Central UP CAP COUNCIL BYLAWS
Bylaws of the
UAW Community Action Program Council

Article I
Name, membership

Section 1
This organization shall be known as the Central UP UAW
Community Action Program Council; hereafter referred to as the CAP
Council.

Section 2
Membership shall consist of each UAW Local Union, Retired
Workers Chapter, Retiree Area Council, and Retiree International Area
Council within the following counties: Alger, Baraga, Chippewa, Gogebic,
Houghton, Keweenaw, Luce, Mackinac, Marquette, and Octagon.

Article II
Purpose

Section 1
The purpose of this Council shall be:

a. To develop and implement programs to facilitate the
carrying out of the UAW Community Action Programs
and the achievement of the purposes for which the UAW CAP Councils were established.

b. To develop, promote and implement programs which will improve the quality of American life.

c. To engage in civic, welfare, educational, cultural, political, legislative and other activities designed to promote the interest of workers and their families and the improvement of the economic, social and political conditions of society in general.

d. To join and work with community groups in the common effort to make a better life for all people where the programs and objectives of such groups have the basic objectives as the UAW.

e. To teach and promote the ideals of the UAW International Union and to assist in furthering its policies and objectives.

f. To serve as a means of exchanging information and aiding Local Unions in matters of mutual concern and responsibilities.

g. To propose, support, and promote legislation favorable to, and to oppose legislation detrimental to, the interest of organized labor and the general public.

h. To actively support candidates for public office who subscribe to principles and programs beneficial to organized labor and the general public.

i. To engage in such other activities as are consistent with the objects and principles set forth in the Constitution of the UAW.
j. To this end, it shall be mandatory that each Local Union in the counties listed in Article 1, Section 2 affiliate with this CAP Council.

Section 2

a. This CAP Council shall not engage in any activities, nor shall it make any expenditures or contributions, which would subject it to any state or federal law regulating elections, including laws requiring the reporting of campaign contributions.

b. Further, this CAP Council shall not make any "exempt function" expenditures, and shall not accept any "exempt function" income, within the meaning of the Internal Revenue Code.

Article III

Delegates

Section 1

a. This CAP Council shall consist of delegates from Local Unions, as follows:

(1) The President of each Local Union
(2) The Financial Secretary of each Local Union
(3) The Recording Secretary of each Local Union *
(4) The Chairperson of the Bargaining Committee of each

* Not applicable to Amalgamated Local Unions
Local Union *

(5) Each Unit Chairperson of an amalgamated Local Union

(6) Additional representation from a Local Union shall be based on the average per capita established at the last preceding International Union Constitutional Convention.

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<thead>
<tr>
<th>Per Capita</th>
<th>Delegates</th>
<th>Alternates</th>
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<tbody>
<tr>
<td>1-100</td>
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<td>101-250</td>
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<td>501-1000</td>
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One additional delegate for each additional 500 members or major fraction thereof.

(7) A statewide Local Union shall be represented based on its membership residency within the CAP Council jurisdiction in accordance with the delegate representation formula in these Bylaws.

(8) In the place of mandatory or automatic delegates, a statewide Local Union may designate delegates other than officers or committee chairpersons equal to the number of mandatory or automatic delegates permitted under these Bylaws.

(9) A statewide Local Union shall designate a retiree representative who resides in the CAP Council jurisdiction as one of the delegates to the CAP Council.

b. The Local Union President, Financial Secretary, Recording

* Not applicable to Amalgamated Local Unions

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Secretary, Unit Chair, and Chairperson of the Bargaining Committee may select as their alternates an individual from the Local Union, who holds Local Union office and is elected with the 15-day notice, and shall so notify the Recording Secretary of the CAP Council in writing prior to the start of the meeting.

**Section 2**
Delegates to the CAP Council (other than those automatically designated by office) shall be selected by the President of the Local Union.

**Section 3**
The Director and the Assistant Director of Region 1-D, The Education Representatives, the CAP Representatives, and the Retired Workers Representatives of Region 1-D and all International Representatives servicing the CAP Council shall be delegates to the CAP Council with voice and no vote.

**Section 4**
The Chairpersons of the Local Union CAP and Education Committees who are not delegates to the CAP Council shall be seated as delegates with voice and vote on all matters except those outlined in Article IV Section 1.

**Section 5**
The Chairpersons of Local Union Retired Worker Chapters, the Retiree Area Councils, and the Retiree International Area Councils shall be
seated as delegates with voice and one vote on all matters except those outlined in Article IV Section 1.

Section 6
A statewide Local shall designate a retiree representative who resides in the CAP Council jurisdiction as one of the delegates to be seated with voice and vote on all matters except those outlined in Article IV Section 1.

Section 7
Each Local Union shall submit to the Recording Secretary of the CAP Council the names and addresses of their delegates, alternates and retired worker delegates, and also send a copy to the Director of Region 1-D.

Section 8
All new CAP Council delegates shall take the following oath at the first meeting they attend after the Local Union has informed the CAP Council that said individual is an official delegate of the Local Union.

"I, ________________ pledge on my honor to observe the UAW Constitution, the Central UP UAW CAP Council Bylaws, and the Constitution of the United States, to faithfully perform all duties assigned to me to the best of my ability and skill, to report to my Local Union all functions and programs of the CAP Council; to so conduct myself at all times as not to bring reproach upon my union and CAP Council."

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Article IV
Voting Strength

Section 1
The nomination and election of the Officers of this Council, the adoption of amendments to these Bylaws, and all roll-call votes shall be restricted to the following Delegates:

- The President of each Local Union
- The Financial Secretary of each Local Union
- The Recording Secretary of each Local Union *
- The Chairperson of the Bargaining Committee of each Local Union *
- Each Unit Chairperson of an amalgamated Local Union

Section 2
The voting strength of each Local Union, for the purpose of election of the Officers of this Council, the adoption of amendments to these Bylaws, and all roll-call votes will be the same as that established at the last preceding International Union Constitutional Convention.

Section 3
Questions coming before any meeting of this council may be decided by a voice vote, or by a division of the house, or by a show of hands, or by a roll-call vote. Except on roll call, each delegate shall have one (1) vote.

a. A roll-call vote shall be permissible when 50% of the Local Unions present at the meeting request same.

* Not applicable to Amalgamated Local Unions
Article V
Meetings

Section 1
This CAP Council shall meet regularly on the ______ (week of the month, day of the week, and time of day) of each month, unless amended by the delegates or the Executive Board due to any particular circumstances necessitating such change.

Section 2
Representation of 20% or more Local Unions shall constitute a quorum for the transaction of business by this CAP Council. All questions of Parliamentary nature shall be decided by Robert’s Rules of Order.

Section 3
A special meeting may be called by the Regional Director and/or the Executive Committee.

Section 4
a. UAW members who are not CAP Council delegates may attend CAP Council meetings as observers only, but cannot participate in the meeting.

b. Anyone who is not a CAP Council delegate may not participate in the meeting. Anyone who is not a CAP Council delegate may not make a speech or presentation to the CAP Council unless the Executive Board has, prior to the meeting, given its approval.
c. The CAP Council shall designate an area in front of the podium for delegates who must sit in this area to participate in the meeting.

Section 5

The Order of Business of this CAP Council shall be:

- Roll Call of Officers
- Roll Call of Local Unions
- Guest Speakers
- Introduction of New Delegates and Guests
- Reading of Minutes of previous meetings
- Report of Treasurer
- Report of Executive Board
- Local Union Reports
- Report of Region 1-D Education Representative, CAP Representative and assigned International Servicing Representative(s).
- Old Business
- New Business
- Adjournment
Article VI
Officers

Section 1

a. This CAP Council shall have the following officers who shall serve as the Executive Board:
   • Chairperson
   • Vice-Chairperson
   • Treasurer
   • Recording Secretary
   • Three (3) Executive Board Members-at-Large

b. No Local Union may hold more the one (1) of the above-named offices. This may be deviated from, provided each Local Union has had the opportunity to have at least one of the above-named offices in sub-section “a.”

c. The assigned Education Representative, CAP Representative of Region 1-D, and the International Servicing Representative(s) designated by the Regional Director shall be ex-officio members of the Executive Board with voice and no vote.

d. The term of office for all positions mentioned in “a” above shall be thirty-six (36) months.

Section 2.

Upon approval of the CAP Council Election Committee Report a UAW International Representative shall perform the initiation ceremony
for the newly elected CAP Council officers. The oath of office shall be the same as for Local Union officers as described in Article 39 of the UAW Constitution.

**Article VII**

**Elections and Vacancies**

**Section 1**

a. Nominations of CAP Council Officers shall take place in February and elections shall take place in March.

b. Twenty days must elapse between the nomination meeting and the meeting for election of officers.

c. Anyone nominated for office and not accepting or declining at the nomination meeting shall have ten days from the date that a letter is sent notifying them of their nomination to accept or decline, in writing, the nomination. This notice must be received by 5:00 pm on the tenth day.

d. A fifteen-day written notice of nominations and the schedule for election, etc. will be mailed to all CAP Council delegates.

e. Election of each officer, where there is a contest for that office shall be by roll call.

f. Election of each officer, where there is a contest, shall require a majority of the votes cast for each office in accordance with the provisions of Article IV.
g. If no candidate for any of the offices of this CAP Council receives such a majority, then all except the two (2) highest shall be eliminated and another roll-call vote shall be taken.

h. In the event of a vacancy in the office of Chairperson, the Vice-Chairperson shall automatically complete the term of that office.

i. All other vacancies shall be promptly filled by a special election.

j. Only delegates may be elected to or continue to serve as officers of this CAP Council.

Section 2

a. Election of officers must be held under the supervision of a democratically elected election committee. The vote for the election committee shall be by secret ballot at a membership meeting, but this election must be held at a meeting prior to the election of officers. The election committee shall be elected from the CAP body for the purpose of CAP elections only.

b. No member of the election committee shall be eligible to run for office or to serve as a challenger for a candidate for office.

c. The election committee may be a standing committee, which serves for a specified term, or a special committee chosen to supervise each election.
Article VIII
Duties of Officers

Section 1
a. In general, it shall be the duty of the Executive Board to carry on the administrative work of this CAP Council, bring recommendations to the membership, encourage activity of committees, and to represent this CAP Council between meetings whenever business requires prompt and decisive action.
b. The Executive Board shall meet before all regular and special meetings of this CAP Council and upon call of the Director of Region 1-D or a majority of the Executive Board after three (3) days from date notice has been given to all members of the Executive Board.

Section 2
Between meetings of the Executive Board, the Chairperson shall exercise general administrative authority and shall be empowered to act on behalf of and for the Executive Board subject to approval of the Executive Board.

Section 3
a. The Vice-Chairperson shall assist the Chairperson. In the absence of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson.
b. The Vice-Chairperson shall be the communication officer and be responsible for developing a Communications Committee.

Section 4

The Treasurer shall receive and keep a record of all miscellaneous monies received by the CAP Council and ensure those funds are deposited with the International Union. He/she shall provide reports from time to time as the Council may direct. He shall submit financial reports to the UAW International Union, when such reports are required or requested.

Section 5

a. The Recording Secretary shall be responsible to ensure orderly and accurate records are kept of:

(1) All minutes of the CAP Council and the Executive Board meetings, including the names and Local Union number of all who attend the CAP Council meetings.

(2) Names and addresses of CAP Council delegates.

(3) Names and addresses of members of all committees.

(4) Copies of all correspondence sent and received.

b. He/she shall notify delegates of meetings and shall carry on correspondence connected with the business of the CAP Council and perform such other duties as may be assigned.

c. He/she shall issue vouchers for all authorized expenditures and submit them for payment to the assigned Region 1D CAP Coordinator.
d. He/she shall send copies of minutes of all Executive Board CAP Council meetings to the Regional Director, the Regional CAP Coordinator and the assigned CAP and service representative.

e. He/she shall furnish the Regional Director an up-to-date list of the names and addresses of all CAP Council delegates and officers.

Article IX
Responsibilities of CAP Councils

Section 1

a. The CAP Council shall be responsible for maintaining necessary political records and election statistics.

b. It shall be the responsibility of each CAP Council delegate to report and urge support of the activities and programs of the CAP Council to their Local Union.

c. The CAP Council shall establish a screening committee to interview and question all candidates for public office who desire the endorsement and support of the CAP Council. The Screening Committee must include the Officers of the CAP Council. Other members may be added to this committee at the discretion of the CAP Executive Committee.

(1) The Screening Committee shall report its findings and recommendations to the CAP Council for their action.

d. The CAP Council shall establish a Special Projects Committee.
Article X
Finances

Section 1
It shall be mandatory that each Local Union affiliated with the CAP Council join and pay per capita tax in the amount defined by the State CAP Council Conference, to the UAW Michigan State CAP Council and the Area CAP Council.

Section 2
A quorum must be present at any meeting to authorize any expenditure unless otherwise authorized by the Executive Board and the Chairperson to cover specific situations under Article VIII, Section 1.

Section 4
The fiscal year of this CAP Council shall be January 1 to December 31.

Section 5
All CAP Council officers and Council delegates shall be compensated only on the basis of lost time from work and expenses incurred on behalf of and approved by the CAP Council.

Such lost time and expenses must be no more than approved by the National CAP Advisory Committee and defined in the appropriate UAW Administrative letters.

It is further understood that lost time shall be paid by the Local Union and reimbursed by the CAP Council in accordance with the Administrative
letter of January 7, 1983 (page 3 & 4 lost time), "In all CAP Councils where members of Local Unions are required to render services to the CAP Council, the Local Union will compensate the member and the CAP Council will reimburse the Local Union." Such reimbursement by the CAP Council, if submitted, shall include all withholdings including Social Security, Unemployment Compensation and Workers Compensation Taxes.

a. All out-of-town expenses for travel of 100 miles or more, except as defined in subsection 2 of this Section, both as to amounts and rules, shall be the governed by the International Union travel policy.

1. Actual necessary meal expense not to exceed $20 per day will be allowed when required to travel less than 100 miles from base and not required to stay overnight.

2. Expenses not to exceed $12 per day will be allowed when delegates are required to stay overnight and lodging and meal expenses are furnished by the CAP Council (example – weekend or week-long programs at Walter and May Reuther Family Education Center).

b. Compensation for authorized automobile travel shall be paid to the driver of the car on the same basis as paid by the UAW International Union.

c. The Executive Board shall determine the method of travel for all out-of-town trips.

d. Bills for lost time and expenses shall be presented on forms provided by the CAP Council. Such vouchers must clearly explain the reason for the lost time and expenses.
Article XI
Use of Funds

Section 1
The following guidelines shall be used when requesting funding:

a. The CAP Council shall not make donations to charitable or civic or political organizations, fund-drive dinners, or to finance delegate(s) to political conventions, etc. The CAP Council should investigate such requests for funds and make recommendations to Local Unions on the merits of such requests.

b. The Executive Board shall submit an outline of any proposed program and expenditures to the Regional Director who shall review such requests with the Regional CAP Coordinator to ensure the requests reflect the priorities of programs and responsibilities of the CAP Council.

c. Upon approval of funding requests and receipt of vouchers, Region 1D is responsible to ensure all expenditures are paid.

Article XII
Change in Bylaws

Section 1
Any changes in these Bylaws shall be made in the following order:

a. All changes shall be submitted in writing to the Officers of the CAP Council for their recommendations.
b. The recommendations of the Officers may be adopted by the delegates to this CAP Council at a meeting where they have received a copy of the proposed changes in writing at least ten days prior to the meeting.

c. After a majority of the CAP Council approves the proposed changes, they shall be submitted as follows:

(1) All changes of these Bylaws will be submitted for approval to the Director of Region 1-D, who will then submit them to the International Executive Board, UAW, for their final approval.

Article XIII

General Provisions

Section 1

a. This CAP Council shall be a chartered subordinate body of the International Union, UAW.

b. It shall be mandatory for all UAW Local Unions within the jurisdiction of this CAP Council to affiliate with said Council (Article 36, Section 2, UAW International Union Constitution).

Section 2

The conduct of CAP Council officers shall be governed by the provisions of the International Constitution relating to Local Union officers.
Section 3

Any CAP Council delegate may appeal any alleged violations of these Bylaws to the Regional Director, for his review and final disposition.

Section 4

From time to time the Regional Director may issue to all CAP Councils clarifications and interpretations of these Bylaws.