

USW 12-591 Local Constitution

Revised/Amended - Dec. 2008

Constitution And By-Laws Of The United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union Local 12-591

Preamble

Believing that all persons have a natural right to the full enjoyment of the wealth created by their labor, and believing that such cannot be fully realized except through the united, free and democratic organization of working men and women, we do hereby unite ourselves into a Local Union to be known as United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union Local 12-591 (USW) which shall operate as a labor, benevolent and fraternal organization.

ARTICLE I

Name

This organization shall be known as United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union (to be known in short as the “United Steelworkers” and by the acronym “USW”) Amalgamated Local Union 12-591 (hereinafter referred to as “this Amalgamated Local Union” or “the Amalgamated Local Union”).

ARTICLE II

Objects

First; to unite in this Local Union all working men and working women who are members of the United Steelworks (hereinafter referred to as the “International Union”) and who are within the jurisdiction of this Local Union.

Second; to establish, through collective bargaining, adequate wage standards, shorter hours of work, and improvements in the conditions of employment for workers in industry

Third; to engage in educational, legislative, political, civic, social, welfare, community and other activities; to advance and safeguard the economic security and social welfare of workers in industry, the International Union, its Local Unions and the free labor movements of the United States, Canada and the world; to seek to eliminate all forms of discrimination; to protect and extend our democratic institutions and civil rights and liberties; and to perpetuate and extend the cherished traditions of democracy and social and economic justice in the United States, Canada and the world community.

Fourth; to encourage the organization and affiliation of unorganized workers who, subject to Article VII, Section 1 of the International Constitution, may be placed within the jurisdiction of this Local Union.

Fifth; to take all steps and actions consistent with the Constitution and policies of the International Union, and these By-Laws, to implement and carry out the objects, rights, activities and responsibilities of this organization and the International Union.

ARTICLE III

Headquarters

The Headquarters and main office of Local 12-591 shall be 902 5th Street, Anacortes, Washington or other such place as may be designated.

ARTICLE IV

Eligibility

Section 1. ELIGIBILITY – All members in good standing of the International Union who are within the jurisdiction of this Local Union shall by virtue of such membership in the International Union, constitute the membership of this Local Union.

Section 2. Persons having supervisory power shall be eligible for membership subject to the terms established by the International Executive Board.

Section 3. No person shall be eligible for membership, or for nomination or election or appointment to, or to hold any office, or position, or to serve on any Committee in the International Union or in this Local Union or to serve as a delegate who is a consistent supporter of, or who actively participates in , the activities of any hate based-racist, terrorist, or other organization which advocates violence to affect government policy or to oppose the democratic principles to which the United States and Canada and our Union are dedicated. This eligibility requirement shall be in addition to any other eligibility requirement imposed by any other Article or Section of the International Constitution or of these By-Laws.

Section 4. If an individual's application for membership is rejected by majority vote of the Local Union meeting, he or she shall be ineligible to apply again for a period of three months.

Section 5. Any member who received pay for five (5) days or more, in any one month, shall pay union dues.

Section 6. Each unit group, apart from the Local Union, after reasonable notice has been given, may, by majority vote, voting by secret ballot at a unit or special membership meeting, assess themselves moneys in addition to their regular monthly dues.

Section 7. An individual member shall be entitled to exoneration from the payment of dues for any month for which the member has not become entitled to five days' pay or its equivalent in wages and benefits in lieu of wages. The International Executive Board shall adopt rules and regulations governing the implementation, application and administration of this section.

Section 8. Any member who is three (3) months or more in arrears in the payment of dues, fines assessments shall be automatically suspended and dropped from the rolls notwithstanding any other provision to the contrary.

Section 9. All persons not in good standing in the Local Union are prohibited from participating in meetings and may attend meetings only when invited to do so by vote of the Local Union. The Local shall not issue a transfer card or a withdrawal card to a member against whom charges have been preferred.

Section 10. Any member who is three (3) months or more in arrears in the payment of dues, fines assessments shall be automatically suspended and dropped from the rolls notwithstanding any other provision to the contrary.

ARTICLE V

Meetings

Section 1. The Local shall hold regular meetings. Failure to call a meeting at least once a month, unless specifically authorized by the International Union, shall cause forfeiture of the Local Union charter. This Local Union shall meet on the third (3rd) Thursday of each month at 6:00 p.m.

Section 2. The President may call a special meeting of the Local. The President shall call a special meeting at the request of the Executive Board or the written request of one-third, but no less than seven of the members in good standing. Written notice of a

special meeting shall be given to the members. The written shall include the date, time and place of meeting and state the purpose for which the meeting is called. No business other than for which the meeting is called may be transacted.

Section 3. Notice of the special meeting to be posted at least forty-eight (48) hours in advance of the meeting, excluding Saturdays, Sundays and holidays.

Section 4. Twelve (12) members in good standing shall constitute a quorum for the transaction of the Local Union's business, at regular meetings.

Section 5. The Local Union may authorize each bargaining unit or group within a unit to hold regular or special meetings, with proper notice, as may be required for them to transact such unit matters as are of special concern to the specific group.

Section 6. All meetings and actions of unit groups will be subject to these By-Laws, including the responsibilities of officers, the conduct of elections, the keeping of permanent minutes and the filing of proper reports to the Local Union. Unit groups will not take any action which conflicts with either the Local Union or International Constitutions. All actions not specifically authorized and all agreements negotiated by any unit group shall be subject to review and concurrence or nonconcurrence by the Local Union.

Section 7. The rules of order not specifically covered by the By-Laws or the International constitution shall be in accordance with Robert's Rules of Orders.

Section 8. International officers and representatives may attend any meeting of the Local Union, its Executive Board, or any of its committees with a voice but no vote. Local Union members in good standing may attend other group meetings but may speak only upon consent of the majority. Only those members of a unit group shall have the right to vote.

Section 9. The Local Union Executive Board shall prescribe a customary agenda for the conduct of Local Union meetings. The order of business will include: Appropriate Opening Ceremony – Reading Of Previous Minutes And Their Approval – Acceptance And Initiation Of New Members – Reading Of Bills And Financial Report – Reading Of Communications And Executive Board Minutes – Unit Reports – Unfinished Business – New Business – Good And Welfare – Adjournment. Those items requiring membership action, such as the acceptance of reports and approval of bills and recommendations, may be voted upon at the time of acceptance.

Section 10. A permanent minutes book will be kept by the Recording Secretary which accurately reflects the business transacted at each Union meeting.

ARTICLE VI

Elections

Section 1. ELIGIBILITY - No member shall be eligible for nomination or election to any office in this Local, or as a delegate to the International Convention unless he/she has been a member in good standing in this International Union continuously for one year immediately preceding his/her election

Section 2. All officers shall be elected every two years. No nominee shall be placed on the ballot unless he/she signified his/her acceptance of the nomination either in person or by written notification submitted to meeting at which nominations are made. Only votes for candidates duly nominated and properly on the ballot shall be counted. There shall be no proxy, write-in or sticker voting. No member may be a candidate for more than one office.

The officers of this Local Union shall be President, Executive Vice-President, Financial Secretary/Treasurer, Recording Secretary, Guide and Guard, five (5) Trustees, three (3) Executive Board members "At-Large" and Vice-Presidents in the same number as there are bargaining groups within the Local Union functioning as local units. Such Vice-Presidents must be members of their respective units.

Members, when nominated for unit chair by their respective groups, automatically become nominated for that bargaining groups Vice-Presidential seat on the Local Union Executive Board and may serve in that capacity provided he or she has been elected to that seat by a majority vote of the Local Union membership.

Any member in good standing may nominate candidates for office.

Nominations will be made from the floor or in writing if received prior to the close of nomination. No member may be a candidate for more than one office. If a member is nominated for more than one office, he or she shall notify the Secretary fifteen (15) days prior to the date of elections as to which nomination he or she will accept. On his or her failure to notify the Secretary prior to the specified time he or she will be placed on the ballot as a candidate for the highest office for which he is nominated. Any nominee wishing to decline office shall notify the Secretary fifteen (15) days prior to the election.

Section 3. A Nominating Committee of not less than three or more than five, shall be elected at the September Local meeting before the election of local officers, to present a nominee for each elective local office on the ballot. In the event of no September Local meeting, the Executive Board will elect a Nominating Committee. The Nominating Committee shall contact and receive approval of each nominee before placing his or her name on the ballot and submit their report at the October Local Meeting.

Nominations of candidates for Local Union offices and stewards from the floor will be opened at the October and November meetings. There shall be no limit to the number of candidates for each position on the ballot.

Section 4. The Local Union Executive Board may promulgate written rules for the conduct of all elections. The rules shall be subject to membership approval. The Executive Board retains jurisdiction over questions, methods of balloting, opening and closing polls, validity of ballots, complete regulations governing balloting by mail and other procedures which will guarantee reasonable opportunity for the exercise of franchise and the holding of a fair and representative election.

The rules shall be subject to membership approval.

Section 5. The election of officers (and Executive Board members) and delegates and alternates to the International Convention shall be by majority vote of the vote cast in a secret ballot election. Not less than fifteen (15) days prior to the election, notice thereof shall be mailed to each member at his last known home address. Any candidate may have an observer at the polls and at the counting of the ballots in December.

Each member shall be entitled to one vote. There shall be no absentee voting and no voting by proxy, write-in or sticker vote.

Section 6. The election of local officers shall be by secret mail ballot in December.

Section 7. The Financial Secretary/Treasurer of the Local Union shall preserve for one year the ballots and all other pertinent records of the election.

“All election protests and appeals shall be handled in accordance with the USW Local Union Elections Manual.”

Section 8. The Executive Board will promulgate rules and regulations for the selection of the bargaining unit officers, committeemen and stewards subject to the approval of the membership concerned.

Section 9. Election of the stewards shall be held at the same time and for the same length of time as the local officers.

Section 10. Newly elected officers will be installed and assume their duties at the Local Meeting in January following election.

Section 11. All delegates to the Convention and Regional Councils and other bodies with which the Local may be affiliated shall be elected by secret ballot among the members in good standing.

Prior to election, the Local Union may designate certain officers by virtue of their office to be standing delegates to Convention, (no more than two standing delegates to Convention), Regional Council or other bodies with which the Local may be affiliated, provided such election of officers is conducted by secret ballot.

Section 12. In addition to the elected delegates, the Executive Board may authorize additional members to attend as fraternal delegates, where no lost time or travel expense is involved.

- i. The Financial Secretary/Treasurer and President will be delegates to the International Convention.
- ii. The Financial Secretary/Treasurer and President will be delegates to the Regional Council, plus a third delegate may be selected, on a rotating basis, from among the remaining Executive Board members.
- iii. The Unit Chairpersons will be delegates to their respective Company Councils.

iv. The membership may elect additional delegates by secret ballot.

Section 13. The Local Union Executive Board shall recommend to the membership a method to be used for filling vacancies in elective positions occasioned by resignation, suspension, expulsion or any other cause.

ARTICLE VII

Officers And Their Duties

Section 1. The elective officers of this Local Union shall be: President, one Executive Vice President, one Vice-President from each of the bargaining groups elected by the membership of that group, Financial Secretary/Treasurer, Recording Secretary, five (5) Trustees, Guide and Guard, and three (3) At-large Executive Members.

The Local Union shall be privileged to combine such offices as in the judgment of the majority of members may be necessary, except the offices of President and Secretary Treasurer (or those persons who may be delegated to the responsibilities of these offices) shall not be combined with one another.

Section 2. All officers shall be elected for a term of two (2) years. The Executive Board may designate certain terms of office for Trustees in order that their terms of office will not expire simultaneously.

Section 3. DUTIES OF THE PRESIDENT - He/she shall preside at all the meetings of the Local and of the Executive Board and shall rule on all questions of law and order at such meetings. He/she shall endorse the provisions of the International Constitution, these By-Laws, and all duly adopted rules, resolutions and regulations of the Local. He/she shall be an ex-officio member of all special and standing local union committees and shall appoint such committees as are not otherwise provided herein. He/she shall have the authority to inspect the books and records of the Financial Secretary/Treasurer. He/she shall be the Chief Executive Officer of the Local and shall transact such business as is usual to the office of President subject, however, to the disapproval of the Local Executive Board or the membership. He/she may vote on questions of membership and other matters voted on by secret ballot but as Chairperson of meetings he or she may cast only the deciding vote on other matters.

Section 4. DUTIES OF THE EXECUTIVE VICE PRESIDENT - He/she shall preside at meetings in the absence of the President. If all Vice-Presidents are absent, the meeting shall elect a Chairman Pro Tem, the Secretary Treasurer calling the meeting to order. In case of a vacancy in the office of President, due to death, resignation, or removal, or any other reason, the Vice-President shall assume the office of President for the unexpired term.

Section 5. Vice-Presidents shall act as Chairman for their respective plants or groups, and as Chairman of their respective grievance committees.

Section 6. DUTIES OF THE FINANCIAL SECRETARY/TREASURER - He/she shall have charge of the official seal and shall be responsible for handling of all finances, reports and correspondence relating thereto. He or she shall establish an approved accounting and record keeping system for both finances and Local Union membership rolls.

He or she shall be responsible for keeping the Local Union in compliance with the International Constitution and currently in good standing by submitting each month a report of business transacted by the Local Union to the International Secretary Treasurer. The full report due for the preceding month must be received in the International Secretary Treasurer's office no later than the last day of the month. This report shall be made on suitable forms provided by the International Secretary Treasurer and to affiliated Councils the per capita tax due without the necessity of a vote by the Local Union.

He or she shall make a report at each regular meeting of all moneys received and expended and report on all official correspondence. He or she shall deposit all money in the bank or depository as directed by the Local Union. Upon approval by the membership, the Secretary-Treasurer shall pay all bills and claims by check in the order in which they are allowed. A petty cash fund of seventy-five dollars (\$75.00) may be maintained for the purpose of paying minor expenses. This fund shall be audited by the Trustees and restored to its original amount each month.

The Financial Secretary/Treasurer shall make available to the Local Union Trustees and the International Staff, upon demand, his or her books and records for the purpose of audit. He or she, as well as every person required by applicable law, shall be bonded as prescribed by the International Executive Board in amounts as fixed by the International Executive Board. Such bonds shall be procured through the International headquarters office and paid for by the Local Union.

He or she shall cause any necessary governmental reports to be filed.

He or she shall be a member of the Local Union Executive Board, and either he or she or the Recording Secretary shall be Secretary to the Executive Board and shall read to the Local Union membership the Board minutes and submit Board recommendations for membership approval.

Section 7. DUTIES OF THE RECORDING SECRETARY - He/she shall attend all regular meetings of the Local Union, call the roll of officers and keep a full and permanent record of the proceedings of said meetings. If he or she fails to attend a meeting, he or she must deliver, or cause to be delivered, to the meeting the books and other necessary records for the transaction of business.

Section 8. DUTIES OF THE GUIDE AND GUARD - It shall be the duty of the Guide and Guard to allow no person to enter the room who is not in good standing. He or she shall insure all persons attending the Local Meeting sign the roster book and escort any new members to the front of the meeting room to be sworn in.

Section 9. DUTIES OF TRUSTEES - The Trustees shall examine and audit the books and records of the Local every three months and submit a written report of each audit to the Local Union within thirty (30) days following the close of each quarter. An Annual Financial Report must be submitted to the International Secretary-Treasurer within ninety (90) days of the end of the Local Union's fiscal year, which may or may not coincide with the calendar year. They shall supervise the safekeeping, good condition and security of all Local property and the maintenance of proper financial books and records by the officers required to maintain such books and records.

ARTICLE VIII

Executive Board

Section 1. The Local Union shall have an Executive Board consisting of the officers and such additional members as these Local By-Laws may provide.

The Officers of the Local Executive Board shall be President, Executive Vice President, Secretary-Treasurer, Recording Secretary, three (3) "At-Large" Executive Board Members and Vice-Presidents in the same manner as there are bargaining groups within the Local Union.

Section 2. The Executive Board shall consider all items of interest to the Local Union not specifically provided for elsewhere. They shall function as an Executive Committee and make recommendations for the good of the Local, their actions being subject to approval by the membership.

Section 3. The Executive Board shall meet once a month.

Section 4. The majority decision of the Executive Board shall be regarded as unanimous in reporting to the Local Union membership and differences occurring in the Board shall not be discussed outside of their meetings. Any Executive Board member wishing to file a minority report must notify, in writing, the President of the Executive Board three (3) days prior to the Local meeting at which said meeting minority report will be presented.

Section 5. The Executive Board shall have authority to act for the Local Union membership between meetings.

Section 6. The President shall serve as Chairman of the Executive Board.

Section 7. The Executive Board may promulgate rules covering attendance at their meetings and make provision for replacement of those members who fail to attend meetings without proper excuse.

Section 8. A quorum of the Executive Board is constituted by a majority of the Executive Board members.

ARTICLE IX

Expenditures

Section 1. No officer of this Local Union shall have the power to incur any indebtedness on its behalf or appropriate any money

without authority from this Constitution and By-Laws or from the Local Union.

Section 2. All expenditures must be approved by the Local Union. Upon approval of the membership, the Executive Board may authorize a predetermined schedule of expenditures.

Section 3. All moneys to be expended by action from the floor on behalf of the Local Union in excess of two hundred dollars (\$200.00) shall be referred to the Executive Board for approval prior to action. If the Executive Board does not give its approval, the matter will be re-submitted to the floor under "Old Business" for further deliberation.

Section 4. The Executive Board, upon approval of the membership, will establish a uniform method for reimbursing members who lost time from their regular employment for the purpose of performing authorized Local Union business.

Section 5. When a Local Union member is required to perform services away from home, he or she shall be allowed, in addition to any salary reimbursement, an amount covering transportation and lodging as directed by the Local Union and an M&IE (Meals & Incidental Expenses) per day expense when member must stay overnight or spend all day more than fifty (50) miles from the Local Union Hall according to U.S. General Services Administration (G.S.A.) schedules and one half of that M&IE per day when he or she does not spend all day or stay overnight.

When a member is required to use his or her personal car for Union business, he or she shall be reimbursed at the U.S.G.S.A. mileage rate.

Section 6. The Executive Board, with membership approval, may establish salaries for Local Union officers and employees employed by the Local Union.

Section 7. Stipend pay for Financial Secretary/Treasurer shall be one hundred seventy-five dollars (\$175.00) per month. Stipend pay for the President shall be one hundred seventy-five dollars (\$175.00) per month. Unit Chair's stipend pay shall be one hundred dollars (\$100.00) per month.

Pursuant to voluntary authorization of dues deductions, the Financial Secretary/Treasurer shall be responsible for establishing a procedure to deduct from the Union pay of Local Union Officers, Unit Officials, and/or representatives monthly dues which are not deducted by the company in any given month.

Section 8. Any money drawn from the Local Union Defense Fund, other than for the defense of the Local 12-591, shall have two readings before the local membership, before such money is withdrawn.

Section 9. All checks will require two signatures to be valid. Both signatures cannot be from the same person. The Local President, the Financial Secretary/Treasurer and the Office Manager will have signing authority on all expenditures. For expenditures the Executive Board deem important enough, they may require the Local President and the Financial Secretary/Treasurer be the signatories of the check.

ARTICLE X

Real And Personal Property

Section 1. All officers, at the expiration of their term of office, when removed from office, or when their office is declared vacant, shall deliver to their successors all books, paper, moneys, electronic documents and other property in their possession belonging to the Union, and they shall not be released from their bonds or obligations until this Section is complied with.

All members or employees who hold or have in their possession any moneys, books, records, electronic documents or other property of the Local Union during any period when such member or employee is designated to perform duties on behalf of the Local Union shall deliver all such moneys, books, records, and other properties to the Secretary-Treasurer of the Local Union upon completion of such assignment.

Section 2. The President, Secretary-Treasurer, Trustees and their successors, shall constitute a Board of Trustees for the purpose of holding title to both personal property and real estate taken in the name of United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union, Local 12-591.

Upon prior approval of the Local Union, the Board of Trustees shall be authorized to buy, sell, transfer, lease and contract for

personal property and real estate of the Local Union.

Section 3. Upon the dissolution or abandonment of the charter or function of this organization, all indisposed property, both real and personal, of this organization shall revert to and become property of the United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union to be held in trust for the benefit of the members of this Local Union for a period of six months.

Section 4. A member whose membership is terminated shall have no right or interest in any property of the Local Union or of the International Union, including dues, assessments or other financial obligations paid by him in advance of the effective date of such termination, except that this provision shall not apply in the case of Local Union benefit plans which may specifically provide otherwise.

ARTICLE XI

Discipline

Section 1. Any member may be penalized for committing any one or more of the following offenses:

- (a) violation of any of the provisions of the International Constitution or of these By-Laws, any collective bargaining agreement, or rule of the Local Union;
- (b) obtaining membership through fraudulent means or by misrepresentation;
- (c) instituting, or urging, or advocating that a member of any Local Union institute action outside the Union against the International Union, Local Union or any of their Officers without first exhausting all remedies through the forms of appeal of the International Union;
- (d) advocating or attempting to bring about the withdrawal from the International Union of any Local Union or any member or group of members;
- (e) publishing or circulating among the membership false reports or misrepresentations;
- (f) working in the interest of or accepting membership in any organization dual to the International Union;
- (g) slandering or willfully wronging a member of the International Union;
- (h) using abusive language or disturbing the peace or harmony of any meeting in or around any office or meeting place of the International Union;
- (i) fraudulently receiving any money due the organization or misappropriating the monies of the organization;
- (j) using the name of the Local Union or the International Union for soliciting funds, advertising, etc., of any kind without the consent of the appropriate body or Officer of the International Union;
- (k) furnishing a complete or partial list of the membership of the International Union or of any Local Union to any person or persons other than those whose official position entitles them to have such a list;
- (l) deliberately interfering with any official of the International Union in the discharge of that official's duties;
- (m) deliberately engaging in conduct in violation of the responsibility of members toward the organization as an institution; and
- (n) deliberately interfering with the performance of the organization's legal or contractual obligations.

Section 2. It is an offense under this constitution to harass a member at a union or workplace-related location or activity on the basis of race, creed, color, sex, sexual orientation, age, disability, nationality, or other legally protected status.

Section 3. Any member convicted of any one or more of the above offenses may be denied the right to be a candidate for or hold office or position in the Union, declared a member not in good standing, fined or otherwise appropriately disciplined.

Section 4. If any Officer of the Local Union, Unit official, or delegate to an International Convention, is convicted of any one or more of the aforementioned offenses, such person may be penalized as herein before described, and removed from office or position.

ARTICLE XII

Trials of Members and Local Union Officers

Section 1 . Any charges against a member or Officer of the Local Union must be made in writing, signed by the member making the charges, and must be submitted to the Local Union. Upon submission of the charges, the Recording Secretary shall send a copy by certified or registered mail to the accused member at the member's last known address.

The charges shall be sufficiently specific so as to enable the accused to prepare a defense. This means that the charges should indicate both the provision(s) of the Constitution or the Union's other rules allegedly violated and also a brief statement of the facts (names, dates, places) constituting that violation. If there is more than one charging party, they must designate a person to be responsible for receiving and filing documents related to the charges. Where the charges fail to designate such person, then the first charging member named in the charge shall be considered the representative of the others.

Section 2. Charges must be submitted within sixty (60) days of the time the complainant becomes aware of the alleged offense.

Section 3. A separate Trial Committee composed of three (3) members shall be appointed for each individual trial, and shall be given the responsibility of conducting such trial provided that in the case of multiple related charges the same Trial Committee may be appointed to try all such charges and may consolidate them into one hearing. Neither the accuser nor the accused shall be eligible for membership on the Trial Committee. No one shall be eligible to serve as a member of the Trial Committee who is a witness to the facts alleged to constitute a violation or who has personal interest in the outcome of the Trial.

The Local Union action approving the appointment of the Trial Committee shall take place at the first meeting after the Local Union receives the charges unless the charges are received by the Local Union within five (5) days before the meeting in which event the Local Union action shall take place at the meeting following the first meeting after the Local Union receives the charges.

Section 4. Immediately after the Trial Committee has been selected by the Local Union pursuant to Section 3 of this Article, the Recording Secretary of the Local Union shall send by certified mail or registered mail to the accused member at the member's last known address written notice of the time and place when the hearing will be held before the Trial Committee, a copy of such written notification of time and place shall also be sent to the member preferring the charges; and the accused member shall appear before the Trial Committee on said charges. A copy of the charge and notice of hearing shall also be sent to the International Secretary-Treasurer of the International Union by the Recording Secretary.

Section 5. The hearing shall be held no sooner than two (2) weeks and no later than four (4) weeks from the date of the mailing of the notice and the charges to the accused member.

Section 6. Every effort shall be made to schedule the Trial so that it does not conflict with the working schedules of the parties. The hearing shall be conducted by the Trial Committee in an orderly manner and shall assure the full presentation to the Committee of all the facts. The accused shall be entitled to be present at all times during the hearing, investigation or argument of the case and shall be entitled to question all witnesses appearing in the matter so long as the questioning does not become insulting, unduly argumentative or repetitious. In the event that the accused fails to appear at the hearing at the time and place provided in the notice and presents no reasonable excuse for absence, the hearing shall proceed with the same force and effect as if the accused were present.

Section 7. At any time during the processing of charges alleging a serious violation by a Local Union Official of Section 2 of Article XI, the International President may, upon written request (sent by certified mail, overnight courier or other means providing proof of receipt), and where supported by preliminary investigation conducted on behalf of the International President, summarily remove such Local Union Official from office during all or a portion of the time necessary to process the charge.

Section 8. The Trial Committee shall record minutes of its meetings and proceedings, and these minutes, together with any documents submitted, shall constitute the official record of the Trial Committee.

Section 9. A member placed on trial shall be permitted representation by a representative of the member's own choice, who shall be a member of the International Union; such representative, however, shall be required to abide by the trial procedure as established by the Trial Committee and as provided in these By-Laws. The same procedure shall be available to the person filing the charges.

Section 10. The Trial Committee, upon completion of the hearing upon the evidence and argument, shall go into closed session to determine the verdict and penalty. The Trial Committee shall prepare a report in writing, stating the facts briefly as it found them, and its conclusions and recommendations. A majority vote of the members of the Trial Committee shall be required to find the accused guilty.

Section 11. In case the accused is found guilty, the Trial Committee may recommend that the accused be reprimanded; assessed a fine; assessed a fine with automatic suspension and removal from office or position or expulsion in the event of the failure of the accused to pay the fine within a specified time; suspended or removed from office or position in the Local Union; or suspended or expelled from membership in the International Union; or otherwise appropriately disciplined.

Section 12. The Trial Committee shall submit its written report to the Local Union within two (2) weeks following completion of the hearing. At the same time a copy of the report shall be mailed to the International Secretary-Treasurer of the International Union and to the accuser and the accused by the Trial Committee.

Section 13. The Local Union Officers may convene a special meeting of the membership to consider the report of the Trial Committee. In such event the notice of the membership meeting shall inform the members that the report of the Trial Committee will be presented at such special meeting. Notice of such special meeting must also be given to the accused member(s) and accuser(s).

Section 14. In the event the report of the Trial Committee is to be presented to the next regular meeting of the Local Union, the membership must be advised by special notice that the report of the Trial Committee will be considered at such regular meeting.

Section 15. The meeting at which the report of the Trial Committee shall be considered shall not be held earlier than one week or later than four weeks following the submission of the report of the Trial Committee to the Local Union.

Section 16. At the meeting of the Local Union, the Trial Committee shall present its written report. The report of the Trial Committee shall become effective only upon approval by a majority vote of the members present at the Local Union meeting. The Local Union meeting may approve or reject the report of the Trial Committee, modify the report in any respect, or order a new trial.

Section 17. The accused member shall be afforded full opportunity to present to the Local Union meeting the accused member's position on all matters bearing upon the trial and the report of the Trial Committee.

Section 18. A report of the Local Union's decision shall be forwarded immediately to the International Secretary-Treasurer of the International Union by the Recording Secretary.

Section 19. A copy of the decision of the Local Union shall be forwarded by the Recording Secretary using certified or registered mail to the accused member and to the person who originally filed the charges. The accused or the accuser may appeal from the decision of the Local Union to the International Executive Board and thereafter to the next regular International Convention, provided that such person files notice of appeal with the International Secretary-Treasurer within thirty days after the mailing of the notice of the decision of the Local Union or the International Executive Board from which the appeal is taken. On appeals, the International Executive Board or such body as it designates- either itself or through a Commission or other mechanism- affords all parties the opportunity to present all arguments and facts whether or not presented in the proceedings at the Local Union level. Decisions on such appeals are based on the evidence presented in the appeal. The International Executive Board shall not, in making its decision, be limited to the arguments or testimony presented at the earlier stages in the proceedings and shall be permitted to cure by its appeal proceedings procedural defects which may have occurred at earlier stages in the proceedings.

Section 20. The decisions of the Local Union and of the International Executive Board shall be given full force and effect unless a stay thereof is obtained from the International Executive Board.

Section 21. It shall be the duty of a member to exhaust all internal remedies and appeals provided under the Constitution and policies of the International Union and these By-Laws.

ARTICLE XIII
Notification to Employers Regarding
Status of Members

Section 1. Whenever a member has lost good standing by virtue of having become in arrears in the payment of dues or initiation fees, and the Local Union desires to have such person discharged from employment in accordance with the provisions of the outstanding collective bargaining agreement with the employer, the Local Union shall communicate with the International Secretary-Treasurer, setting forth the facts.

Section 2. The International Secretary-Treasurer will determine whether the employer should be notified that in accordance with the provisions of the contract the particular person must be discharged. The Local Union shall refrain from communicating with the employer until advised by the International Secretary-Treasurer as to the procedure to be followed on requesting the discharge.

ARTICLE XIV
Local Union Committees

Section 1. The President with the approval of the Executive Board may appoint the following Committees:

- Publicity And Public Relations
- Workers' Compensation
- Civil Rights
- Women's
- PEP / COPE
- Health And Safety
- Organizing
- Education
- Welfare
- By-Laws
- Entertainment
- Building
- Such Other Committees As Deemed Necessary.

Section 2. The President shall prescribe the duties and the tenure of assignment for each of these Committees. He or she shall have the power to replace any committee member who fails in his or her responsibilities.

ARTICLE XV
Unit Committees

Section 1. The Unit Worker's Committee shall give direction to the Unit Stewards, and if a Steward fails in his or her duties, resigns, or leaves the department to which he or she is assigned for more than thirty (30) days, a majority vote of the Worker's Committee

of that Unit may replace that Steward for the interim period between elections. Election of Stewards shall be held at the same time and for the same length of time as the Local Officers.

Section 2. The Executive Board shall require each of its affiliated Units to establish and maintain a democratic structure. Provisions will be made for the Unit to hold meetings to fulfill its role in collective bargaining and related labor Union activities.

Section 3. Each Bargaining Unit will select its Committee members and/or Stewards and designate their areas of activity. The Committees(s) shall be charged with the responsibility of negotiations and grievance handling as may be required by the collective bargaining agreement.

These Committees shall hold necessary meetings related to their activities and through recommendations act as a steering committee for their unit groups.

Section 4. Each unit group will abide by this Constitution and assume a responsible attitude toward affairs which fall under their jurisdiction.

Section 5. Records of proceedings, necessary reports and recommendations will be made readily available to the responsible Local Union officers.

Section 6. The Recording Secretary of each plant or bargaining group affiliated with the Local Union shall record the proceedings of their group meetings. Copies of the minutes of all such group meetings shall be turned over to the Office Manager of the Local Union, and shall be submitted, if requested, for approval of the Executive Board. They shall become a part of the permanent record for the Local Union.

ARTICLE XVI

Additions and Amendments To Additions

Additions and Amendments to additions may be made in the following manner:

1. Any addition or any amendment to an addition to the standard By-Laws approved by the International Union must be in the form of either in a new Subsection under the proper Section, a new Section under the proper Article, or a new Article.
2. All additions and amendments to additions must not conflict with such standard By-Laws and must be submitted to The International Union for approval. Such additions shall become effective only after approval by the International Union.
3. Proposed additions or amendments to additions must be submitted in writing and read at two (2) consecutive Local Union Meetings, and passed by two-thirds (2/3) majority vote of the membership present at the next regular meeting. The subject matter of such additions or amendments to the additions must be advertised to the membership through bulletin board or other medium prior to the meeting at which the vote thereon is to be taken. Such additions or amendments to the additions shall become effective only after approval by the International Union.

ARTICLE XVII

Assessments

Each Unit of the Local may levy a per capita assessment, in addition to dues, upon its membership, provided that the amount and method of payment of such assessment has been approved:

- i) by a majority vote by secret ballot of its members in good standing at a regular or special meeting after reasonable notice of the intention to vote upon such question and in accordance with such further procedure as this Local Union shall require by its By-Laws or otherwise, or
- ii) by a majority vote of the members in good standing voting in a membership referendum conducted by secret ballot in accordance with such further procedure as this Local Union shall require by its By-Laws or otherwise.

ARTICLE XVIII

Worker's Committee And Duties

Section 1. Each affiliated plant or bargaining group shall choose its Worker's Committee in accordance with Article VI.

Section 2. The election of Worker's Committeemen will be staggered so that one member from operations and one member from maintenance, if appropriate, will be elected in alternate elections and the remaining members will be elected at regular general elections.

Section 3. The Worker's Committee shall negotiate all contracts and agreements between the Union and the Company. All contracts and agreements shall be submitted to the membership for approval before being placed in effect. It is further understood such agreements, to be valid, shall be in compliance with International policy and approved and signed by the proper International officials.

Section 4. The Worker's Committee shall be responsible for the enforcement of the Union agreement on behalf of employees covered hereunder as provided under the terms of said agreement. Their administration and conduct shall be consistent with the agreement and the following procedure where a Steward's Organization has been established. When a complaint arises, the departmental Steward may accompany the aggrieved member or members to the immediate supervisor or department head in an effort to obtain a settlement. If the complaint is not settled through this procedure, the Steward shall submit the same in writing with all evidence he or she may have to the Worker's Committee who shall in turn decide the merit of the complaint, and take whatever steps are necessary to prosecute or dispose of same. Should the Worker's Committee deny the complaint, the Steward may appeal the decision to the Steward's Council, which in turn may concur with the decision of the Worker's Committee, or, at its option, refer the complaint back to the Committee for further study or prosecution.

Section 5. The Committee may hold meetings in advance of meetings with the Company management, such meetings to be devoted to planning sessions.

Section 6. The Worker's Committee shall maintain an accurate record of all complaints processed and all other business transacted, and report same regularly to the membership.

Section 7. The Financial Secretary/Treasurer shall cause a list of names of the Worker's Committee to be submitted to Management and posted on proper bulletin boards for the information of the employees.

OATH OF OFFICE

"I, _____, do hereby sincerely pledge my honor to perform the duties of my office as prescribed by the Laws of the organization, and to bear allegiance to the United Steelworkers. I will deliver to my successor in office all books and other property of this Union that may be in my possession at the close of my official term. All of this I solemnly promise, with full knowledge that to violate this pledge is to stamp me as a person devoid of principle and destitute of honor."

Submitted By:

Approved By: