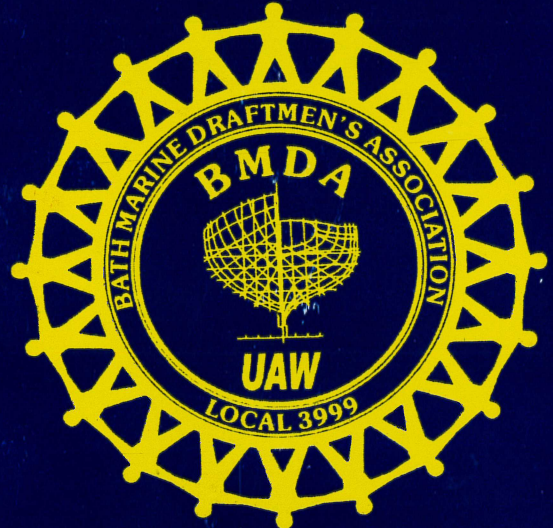


BY-LAWS

BATH MARINE DRAFTSMEN'S ASSOCIATION
UNITED AUTO WORKERS



UAW LOCAL 3999

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BMDA-UAW LOCAL 3999 BY-LAWS

Article I - Name of Organization:

This organization shall be known as the Bath Marine Draftsmen's Association, Local 3999, International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), hereinafter referred to as the "Local Union". The Constitution of this Local Union 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 II - Membership

Section 1 - Authorization

- a. 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 these By-laws. Every member by virtue of his/her membership in the Local Union designates and authorizes the Local Union to serve as his/her sole and exclusive bargaining agent for all purposes.
- b. Membership in the Local Union shall not vest any member thereof with the right, title or interest in or to the funds, property or other assets belonging to the Local Union now or hereafter.

- c. The Local Union shall be composed of workers eligible for membership in the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), over whom the Local Union has jurisdiction.
- d. Each member in good standing of this Local Union has rights according to Article II, Section 5 of these By-laws. 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 that 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.

- e. The membership shall strive to obtain the objectives set forth in the International Constitution and additional

objectives as established as the policy of the International Union. That is, 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 to help promote organizational activities.

Section 2 – Eligibility and Application

- a. All persons within the jurisdiction of this Local Union as set forth in Article 6 of the UAW Constitution.
- b. Each person within jurisdiction of the Local Union shall complete an application for membership provided by the Treasurer of the Local Union. Said application shall provide authorization for automatic deduction of Union dues and/or initiation fee.
- c. Each application for membership shall be acted upon by a majority vote of the Executive Board.

Section 3 - Responsibilities of a Member

- a. Each member, by virtue of his/her membership in the Local Union, is bound by these By-laws and the Constitution of the International Union. Each member shall faithfully carry out the duties and obligations imposed upon him/her by virtue of his/her Union membership and he/she shall not interfere with the rights and privileges of fellow members.

- b. No member shall interfere with the elected officers and representatives of the Union in the performance of their duties, and each member shall render assistance and support to them, provided that this does not interfere with the individual rights of members.
- c. No member shall work for an employer which is being struck by a duly authorized strike of this Union.
- d. No member shall withdraw his/her membership in the Local Union for the reason that an employer is being struck by duly authorized strike of the Local Union.
- e. No member shall refuse to pay to the Union any dues, initiation fee, assessment, or other valid financial obligation properly established or imposed by the Union.
- f. No member shall knowingly make false, defamatory statements about the Union, its members or its officers.
- g. No member shall knowingly violate the contractual or established standards as to wages, hours or working conditions nor shall any member willfully perform work outside of his work category.
- h. No member shall misappropriate money or property of the Union.
- i. Every member shall follow the rules of order at all meetings of the Union.

- j. No member shall disobey or willfully fail to comply with a lawful decision or order of the Union.
- k. Any member who changes his address must notify the Recording Secretary of his new address within ten (10) days.

Section 4 - Loss of Good Standing

- a. Violation of the foregoing responsibilities or any other provision of these By-laws or of the UAW Constitution by any member shall constitute grounds for loss of membership in good standing.
- b. Upon losing the status of a member in good standing, said person's membership shall be revoked and not reinstated until all obligations to the Union have been fulfilled, nor shall said person be allowed to exercise their rights as outlined in Article II Section 5.

Section 5 - Rights of Members in Good Standing

No provision of these By-laws, rule of parliamentary procedure or action by the Union or its officers shall be administered in such a way as to deprive individual members in good standing of the following rights:

- a. The right to nominate candidates for any elected Position of the Union.

- b. The right to run for any elected Position of the Union after continuous good standing of at least one year.
- c. The right to information concerning the conduct of Union business.
- d. The right to attend membership meetings and to express any views and/or opinions in the deliberation of any business, subject to Section 3 of this Article.
- e. The right to vote on all business discussed at membership meetings.
- f. The right to vote at all elections of this Union.
- g. The right to take part in any social activities of the Union.
- h. The right to attend committee meetings only if he/she is a member of that committee or if he/she has been invited to attend by that committee.
- i. Withdrawal - (covered by UAW Constitution Article 17)
- j. Reinstatement - (covered by Article X, Section 4 of these By-laws)
- k. Retired Members - (covered by UAW Constitution Article 55)

Article III - Finances and Expenses

Section 1 – Expenses

- a. When a representative of the Local Union is engaged in activities of or for the benefit of the Union and its members within the scope of his authority, the Union shall pay the expense incurred or reimburse the representative upon receipt of itemized vouchers from them or the supplier of such services. Expenses shall not exceed the International Executive Board policy relative to per diem, mileage, and travel expenses.
- b. Automobile allowance shall be paid to all representatives of the Local Union engaged in activities of the Union except in the case of General Membership meetings at a rate per mile in accordance with the International Union's policy.
- c. Any check that is written against Local 3999 funds must be authorized by a duly executed voucher. The voucher form used must be in duplicate (one copy each for the Union's file and the recipient) and must be signed by the President and Recording Secretary, the Committee Chairman or other officers as appropriate and the recipient if an individual member.
- d. The fiscal year shall be from January 1 to December 31.
- e. The Local Union shall pay a representative or member lost time only when that representative or member is

performing necessary duties for and on behalf of the Local Union during a time for which he/she would otherwise be compensated by the employer. The amount of lost time should never exceed the amount which the Local Union representative or member would otherwise have received from her/his employer for the same period of time for which he/she is being compensated by the Local Union.

Section 2 – Travel Expenses

- a. When a representative of the Local Union is required to travel away from home for an overnight stay, the Local Union shall pay for a Hotel/Motel single room occupancy rate or one-half (1/2) of a double room rate if shared with another member.
- b. When a representative of the Local Union is required to travel away from home for an overnight stay, the Local Union shall pay for meals in accordance with the International Union's policy.
- c. When a representative of the Local Union is required to travel away from home and is not required to stay overnight the Local Union shall pay for meals in accordance with the International Union's Policy. If travel is less than 100 miles, expense monies may only be paid for actual expenses incurred; i.e. mileage, parking, registration fee, etc.

- d. When a representative of the Local Union is required to travel away from home, the Local Union shall pay for the actual cost of airfare, not to exceed coach fare or mileage in cents per mile in accordance with the International Union's policy. Expense for transportation to be paid for the actual mode of transportation used. Mileage expense can only be paid to the driver.

Article IV - Local Union Officers

Section 1 - Structure

- a. The Local Union shall have the following Executive officers:
 - The President
 - The Vice President
 - The Recording Secretary
 - The Financial Secretary/Treasurer (hereinafter referred to as Treasurer)
 - Three (3) Trustees/Representatives-at-Large
 - The Guide
 - The Sergeant-At-Arms
- b. The term of office of the Executive Officers of the Local Union shall be for three (3) years. (Constitution Article 38, Section 2)
- c. Incoming elected officers of the Local Union shall take office and be installed at the next regularly scheduled General Membership Meeting.

- d. Financial Officers (including President) of the Local Union of this International Union shall be bonded by such methods and agencies and in such amounts as the International Executive Board may determine, but in no case for less than the amount required by law. Effective date for bonding changes under these provisions shall be determined by the Board of Trustees/Representatives-at-Large. Trustees/Representatives-at-Large must examine bonding status no less than twice each year. (UAW Constitution, Article 12, Section 15)
- e. All vacancies in Local Union executive offices, except the office of President, shall be filled in accordance with Article X, Section 5 and Article VI (b) by election. In case of a vacancy in the office of President, the Vice-President shall fill the vacancy for the unexpired term. (UAW Constitution, Article 38, Section 14)
- f. 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 Union property to the properly constituted Union Officers.
- g. 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 V - Duties of the Officers

Section 1 - The Duties of the President shall be:

- a. It shall be the duty of the President to preside at all meetings of the Union, sign all orders on the treasury authorized by the Union, countersign all checks issued by the Treasurer against accounts of the Union when ordered by the Union, enforce the provisions of the UAW Constitution and appoint committees not otherwise provided for and to be a member ex-officio of all committees.
- b. The President shall have the duty to review the workload of the Local Union office on a daily basis for the purpose of assigning tasks to the appropriate officers for completion in the most efficient manner.
- c. Chairperson of the Collective Bargaining Committee.
- d. The President shall act as official spokesperson for the Local Union in all its external relations, unless otherwise delegating this responsibility.
- e. The President shall cast the deciding vote at any meeting in which there is a tie vote.

Section 2 - The Duties of the Vice President shall be:

- a. To assist the President in the discharge of his/her duties and preside in his/her absence and to become President in the event that a vacancy occurs in the office of President.
- b. Responsible for maintaining an accurate log of all pending issues and grievances and, in conjunction with the President, for assigning those issues appropriately.
- c. The Vice-President shall be responsible for grievances as assigned.

Section 3 - The Duties of the Recording Secretary shall be:

- a. It shall be the duty of the Recording Secretary to keep a correct record of the proceedings of the Union and sign all orders on the treasury authorized by the Union. The Recording Secretary must read all documents and conduct the general correspondence received by the Union that does not pertain directly to the duties of the other Officers of the Union and keep same on file for future reference.
- b. The Recording Secretary shall comply with the provisions of Article 50, Section 2 of the UAW Constitution. Every six (6) months (in January and July) the Recording Secretary shall furnish the following to the Research Department of the UAW and to his Regional Director: (1) Three copies of the existing contract(s), (2) A complete revised list of all classifications and rates for the bargaining unit, (3) Any additional information gained

through negotiations with the respective plant management that may be useful to other Local Unions in their collective bargaining.

- c. The Recording Secretary shall receive all correspondence, bills, invoices, reports, petitions, etc., concerning or addressed to the Local Union and shall transmit same to the Local Union, except that all bills shall be transmitted to the President.
- d. The recording Secretary shall have custody of all correspondence, reports and information belonging to or pertaining to the Local Union, handling same in conjunction with the President.
- e. The Recording Secretary shall furnish the International Secretary-Treasurer with the names and addresses of all the officers of the Local Union.
- f. The Recording Secretary shall maintain an accurate list of the membership and their seniority status.
- g. He/she shall assist the International Union in seeing that all members receive all official publications regularly when eligible.
- h. He/she shall notify the International Secretary-Treasurer of all members initiated, suspended, expelled or deceased, transfers in and out and reinstatements.
- i. The Recording Secretary shall keep a record of all

members initiated, suspended, expelled or deceased, transfers in and out and reinstatements, during his/her term of office. There shall be maintained by the Recording Secretary a complete record of all active members of the Local Union. The record shall contain the following: the date of initiation, the date and cause of suspension or expulsion, the date of reinstatement, together with the date of death, home address and such other matters as may be deemed necessary to keep a record of the continuous membership of a member of the Union.

- j. The Recording Secretary shall not make said record of all active members (membership list) available to anyone except pursuant to the provisions of Article 37, Section 9 of the UAW Constitution.
- k. The Recording Secretary shall handle all moneys and records relating to the Local Union Dental Program including premium payments and reimbursements.
- l. The Recording Secretary shall be responsible for grievances as assigned.
- m. The Recording Secretary shall countersign all vouchers, contracts and agreements.

Section 4 - The Duties of the Treasurer shall be:

- a. It shall be the duty of the Treasurer to receive all dues, initiation fees, readmission fees, and all other income of

the Union for any fund from any source and to give official receipts for same, as provided in the UAW Constitution. The Treasurer shall issue one (1) receipt for the check received from the Company, and otherwise use the procedure outlined above for any other income. No receipt shall be issued to individual members unless the Company does not show on the check stub or pay envelope the amount of the deduction and the reason therefore.

- b. The monies received must be deposited in such bank as the Local Union Trustees/Representatives-at-Large may direct for the several funds provided for in the UAW Constitution and such other funds as the Local Union may set up in the name and number of the Local Union. He/she shall sign all checks, which must be countersigned by the President. He/she shall report at every regular meeting of the Local Union the total receipts and total expenditures for the Union for the previous calendar months and the amount of money still on deposit. The Treasurer shall deliver to his/her successor all monies and other property of the Union. He/she shall, on demand of the International Union or Trustees/Representatives-at-Large of the Local Union, produce his/her books for examination and audit.
- c. The Treasurer shall write all checks drawn on the Union funds and report in writing at every regular meeting of the Union. The report shall give the amount of monies received and paid out during the previous calendar months, divided as between the various income and

expenditure classifications, and the remaining balances in the fund accounts of the Local Union.

- d. The Treasurer shall, by the 20th of each month, send a report to the International Secretary-Treasurer on blanks furnished by the International Union. This shall be sent with the correct amount of money due the International Union for the preceding month that begins on the first and ends with the last day of the month.
- e. He/she shall notify all members in arrears of the amount of their indebtedness.
- f. The Treasurer shall keep an inventory of all records and property of the Local Union, the same to contain, when possible, date of purchase and amount paid for each article. He/she shall turn over these books to the Trustees/Representatives-at-Large for audit and approval when called to do so. He/she shall, in the demand of the International Secretary-Treasurer, produce his/her books for examination and audit and shall comply with the provisions of this UAW Constitution.
- g. He/she shall receive and process all requests for honorary withdrawal and provide applicants with honorary withdrawal cards.
- h. He/she shall maintain records of V-Cap collections and provide the International Union with a magnetic tape of those collections.

- i. He/she shall input dues data to the Local Union's membership computer on a regular basis and retain hard copies of dues/initiation records.
- j. Should it be proven that any Local Union Treasurer has willfully and intentionally failed to report, on a monthly basis, the full membership of his/her Local Union to the International Secretary-Treasurer or should it be proven that any Local Union President and/or Treasurer willfully and intentionally refuses to sign a check to send in the full amount of per capita tax on the same number of members who have paid dues to the Local Union, the Local Union may be suspended from all privileges and benefits until the deficiency is made good and the officer or officers responsible for such failure shall not be allowed to again hold Office in the organization for a period of three (3) years.
- k. The Treasurer shall be responsible for grievances as assigned.

Section 5 - The Duties of the Trustees/Representatives-at-Large shall be:

- a. The Trustees/Representatives-at-Large shall have general supervision over all funds and property of the Union. They shall audit or cause to be audited by a Certified Public Accountant, the financial records of the Local Union semi-annually as provided herein. The Local Union Executive Board shall select the Certified Public Accountant. They shall use duplicate forms provided by

the International Union, a copy of which shall be forwarded to the International Secretary-Treasurer immediately thereafter. It shall also be their duty to see that the Financial Officers of the Union are bonded in conformity with the laws of the International Union. The Trustees/Representatives-at-Large shall see that all funds shall be deposited in a bank subject to an order signed by the President and Treasurer and/or Recording Secretary. If a safety deposit box is used, the Trustees/Representatives-at-Large shall see that the signatures of the President, Treasurer and one (1) of the Trustees/Representatives-at-Large are required before admittance to the safety deposit box is permitted. In the event the books are not received for audit within fifteen (15) days after the end of each six-month period, the Chairperson of the Trustees/Representatives-at-Large shall make a report to the next meeting of the Local Union for action per Article 48 of the UAW Constitution.

- b. Trustees/Representatives-at-Large shall be responsible for grievances as assigned.

Section 6 - Duties of the Sergeant-At-Arms

- a. It shall be the duty of the Sergeant-At-Arms to introduce all new members and visitors and assist the President in preserving order when called upon to do so. He/she shall also take charge of all property of the Local Union not otherwise provided for and perform such other duties as may be assigned to him/her from time to time.

- b. The Sergeant-At-Arms shall be responsible for grievances as assigned.

Section 7 - The Duties of the Guide shall be:

- a. It shall be the duty of the Guide to maintain order, inspect the membership receipts, satisfy himself/herself that all present are entitled to remain in the meeting of the Union, perform such other duties as are usual to the office and perform such other duties as may be assigned to him/her from time to time.
- b. The Guide shall be responsible for grievances as assigned.

Section 8 - Retired Workers Chapter Representative

- a. A retired worker will be elected to the Local Union Executive Board to represent the interests of the Local Union Retired Workers Chapter in accordance with Article 38, Section 5 and Article 55 of the UAW Constitution of the International Union.

Article VI - Structure of the Local Union Executive Board

- a. The Local Union Executive Board (President, Vice-President, Recording Secretary, Treasurer, Three (3) Trustees/Representatives-at-Large, Guide, Sergeant-At-Arms and an elected member of the Retired Workers Chapter) shall consist of all the elected local union officers and an elected member of the Retired Workers Chapter with voice and vote.

- b. When a vacancy occurs in the office of an Executive Board member (except for the office of President which shall be filled by the Vice-President for the balance of the unexpired term) the successor to the office of such Executive Board member shall be filled by election in accordance with Article XI, Section 5.

Article VII - Duties of the Local Union Executive Board

Section 1 - Authority

The Executive Board shall exercise general supervision over the business and affairs of the Local Union by exercising the following:

- a. The Executive Board shall be empowered to preserve, promote and safeguard the best interests and general welfare of the Local Union.
- b. The Executive Board shall be empowered to make commitments and render decisions for the Local Union, except for any change in the existing Agreement, providing that the majority of the Committee is in agreement in making such commitments or decisions.
- c. 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.

- d. The Executive Board shall have the authority to carry on all normal functions of the Union, including the power to invest funds, authorize normal expenditures, borrow money, buy, sell, rent, lease or otherwise acquire and dispose of real or personal property. For any disbursement of funds, other than those listed here and in Article VII, Section 1 (g), the Executive Board is restricted to no more than \$1000.00 in any one disbursement. Such disbursement shall be reported to the membership at the next General Membership meeting.
- e. The Executive Board shall have the authority to hire clerical assistance, attorneys, accountants or other professional or support services.
- f. The Executive Board shall have the authority to expend funds and establish trust and other special accounts for the general welfare and benefit of the Local Union members, retirees or their families.
- g. At the first General Membership meeting of the year, the Executive Board shall propose any capital expenditure for the year that may be over and above the normal operating expenses. Such expenditures must be approved by a majority of the members present at the meeting. Unforeseen capital expenditures may be approved by the membership at a general membership meeting on a case-by-case basis.

Section 2 - Meetings

- a. The Executive Board shall meet upon the call of the President, upon the call by a signed request of a majority of the Executive Board or upon petition of a majority of members in good standing. They shall consider all reports, correspondence, petitions, grievances, requests or other matters addressed to the Local Union or affecting its members.
- b. The President shall preside over all Executive Board meetings and, in his/her absence, the Vice-President, Secretary and Treasurer, in that order.
- c. Executive Board members are expected to attend all Executive Board and General Membership meetings. If an Executive Board member misses three consecutive meetings, he/she must provide the Executive Board with a reasonable excuse for the absence. If none exists, he/she will be removed from office per Article 37, Section 5 of the UAW Constitution.
- d. A roll call of Executive Board members will be taken at all Executive Board and General Membership meetings.
- e. The Executive Board shall be empowered to select Area Representatives from volunteers within work areas. An Area Representative shall serve as Liaison between the Executive Board and the members within their work area. The Executive Board may remove an Area Representative

and the area shall be represented by a Representative-at-Large until a suitable replacement is selected.

- f. A majority of the Executive Board shall constitute a quorum for the transaction of business. All decisions of the Executive Board shall require the approval of a majority of Board members.

Section 3 - Obligation of Office

- a. All members of the Executive Board must, as a condition of holding office, execute all necessary forms required by law to be filed with any federal or state agency both for and in behalf of the Union. Failure to do so shall be considered a violation of duties imposed by this section.
- b. All officers in the performance of their duties shall adhere to the terms of these By-laws and the UAW Constitution.
- c. The Executive Board and representatives of the Local Union occupy positions of trust in relation to the members of the union and as a group are, therefore, accountable to the membership with respect to the performance of their duties.
- d. The Executive Board shall be responsible for the conduct and administration of the collective bargaining agreement of the Local Union.
- e. The Executive Board shall be empowered to represent the Local Union in all conferences with management. All or

any two members of the Executive Board may confer with management on behalf of the Local Union or any of its members at any time, on any subject, at the request of either party. It is understood that the Executive Board members attending such meeting are doing so with the full knowledge of a majority of the members of the Executive Board.

Article VIII – Committees

Section 1 - Standing and Special Committees

- a. The Standing Committees shall be as follows:
 - Citizenship and Legislative Committee
 - Community Services and Education Committee
 - Conservation and Recreation Committee
 - Constitution and By-Law Committee
 - Civil Rights Committee
 - Women's Committee
 - Union Label and Consumer Affairs Committee
 - Veterans' Committee
- b. Special committees may be established or dissolved by a majority vote of the Executive Board to promote the welfare of the membership.

Section 2 - Establishment of Committees

- a. The Chairman of each committee shall be appointed annually by the President and approved by a majority vote

of the Executive Board. Vacancies shall be filled in a like manner.

- b. The President shall be ex-officio member of all committees, except the Election and Trial Committees.

Section 3 - Removal from a Committee

- a. Any chairman of a committee or appointed committee member may be removed by a majority vote of the Executive Board or by a majority vote of the committee.
- b. Any committee member may resign in writing to the Executive Board.

Section 4 - Responsibilities of Committee Chairman

- a. Each Committee Chairman shall report or cause to have reported any activity or inactivity regarding said committee at all meetings of the General Membership.

Section 5 - Duties of Committees

- a. These committees shall perform all duties assigned to them by the UAW Constitution and By-laws and such additional duties as they may be directed to perform from time to time by the President, Executive Board or the general membership.

1. Citizenship and Legislative Committee

- a. The Citizenship and Legislative Committee shall be responsible for informing the membership of the legislative issues and the positions of candidates for State or Federal office. The committee is responsible for implementing the legislative program adopted by the constitutional convention and develops campaigns designed to encourage greater registration and voting in all elections.

2. Community Services and Education Committee

- a. The Community Services and Education Committee shall be responsible for getting help for members and their families in time of need. The committee works through public and private agencies to ensure that members in emergency situations get the needed help. This is the committee that generally has the responsibility of administering strike insurance benefits when the Local Union is forced to use its economic strength. In addition, the Committee is responsible for putting into operation the education mandate adopted by the UAW by informing the membership on issues, the orientation of new members and developing greater solidarity in the Union through an informed membership.

3. Conservation and Recreation Committee

- a. The Conservation and Recreation Committee is responsible for developing meaningful programs that are designed to build solidarity within the Union by getting members better acquainted with each other through social and recreational activities. They are also responsible to develop action programs to help correct energy and environmental problems.

4. Constitution and By-Law Committee

- a. The Constitution and By-Law Committee shall become familiar with the UAW Constitution and Local Union By-laws and meet for the purpose of giving consideration to the form and substance of proposed By-Law changes submitted by members for action. The Committee is responsible for submitting original and/or amended By-law provisions to the Local Union membership for discussion and approval. The Committee shall monitor the required Local Union By-laws amendment procedure to ensure compliance with the current By-laws and provisions of the UAW Constitution. Once the amended By-laws provision(s) has been approved by the Local Union membership, the Committee shall monitor the process to ensure that the amendment is immediately submitted to the International Executive Board pursuant to Article 37 of the UAW Constitution.

5. Civil Rights Committee

- a. The Civil Rights Committee is responsible for ensuring that the full rights of all members of the Union are not infringed upon by reason of race, color, age, sex or creed.

6. Women's Committee

- a. The Women's Committee is responsible for developing programs that are of special interest to women in an effort to involve them in a more active participation in the Union.

7. Union Label and Consumer Affairs Committee

- a. The Union Label and Consumer Affairs Committee helps to emphasize the importance of supporting those goods produced in union shops, by union members. The committee also brings to the attention of our members those products produced by non-union companies and anti-labor manufacturers. In addition, the Committee shall strive to keep the membership informed on truth in lending, truth in packaging, truth in advertising, label on products, etc. so that each member can obtain maximum value for monies spent.

8. Veterans Committee

- a. The Veterans Committee shall provide needed

information to veterans and their families. They should also monitor all legislation dealing with veterans.

Article IX - Dues, Initiation Fees & Collection of Payments

Section 1 – Dues

- a. Union dues shall be as prescribed by Article 16, Section 2 of The UAW Constitution.

Section 2 - Initiation Fee

- a. The initiation fee shall be two hundred fifty dollars (\$250.00), payable in five (5) weekly payments within forty-five (45) days after date of hiring or transfer. The initiation fee shall be returned to the applicant if the application is rejected, or if the applicant leaves the jurisdiction of the Local Union within forty-five (45) days after date of hiring or transfer. A member shall pay only one initiation fee as long as he remains a member of the Local Union, unless he shall have broken seniority as specified in the current collective bargaining agreement.

Section 3 - Collection of Payments

- a. Any provision of these By-laws relating to the payment or collection of dues, initiation fees, etc. shall not be construed as incorporating into the Union security contract those requirements for good standing membership which may be in violation of applicable law.

However, all such financial obligations imposed by these By-laws shall be legal obligations of the members upon whom imposed and enforceable in a court of law.

Section 4 - Reinstatement Fee

- a. A member who falls one (1) month in arrears in payment of dues, fees, or assessments shall not be a member in good standing and may not be reinstated except upon repayment in full.
- b. A member who has broken seniority and subsequently returns to the Local Union shall pay a reinstatement fee equal to the amount of monthly dues multiplied by the number of months since seniority was broken (to the nearest whole month), to a maximum of one-half the initiation fee.

Article X – General Election for Executive Office

Section 1 – Eligibility

- a. No member shall be eligible for election as an executive officer of the Local Union until he or she has been a member in continuous good standing in the Local Union for one (1) year immediately prior to the nomination.
- b. No member whose dues and/or initiation fees have been withheld by the Employer for payment to the Union shall be declared ineligible to be nominated for an office by reason of a delay or default in payment of dues and/or

initiation fees by the Employer to the Union.

- c. A candidate may not run for more than one Executive Board Office in an election.
- d. In the event of a special election to fill a vacancy, a member of the Executive Board must resign their position in order to run for another Executive Board office, per Article 38, Section 16 of the UAW Constitution.

Section 2 - Nominations

- a. Nominations for Executive Board office will be held at the regularly scheduled General Membership Meeting held the first week in April in the year in which Executive Board terms of office expire.
- b. Candidates nominated for office shall not require a seconding nomination.
- c. Candidates must accept their nomination orally or in writing at the meeting at which the nominations are made.
- d. The Election Committee shall publish a list of the candidates for the election, the time and place of elections and the time and place of any possible runoff elections, at least fifteen (15) days in advance of the elections. The Election Committee may choose to hold the Election by mail-in ballot.
- e. Candidates may arrange for mail distribution of campaign

literature by the Election Committee provided that such candidate pays the cost involved in advance. If it becomes necessary to consolidate mail distribution, the cost shall be assessed upon the candidates involved on a pro-rated basis.

Section 3 - Election Procedure

- a. Executive Board members shall be elected by majority vote for a three (3) year term of office. The votes will be counted by the first Friday in the month of May. In the event a run-off election is necessary, it will be held in the month of May. The newly elected officers shall be installed at the end of the first General Membership meeting following the election.
- b. If no candidate for an office receives a majority of votes cast on the first ballot, the two candidates who received the greatest number of votes shall participate in a run-off election. Run off elections for trustees are covered by the International Constitution, Article 38.
- c. The Election Committee shall conduct the election by secret ballot. The Election Committee shall establish Election Day procedures.
- d. Each candidate is entitled to have observers who must be allowed to witness all balloting processes. The Union shall not be responsible for any expenses incurred by the observers.

- e. Only Election Committee members (elected and appointed) shall handle the ballots and the election records, and always within view of the observers, if any.
- f. The Local Election Committee shall have complete charge of the Local elections. The election procedures shall be established by the Election Committee and approved by the Executive Board.
- g. The Local Election Committee shall be responsible for providing a polling place unless the election is being done by mail-in ballot.

Section 4 - Post Election Requirements

- a. Election results shall be promptly published by posting and use of standard Union distribution procedures by the Recording Secretary.
- b. All election records, including membership and eligibility lists, copies of nominations and election notices, voting instructions, marked, challenged, spoiled and unused ballots and tally sheets must be preserved for one (1) year by the Election Committee.
- c. The certification of the results of the election must be made in a report by the Election Committee and given by the committee to the next membership meeting.

Section 5 - Special Elections

- a. In the event a vacancy occurs in any Executive Board office, except the President as provided for under Article VI, Section 2.b, a special election shall be held to fill such office, unless the vacancy occurs less than sixty (60) days prior to a regularly scheduled general election as provided for under this Article.
- b. The President of the Local Union shall appoint a member to fill any such vacancy until the special election is held. This appointment is subject to the approval of the Executive Board.
- c. If a vacancy in the Executive Board occurs which requires a special election to fill, the President shall direct the Election Committee to notify the membership of the vacancy. The Committee shall accept nominations for the unexpired term of office at the next regularly scheduled General Membership meeting. The Election Committee shall supervise the election, distribute the ballots, conduct the counting and tabulation of the same, apply and invoke the rules governing elections, preserve the ballots and certify the results of the election. This section shall be in accordance with these By-laws and the International Constitution.
- d. The Election Committee shall conduct such nominations and elections in accordance with the provisions of this Article for regular triennial elections except that any

special election must be held within thirty (30) days of the membership meeting at which nominations for the vacancy were accepted.

Section 6 - Protests and Appeals

- a. All protests of the election procedure and all appeals shall be handled in accordance with Article 38 of the UAW Constitution.

Section 7 - Installation

- a. Each elected officer will immediately take office and will be administered the Oath of Office, specified in Article 39 of the UAW Constitution, at the membership meeting immediately following the election.
- b. Outgoing officers will vacate the office immediately after the Installation or at the discretion of the President.

Article XI - Election Committee

Section 1 - Electing the Election Committee

- a. The Local Union Election Committee shall be nominated and elected at the regularly scheduled December membership meeting in the year prior to the year in which Executive Board terms expire.
- b. The Election Committee members shall serve for (3) year terms. The Election Committee shall consist of five (5)

members.

- c. The members of the Election Committee shall select their own chairman.
- d. It shall be the responsibility of the Election Committee to conduct and supervise the nominations, election and appeals process of all local union elections.
- e. The Election Committee will report to the membership on the arrangements for the conduct of the general election, such as date, time and place and any other matters specified in the Guide for UAW Local Union Election Committees, UAW Publication No. 340. The Election Committee reports shall be subject to the approval by the membership.

Section 2 - Responsibilities

- a. The Election Committee shall be responsible for supervising the conduct of elections to Union Office as provided herein.

Article XII - Delegates from the Local Union

Section 1 - Delegates to International Convention

- a. All delegates to the International UAW Constitutional Conventions shall be chosen pursuant to Article 8 of the UAW Constitution.

Section 2 - Delegates to Area and State CAP Councils and PAC Councils

- a. The top four (4) officers of the Local Union shall be automatic delegates to the Conventions of the Maine State UAW CAP Council.
- b. The top four (4) officers of the Local Union shall be automatic delegates to the Conventions of the UAW PAC Council.

Article XIII - Negotiating Committee

Section 1 - Membership

- a. The top seven (7) officers of the Local Union (President, Vice-President, Recording Secretary, Treasurer, Three (3) Trustees/Representatives-at-Large) shall constitute the Local Union Negotiating Committee.

Section 2 - Purpose and Authority

- a. The Negotiating Committee is authorized to represent the Local Union, for purposes of collective bargaining, in all negotiations with the Employer.

Article XIV- Meetings

Section 1 - General Membership Meetings

- a. General Membership meetings shall be held bimonthly during the months of February, April, June, August, October and December. The Executive Board may authorize payment for a hors d'oeuvre or snack type meal for those members and retirees who attend the General Membership meeting. Notice of General Membership meetings shall be posted on Union Bulletin Boards at least five (5) working days prior to such meeting.
- b. Members in attendance at General Membership meetings shall have the right to express their views, arguments, or opinions upon any business properly before the meeting subject to these By-laws and orderly procedures.
- c. Any General Membership meeting shall be held at a time and place permitting the attendance by the first shift. If the second shift cannot attend this meeting, then a separate meeting may be held following the first meeting to inform the second shift of all business conducted and actions taken at the previous meeting. If the members attending the second shift meeting disagree with the action upon which a vote is taken by the first shift, then ten (10) percent or five (5) second shift members, whichever is less, may sign a written request at the second shift meeting calling for a special meeting of the membership to discuss and reconsider the questioned actions only.

Section 2 - Special Membership Meetings

- a. Special Membership meetings may be called at any time by the President, the Executive Board or by written petition of not less than twenty (20) percent of the General Membership. Notice of Special Membership meetings shall be posted on union bulletin boards at least five (5) working days prior to such meeting. This notice may be suspended by decision of the Executive Board where required to meet an urgent situation in the event of a strike.
- b. Special Membership meetings called by petition shall be held not more than ten (10) working days after the Recording Secretary has received the petition.
- c. The Executive Board has the option to waive the five (5) day advance notice to call special meetings that result from Contract negotiations.
- d. Business transacted at Special Membership meetings shall be limited to that included in the call of the meeting.

Section 3 - Quorum

- a. A quorum necessary to transact any business by the General Membership shall consist of ten (10) percent of the membership or twenty-five (25) members, exclusive of Union officers, whichever is less.

Section 4 - Order of Business

1. Ascertain whether a quorum is present
2. Call to Order
3. Reading of Minutes of Previous Meeting
4. Report of Financial Standing
5. Executive Board Report
6. Report of Committees
7. Unfinished Business
8. New Business
9. Other Business
10. Announcements
11. Adjournment
12. Educational or Social Program, if offered

Section 5 - Rules of Order

- a. The regular order of business may be suspended by a vote of the membership any time.
- b. The chairman of the meeting shall be authorized to enforce the foregoing and subsequent rules of decorum at a meeting by any means appropriate, including expulsion of a member from a meeting.
- c. Any conversation or activity that has the effect of disturbing a member while speaking or disturbs the conduct of the meeting or hinders the transaction of business shall be deemed a violation of order subject to the provisions of Article XXXI of the UAW Constitution.

- d. Any member who attends a meeting in an intoxicated condition and/or creates a disturbance or becomes unruly shall lose voice and his/her 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.
- e. When making a motion, the following rules apply:
1. A motion, to be entertained by the presiding officer, must be seconded and the mover as well as the second must rise and be recognized by the presiding officer.
 2. Any member having made a motion may withdraw it, with the consent of the second, prior to the presiding officer requesting a vote on the motion.
 3. A motion to amend an amendment shall be in order, but no amendment may be amended more than once. All amendments must be seconded.
 4. A vote may be reconsidered by a motion for reconsideration made by a member and seconded by another member, both of whom previously voted with the majority. A motion for reconsideration must be approved by a majority vote of the members at the meeting.

- f. Debate shall be conducted as follows:

1. A motion shall not be subject to debate unless it has been moved, seconded and stated by the presiding officer.
2. When a member wishes the floor, said member shall rise and respectfully address the Chair, and when recognized by the Chair shall state his or her name.
3. If two or more members rise to speak, the Chair shall decide which is entitled to the floor.
4. The same member shall not speak more than once on the same question until all members wishing to speak have had the opportunity to do so and no more than twice without majority consent. Each member shall speak for no more than five (5) minutes at one time.
5. Every member, while speaking, shall adhere to the question under debate and avoid all invective, personal and sarcastic language, but all members shall have the right to express their views, arguments and opinions upon any business properly before the meetings.
6. No member shall interrupt another member while speaking except for a point of order, in which case said member shall briefly state the point and the Chair shall decide the same without debate.
7. Any member, while speaking, being called to order by another, at the request of the Chair, shall cease speaking and be seated until the question of order is determined.

8. If any member feels aggrieved by a decision of the Chair said member may appeal the decision of the Chair to the members of the meeting without debate.
 9. The Chair shall not speak on any subject unless he retires from the chair, except on points of order, and in case of a tie he/she shall have the deciding vote. Should the Chair retire from the chair to speak on any subject, he/she shall not return to the chair until that subject is completed.
- g. The following motions shall have precedence in the order listed below:
1. To adjourn
 2. To table
 3. To take up the previous question
 4. To close debate
 5. To postpone to a given time
 6. To commit or refer
 7. To amend
- h. When a matter is postponed indefinitely, it shall not come up again except by a two-thirds vote.
- i. If proper motion to amend has been made, the question on the amendment shall be put first; if more than one amendment has been offered, the question shall then be put as follows:
1. Amendment to the amendment
 2. Amendment

3. Original proposition
- j. A motion to adjourn shall always be in order except:
1. When a member has the floor
 2. When members are voting
 3. When a motion is pending
- k. A motion to adjourn having been put and lost shall not be in order again provided there is further business before the Union, until fifteen (15) minutes have elapsed.
- l. The Chair shall state every question before the Union prior to permitting the opening of debate thereon. Should no member rise to speak on the question, or upon a majority vote to close discussion, the Chair shall put the question and no member shall be permitted to speak further upon it.
- m. When the Chairman has called for the vote to commence, no further debate or remarks shall be allowed, unless a mistake has been made, in which case the mistake shall be rectified and the Chairman shall call for the vote to recommence.
- n. Any question or procedure in debate, not provided for herein, shall be governed by the latest edition of Roberts' Rules of Order, revised, and all points of order shall be decided by the Chair.

Article XV – Appeals Procedure

Section 1 - What May Be Appealed

- a. Any member of this Local Union may appeal any action or decision of the Local Union or its representatives as provided for in Article 33 of the UAW Constitution.

Article XVI – Strikes and Solidarity

Section 1 – Strike Vote

- a. Strikes against the Employer can only be called by strike authorization and strike votes must be in accordance with Article 50 of the UAW Constitution.

Section 2 - Violations of Strike Solidarity

- a. Any member of the Union who fails or refuses to honor the picket line or any other Union concerted activity or who returns to work during a duly authorized strike or work stoppage, shall be liable to disciplinary action by the Union, including but not limited to expulsion or suspension from membership in the Union.
- b. Any member of the Union who shall induce in any manner any other member of the Union, to engage in any action in violation of Section 2.a of this section shall be liable to suspension and/or expulsion from the Union.

- c. Withdrawal from membership for purposes of this Article shall only be effective in accordance with the applicable provisions of the UAW Constitution.
- d. Discipline for violations described in Section 2.a and 2.b of this section shall be imposed only after charges and trial in accordance with Article 31 of the UAW Constitution.

Article XVII - Amendments to By-laws

Section 1 - Form

- a. Any addition or revision to the By-laws must be presented in the following form:
 1. The Article
 2. The Section under the Article
 3. The Subsection under the Section

Section 2 –Method of Amending the By-laws

- a. Any of the provisions of the By-laws may be amended or abrogated by two thirds vote of the members present and in good standing at any meeting, provided that such a motion to amend or abrogate shall have been made at the previous meeting and the proposed change is advertised to the membership through bulletin boards or other medium at least fifteen (15) days prior to the meeting for a vote on the amendment.

Section 3 – Invalid or Inoperative Provisions

NOTES

- a. If any provision of these By-Laws shall be declared invalid or inoperative by a competent authority of the Executive, Judicial or Administrative branch of Federal or State government or the International Union, the Executive Board shall have the authority to suspend the operation of such provision during the period of its invalidity and shall substitute in its place a provision which will meet the objectives to its validity.
- b. If any section or subsection of these By-Laws should be held invalid by operation of law or by any tribunal or competent jurisdiction, the remainder of these By-Laws or other than those that have been held invalid shall not be affected thereby.

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