

BY-LAWS
UNITED STEELWORKERS
INTERNATIONAL UNION
(USW)
LOCAL 12-237
TACOMA, WASHINGTON
AFL-CIO & CLC
Revised 1/30/2020



ARTICLE I

Title

Section 1. This organization shall be known as United Steelworkers International Union, Local No. 12-237, AFLCIO & CLC, (USW Local 12-237)

ARTICLE II

Membership

Section 1. Application for membership shall be upon the forms provided by the International Union.

Section 2. Any member who is three (3) months or more in arrears in the payment of dues or assessments shall forfeit all rights to membership until such dues or assessments are paid.

Section 3. Any member elected to a Local Union or position who fails to attend at least one (1) regular meeting of this local during each calendar quarter without just cause shall be subject to removal from such office or position in accordance with the terms of Articles XII and XIII of the USW Constitution.

ARTICLE III

Meeting

Section 1. Regular meetings shall be held at 4:30 p.m. the second and fourth Mondays of each month. The Executive Board shall have the right to change the starting time of the meeting provided such change is widely published to the membership.

Section 2. Special meetings may be called by the Executive board or any ten (10) members in good standing, calling on the President that an emergency exists.

Section 3. The Executive board shall meet as mandated by the International Constitution or when call is made by the President, Vice President, or any two (2) members of the board. Communications, Unfinished Business, New Business, and Bills may be discussed.

Section 4. At regular meetings a drawing will be held. All USW Local 12-237 members, in good standing, who attend will be eligible for the drawing except the President, Vice President, Financial Secretary, Treasurer, and Recording Secretary. The Drawing prize shall be \$30.00.

ARTICLE IV

Local Officers

Section 1. The officers of the USW Local 12-237 shall be: President, Vice-President, Financial Secretary, Recording Secretary Treasurer, three (3) Trustees, guide, and two (2) guards.

Section 2. President, Vice-President, Financial Secretary, Recording Secretary, Treasurer, three (3) Trustees, and permanent members of the Standing Committee will be known and recognized as the Executive Board. Their duties shall be set forth in the International Constitution.

Section 3. In the event a vacancy occurs in the office of Vice President, Recording Secretary, Financial Secretary, Treasurer, Guide, Guard, Trustee or in the position of Standing Committee Member at any time during the term of office the remaining Local Union Officers shall, by majority vote, select a successor to serve for the remainder of that term. If the remaining officers seek the guidance of their membership, a special election must be held to fill the vacancy. In the event that a vacancy occurs in the office of President, the Vice President shall act as president for the unexpired term.

Section 4. Any member nominated for officer in this local union, must be a member of United Steelworkers International Union Local 12-237 and have been in good standing for twenty-four (24) months. No local union officer is allowed to hold more than one position.

ARTICLE V

Committees

Section 1. The Standing Committee shall consist of two (2) elected members, the President, Vice President, and Recording Secretary. All adjustments and grievances must be referred to the Standing Committee with the guidance of a USW staff representative before any action is taken.

(a) Members having adjustments or grievances (or believing that they have) must report to the members of the Standing Committee before taking action and must wait for the action of the Standing Committee of the Local Union.

(b) A member having an adjustment or grievance requiring the Standing Committee to meet with officials of the Company, must, when requested, accompany the Standing Committee to such meeting and assist in presenting the case. Any member, who fails to comply with this section, shall forfeit any and all rights to assistance from the Local Union.

Section 2. Special committees, not of permanent nature, shall be appointed by the Chair unless directed otherwise by the membership.

Section 3. The Negotiating Committee shall consist of four (4) elected members and the President. This Committee will serve out the length of the contract.

Section 4. The Negotiating Committee will report in meetings all voting proposals to the membership 48 hours prior to voting on said proposal, unless prevented to do so is of an emergency nature; then the 48-hour rule may be waived.

Section 5. No member of any USW Local 237 Standing Committee, Negotiating Committee or Special Committee shall meet with a representative of the Company if said meeting shall have the purpose or effect of altering the language, meaning or impact of the

Collective Bargaining Agreement (CBA); UNLESS said member is accompanied by a second member of said committee who shall take and retain complete notes of all discussion made in the meeting. Such change must be presented to, and approved by, the membership prior to it taking effect. All notes of said meeting shall be made available for examination by any member in good standing.

ARTICLE VI

Initiation Fees, Dues, and Assessments

Section 1. Initiation Fees shall be Thirty-five dollars (\$35.00).

Section 2. Dues shall be paid Through payroll deduction and shall include per capita tax and local union dues. Monthly dues for a member shall be set in accordance with Article XIV of the

International Constitution. Anyone who fails to comply with this section, shall forfeit any and rights to assistance from the Local

Union. **Section 3.** Special committees, not of permanent nature, shall be appointed by the Chair unless directed otherwise by the

membership. **Section 4.** The Negotiating Committee shall consist of four (4) elected members and the President. This Committee will serve out the length of the contract.

Section 5. The Negotiating Committee will report in meetings all voting proposals to the membership 48 hours prior to voting on said proposal, unless prevented to do so is of an emergency nature; then the 48-hour rule may be waived.

ARTICLE VII
Salaries and Expenses

Section 1. The salaries of the elected officers shall be as follows:

President.....	\$ 275.00 per month
Vice President.....	\$ 250.00 per month
Recording Secretary.....	\$ 250.00 per month
Treasurer	\$ 250.00 per month
Financial Secretary.....	\$ 250.00 per month
Standing Committee.....	\$ 150.00 per quarter

Section 2. A meal allowance of twenty dollars (\$20.00) will be paid to any member required to attend a meeting on USW Local 12-237 business for each five-hour period such meeting covers, with a maximum of thirty-nine dollars and fifty cents (39.50) per day in meals. Any meal allowance reimbursement issued without a receipt must be treated as wages.

Section 3. Any member required to lose time from work to attend to Local Union business, shall receive lost time wages equal to the amount of wages actually lost from work. Members submitting vouchers for lost incentive or bonus pay will be required to submit an accurate accounting of such lost pay no more than sixty (60) days after such pay has been distributed. Members will be reimbursed only after the Treasurer has had the opportunity to verify such claims.

Section 4. When a shift change is necessary for an officer or representative to attend to Local Union business, twenty-five dollars (\$25.00) will be paid to the person making such shift change accommodation. Payments made under this section will be considered wages.

Section 5. Negotiating Committee members shall receive actual time loss reimbursement for each day lost from work during negotiations based on employees' normal shift. If no actual time loss has occurred

Negotiating Committee Members will be paid 12.50 per hour with a minimum of 4 hrs. pay for the first 4 hours with an additional 4 hours of pay if said meeting lasts longer than 4 hours resulting in a maximum of 8 hrs. pay per day.

Section 6. Delegates attending conventions or conferences requiring overnight accommodations away from home shall be paid per USW travel and expense policy. Travel expenses shall be paid as per the International Constitution. Any USW Local 12-237 officers/delegates required to attend overnight business an unreasonable distance/travel time from home, will be reimbursed for the expenses incurred granted said expenses were approved at a general meeting prior to the convention/conference.

Section 7. Officers, committee members and other representatives shall be paid twelve dollars and fifty cents per hour (12.50) with a minimum of 4 hrs. pay for the first 4 hours with an additional 4 hours of pay if said meeting lasts longer than 4 hours resulting in a maximum of 8 hrs. pay per day, when they are required to attend Local 12-237 business provided they are not being paid lost time wages for such attendance, and shall further receive a meal allowance pursuant to Section 2 of this Article. This payment is only for meetings with the company or other entity on said officers, committee members or other representatives' day off and does not apply to union meetings.

Section 8. Any member required to attend Special Meetings on non-working time, shall be paid twelve dollars and fifty cents per hour (12.50) with a minimum of 4 hrs. pay for the first 4 hours with an additional 4 hours of pay if said meeting lasts longer than 4 hours resulting in a maximum of 8 hrs. pay per day, and shall further receive a meal allowance pursuant to Section 2 of this Article.

Section 9. No differential pay shall be paid to any member of any committee or delegation unless such member has actually lost of differential pay.

Section 10. All officers, committee members and delegates shall register their hourly rate with the Treasurer.

Section 11. No check may be issued unless presented to and approved by a majority vote of members in attendance at a regular or special meeting, or unless authorized by standing rules adopted by the membership. Authorization for disbursements shall follow USW International headquarters recommended voucher generation procedure. All checks shall require two USW Local 12-237 bonded signatures.

Section 12. The Executive board may authorize the expenditures of up to one hundred fifty dollars (\$150.00) from Local Union funds as a donation to a person or organization outside this Local Union. Amounts in excess of one hundred fifty dollars (\$150.00) must be approved by a membership vote of two-thirds (2/3) majority at two consecutive meetings.

Section 13. Local No. 12–237 will use Accountable Plan reimbursement policy. All requests for reimbursement must satisfy the following three requirements:

(1) Connection to expense: The expense shall be for Securing goods or services for the operation of the local, and be made by a USW Local 12-237 member

(2) Substantiation: A receipt shall be provided and accompany a request for any reimbursement.

(3) Return of excess. Amounts in excess of actual receipted expense shall be returned.

ARTICLE VIII

Election Procedures

Section 1. Nominations shall take place from the floor at the meeting immediately preceding the election date (in accordance with the Local Union Elections Manual). Only members, who are eligible

for local office in accordance with the International Union Constitution, shall be nominees.

Section 2. Notice of the election shall be mailed to each member at the last known address and be widely posted in the mill not less than fifteen (15) days prior to the election date.

Section 3. Voting shall be by secret ballot.

Section 4. The membership shall elect an Election Committee of at least three (3) members, not less than thirty (30) days prior to the election date. The Election Committee shall:

(a) Have ballots prepared after the nominations have been completed.

(b) Send notices of the election in accordance with Section 2 of this Article.

(c) Count the ballots in the presence of such members as may wish to attend the counting.

(d) Prepare a written, signed report showing the number of votes for each candidate, to present to the Recording Secretary, together with the ballots and any other records used in the election. These ballots and other records shall be retained for one (1) year from the election date.

Section 5. The President shall be the first delegate to all conventions and conferences. Additional delegates and alternates to the USW International Convention shall be elected in accordance with Article VI, Section 10 of the USW Constitution.

Section 6. All nominations shall be held in March with elections in April. All terms of office shall be for three-year terms.

Section 7. The Vice President will serve as Chairman of the Standing Committee.

Section 8. Nominees' names shall be listed on the ballot in the order nominated.

ARTICLE IX

Revision of Bylaws

Additions and amendments to additions may be made in the following manner

:Section 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 a new Subsection under the proper Section, a new Section under the proper Article, or a new Article.

Section 2. All additions and amendments to additions to the standard By- Laws 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.

Section 3. Proposed additions or amendments to additions must be submitted in writing and read at two (2) consecutive Local Union meetings and passed by a two-thirds (2/3) majority vote of the membership present at the next regular meeting. The subject matter of such additions or amendments to 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 additions shall become effective only after approval by the International Union