shall be the presiding officer of the Joint Council. The Recording Secretary shall call special meetings of the Joint Council at the direction of the President or of a majority of the members of the Executive Board. On request of one-third (1/3) of the members of the Joint Council, which request shall be in writing, signed by the members and stating the purpose of the special meeting, the Recording Secretary shall call a special meeting of the Joint Council.

Section 4

Written notice of Joint Council meetings shall be given at least seven (7) days in advance of the date of the meeting to each member of the Joint Council. Such notice shall set forth the time and place of the meeting. Emergency meetings of the Joint Council may be called with less notice with the giving of as many hours notice as possible to the Joint Council members by word of mouth or such other means as are feasible in the emergency.

Section 5

Fifty-one percent (51%) of the membership of the Joint Council shall constitute a quorum for a meeting of the Joint Council.

Section 6

Except in the case of newly organized shops, members of the Joint Council must be members in

continuous good standing in the Local Union for at least six (6) months prior to nomination.

Section 7

It shall be the duty of all Joint Council members to attend the meeting of the Joint Council regularly. The names of members who are absent from two (2) consecutive regular meetings of the Joint Council without excuse shall be reported to the Unit represented by the Joint Council member.

Article IX: Stewards and Unit Chairperson

Section 1

Election of Stewards and the Unit Chairperson shall be conducted by the Local Union, or its designee, in accordance with the provisions of the International Constitution. The term is three (3) years.

Section 2

Election of Stewards and the Unit Chairperson shall be by a plurality of the valid votes cast by the members of their respective Units.

Section 3

The number of Stewards shall be determined by the membership of the Unit.

Section 4

All members in good standing working under the jurisdiction to be represented by the Steward shall be eligible to nominate and to vote for the Steward.

Section 5

Except in the case of newly organized Units, a Steward must be a member in continuous good standing of the Local Union for at least six (6) months except where expressly waived for a Unit by the Executive Board. To be eligible to be nominated and elected, a member must have, at the time of his or her nomination, signed a UAW Local 7902 membership card.

Section 6

The Steward shall assist all official committees of the Local Union and all officers of the Local in the performance of their duties in conjunction with his or her Unit

Section 7

A Steward may be recalled by the members-he or she represents for failure to perform the duties of his or her office. A valid petition setting forth specific complaints of the Steward's failure to perform duties of his or her office shall be signed by the members he or she represents. The Steward so complained against shall receive notification of the specific complaints. Upon the filing of such a petition with the Local Union Recording Secretary, a special meeting for recall shall be held, of which due notification shall be given. A two-thirds (2/3) vote of the members present at such special meeting shall be required to recall. Twenty-five percent (25%) of the members represented by a Steward are required as signatures to validate such petition. The presence of twenty-five percent (25%) of the members represented by the Steward shall constitute a quorum at such recall meeting.

Article X: Bargaining Committee Members

Section 1

Election of Bargaining Committee Members shall be conducted by a member of the Executive Board of the Local Union, or its designee, in accordance with the provisions of the International Constitution.

Section 2

Election of Bargaining Committee Members shall be by a plurality of the valid votes cast.

Section 3

The number of Bargaining Committee Members shall be determined by the membership of the Unit.

Section 4

All members in good standing working under the jurisdiction to be represented by the Bargaining Committee shall be eligible to nominate and to vote for the Bargaining Committee Members.

Section 5

Except in the case of newly organized Units, a Bargaining Committee Member must be a member in continuous good standing of the Local Union for at least six (6) months, except where expressly waived for a Unit by the Executive Board.

Section 6

When a permanent vacancy occurs on the Bargaining Committee, the Executive Board or its designee shall call and hold a new election within thirty (30) days after such vacancy occurs. The Executive Board, or its designee, may meanwhile, appoint temporarily to such a vacancy any eligible member.

Section 7

A Bargaining Committee Member may be recalled by the members-he or she represents for failure to perform the duties of his or her office. A valid petition setting forth specific complaints of the Bargaining Committee Member's failure to perform duties of his or her office shall be signed by the members-he or she represents. The Bargaining Committee Member so complained against shall receive notification of the specific complaints. Upon the filing of such a petition with the Local Union Recording Secretary, a special meeting for recall shall be held, of which due notification shall be given. A two-thirds (2/3) vote of the members present at such special meeting shall be required to recall. Twenty-five (25%) percent of the members represented by a Bargaining Committee Member are required as signatures to validate such petition. The presence of twenty-five (25%) percent of the members represented by the Bargaining Committee Member shall constitute a quorum at such recall meeting.

Article XI: Standing Committees

Section 1

All standing committees as provided for in the Constitution of the International Union, except the Election Committee and the Trial Committee, shall be appointed by the President with the approval of the Executive Board; this shall include the appointment of the Executive Board member on the committee as set forth in Article VII, Section 7 of these by-laws.

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.

Section 2

Other committees may be appointed by the President or elected as provided for at the time originated.

Article XII: Elections and Election Committee

Section 1

The Standing Election Committee of no fewer than three (3) shall be nominated and elected every three

(3) years by the Joint Council. All elections shall be conducted in accordance with the provisions of the International Constitution.

Section 2

The Local Union Election Committee shall choose its own chairperson and shall have full authority to supervise elections without interference from candidates or officers.

Section 3

No later than May 1 of the election year for Local Union Officers (and individual Unit Officers), the Recording Secretary shall have posted on the Local Union's website and communicated to the membership by email, the information that each member is automatically a nominee for each position. Regarding individual Unit positions, each member of that Unit is an automatic nominee.

Such notice shall state that the top Executive Officers shall also be the Local Union delegates to the UAW State, County, City, or Area CAP Councils.

Section 4

Within twenty-one (21) days after notice has been posted regarding nominations as stated in Article VIII, Section 1 of these by-laws, anyone wishing to run for a particular office shall file such notice with the Local Union Election Committee by mail. All nominations must be accepted within seven (7) days of the deadline for nominations. Within ten (10) days after the deadline for nomination acceptance, the Local Union Election Committee shall prepare a ballot, a sample of which must be posted on the Local's website for at least seven (7) days. The election shall take place not more than forty-five (45) days after the deadline for nominations.

Section 5

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

Section 6

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

Section 7

Campaigning, posters, and election literature shall not be allowed in and about the voting place, or within twenty (20) feet of the entrance to the voting place.

Section 8

All vacancies in Local Union Offices, except the Office of the President, shall be promptly filled by election for the unexpired term. An interim executive officer may be appointed by the Joint Council to serve until the election is held.

Article XIII: Finances

Section 1

The initiation fee for the Local shall be no less than \$50. Dues and fees shall be no less than the amount set forth in Article 16 of the UAW Constitution and shall be subject to the provisions of Article 47 of the UAW Constitution.

Section 2

With the exception of the President of the Local, paid positions shall be exclusively for servicing, organizing, and the staffing of the Local's office. The President may appoint such service representatives and organizers as he or she may deem necessary from time to time, such appointments to be pending the approval of the Executive Board.

(a) The President shall be a part-time employee of the Local Union and shall devote himself or herself to the services of the Local Union, and shall receive compensation equivalent to one-hundred percent (100%) of the New School Miscellaneous Non-Teaching rate based on a twenty (20)-hour week.

Other staff of the Local, except as noted herein, shall be part-time employees of the Local Union and shall receive compensation equivalent to eighty-five percent (85%) of the New School Miscellaneous Non-Teaching rate based on a twenty (20)-hour week. Any staff of the Local with a schedule of fewer than twenty (20) hours per week shall be paid proportionally.

(b) All office clerical staff and other administrative positions shall have a written agreement specifying terms and conditions of employment, with approval by the Executive Board and the Joint Council. New office clerical staff and other administrators will be hired by the president with the approval of the Executive Board.

(c) Upon approval of the Joint Council, cost-of-living increases may be made to the above listed rates (Section 2, letters (a) and (b)).

(d) Employees of the Local as defined in Section 2a shall be reimbursed by the Local fifty percent (50%) of the employee's share of health insurance premiums up to a maximum of \$2,000 per year.

(e) Employees of the Local Union shall be entitled to the following holidays: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Election Day, Thanksgiving Day and the day after, Christmas, and the days in-between Christmas and January 1. Employees of the Local shall also be allowed one personal day per year in addition to the regular holiday schedule. The vacation policy of the UAW for Temporary Organizers applies to employees of the Local Union, with a two-week cap.

(f) Except where a collective bargaining agreement provides for such, the Local shall not reimburse for lost time.

(g) The Local Union shall pay a Local representative of the membership bona fide and necessary expenses (transportation, hotel/motel, registration fees) incurred while that representative or member is performing necessary duties for or on behalf of the Local Union. When overnight stay is required (hotel/motel) single occupancy rates or half (1/2) of a double rate when shared with another member, not to exceed International Executive Board Policy. Wherever practical, double occupancy will apply to hotel accommodations.

Per diem for meals shall follow UAW policy.

Routine and ordinary travel expenses and per diem may not be incurred without the prior approval of the President.

(h) For airfare, the expense shall be actual cost of airfare, not to exceed coach fare, or the maximum amount per mile established by the International Executive Board, whichever is more economical. Expense for transportation is to be paid for the actual mode of transportation, and is not to exceed the amount established by the International Executive Board. Mileage expense can only be paid to the driver

of the automobile.

Section 3

The Financial Secretary shall be responsible for the payment of ordinary bills and expenses of the Local Union.

Section 4

If the Executive Board determines the Local cannot sustain officer and staff salaries as set herein, the Executive Board shall recommend by-laws revisions to the Joint Council.

Article XIV: Attendance Rules

All members of the Local Union holding an elective office, whether in their Unit or in the Local Union are required to attend:

Two (2) meetings out of three (3) consecutive membership meetings unless officially excused by the Executive Board.

Two (2) meetings out of three (3) consecutive meetings other than membership meetings expected of their respective office or position, unless officially excused for cause by the Executive Board.

If a member's attendance does not improve during his or her term of office, he or she will be removed from that office by a vote of two-thirds (2/3) majority of the Executive Board and Joint Council. The member shall not be permitted to run for any elective office, except Constitutional Convention Delegate, for the balance of the term of the office from which he or she was removed. Any affected member may appeal the decision of the Executive Board to the next Joint Council.

Article XV: Convention Delegates

Section 1

It shall be the policy of the Local Union to participate in the Constitutional Conventions of the International Union. In furtherance of this policy, there shall be elected the minimum number of delegates necessary to carry the maximum number of votes; each Unit of the Local Union which is entitled to elect its own delegates as permitted in the Constitution of the International Union, and which so decides to elect its own delegates, shall elect the minimum number of delegates necessary to carry the maximum number of votes of the Unit.

Section 2

All delegates to the International Convention shall be chosen pursuant to the provisions of the International Constitution.

Section 3

Delegates to conventions and conferences shall receive reimbursement for reasonable, actual expenses with the Local Union approval. The Local will pay reasonable hotel room rates in addition to the above. Whenever practical, double occupancy will apply to hotel accommodations.

Article XVI: Order of Business

Section 1

The following order of business shall prevail at meetings:

Greeting

Roll call of officers

Reading of the minutes of the previous meeting

Report of Financial Secretary
Reports of Executive Board, Units, committees, and delegates
Unfinished business
New business
Good and welfare
Closing

Section 2

All questions of parliamentary nature shall be decided by Robert's Rules of Order.

Article XVII: Appeals

Section 1

(a) Any member grieved by or dissatisfied with an action or decision of the Local Union or any representative thereof, other than the action or decision of the membership of the Local Union, may appeal or complain, in writing, to the Local Union Recording Secretary within sixty (60) days of the time he or she first becomes aware, or reasonably should have become aware, of the alleged action or decision that he or she wishes to appeal from or complain about.

(b) The Recording Secretary shall refer the matter to the Executive Board, which shall consult with the grievant, permit him or her full opportunity to be heard, and shall reach a decision.

(c) Within thirty (30) days of receiving a notice of such decision, the grievant, if wishing to appeal further, shall submit his or her appeal to the Recording Secretary, in writing, for consideration by the earliest possible Joint Council meeting. The Joint Council shall hear the grievant and any other relevant material and shall reach a decision.

(d) Within thirty (30) days of receiving a notice of such decision, the grievant if wishing to appeal still further, shall submit his or her appeal from the Joint Council decision to the Recording Secretary, in writing.

(e) Any member of the Local Union may appeal any action decision or penalty to the International Executive Board and to the International Convention. However, the decision of the Local Union must be complied with and shall remain in effect until reversed or modified.

Section 2

Trials of members shall be as provided for in the International Constitution.

Article XVIII: Strikes and Strike Committee

Strikes can only be called by the Unit directly affected by the strike, and must be called and terminated in strict conformance with Article 50 of the International UAW Constitution.

Article XIX: Leases and Long-Term Agreements

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 XX: General

Section 1

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

Section 2

Wherever in these by-laws a pronoun is used it refers equally to any individual.

Article XXI: Amendments

These by-laws may be amended by presenting a motion in writing setting forth the amendments sought to a Joint Council meeting. The motion shall be read to that meeting or submitted by posting at least seven (7) days prior to the Joint Council meeting, and referred to the By-Laws Committee, which will report to the succeeding Joint Council meeting the notice of which must contain a notice of the particular by-law amendments that will be considered. If approved by a vote of two-thirds (2/3) of the Joint Council members present thereon at this succeeding meeting, the amendment shall be considered adopted by the membership.