

**UNITED STEELWORKERS
(USW)
(IWA COUNCIL LOCAL 1-500)**



**LOCAL 1-500
BY-LAWS**

(REVISED May 25, 2013)

INDEX

Identification	Page No.
Local Union By - Laws	
Article I - Preamble.....	3
Article II - Officers & Trustees.....	3
Article III - Duties of Officers.....	4
Article IV - Vacancies.....	5
Article V - Executive Board.....	6
Article VI - Duties of Shop Stewards & Committee.....	6
Article VII - Meetings.....	6
Article VIII - Initiation Fees, Dues and Assessments.....	7
Article IX - Nominations, Election & Voting Procedure.....	8
Article X - Charges, Trails & Penalties.....	8
Article XI - General Provisions.....	9
- Sub-Locals.....	11
- Initiations.....	12
- How to Conduct Meetings Agenda.....	13
STEELWORKERS - IWA COUNCIL LOCAL UNION SUPPLEMENTAL STRIKE ASSISTANCE FUND GENERAL BY-LAWS.....	16

LOCAL UNION BY - LAWS

Article 1 PREAMBLE

This organization shall be known as USW IWA Council Local Union 1-500. The object of this Local Union shall be to organize all workers.

Article II OFFICERS AND TRUSTEES

The elected officers of this Local Union shall be a President, Vice President or Vice Presidents, Financial Secretary and Recording Secretary.

The Local Union shall have authority to employ salaried representatives whenever and wherever the Local may decide necessary. Such salaried representatives shall be responsible to the Local Executive Board, who shall have the right to hire and fire subject to the approval of the Local Unions annual delegated meeting.

There shall be elected a Conductor, a Warden and four (4) Executive Board Members.

The above named Officers Section (a), (b) and (c) shall be elected for a term of three (3) years, (not to exceed three (3) years).

There shall be three (3) trustees who shall serve for terms of nine (9) years each, elected in such a manner that at least one (1) trustee shall expire every three (3) years.

Article III
DUTIES OF OFFICERS

President

The President shall preside at all meetings of the Local Union, preserve order, and enforce the Local Union By-Laws and the Constitution of the USW. He/She shall decide all points of order, subject to an appeal to the meetings. He/She shall cast the deciding vote in case of a tie. He/She shall sign all cheques, credentials and legal documents of the Local Union. The President shall be responsible for having all vacancies promptly filled in accordance with Local Union procedure and the USW Constitution. The President of USW IWA Council, Local 1-500 may be a full time position.

Vice President

The Vice President shall assist the President in the discharge of his/her duties. In the absence of the President, serve in his/her place. In the temporary absence of the President and First Vice President, the Second Vice President shall serve in the capacity of President. In Local Unions having Third Vice President, the same procedure shall be followed.

Financial Secretary

The Secretary - Treasurer shall have charge of all books, papers and other effects of his/her office, and shall conduct all correspondence pertaining to his/her office. He/she shall receive and collect all monies due to the Local Union and pay or cause to be paid, all necessary expenditures and submit to the Sub-Locals annual reports of all monies collected and expended. He/she shall submit to the body of the Annual Delegated Meeting a complete statement of all receipts and disbursements during his/her term of office. He/She shall record, or cause to be recorded the proceedings of Local Union Meetings and proceedings of the Executive Board. He/She shall further assist the President in all matters as the President may request. He/She shall sign all cheques, except that in his/her absence, cheques shall be signed by the Officer appointed.

The Secretary - Treasurer, in conjunction with the President shall supervise office personnel who may be necessary to conduct the clerical affairs of the Local Union Office.

Recording Secretary

The Recording Secretary shall record the proceedings of the Local Union in a book kept for that purpose, read all papers and perform such other duties as are required by the International Constitution, these By-Laws, the various Manuals and policies of the International Union, and the Local Union. The Recording Secretary shall also have custody of the Local Union Seal, and shall be responsible for any misuse of same.

The Recording Secretary shall read to the Local Union communications which require attention.

Warden

The duties of the Warden shall be to guard the door and determine that each member is in good standing as he/she enters the meeting of the Local Union.

Conductor

The Conductor shall act as Sergeant-at-Arms during meetings of the Local Union and shall conduct candidates through the initiation ceremonies and perform such other duties as the Local Union may direct.

Trustees

It shall be the duty of the Trustees to exercise general supervision over the property of the Union, subject to such instructions as they may receive from the Local Union. All real estate and property of the Local Union shall be registered and/or recorded and the Officers and Trustees shall be responsible for its safekeeping.

The Trustees shall examine the books of the Local Union furnished them under duties of the Secretary - Treasurer.

Article IV
VACANCIES

- a) In the temporary absence of an officer or committee member, the President shall appoint a member to officiate pro-term.
- b) In the event the office of the President becomes vacant, the First Vice President shall automatically succeed to that office. The Second Vice President shall automatically succeed to the office of the First Vice President if for any reason that office becomes vacant.
- c) The President shall fill, by appointment, all vacancies occurring in any of the offices for the duration of the unexpired term, subject to confirmation.
- d) Local Union Officers or Shop Committee persons, who are absent from three consecutive meetings without a legitimate excuse, shall be subject to having his/her office declared vacant. Such action may be taken in the third meeting by the presiding officer.
- e) Local Union Officers so removed shall have the right to appeal to the membership in a regular meeting of the Local Union.

Article V
EXECUTIVE BOARD

The Local Union Executive Board shall consist of all the officers. However, the Local Union may by official action, enlarge the Executive Board to give more adequate representation to the membership.

The Executive Board shall act in case of emergency between meetings, act as an investigating and advisory committee to the Local Union and shall act between Local meetings in accordance with procedures adopted by the Local Union.

Article VI
DUTIES OF SHOP STEWARDS
AND COMMITTEES

There shall be elected Shop Stewards and/or Plant and Safety Committees in each operation under the jurisdiction of the Local Union.

The duties of the Shop Steward and/or Plant Committees shall be to protect the interest of the Union on the job; see that all working agreements are properly enforced; and to be familiar with and promote the policies and program of the USW and IWA Council and the Local Union on the job. They shall process each issue brought to their attention promptly in accordance with Local Union procedure.

Article VII
MEETINGS

There shall be regular meetings of the membership held at a time and place and in such manner as established by the Local Union.

Special meetings shall be called by the President upon instruction of the Executive Board or upon a petition of twenty (20) percent of the Local Union membership.

Notice of special meetings shall be posted as far in advance as possible and shall state the purpose, time and place of the meeting.

No subject matter other than stated in the notice can be acted on by the membership present at the special meeting.

A quorum for a Local Union meeting shall be twenty (20) members.

Delegates to conventions and other meetings or central bodies shall be elected at the Local Union meeting by secret ballot or by referendum after proper notice to the membership.

Union meetings shall be conducted in accordance with Robert Rules of Order where they do not conflict with these by-laws or the USW Constitution.

In the absence of both the President and Vice President, the Financial Secretary shall call the meeting to order and the Local Union shall elect a chairperson pro-tem.

Article VIII
INITIATION FEES,
DUES AND ASSESSMENTS

The initiation fee shall be \$20.00 minimum to \$50.00 maximum at the discretion of each sub-local. Initiation fees shall be paid to, and remain with the sub-locals.

The monthly union dues of this Local shall be two and three quarters (2.75) times the top of the lowest full time base rate in each sub-local.

For units that have part time worker classifications the dues for those members only shall be two and three quarters (2.75) times the top of the lowest part time base.rate .

For members who work five (5) or less days in a month there is a minimum dues assessment of five (5) dollars per month

The honorariums to be paid by this Local shall be as follows:

President:	One thousand, two hundred dollars (\$1200.00) per year.
Vice President:	Five hundred dollars (\$500.00) per year.
Financial Secretary:	Five hundred dollars (\$500.00) per year.
Recording Secretary:	Two Hundred and Fifty (\$250.00) per year
Board Members:	One hundred dollars (\$100.00) per year.
Warden:	One hundred dollars (\$100.00) per year.
Conductor:	One hundred dollars (\$100.00) per year.
Trustees:	One hundred dollars (\$100.00) per year.

Article IX
NOMINATIONS, ELECTION AND
VOTING PROCEDURE

A member must be present at the time of nominations, unless he/she is absent on official business of the Union, or his/her absence is accepted by the Local Union. The nominee must have been a member in good standing for at least twelve (12) months at the time of nomination, except in the case of newly organized Local Unions. The nominee must be employed in or around the industry.

Nominations for Local Union Officers are to be held in May, election in forty (40) days, and installations in August. In case an elected officer fails to appear for installation within two (2) regular meetings, there after his/her office must be declared vacant, except when excused by the Local Union.

The election of all Officers shall be by referendum ballot. The balloting committee shall normally consist of three (3) members, except when enlarged or reduced to comply with the conditions of any given election. Assistance may be furnished to the Balloting Committee where such assistance is acceptable to the Committee and conforms to the USW and Local Union election rules that apply. Said committee shall have charge of the election; they shall count all ballots cast and report the results to the Local Union. All ballots cast shall be preserved until the Committee's report is accepted and the officers installed. No rule or constitutional provision may be interpreted to prevent any and all members from observing any and all phases of the election as long as they do not interfere in the elections.

Write-ins shall not be permitted on a referendum ballot for election of Officers. If there is no opposition to any office, then no referendum ballot shall be sent out. When there is opposition to one or more positions, the referendum ballot will be submitted to the membership for those positions contested. Where there is only one nominee for a position, his/her name

shall not appear on the ballot and the Local Union shall declare him/her elected. While the Local Union meeting shall declare the unopposed nominees elected, all elected Local Union Officers shall be installed in accordance with the provisions of paragraph (b) of this article. Prior notice will be given in such a manner that the membership will be notified of the time and place of voting.

Article X
CHARGES, TRIALS and PENALTIES

All action in respect to charges, trails and penalties by Local Unions shall be conducted in accordance with USW Constitution.

Article XI
GENERAL PROVISIONS

An audit of all financial records shall be made at least once each year by USW. Copies of the annual audit shall be filed with the USW.

Local Union Officers and others entrusted with the finances of the Union must be bonded in accordance with the provisions of the USW Constitution.

The program for negotiations shall be decided by a majority of the votes cast by the membership by secret ballot.

Decision on proposed terms of settlement shall be by majority of the votes cast by the membership by secret ballot, by the affected sub-local.

No strike can be called except with the approval of a majority of the votes cast by the membership of the affected sub-local.

Headquarters of IWA Council Local 1-500, shall be in Hanover, Ontario.

Local 1-500 will hold Executive Board meetings at least three (3) times per year. Representation to the Local Executive Board shall be as follows: President, Vice President, Financial Secretary, Recording Secretary, Conductor, Warden and Executive Board Members.

Trustees shall meet at least two (2) times each year. They shall make out report forms supplied to them, one to be filed with the Local Union, the other to be sent to the USW. They shall, as they see fit, make any recommendations to the Local Executive Board or Biennial Meeting pertaining to the upkeep of the office and equipment or for the betterment of the Union. They shall see that the office and equipment are properly insured. At their discretion, review the vouchers and cheques to see that the bills are being paid according to the Local Union By-Laws.

Local 1-500 will hold a Delegated Meeting in accordance with the USW Constitution. The meeting shall be held in the headquarters town around the month of May every year.

Delegates shall include the Elected Officers, Executive Board Members and Trustees of the Local Union. Sub-locals shall have two (2) delegates for the first one hundred (100) members or less, and one additional delegate for each additional one hundred (100) members or major fraction thereof up to five hundred (500) members, and thereafter one (1) additional delegate for each additional five hundred (500) members or major fraction thereof. In addition to the elected delegates to the Meeting, members in good standing may attend the Meeting, but the Local will only pay the expense of the accredited delegates.

The calling of additional Delegated Meetings shall be by official action of the Local Executive Board, or by petition signed by a number of members in good standing of the Local Union, equal to the number of delegates attending the last previously held Delegated Meeting. The petition must be signed by members from a majority of the sub-locals.

Delegates to other conventions shall be elected by secret ballot from the Meeting.

Resolutions to other conventions may be submitted only from the delegate Meeting.

Any officer, official or delegate of the Local Union or Sub-local who leaves his/her place of residence on duly authorized business of the Local Union shall be paid remuneration on the following basis:

A rate of forty five (45) cent per kilometer will be paid for the use of a car.

If the accredited delegates wish to bring their escorts, and this necessitates bringing another car, the per kilometer allowance allotted for the accredited delegates will be divided equally between the cars involved.

Accredited delegates will be provided single hotel room accommodations and will be reimbursed for the single room upon presentation of an official hotel receipt.

A per diem of thirty - five (\$35.00) dollars per day will be paid to accredited delegates and committee members acting on authorized business of the Local Union. For those attending USW, C.L.C., OFL or NDP functions, fifty dollars (\$50.00) per day will be paid.

Actual lost time will be paid at the full rate of pay for every time an accredited delegate is working on business of the Local Union. This does not include those who are on full time or steady employment of the Local Union.

Any spouses attending the Meeting will be welcome and the Local Union will pay for their meal at the banquet. Any other expenses will be the responsibility of the delegates themselves.

A union representative shall be allowed one (1) day lost time to attend the funeral of a co-worker from his or her sub-local.

SUB - LOCALS

Any sub-local requiring union material may obtain it by contacting the Local Union, 1100 Clarence Street S. Suite 104, Brantford, On. N3S 7N8

Each sub-local shall meet regularly and the quorum for such meeting shall be set by the sub-local.

Only the Chairperson and Secretary or their elected substitute or a Steward working on shift at the time of the meeting will be reimbursed for time lost from work because of attendance at any membership meeting as referred to in (2) above. This is limited to a total of three (3) hours for any one (1) meeting.

In addition to any amounts specified elsewhere in the by-laws the Local Union will be responsible for the following expenditures when authorized by the sub-local officers.

- (a) Hall rent for regular or special meetings.
- (b) Expenditures for any other purpose will be met only with the approval of the Local Executive Board.

Each sub-local shall elect a chairperson, vice-chairperson and a secretary at a time when their by-laws state but not less than each three (3) years, and file a complete list of the newly elected officers with the Local Union. At this time the sub-local will elect or appoint sufficient members to comprise a negotiating, Compensation and Sick Committees.

Each Sub-local handling money including a Welfare or Recreation fund must establish a standard bookkeeping account to be audited at the time of the Local Union records. A copy of the audit will be exposed with the Local Union Treasurer and in accordance with the Local

By-Laws all persons handling Sub-Local funds should be bonded.

Sub-Locals may be set up by the Local Executive Board for the proper function of the Local Union and accommodate newly organized groups. The action of setting up new Sub-Locals must be referred to the Delegated Meeting to be ratified.

Any provisions not covered by these by-laws will be governed by the USW Constitution.

Local 1-500 will remit to each sub-local, on a monthly basis, an amount equal to one (1) dollar per member, for each month's dues submitted by that sub-local. This procedure will make it unnecessary for any sub-local to give itemized accounting of their expenditures. This does not in any way relieve the sub-local officers of the obligation of keeping proper and normal administrative procedure.

The Sub-Local Chairperson's yearly honorarium shall be one hundred (\$100.00)dollars.

A Sub-Local may increase the Union Dues in their operation above the amount as called for by the Local (Article VIII (b)) with the approval of the Sub-Local membership and the Local.

INITIATION

President – “Raise your right hand”.

Recognizing that the United Steelworkers is a strong labour organization dedicated to the advancement of my interests and the interests of all working men and women and that the strength of the Union depends on the commitment which its members make to it and to each other:

I do sincerely promise, of my own free will, to abide by the laws of this Union;

to bear true allegiance to, and keep inviolate the principles of the United Steelworkers;

never to discriminate against a fellow worker on account of creed, colour, sex, or nationality;

to defend freedom of thought, whether expressed by tongue or pen, to defend on all occasions and to the extent of my ability the members of our organization, and never to reveal to any employers or their agent a member's name without proper authorization.

I will cease work when authorized and approved by the organization to do so.

That I will look upon my fellow members of this Union as my brothers and sisters and will never knowingly wrong a member or see a member wronged if I can prevent it.

That I will assist all members of our organization to obtain the highest wages possible for their work;

that I will not accept a member's job who is idle for advancing the interests of the Union or seeking better remuneration for the member's labour; and,

as the workers of the entire country are competitors in the labour world, I promise to provide my solidarity and support whenever I am called upon by the organization to do so. And

I further promise to help and assist all members in adversity, and encourage all workers to organize and join our Union in order to enjoy more fully the fruits of their labour

To all this I pledge honor and I further pledge that at every opportunity I shall Say A Good Word About My Union.

AGENDA

Call to Order

Role Call

Reading of Minutes

Communications and Financial Reports

Report of Officers, Executive and Job Stewards

Report of Committees

Unfinished Business

New Business

Good and Welfare

Adjournment

One of the most important responsibilities of any Job Steward or Union Official is to see that regular union meetings are held in sub-locals. The above agenda suggests the order in which business could be conducted.

CHAIRPERSON: The elected Chairperson shall preside over all regular and special meetings.

SECRETARY: The elected Secretary shall keep a record of all decisions and business transacted at each meeting, and copies of all such records, known as minutes, should be mailed immediately after each meeting to the office of the Local Union.

CONDUCT OF MEETINGS: The regular standardized agenda should always be used.

HOW TO CONDUCT MEETINGS

For example:

1. Call to Order
2. Role Officers
3. Reading of Minutes
4. Communications and Financial Reports
5. Report of Officers, Executive and Job Stewards
6. Report of Committees
7. Unfinished Business
8. New Business
9. Good and Welfare
10. Adjournment

Before explaining the agenda, it is advisable to understand the responsibility of the Chairperson. His/Her job is to see that all motions and discussions take place under the proper heading of the agenda. If, in the opinion of the Chairperson, any motion or discussion under consideration is beside the point he/she shall rule it out of order and his/her decision will be final unless a motion is made appealing the decision of the Chair. In that case the Vice Chairperson shall take the Chair and a vote shall be taken to sustain or reject the decision of the Chair.

READING OF MINUTES: No discussion shall be allowed on any subject matter contained in the minutes under this heading. When the minutes have been read, the Chairperson shall call for Corrections or Errors. The minutes shall then be adopted as read and amended (in case of error) or adopted as read.

COMMUNICATIONS AND REPORTS OF EXECUTIVE: Under heading of communications and reports of executive, the secretary shall read each communication and give the recommendation of the executive after which, the chairperson shall call for a motion to concur in the recommendation. Each communication must be disposed of separately.

GIVING REPORTS: Reports (unless decided upon otherwise by the meetings) are not debatable, but questions by members, as a point of information, is permissible, as already mentioned regarding chairperson of committees. Any actions arising out of the report shall be presented in the form of motions under the heading of new business. After a report has been given the chairperson shall call for a motion to adopt the report which should be voted on in the usual manner.

UNFINISHED BUSINESS: Under the order of unfinished business the chairperson states the nature of the business, tabled or postponed as contained in the minutes, and presents it to the meeting for action.

GOOD AND WELFARE: Under the order of good and welfare all suggestions and recommendations are in order that tend to improve the relationships, purpose, and welfare of the organization.

Meetings shall be governed by Robert's Rules of Order except in those instances where the international and regional constitutions or local by-laws set out other procedures.

While we desire efficiency in the conduct of meetings, at the same time a wise chairperson will use discretion in guiding a meeting made up of workers who, as yet, do not understand correct procedure. A good chairperson will, with patience, teach the membership, seeing that seemingly arbitrary actions of a chairperson not understood by members can in itself tend to disrupt a meeting. If agents of the boss are present to disrupt, the chairperson should then, without fear, use his/her authority, and rule them out of order.

In this outline we will content ourselves with only elementary procedure:

MOTIONS: A motion shall be moved and seconded, and if accepted by the chairperson shall be the property of the meeting and open for discussion the mover and seconder respectively shall be given the floor first (if they desire) in order to explain the motion. No one shall speak more than once or more than five minutes, until all who desire have had the opportunity to take part in the discussion.

AMENDMENT: An amendment is in order if it adds to or subtracts from the main motion and shall not be accepted by the chairperson in case it is aside from or contrary to the main motion.

**STEELWORKERS - IWA COUNCIL LOCAL UNION SUPPLEMENTAL
STRIKE ASSISTANCE FUND GENERAL BY-LAWS**

Article 1 - Purposes

- 1.01 The exclusive purpose of the Local Union Supplemental Strike Assistance Fund is to augment the payments made from the International Strike and Defense Fund.
- 1.02 The Local Union shall set-up a separate account for its Local Union Supplemental Strike Assistance Fund.
- 1.03 Appropriate bank account information shall be provided to the International Secretary-Treasurer to facilitate the transmittal of funds to the Local Union Supplemental Strike Assistance Fund electronically.

Article 2 - Expenditures

- 2.01 Funds expended by the Local Union Supplemental Strike Assistance Fund shall be allotted on the basis of need in accordance with these General By-Laws and the International Constitution.
- 2.02 Expenditures shall be administered by the authority and discretion of the Local Union subject to these General By-Laws and the International Constitution.
- 2.03 Expenditures from the Fund must take into account the needs of the entire membership of the Local Union. The needs are many and varied. Thus, if strike assistance were to be paid as a matter of right, the entire Fund could be exhausted by a long strike in any of the operations or units where there is a large membership.
- 2.04 The Local Union Supplemental Strike Assistance Fund and Local Union do not guarantee any payments from this Fund.
- 2.05 Local Union Supplemental Strike Assistance Fund assets are to be used strictly for the members of each local and may not be lent to other Locals, nor may they be lent to other Local Union funds; provided, however, that if an IWA Local Union participates in an authorized District or Area Council Strike Fund (e.g., the District 6 Strike Fund that provides insurance coverage for members on strike), monies from the Local Union Supplemental Strike Assistance Funds may be used for the Local Union=s required contribution to such funds.

Article 3 - Assistance

- 3.01 Article 16 of the International Constitution provides that no strike shall be called without the approval of the International President. There must be strict adherence to this requirement. Strike assistance from this Fund will not be provided if a strike is called without the approval of the International President.
- 3.02 No assistance from this Fund can be dispersed until a copy of the letter of strike approval from the International President is received.
- 3.03 The Local Union will determine entitlement to payment of strike assistance in accordance with this General By-Laws and the International Constitution.
- 3.04 All funds are to be distributed by the Local Union and the Local Union is responsible for administrative expenses.
- 3.05 Local Unions must assume responsibility for cost not covered by these General By-Laws.

Article 4 - Allotment of Funds

- 4.01 The allotment of funds to be made from Local Union Supplemental Strike Assistance Funds may vary from strike to strike and will be paid on the basis of need.
- 4.02 Except in dire individual circumstances, the combination of assistance paid from the International Strike and Defense Fund, this fund and any other Steelworkers funds shall not exceed \$225 per member per week, plus \$30 per dependent.
- 4.03 Decisions on strike assistance allocation are the responsibility of the Local Unions, subject to these General By-Laws and the International Constitution.

Article 5 - Administration

- 5.01 The General By-Laws governing the operation of the Local Union Supplemental Strike Assistance Funds shall be approved by the Steelworkers - IWA Council Executive Committee and the International Secretary-Treasurer.
- 5.02 The basic rules that apply to the International Strike and Defense Fund shall be incorporated as part of the Local Union Supplemental Strike Assistance Funds.
- 5.03 The Local Union shall cause to have an audit conducted of its Supplemental Strike Assistance Fund and shall provide a copy of this audit to the International Financial-Treasurer on an annual basis.

These General By-Laws are adopted by the Steelworkers - IWA Council Annual Delegated Meeting this 25th day of May 2013.