



New Officer Training



**USW Education and Membership Development
Department**



Workshop Objectives

- ❑ Describe and model the democratic values reflected in the USW's structure of governance as provided for under the USW International Constitution and Local Union By-Laws for both stand-alone and amalgamated local unions.
- ❑ Perform the duties assigned to your particular officer title or Unit position and manage the business of your local or unit based on the USW International Constitution and the Local Union By-Laws that apply to it.
- ❑ Effectively manage the cornerstone of USW democratic governance structure, the regular local union membership meeting.
- ❑ Embrace and support local union committees, which include both standing and special committees, as a means of building and maintaining the USW's power locally, nationally, and internationally.



Workshop Agenda

Session 1: Workshop Objectives, Agenda, Ground Rules & Introductory Exercise

Session 2: Our Structure Reflects Our Values

Session 3: That's the Job: Knowing Our Officer Duties and Managing the Local or Unit

Session 4: Where the Rubber Meets the Road: Local Union By-Laws

Session 5: Union Democracy In Action: Effectively Managing Local Union Membership Meetings

Session 6: Empowering the Members Through Effective Local Union Committees

Session 7: Workshop Summary & Closing Thoughts



Workshop Ground Rules

- **Participate**
- **One Conversation at a Time**
- **Respect Other Points of View**
- **Step Up/Step Back**
- **Return On Time from Breaks**
- **Mute Cell Phones**



Introductory Exercise

Take the next five minutes to prepare a short introduction for yourself which includes the following information:

- Your name
- Where you're from
- Where you work
- Why you decided to become a local or unit officer.

For the last bullet point try to summarize this information in a single word. Be prepared to share this introduction with the rest of the group.



Introductory Exercise

If I were to try to summarize why I became a USW leader in one word that word would be:

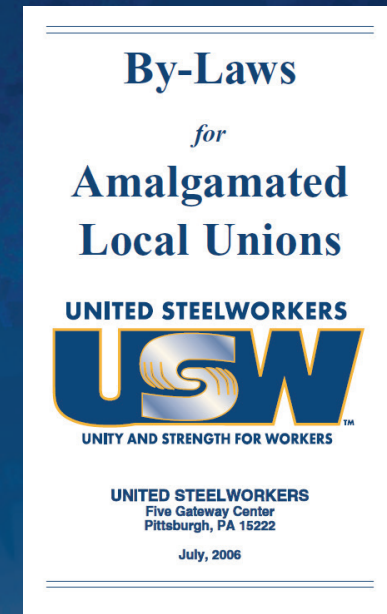
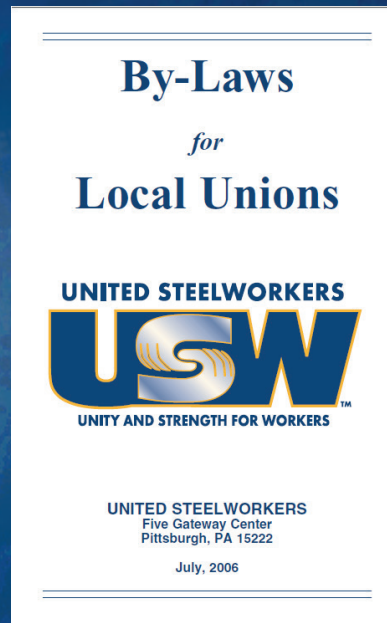
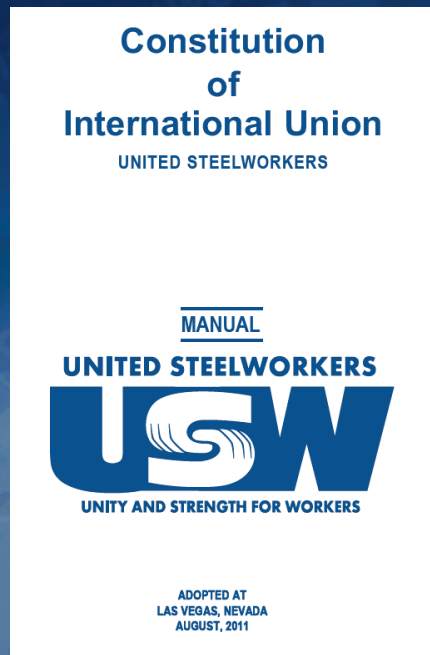


USW Governing Documents

**International
Constitution**

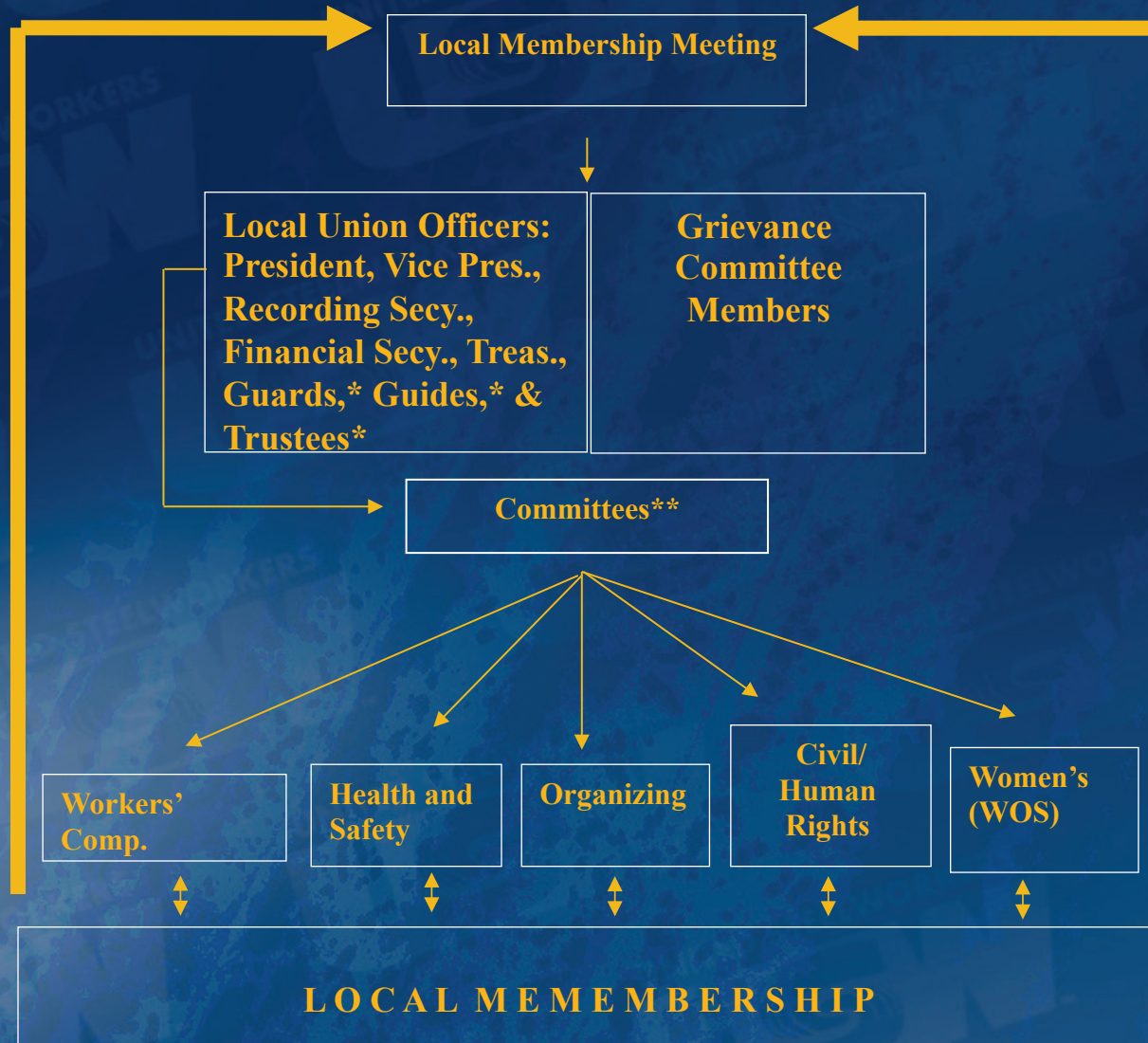
**Standard Local
Union By-Laws**

**Standard
Amalgamated Local
Union By-Laws**



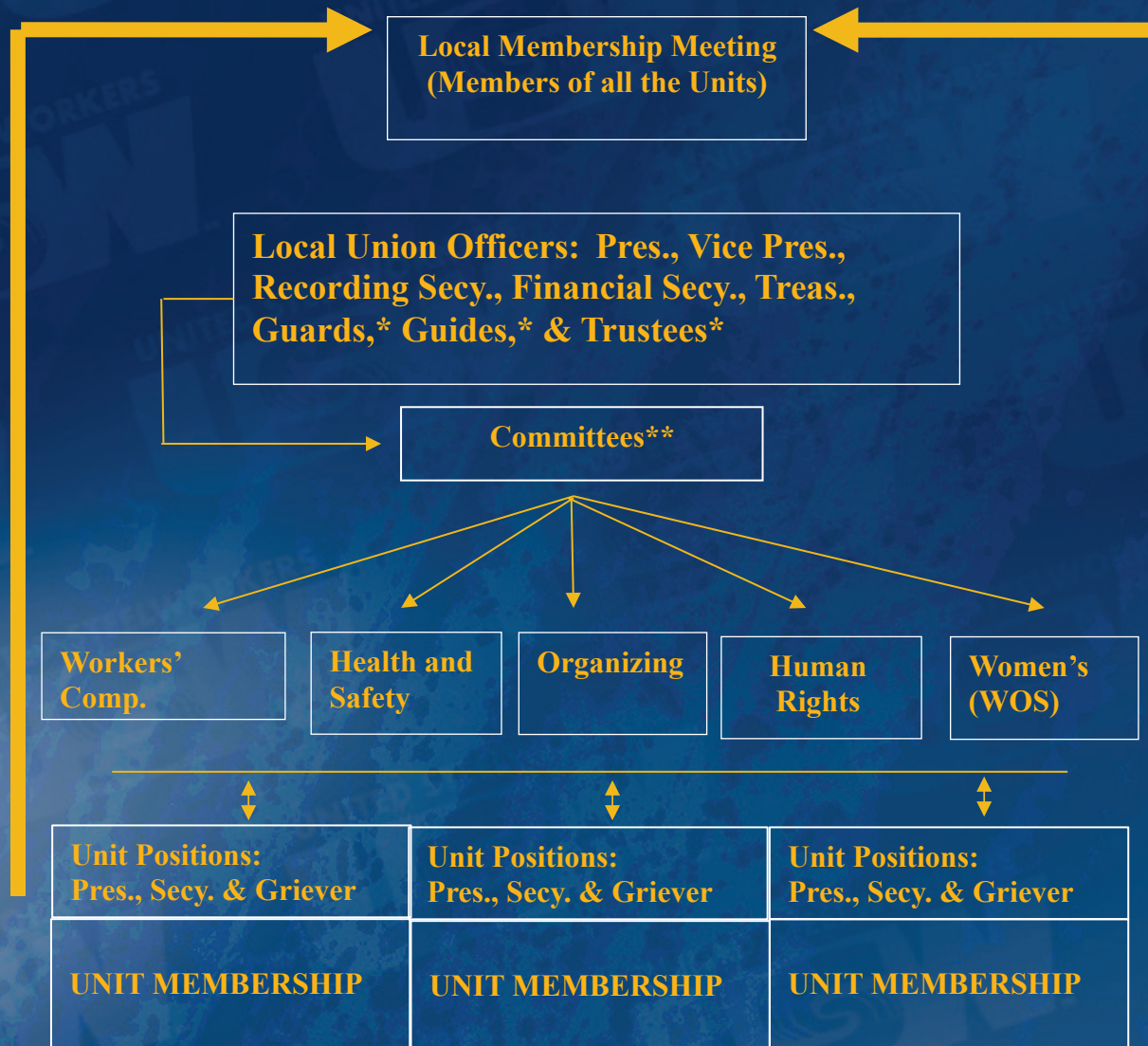


How A Stand Alone Local Works:



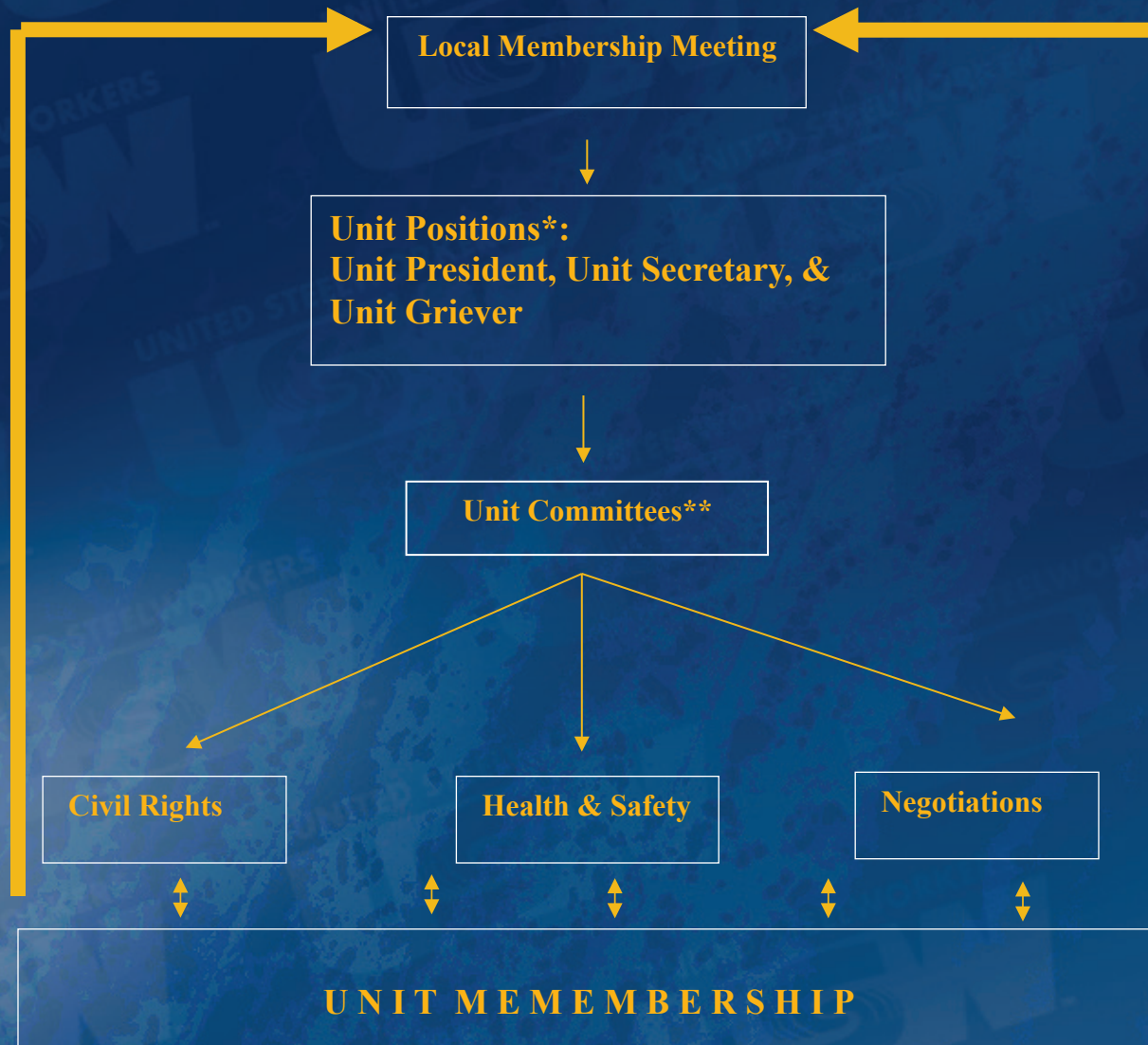


How An Amalgamated Local Works:





How An Amalgamated Unit Works:





Small Group Exercise: Values & Organizational Structure

“I believe that to be effective and principled, to reflect democratic values in its political and economic life, a modern state . . . requires a free, strong, participatory labour movement. Our call for three centuries has been for social and economic justice. We are closer to achieving that than we have ever been.”

--Lynn Williams, USW President (1983 to 1994), *One Day Longer: A Memoire*



That's My Job:

No. 1: Audit books and financial records of the local every three months and issue an audit report at the next regular local union meeting.

This is the duty of

The Trustees per Art. V, Sec. 8 of SLB/SALB.



That's My Job:

No. 2: See that all present at the local union meetings are entitled to be there.

This is the duty of

The Guide per Art. V, Sec. 6 of SLB/SALB.



That's My Job:

No. 3: Appoint all unit committees not otherwise provided for and serve as ex officio member of all unit committees.

This is the duty of

The Unit President per Art. V, Sec. 9(a) of SALB.



That's My Job:

No. 4: Receive all money due the local union and issue a detailed report at least once a month at the local union meeting that covers all receipts and expenditures.

This is the duty of

**The Financial Secy. per Art. V, Sec. 4(a) & (e) of SLB/
SALB.**



That's My Job:

No. 5: Have charge of the local union hall and all the local's property.

This is the duty of

The Trustees per Art. V, Sec. 8 of SLB/SALB.



That's My Job:

No. 6: Call special meetings when requested by 10 members in good standing.

This is the duty of

**The Local President per Art. V, Sec. 1(b) of SLB/
SALB.**



That's My Job:

No. 7: Assist the President in the discharge of his/her duties and perform such duties in the President's absence.

This is the duty of

The Vice President per Art. V, Sec. 2 of SLB/SALB.



That's My Job:

No. 8: Preside over all local union meetings and decide all questions of order subject to appeal to the local union.

This is the duty of

The President per Art. V, Sec. 1(a) of SLB/SALB.



That's My Job:

No. 9: Process bargaining unit complaints/grievances in accordance with the appropriate collective bargaining agreement.

This is the duty of

The Unit Griever(s) per Art. V, Sec. 9(c) of SALB.



That's My Job:

No. 10: Appoint all local committees not otherwise provided for and serve as ex officio member of all local committees.

This is the duty of

The President per Art. V, Sec. 1(c) of SLB/SALB.



That's My Job:

No. 11: Make out and forward various reports required by the International Secy.-Treasurer.

This is the duty of

**The Financial Secy. per Art. V, Sec. 4(a) of SLB/
SALB.**



That's My Job:

No. 12: Cast the deciding vote when members are equally divided.

This is the duty of

**The Local President per Art. V, Sec. 1(a) of SLB/
SALB.**



That's My Job:

No. 13: Record all proceedings of the local union, read and file all correspondence, and have custody of the local union seal.

This is the duty of

The Recording Secy. per Art. V, Sec. 3(a) & (b) of SLB/SALB.



That's My Job:

No. 14: Such other duties as the local union (or unit) may assign.

This is the duty of

The Local President per Art. V, Sec. 1(c) of SLB/SALB.

The Recording Secy. per Art. V, Sec. 3(a) of SLB/SALB.

The Financial Secy. per Art. V, Sec. 4(a) of SLB/SALB.

The Treasurer per Art. V, Sec. 5(b) of SLB/SALB.

The Trustees per Art. V, Sec. 8 of SLB/SALB.

The Unit President per Art. V, Sec. 9(a) of SALB.

The Unit Secy. per Art. V, Sec. 9(b) of SALB.

The Unit Griever(s) per Art. V, Sec. 9(c) of SALB.



That's My Job:

No. 15: Insure that funds and property of the local are preserved, managed, invested, and expended in accordance with the Intl. Constitution, Local Union By-Laws, and various manuals and policies of the Intl. Union and the Local.

This is the duty of

The President, the Financial Secy. & the Treas. per Art. V, Sec. 10 of SALB/Sec. 11 of SALB.



That's My Job:

No. 16: Enforce the provisions of the Intl. Constitution, the Local By-Laws, and the policies and manuals of the Intl. Union.

This is the duty of

The Local President per Art. V, Sec. 9(a) of SALB, and all Local and Unit officials per Art. V, Sec. 9 of SLB and Art. V, Sec. 10 of SALB.



That's My Job:

No. 17: Preside over all unit meetings and decide all questions of order subject to appeal to the local union.

This is the duty of

The Unit President per Art. V, Sec. 9(a) of SALB.



That's My Job:

No. 18: Sign all the local union's checks.

This is the duty of

**The Local President, Financial Secy., and Treasurer
per Art. V, Sec. 5(a) of SLB/SALB.**



That's My Job:

No. 19: Maintain books for examination by the Intl. Secy.-Treasurer and the Trustees.

This is the duty of

The Financial Secy. per Art. V, Sec. 4(a) & (d) of SLB/SALB.

The Treasurer per Art. V, Sec. 5(b) of SLB/SALB.



That's My Job:

No. 20: Record the attendance and proceedings of the unit and read and file all papers.

This is the duty of

The Unit Secretary per Art. V, Sec. 9(b) of SALB



That's My Job:

No. 21: Take charge of the door at union meetings and see that no one enters who is not entitled to do so.

This is the duty of

The Guard per Art. V, Sec. 7 of SLB/SALB.



Amended By-Laws Must:

- ✓ **Take the form of a new section or subsection and cannot be construed as superseding any provisions of the International Constitution or the policies and manuals of the International.**
- ✓ **Be submitted to and approved by the International.**
- ✓ **Be submitted in writing and read at two consecutive local union membership meetings.**
- ✓ **Be advertised to the membership through bulletin boards or other media prior to the membership meeting at which they'll be voted on.**
- ✓ **Passed by a two-thirds majority vote of the members present at the next regular meeting.**



Union Democracy In Action: Effectively Managing Local Union Meetings





Ten Suggested Rules of Order

1. The Motion
2. The Amendment
3. The Amendment to the Amendment
4. Speaking on Motions/Amendments
5. Ending Debate
6. Motion to Table
7. Motion to Withdraw
8. Point of Information
9. Point of Order
10. Tips for Expediting Meetings



Tips for Chairs:

- Let others carry the ball.
- Be neutral – call on all members who asked to be recognized on an impartial basis.
- Cut-off cross discussion, meaning direct members to address themselves to you and the entire meeting.
- Don't tolerate interruptions of speakers unless permitted by a parliamentary exception such as a point of order.



Empowering the Members Through Effective Local Union Committees

Small Group Exercise: Local/Unit Committees Assessment

Working in your assigned small groups answer the questions below based on what you know about your local or unit's current committees.



Workshop Summary & Final Thoughts

Reviewing our original goals for this workshop do you know feel as if you can . . .

- Describe and model the democratic values reflected in the USW's structure of governance as provided for under the USW International Constitution and Local Union By-Laws for both stand-alone and amalgamated local unions.
- Perform the duties assigned to your particular officer title or Unit position and manage the business of your local or unit based on the USW International Constitution and the Local Union By-Laws that apply to it.
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