



Solidarity House

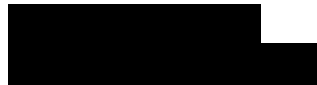
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INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE & AGRICULTURAL IMPLEMENT WORKERS OF AMERICA - UAW

SHAWN FAIN, *PRESIDENT* • MARGARET MOCK, *SECRETARY-TREASURER*
VICE-PRESIDENTS: MIKE BOOTH • RICH BOYER • LAURA DICKERSON

August 21, 2025

Carina Grove, Recording Secretary
UAW Local Union 1115



Dear Sister Grove:

Attached is the report of **action** that needs to be taken on your bylaws.

This action by the UAW International Union is without prejudice to the rights of the UAW International Executive Board ("IEB") to subsequently disapprove any of the provisions if and when, in its judgment, such action should be taken.

The provisions which require revision or alteration as indicated by the report, should upon revision or amendment, be re-submitted to the IEB for final approval after such changes have been approved by the membership. It is expected that these changes will be completed within 75 days from receipt of this letter. **In doing so, it is imperative that you send back the entire set of bylaws as changed, with the changes noted in red ink or red pencil.**

The revised bylaws should be returned to my office.

In solidarity,

Shawn P. Fain
President

SPF/SZ:nrc
opeiu494afl-cio
Enclosures

cc: Kristofor Harrison, Top Administrative Assistant to the President
Mike Miller, Director, UAW Region 6
Victor Quiroz, Assistant Director, UAW Region 6
Anke Schennink, International Representative, UAW Region 6
Jacqueline Tkac, President, UAW Local Union 1115
Steve Zimmerla, Administrative Assistant to the President

REPORT OF ACTION: UAW LOCAL UNION 1115 BYLAWS

Your bylaws, as submitted on April 10, 2025, are non-compliant as outlined below. Upon revision or amendment, they must be resubmitted for approval to the UAW International Executive Board. Your bylaws would thereafter be approved, providing they have been properly approved by the membership.

PLEASE AMEND YOUR BYLAWS AS FOLLOWS:

Your proposed bylaw - Article 3, Section 6 – Membership:

“...Beginning January 1, 2028, dues shall be 1.44% of gross straight time monthly income for members with the right to strike, and 1.095% for members without the right to strike...”

REQUIRED ACTION: The amount of union dues being paid up to January 1, 2028, must be clarified.

Your proposed bylaw - Article 4, Section 7 – Membership Meetings:

REQUIRED ACTION: The bylaws should state that the district membership meetings will be held *monthly*.

Your proposed bylaw - Article 5, Section 2 – Powers of Administration:

REQUIRED ACTION: The bylaws should state that any actions made by the Joint Council will be subject to membership approval.

Your proposed bylaw - Article 7, Section 5 – Executive Board:

“...Minutes will be taken of all Executive Board Meetings by the Local Union Recording Secretary and shall be available to the Joint Council and the membership upon request.”

REQUIRED ACTION: Please clarify that the minutes may be read at the meeting or viewed. Minutes are the official records and property of the Local Union and shall not be distributed.

Your proposed bylaw - Article 8, Section 14 – Joint Council:

“...Minutes will be taken of all Joint Council meetings by the Local Union Recording Secretary and shall be available to the Joint Council and the membership upon request.”

REQUIRED ACTION: Please clarify that the minutes may be read at the meeting or viewed. Minutes are the official records and property of the Local Union and shall not be distributed.

Your proposed bylaw - Article 16, Section 7 – Budget and Finance:

- b. i. "For travel requiring overnight stay, the travel per diem amount will be the standard daily meals and incidentals Government Services Administration (GSA) rate..."*

REQUIRED ACTION: Please delete any reference to a GSA rate. Per diems to cover the cost of food must have the set amount specified. Daily per diems cannot exceed the International Executive Board (IEB) policy of \$55 per day when an overnight stay is required and \$25 per day on day of return or when not required to stay overnight (if 100 miles from Local).

The IEB Policy on “overnight stay, transportation and lost time” is attached for your convenience.

Article 16 – Budget and Finance:

The bylaws must expressly state the salaries, allowances, expenses and other forms of compensation, including who is paid and how often (weekly, biweekly, monthly) to be paid its officers. The bylaws must also express whether an officer is to be on full-time basis or part-time.

Example: *“...The salary of the Office of President of Local 123 UAW shall be full-time, paid weekly, and equal to that of an International Representative as outlined in the UAW Constitution. The salary will be offset by weekly ABC Company wages received by the President...”*

Your proposed bylaw - Article 24, Section 2 – Amendments:

“...After all other discussion and motions pertaining to the amendment, it shall be motioned for a referral to the Constitution and Bylaws Committee by a simple majority.”

REQUIRED ACTION: Please amend language. A proposed bylaw change does not require a second or a vote to proceed. The amendment is read and referred to the Bylaws Committee to report out at a subsequent meeting.



UAW ADMINISTRATIVE LETTER

OFFICERS

Ron Gettelfinger President
Elizabeth Bunn..... Secretary-Treasurer
Gerald Bantom Vice President
Nate Gooden Vice President
Bob King..... Vice President
Cal Rapson Vice President
Richard Shoemaker Vice President

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Letter No. 1

IN THIS ISSUE:

Ethical Conduct in Dealing with
Vendors, Suppliers and Other
Providers of Service

To All Local Unions

Greetings:

The UAW is a unique organization. Our single mission is to represent workers and their families. Our ability to fulfill this mission depends on every UAW representative adhering to the highest standards of ethics and integrity. Everyone representing the UAW has been elected or appointed to work on behalf of the UAW's membership. UAW representatives should never use their union position for personal enrichment or personal gain. As union leaders, there is nothing more important than our integrity.

Service as a UAW official, at any level of our Union, is service in the interest of our Union's membership. Pursuing any other goal will injure the reputation of the Union representative involved and, more importantly, will injure the reputation and effectiveness of our Union.

As Union representatives, we are often called upon to deal with a variety of vendors and other organizations on behalf of the Union. This occurs primarily in two contexts: (1) businesses (including law firms and attorneys) which sell goods or services to the Union itself, and (2) insurance carriers and other businesses which provide services (such as medical insurance) to UAW members pursuant to the UAW-negotiated benefit plans.

All UAW representatives are reminded that, in these dealings with outside businesses, it is imperative to uphold the UAW's well-deserved reputation for integrity, and continue our faithful adherence to the highest principles of trade unionism. In these dealings, the UAW representative's duty is to put the best interests of the Union and its members first and to strictly avoid conduct which might result in, or even suggest, personal benefit to you as a union official or bring ill repute upon the organization. Any action that even suggests impropriety should be avoided.

These issues are covered in detail in the UAW's Ethical Practices Code. In particular, that Code provides as follows:

- "There shall be no contracts of purchase or sale or for rendering services which will result in the personal profit or advantage of any officer or representative of the Union."

When in Doubt About International Policy. . .Contact Your Regional Director

- "No official, employee or other person acting as agent or representative of the International Union or a Local Union, who exercises responsibilities or influence in the administration of health, welfare and retirement programs or the placement of insurance contracts, shall have any compromising personal ties, direct or indirect, with outside agencies such as insurance carriers, brokers, or consultants doing business with the health, welfare and retirement plans."

• "Any person who represents the UAW and its members, whether elected or appointed, has a sacred trust to serve the best interests of the members and their families. Therefore, every officer and representative must avoid any outside transaction which even gives the appearance of a conflict of interest."

• "No officer or representative shall have a personal financial interest which conflicts with her/his Union duties."

• "No officer or representative shall accept 'kickbacks,' under-the-table payments, valuable gifts, lavish entertainment or any personal payment of any kind...from an employer with which the Union bargains or from a business or professional enterprise with which the Union does business."

Many businesses provide goods and services to the Union which enable the Union to carry on its institutional mission. This includes law firms, printing companies, suppliers of computer-related goods and services, program incentives, and a wide range of other goods and services that the Union must purchase on the open market. In dealing with these vendors, the following guidelines must always be followed:

• Union representatives may not receive meals, gifts, tickets to sporting events, concerts or other events, or any other item of value from vendors under any circumstances.

• Vendors may not make contributions to union funds of any sort. Vendors also may not make contributions to private caucus funds. This includes both monetary and in-kind contributions.

• When entering into contracts for the purchase of goods or services, the Union should employ a competitive bid process and should seek bids from at least three reputable vendors, using Union services and U.S.-made products whenever available. If circumstances require you to deviate from the multiple-bid procedure, you have the burden of justifying that decision with clear and convincing reasons why employing the multiple-bid process was impossible or unreasonable.

• Once a contract is entered, the Union should monitor the vendor's performance to assure that the Union is obtaining the full value of its contract.

- It is permitted for a vendor to give the Union itself a discount, when that discount is a function of the volume of business or other traditional arms-length business considerations. In this respect, the vendor may treat the Union as it would treat any other purchaser. It is not permitted for a vendor to give the Union a discount simply because of the Union's status as a labor organization.

Other businesses (such as HMOs or insurance carriers) provide – or may seek to provide – goods and services to UAW members under UAW-bargained benefit plans. In dealing with these vendors, the following guidelines must be followed:

- Union representatives may not receive meals, gifts, tickets to sporting events, concerts or other events, or any other item of value from vendors under any circumstances.
- Vendors may not make contributions to union funds of any sort. Vendors also may not make contributions to private caucus funds. This includes both monetary and in-kind contributions.
- Union officials should evaluate potential providers of these kinds of benefits purely on the basis of maximum benefit to the UAW members, taking into account quality of the services and their cost-effectiveness.
- Once a provider has been chosen, the Union should monitor that vendor's performance to assure that the membership is obtaining the highest quality service available.

It is vital that UAW representatives conduct their day-to-day activities in accordance with these principles. As union representatives, we have a special responsibility to conduct ourselves in a manner that brings credit to the Union. We must demonstrate to the world – by our conduct as well as our words – that our Union is dedicated to helping others and not to enriching or benefiting union staff or union representatives.

In Solidarity,

Ron Gettelfinger
President

INTERNATIONAL EXECUTIVE BOARD POLICY
CONCERNING PER DIEM

**OVERNIGHT STAY, TRANSPORTATION &
LOST TIME**

WHEN REQUIRED TO STAY OVERNIGHT:

Hotel/Motel - single room occupancy rate, or 1/2 of a double room rate if shared with another member - plus \$ ____* for meals.

- * Not to exceed \$46.00 per day with hotel receipt.
Not to exceed \$20.00 per day on day of return.
- * When not required to stay overnight, a maximum of \$20.00 for meals if 100 miles from Local Union.

TRANSPORTATION:

The actual cost of air fare **NOT** to exceed coach fare, or ____* cents per mile, whichever is more economical.

- * Not to exceed the IRS approved rate.

Expense for transportation is to be paid for the actual mode of transportation used. Mileage expense can only be paid to the driver of the automobile.

LOST TIME:

An article defining lost time should include the following:

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 she/he 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 for which she/he is being compensated by the local union.

International Executive Board Policy Concerning Local Union Officers' Compensation and Benefits

Local Unions that provide for full time officers and/or intend to pay compensation and/or benefits in excess of lost time must include in the bylaws, in considerable detail, the following:

- 1.) Salary amount and, if applicable, the hourly wage rate used to calculate it.
- 2.) Type and amount of expense allowances. (See International Executive Board policy concerning Per Diem dated May 8, 2000.)
- 3.) Type and amount of bonuses (e.g. attendance, holiday, vacation or other), if received by members they represent.
- 4.) Profit sharing payment, if received by members they represent.
- 5.) Vacation procedures, including pay in lieu of vacation.
- 6.) Hospital, medical, surgical, dental, life or other insurance benefits.
- 7.) Pension Plan, including Local Union contribution.
- 8.) Severance pay, including percentage contributed by the officers and percentage contributed by the Local Union. (See March 20, 1986 policy.)

In those cases where an officer also receives compensation and/or benefits from their worksite, in addition to those specified in the Local Union bylaws, and is paid by the Local Union, the bylaws must specify exactly how the worksite compensation and/or benefits offset the Local Union's compensation and/or benefits.

If both count toward a "cap" or limit on aggregate compensation and/or benefits, that "cap" or limit must also be specified.

This policy will be administered when bylaws are submitted to the International Union Bylaws Committee for approval as well as through the regional representative's review of the Local Union's monthly financial statements, semi-annual trustees' reports and International Union audits.

When it is found that a Local Union is providing compensation and benefits in excess of lost time, the Local Union must discontinue the payments if they are not contained in the approved bylaws.