

BYLAWS OF LOCAL NO. 31 UAW
(Revised August 2016)

ARTICLE I – NAME

The name of the Local Union shall be Local No. 31, International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW).

ARTICLE II – MEMBERSHIP

Section 1. Local No. 31 UAW shall be composed of workers eligible for membership in the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) and over whom Local No. 31 UAW is granted jurisdiction by the International Union.

Section 2. Eligibility for acceptance into the membership of Local No. 31 UAW shall be governed by the Constitution of the International Union.

Section 3. A membership card shall be provided and given to each member.

Section 4. The membership card shall be punched at each membership meeting by the Guide or Sergeant At Arms to indicate that such member has attended such meeting.

Section 5. Alcoholic beverages will not be permitted on property in use by the Local Union during the pursuance of Local No. 31 UAW business.

Section 6. Any member who attends a meeting in an intoxicated condition, using profane, indecent or abusive language in the Local Union Hall during the meeting, or refusing to obey the Chairperson in maintaining order, shall lose voice and his/her right to vote at said meeting, and at the discretion of the Chairperson, may be evicted from said meeting. Flagrant or persistent violation of this section by any member shall be conduct unbecoming a union member.

Section 7. It shall be the duty of each member to participate in all Local, State and Federal elections through registration and balloting. Article 41, Section 3, International Union Constitution.

Section 8. The initiation fee of Local No. 31 UAW will be \$10.00. The readmission fee for Local No. 31 UAW will be \$15.00. The dues will conform with Article 16, Sections 1, 2 and 9, and Article 47, Section I of the International Constitution.

Section 9. In the event a Local No. 31 UAW member is dissatisfied with a decision handed him/her by the Local Union, or one of its representatives, he/she may, within sixty (60) days from time decision was handed him/her, appeal to the Local Union, which may be made at a meeting of the membership body, or may be made in writing addressed to the Recording Secretary, per Article 33, Section 3a of the International Constitution.

ARTICLE III – POWERS OF ADMINISTRATION

Section 1. The highest authority of Local No. 31 UAW shall be vested in the general membership meeting to be called at least once a month.

Section 2. Between the general membership meetings, the highest authority shall be vested in the Executive Board of Local No. 31 UAW, which shall meet once each month, or when deemed necessary. All action taken by the Executive Board shall be subject to the approval of the general membership.

Section 3. Between the meetings of the Executive Board of Local No. 31 UAW, the administrative authority of Local No. 31 UAW shall be vested in the President of Local No. 31 UAW, subject to the approval of the Executive Board and the general membership.

Section 4. All communications for charitable requests received by Local No. 31 UAW asking for donations, other than welfare donations, not to exceed Fifty Dollars (\$50) to any one individual, organization or agency shall be made in writing to the Recording Secretary with an authorized signature affixed to such document. The request should have the letterhead of the agency or organization requesting the donation. All requests will first be acted upon by the Executive Board at their regular meeting, and will be finalized by the acceptance of the Executive Board's action as set forth in the Executive Board's minutes when presented to the membership. All amounts exceeding Fifty Dollars (\$50) shall lie on the table thirty (30) days. At the regular membership meeting, after the thirty (30) day period, the motion for charitable expenditures shall be acted upon as the first order of business under unfinished business.

ARTICLE IV – LOCAL UNION OFFICERS

Section 1. Local No. 31 UAW shall have the following Executive Officers: President, Vice President, Recording Secretary, Financial Secretary-Treasurer, three (3) Trustees, Sergeant At Arms, and Guide.

Section 2. The election and installation of Local No. 31 UAW officers shall take place as provided for in Article 38 of the International Constitution.

Section 3. Any member shall be eligible as a nominee and candidate for an executive office of Local No. 31 UAW who has been a member in continuous good standing in Local No. 31 UAW for one (1) year immediately prior to the nomination of such office. (See Article 38, Section 3 of the 1974 International Constitution). The eligibility requirements of this section shall apply for all Zone Committeepersons.

Section 4. During the election of Local No. 31 UAW executive officers, bargaining committee chairperson and zone committeepersons, the polls will remain open for a period of twenty-seven (27) hours, from 5:00 a.m. until 8:00 a.m. the following day. This section does not apply to the election of district committeepersons, alternate committeepersons and special elections.

Section 5. Any Executive Board member or Committeeperson (Zone, District, Alternate or Standing Committeeperson) who is absent two (2) out of three (3) consecutive membership meetings or Executive Board meetings and has not been duly excused shall, upon their return, present their reason for having been absent two (2) out of three (3) consecutive meetings, and the membership of Local No. 31 UAW shall decide if the party was absent for reasonable cause. If said party's reason was not just, he/she may be penalized up to the removal from his/her office. The above section also applies to all standing committee meetings.

Section 5a. Appointed representatives of Local No. 31 UAW attendance requirements and penalties will be equally the same for appointed representatives as is for elected representatives, except appointed representatives will be subject to submission of the facts to the Department Director or Regional Director, as the case may be, for necessary action of his/her office.

Section 6. It will be the duty of the President of Local No. 31 UAW to appoint members to fill the vacancy(s) of the standing committee(s) for the unexpired term in compliance with Section 5.

ARTICLE V – DUTIES OF OFFICERS

Section 1. The duties of officers of Local No. 31 UAW shall be as provided for in the International Constitution as it now exists, or may hereafter be amended. (See Article 40 of the International Constitution).

Section 2. It shall be the duty of all officers and executive board members of Local No. 31 UAW to be in attendance at all membership and executive board meetings.

Section 3. Any officer or executive board member of Local No. 31 UAW who is absent two (2) out of three (3) consecutive membership or executive board meetings and has not been duly excused, upon their return, present their reasons for having been absent two (2) out of three (3) meetings. The membership of Local No. 31 UAW shall decide if the party was absent for reasonable cause. If said party's reason was not just, he/she may be penalized up to the removal from his/her office. Where an elected member is removed from office for his/her failure to comply with the local union attendance rules, he/she will not be eligible to run for any elective positions, except delegate to a UAW Constitutional Convention.

Section 4. The term "officer" for the purpose of this article (V) shall be defined to mean any member holding an elective position as an executive board officer. In compliance with Article 38, Section 5 of the International Constitution, the bargaining committee chairperson will be considered Executive Board Member at Large.

ARTICLE VI – SALARIES OF OFFICERS

Section 1. The President shall receive Forty-Five Dollars (\$45) per week for expenses.

Section 2. The Financial Secretary-Treasurer shall be employed full time for Local No. 31 UAW business, and shall receive a salary equal to that of a 5031 (Electrician) per week (40 hours) and Forty Dollars (\$40) per week (40 hours) expenses; he also shall receive the cost-of-living allowance that is in effect at that time and all raises received by negotiations with General Motors. In addition, he/she shall also receive any signing bonuses, medical/dental coverage, life insurance, profit sharing, clothing allowance, performance bonus, and any other compensably negotiated benefits locally or nationally. The above salary is to include the Annual Improvement Factor that is given Local No. 31 UAW members each year. Vacation and Holiday Pay for full time officers shall be the same as provided for by the National Agreement.

Section 3. The Recording Secretary shall receive Twenty Dollars (\$20) per week expenses.

Section 4. The Chairperson of the Bargaining Committee shall receive Forty Dollars (\$40) per week expenses.

- (a) The Vice President shall receive Twenty Dollars (\$20) per week expenses.
- (b) Each Zone Committeeperson shall receive Twenty Dollars (\$20) per week expenses.

Section 5. 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 his/her employer for the same period of time which he/she is being compensated by the Local Union.

Section 6. Salaries and expenses of Local No. 31 UAW officers shall be adjusted in the following manner, subject to submission and approval of the International Executive Board:

- (a) At any regular business meeting of Local No. 31 UAW, a motion may be made and seconded providing for adjustment;

(b) The motion as seconded shall lie on the table until the next regular membership meeting; the motion to adjust an officer's salary or expenses shall be acted upon as the first order of business under unfinished business at such membership meeting.

ARTICLE VII – NOMINATION AND ELECTION OF BARGAINING COMMITTEEPERSONS

Section 1. Nomination and election of the Chairperson of the Bargaining Committee shall be by the general membership of Local No. 31 UAW. The remaining Zone Committeepersons (committeepersons at large) shall be elected by the general membership of the zone in which they work. Such nominations and elections to be held concurrently with the nomination and election of Local No. 31 UAW Executive Officers. Any members of Local No. 31 shall be eligible to be nominated and elected for zone committeeperson (committeeperson at large) of the zone in which he/she works.

Section 2. Any Zone, District or Alternate District Committeeperson who is removed from office due to a reduction in force will, upon an increase in the workforce, automatically resume his/her position when the position is reinstated for the remainder of the term elected to, provided they are in the respective zone or district at the time of the vacancy. It is also understood that during the time the people are out of office, they will not be members of the Executive Board.

Section 3. The chairperson of the bargaining committee shall be elected committeeperson-at-large, and his/her zone shall constitute the entire bargaining unit.

Section 4. All District Committeepersons and Alternate Committeepersons shall be democratically elected for two (2) year terms, and shall be required to take the oath of office as provided in Article 39 of the Constitution. All District Committeepersons and Alternate Committeepersons shall be nominated and elected by members of their respective district within forty-five (45) days prior to July membership meeting. The Committeeperson and Alternate Committeeperson nomination and election bulletins will be posted for seven (7) days prior to that respective nomination and/or election date.

Section 5. All District and Alternate Committeepersons shall be nominated at least seven (7) days before their election. Each candidate must present himself/herself in person and sign the nomination sheet at the Local No. 31 UAW office. A candidate may also accept nomination with a letter. The letter must state what district the candidate accepts nomination for and how their name is to appear on the ballot. The letter must be sent Registered or Certified mail and must be delivered to the Local No. 31 UAW Union Hall prior to the close of nominations. Nominations that are mailed will be placed on the nomination sheet under the under the write-ins and in the order of the postmark. In the event of two or more letters postmarked the same day, a drawing by two members of the Executive Board will be held to determine position on the nomination sheet.

Section 6. All Committeepersons and Alternate Committeepersons must be a member in good standing of Local No. 31 UAW for one (1) year prior to his/her election.

Section 7. Whenever a District Committeeperson or Alternate District Committeeperson resigns, or a vacancy occurs, the Alternate District Committeeperson or designee (in case of Alternate District Committeeperson) will replace the District Committeeperson until such time as an election can be called, but in no case for more than thirty (30) days, pursuant to Article 45, Section 2 of the International Constitution, and Section 9 of the International Union's Guide for Local Union Bylaws. If a committeeperson is discharged and the vacancy is more than thirty (30) days, the new position would be considered temporary until the term is up or the discharged committeeperson is reinstated. (Revised March 2013)

Section 8. In District Committee elections, there will be an election committee composed of the President, Vice President, Recording Secretary, or members of the Executive Board to conduct such an election.

Section 9. At the election of District Committeepersons and Alternate District Committeepersons, the polls will be open from the end of the regular shift for two (2) hours and as long thereafter as deemed necessary by the Election Committee. The purpose and intent of this section is to provide every member, within reason, an opportunity to vote.

Section 10. Absentee balloting will be accepted for Local No. 31 executive officers and convention delegates' elections. Absentee balloting guidelines will follow the procedure in Article 38 Section 10 of the UAW International Constitution.

ARTICLE VIII – LOCAL UNION COMMITTEES

Section 1. Local No. 31 UAW shall have the following Standing Committees:

CITIZENSHIP & LEGISLATIVE	CIVIL RIGHTS	COMMUNITY SERVICES
CONSTITUTION & BYLAWS	CONSUMER AFFAIRS	CONSERVATION & RECREATION
DEATH BENEFIT	EDUCATION	SKILLED TRADES
UNION LABEL	VETERAN'S	WOMEN'S
CHAPLAINCY		

All Standing Committees of Local No. 31 UAW, with the exception of the Election Committee, (which shall be elected per Article 38, Section 10(c) of the International Constitution) shall be appointed or elected subject to the discretion of Local No. 31 UAW, per Article 44 of the International Constitution.

Section 2. The Local No. 31 UAW Executive Board shall consist of the President, Vice President, Recording Secretary, Financial Secretary-Treasurer, three (3) Trustees, Sergeant At Arms, Guide, Chairperson of the Shop Committee, and the Representative of the Retiree Chapter. A Retired Representative shall be elected according to Article 55 and Article 38 of the International Constitution.

Section 3. A member shall hold only one (1) Executive Board office. In the event he/she holds more than one (1) such office, he/she shall immediately resign all but one (1) office.

Section 4. An Executive Board member, Zone Committeeperson or District Committeeperson, shall not be a member of any other standing committee as aforementioned, excluding the Citizenship & Legislative Committee and the Civil Rights Committee.

Section 5. The Chairperson of the Shop Committee or designee of the President shall be appointed as a member of the Civil Rights Committee.

Section 6. All Local No. 31 UAW officers, committees, committeepersons and alternate committeepersons and other members handling funds or other property of Local No. 31 UAW shall, at the completion of their duties, turn over all papers, documents, funds and other Local No. 31 UAW property to the properly constituted Local No. 31 UAW officers.

Section 7. The Chairperson or designee of the President of the following committees shall be appointed to serve on the Civil Rights Committee: Shop, Women, Education, Citizenship & Legislative.

ARTICLE IX – LOCAL UNION MEETINGS

Section 1. Local No. 31 UAW shall hold its regular membership meetings at least once each month as required by the International Constitution. Whenever possible, such meetings shall be held on the third (3rd) Saturday of each month at 2:00 p.m. A seven (7) day notice shall be given for each regular monthly membership meeting.

Section 2. Special membership meetings may be called when deemed necessary by Local No. 31 UAW Executive Board, or the President of Local No. 31 UAW may call a special membership meeting upon the petition of three (3) departments, with fifteen (15) signatures of members in good standing from each department.

Section 3. It shall be the duty of Local No. 31 UAW Executive Board or the President of Local No. 31 UAW to call a special departmental membership meeting upon the petition of fifteen (15) members in good standing from the said departments. No other business shall be transacted except such business as stated in the petition.

Section 4. Local No. 31 UAW members shall be notified of special meetings by bulletin on the Local No. 31 UAW bulletin boards throughout the plant immediately after such meetings have been called.

ARTICLE X – QUORUMS

Section 1. A majority of members in attendance shall constitute a quorum of the regular or special meetings.

Section 2. A simple majority shall constitute a quorum of the Executive Board.

Section 3. A simple majority shall constitute a quorum for all committees.

ARTICLE XI – GENERAL

Section 1. Any officer, Executive Board member, or member of Local No. 31 UAW willfully neglecting his/her duty, being found guilty of incompetency, making statements which might be used against the best interest of the members in adjusting their grievances, can be recalled or removed from office through the trial procedure specified in the International Constitution.

Section 2. The fiscal year of Local No. 31 UAW shall begin on January 1 and end on December 31.

Section 3. Local No. 31 UAW will compensate authorized members who are required to conduct Local No. 31 UAW union business out of town, actual transportation costs which shall be based on:

(a) Train fare and lower berth charges, or

(b) Local No. 31 UAW will pay travel expenses equal to that of the International UAW.

This includes mileage, per diem, airplane fare and car rental, shuttle service or cab fare which will be paid when feasible, to be determined on an individual basis. Any increase in these amounts (current 2002 per diem: \$46 per day, with travel day \$20; airfare will be for coach class or mileage 28 cents per mile, whichever is more economical) must be approved by membership and submitted to the International Executive Board for approval. Increases shall not be automatic with the exception of mileage which shall track the IRS approved rate per Administrative Letter Vol. 52, Letter #1-dated December 17, 2004 . Mileage expense can only be paid to the driver of the automobile. Any overnight lodging, hotel/motel will be paid at the single room rate or ½ of the double room rate if shared with another member. Expense for transportation is to be paid for the actual mode of transportation used, per Administrative Letter Vol. 27 Letter #4 dated August 20, 1975.

(c) At any time conferences or conventions pertaining to the G.M. Councils, Greater K.C. AFL-CIO, Kansas State Federation of Labor, International Union, UAW, including the G.M. Department, is held in the greater Kansas City area, the Executive Board will be authorized by the membership to obtain a double hotel room for the Local Union delegates to hold meetings in.

(d) Members excused from work on approved, compensable union business shall be paid all hours for which they would have been entitled to work.

(e) Local No. 31 UAW will pay lost time equal to all hours a member would have been entitled to work while traveling on membership-approved compensable union business. Lost time will not be paid from Local No. 31 UAW funds to a member for company or jointly-funded business.

Travel by any of the specified methods of transportation shall be by the shortest route. Automobile mileage shall be based on "city-to-city" miles listed on any standard mileage map or chart.

Section 4. Full time Benefit Representatives and full time Substance Abuse Representatives and full time Health & Safety Representatives shall receive Forty Dollars (\$40) expense account per month.

Section 5. The members of the Standing Election Committee, if employed or laid off, shall receive the sum of Ten Dollars (\$10) per day for expenses while serving on the Election Committee at all general elections and UAW convention elections.

Section 6. These bylaws may be amended by presenting a motion in writing, setting forth the amendments sought, to a membership meeting. The motion shall be read to that meeting and referred to the Constitution & Bylaws Committee, which will report to the succeeding membership meeting, the notice of which must contain a notice of the particular bylaw amendments that will be considered. If approved by two-thirds ($2/3^{\text{rd}}$) of the membership vote thereon at this succeeding meeting, the amendment shall be considered adopted by the membership.

Section 7. The bylaws of Local No. 31 UAW shall at all times be subordinate and subject to the provisions of the Constitution of the International Union, as such constitution now exists, or may, from time to time hereafter, be altered or amended, and in the event of any conflict, the International Constitution shall govern.

Section 8. A shop steward or committeeperson may be recalled by the members he/she represents for failure to perform the duties of his/her office.

Section 9. A vote on the question of recalling a steward or committeeperson may be initiated by a petition setting forth the reasons why the recall is sought, and signed by at least fifty percent (50%) of the current members working under the jurisdiction of the steward or committeeperson.

Section 10. Fifty percent (50%) of the current members working under the jurisdiction of the steward or committeeperson must be present at the recall meeting to establish a quorum.

Section 11. A two-thirds ($2/3^{\text{rd}}$) vote of those present and voting is necessary to recall.

Section 12. 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.

Section 13. When a motion is made and seconded at a regular or special membership meeting, any discussion or debate will be limited to three (3) minutes per member. In following Roberts Rules of Order, there will be one (1) member for the motion and one (1) member against the motion. Once a member has spoken on the

motion, the member will not be allowed to speak again until everyone else wanting to speak has had an opportunity to do so. The President, or presiding officer of the meeting, will select a timekeeper for such motions needing discussion or debate.

ARTICLE XII

Section 1. One (1) cent per month per capita of the union dues are to be set aside for the Women's Committee Fund.

Section 2. Six (6) cents per month per capita of the union dues are to be set aside for the Recreation Committee Fund.

Section 3. Five (5) cents per month per capita of the union dues are to be set aside for the Retired Members Fund.

Section 4. Two (2) cents per month per capita of the union dues are to be set aside for the Education Committee Fund.

ARTICLE XIII

The selection of a chairperson of the Trustees shall be by the vote of the three (3) Trustees. The period of the chairpersonship shall be for the term of their office. If no decision is reached by the three (3) Trustees, the president of Local No. 31 UAW shall appoint the chairperson.

ARTICLE XIV – ORDER OF BUSINESS

The following order of business is suggested for Local No. 31 UAW meetings:

1. Roll call of officers.
2. Initiation of candidates.
3. Reading of the minutes of the previous meeting.
4. Reading of the minutes of the Executive Board.
5. Communications and bills.
6. Report of the Financial Secretary-Treasurer.
7. Report of officers, committees and delegates.
8. Unfinished business.
9. New business.
10. Welfare.
11. Adjournment.

NOTE: All questions of a Parliamentary nature shall be decided by the Roberts Rules of Order.