

PREAMBLE

In order to fully share in the gains and honors of advancing civilization, to promote industrial solidarity, to protect, educate, and elevate all paper and mill workers, and realize it is impossible to attain these noble purposes other than through united industrial action, we the members of Smoky Mountain **Local 507**, of the **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**”), AFL-CIO, do dedicate ourselves to labor in behalf of the principles herein, set forth, and to work for the complete realization of economic freedom and social justice.

ARTICLE 1

Names and Objectives

Section 1 – This organization shall be known as Smoky Mountain Local **507**, of the **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”)**, American Federation of Labor and Congress of Industrial Organizations and Canadian Labor Congress.

Section 2 – **Objects**

- 1. To unite in this Local Union all working men and working women who are members of the United Steelworkers (hereinafter referred to as the “International Union”) and who are within the jurisdiction of this Local Union.**
- 2. To establish through collective bargaining adequate wage standards, shorter hours of work and improvement in the conditions of employment for workers in industry.**
- 3. 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 the 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 protest 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 of the United States, Canada and the world community.**
- 4. To encourage the organization and affiliation of unorganized workers who, subject to the provisions of Article VII, Section 1 of the International Constitution, may be placed within the jurisdiction of this Local Union.**
- 5. 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 II

Jurisdiction

The jurisdiction of Local **507** shall embrace all hourly rated and non-exempt workers of in the Canton Mill, the Waynesville Plant, and any other group the Executive Board and the membership may determine, subject to the approval of the International Union.

ARTICLE III

Membership

Section 1 – Eligibility – Any worker within the jurisdiction of this Local shall be eligible to apply for membership in the Local.

Section – Acceptance – It shall be the policy of this Local Union to accept for membership any employee who is to be represented by the Local for collective bargaining purposes.

Section 3 – Dues and Payments – Beginning with the first pay-period in January, 1971, all dues will be paid through payroll deduction. The fifteenth day of the month is the dividing line for purposes of determining when the new members' dues payments shall begin. Any employee joining after the fifteen day begins payment with the following month.

Section 4 – Delinquency – Any member behind in the payment of his or her dues shall, in accordance with Article **XI**, **Sections 4, 5, 6, and 7** of the International Constitution, stand suspended and not be entitled to the password, a seat, or office at any meeting of the Local Union. To reinstate, he/she shall comply with the procedure set forth in the International By-Laws.

Section 5 – Withdrawal and Transfer Cards – Withdrawal and transfer cards shall be issued by the Local Union in accordance with Article **XV** of the International Constitution.

ARTICLE IV

Revenue and Expenditures

Section 1 – The initiation fee for all new employees joining the Local Union after the probationary period will be as follows:

| | |
|----------------|---------|
| Within 30 days | \$10.00 |
| Within 60 days | \$25.00 |
| After 60 days | \$75.00 |

The full amount shall be paid by cash or check.

Section 2 – Changes in Dues and/or Initiation Fees and Assessments – No Changes will be made in the dues and/or initiation fees for assessments except under the following conditions:

- a) The exact nature of the proposed change shall be set forth in a notice, widely publicized to all members.
- b) By majority vote of the members in good standing, voting in a membership referendum conducted by secret ballot.
- c) In the event the per capita tax and/or initiation fee is raised at the International Convention, the Local dues will automatically be raised by this amount.
- d) In the event that a member drops out of the Local Union and then at a later date wishes to be reinstated the fee will be \$125.

Section 3 – Any employee on Union business will be reimbursed for scheduled time lost.

Section 4 – Any motion to expend more than the current designated amount would automatically be referred to the Finance Committee. The President, Recording Secretary, and the Chairman of the Trustees would be authorized to spend money up the designated amount.

ARTICLE V

Penalties

Section 1 – Offense Defined – In order to protect the integrity and welfare of its members, this Local Union considers it an offense against the Union and its members for any member to violate a specific provision of the Constitution and By-Laws, to engage in activities which bring the Local or International into disrepute, to violate the oath of loyalty, to join a competing labor organization or (if an officer or steward) to commit gross inefficiency or misappropriation.

Section 2 – Impartial Trial – Appeal – Any member or officer charged with an offense in accordance with the procedures set forth in Article **XII and XIII** of the International Constitution shall be entitled to a fair Trial.

ARTICLE VI

Officers and Delegates to Convention

Section 1 – The officers of this Local shall be a President – Business Agent, an Executive Vice-President, ten (10) Departmental Vice-Presidents, a Recording and Corresponding Secretary, a Financial Secretary, a Treasure, and one (1) Trustee.

- a) One (1) inside guard and one (1) outside guard and two (2) Trustees will be appointed by the Executive Board.

Section 2 – All officers shall be elected every **three years in April** on a date designated by the Election Committee. Nominations for all officers shall be made at the **March** meetings. No nominee shall be placed on the ballot unless he/she signifies his/her acceptance of the nomination either in person or by written notification submitted to the meeting at which the 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. Departmental Vice Presidents must be nominated by an employee he or she will be representing. Any person nominated for an office and unopposed for that office will be considered elected and will not be placed on a ballot.

Section 3 – Nomination of Delegates – Nomination for delegates to conventions will be held at a regular meeting as soon as possible after the **election of officers**. Election of delegates will be held by secret ballot at the following regular meeting from 3 pm to 5 pm and from 7 pm to 9 pm.

Section 4 – Eligibility – No member shall be eligible for nomination or election to any office in this Local, or as a delegate to any Convention or as a representative of this Local, or any other subordinate body of the international unless he/she is a member in good standing of this Local and has been continuously for at least **two (2)** year preceding his or her nomination and election. The President of the Local will automatically be a delegate to any State or International Convention. In order to be eligible for a nomination to attend a Convention or any function representing the Local, a member must have attended at least **one third** of the union meetings in the past **24** month period or have reasonable excuses for non-attendance.

Section 5 – Terms of Office – All officers shall hold office until their successors are elected and installed. Installation of officers shall be held at the **May** meeting after election. The out-going officers shall immediately turn over all papers, money, rights, titles, chattels, books, records, property and assets belonging to the Local, to their successor or to the President of the Local.

Section 6 – Vacancies – In the event a vacancy occurs in the office of **Vice President, Recording Secretary, Financial Secretary, Treasurer, Guard, Trustee or Department Vice President**, at anytime during the term of office the remaining Local

Union officers shall by majority vote select a successor to service for the remainder if that term.

Section 7 – Chain of Command – A chain of command will be established from all officers of the Local to serve as President-Business Agent should there be an occasion when the President – Business Agent and the Executive Vice President are unavailable. These Officers would be numbered 2nd Vice President through 8th Vice President. These Vice Presidents will be elected by all the Officers of the Local each year in **May**. Should there be a vacancy in one of the numbered Vice Presidents, they would automatically progress and successors would be named by the Local’s Executive Committee at their next regular meeting to serve for the remainder of the term of office.

Section 8 – Duties of Officers –

1. President-Business Agent:

He/She shall preside at all 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 sign all checks or other authorization for withdrawal of the funds of the Local. He/She shall enforce the provisions of the Constitution of the International and of these By-Laws and duly adopted rules, resolutions and regulation of the Local. He/She shall be an ex-officio member of all special and standing committees and shall appoint such committees as are not otherwise provide herein. He/She shall be the Chief Executive Officer of the Local and shall transact such business as is usual to the Office of the President, subject, however, to the disapproval of the Local Executive Board or the membership. He/She shall cast a ballot only in case of a tie vote. He/She shall be the paid representative of the Local Union. He/She shall handle grievance procedures, arbitration and assist in negotiations with the company, enroll new members, and attend to the general business and other business which may be designated to him/her by the Local. If the membership is **700** or more, The President-Business Agent will be on a full time basis and will be paid by the Union.

2. Executive Vice-President:

He/She shall act in place of the President-Business Agent in the event of the President’s death or absence from the city, shall preside at Local meetings in the President’s absence and shall assist the President in maintaining order at the meeting and in other ways as the President requires.

3. Departmental Vice Presidents:

The Departmental Vice Presidents shall report to the President-Business Agent on activities of his/her department. He/She shall assist the Steward in handling grievances after the first step of the grievance procedure.

4. Recording and Corresponding Secretary:

He/She shall be the record keeper of the Local Union (except for financial records and records of grievances). He/She shall keep a record of the actions taken at each meeting, including motions, resolutions and other matters of interest to the Local; this record shall be kept in a permanent book and each set of minutes shall, after having

been approved, bear the signature of the Secretary and President-Business Agent. The Secretary shall call the roll of Officers at the meeting appropriately, bringing them to the attention of the membership at the Local meeting and also bringing them to the attention of the appropriate officer before the meeting. He/She shall keep a file of all correspondence and incoming communications. He/She shall be responsible for the safe keeping of the Local's seal and shall insure that it is used only as appropriate.

5. Financial Secretary:

The Financial Secretary shall collect all monies owed to the Local, including dues, initiation fees, fines and assessment, giving receipts where appropriate. He/She shall keep true and accurate accounts of all his/her transactions as Financial Secretary and shall make monthly report thereon to the Local Executive Board, and the Local. He/She shall keep a record of the names and addresses of all members of the Local Union and their status. He/She shall render a report to the President-Secretary of the International as required by the International Constitution. He/She shall countersign all checks.

6. Treasurer

The Treasurer shall receive all monies from the Financial Secretary and all other securities, funds and other valuables of the Local and shall deposit same in the name of the Local in such bank or banks as the Executive Board may direct. He/She shall countersign all checks, bank withdrawal slips or other authorization for the withdrawal of funds, money, and properties of the Local, provide however, that such withdrawal and disbursements have been approved by the members of the Executive Board. He/She shall give receipts when appropriate and shall be the custodian of all the Local's property and accounts. He/She shall keep true and accurate records of all his/her transactions as Treasurer and shall make monthly reports thereon, including the balance on hand in the Local treasury, to the Local Executive Board and the Local. He/She shall preserve an index of all bills for which checks have been issued and shall keep all stubs and vouchers for all bills paid. No bill shall be paid other than by check and checks shall bear the signature of the Treasurer, the Financial Secretary and the President.

7. Guards:

They shall act as assistants to the President-Business Agent. They shall see that all present at the Local Union meeting are qualified to remain and that all visitors are properly announced to the presiding officer. They will also do such other work as the President-Business Agent may direct in order that the conduct of the meeting may be smooth.

8. Trustees

The trustees shall examine and audit the books and record of the Local in the possession and control of the Treasurer, Financial Secretary, or any other officer, delegate or person, every month commencing on January 1st of each year and submit a written report of each audit to the Local Executive Board. An annual financial report must be submitted to the International Secretary-Treasurer within ninety (90)

days of the end of the local's fiscal year. They shall supervise the safekeeping, good condition and security of all the Local's property and the maintenance of proper financial books and reports by the officers required to maintain such books and records. They shall give a report at each monthly meeting.

9. Bonding of Officers:

All officers shall be bonded in accordance with Article **XIV**, Section **13** of the International Constitution.

ARTICLE VII

Stewards

Section 1 – Selection – The members in each department in the plant and on each shift shall elect a Union Steward from among their own group to serve as their representative. Voting shall be done at the departmental meeting called by the Departmental Vice-President within two weeks after the officers of the Local Union have been elected.

Section 2 – Responsibility – The Stewards are responsible to the Departmental Vice-Presidents.

Section 3 – Chief Steward – Chief Stewards will be selected from among the elected stewards in the areas where the employees so desire. The Chief Steward will be responsible for the policing of the Labor Agreement in his/her specific designated area. He/She shall assist the stewards in his/her area and in general will be responsible for working out the problem in his/her designated areas.

Section 4 – Vacancy – In the event a vacancy arises in the position of Steward in any department, the Departmental Vice-President shall call a meeting of that area to select a replacement

Section 5 – The Steward shall be the representative of the Union in his/her area and shall handle all problems arising on his/her shift involving the welfare and contractual rights of the workers.

Section 6 – Each Steward shall be expected to participate in all schools, classes, etc., set up by this Local Union for Steward training and attend the Regular Monthly Meeting.

ARTICLE VIII

Executive Board

Section 1 – There shall be an Executive Board consisting of the President-Business Agent, the Executive Vice-President, ten (10) Departmental Vice-Presidents, the Recording and Corresponding Secretary, the Financial Secretary, the Treasurer, and three (3) designated Trustees. One (1) trustee which shall be designated to attend the Executive Board meetings of the local Union.

Section 2 – The Executive Board shall be the highest governing authority within the Local between meetings of the Local and shall exercise general supervision over its business and affairs. All business arising for the Local Union's consideration shall be reviewed by the Executive Board in advance of its handling at the Local meetings and the Executive Board shall report on the business to the meetings, with or without recommendation for appropriate action.

Section 3 – The Executive Board shall have such powers as are necessary and appropriate to effectuate the purposes of the Local. It shall resent a report of its activities to each meeting of the Local for its approval.

Section 4 – All requests for mill wide contributions or donations to individuals or organizations shall first be submitted to the Executive Board for its consideration and recommendation, before being received by the local.

Section 5 – It shall be the duty of the Executive Board to cause the provisions of the International Constitution and By-Laws, rules and regulations of this Local to be faithfully executed; and to preserve, promote and safeguard the best interest and general welfare of the **United Steelworkers International Union**, this Local, and its members.

Section 6 – Meeting Guidelines:

- a. The Executive Board shall meet at least once a month on Tuesday night of the week prior to the monthly meeting.
- b. Special meetings of the Executive Board may be called at any time by the President-Business Agent or by three (3) members of the Board – not less than twenty-four (24) hours verbal or written notice to the Executive Board members of the time and place of the meeting and of the business to be transacted thereat.
- c. A majority of the members of the Executive Board shall constitute a quorum for the transaction of any business.

ARTICLE IX

Committees

Section 1 – All committees, except as otherwise specified will be elected by the officers **and approved by the membership** at the first organization meeting **after the election**.

Section 2 – Negotiating Committee

- a. The Canton Mill Negotiating Committee shall consist of the President-Business Agent (who will serve as Chairperson), the Executive Vice-President, and eight (8) Departmental Vice-Presidents.
- b. The Waynesville Negotiating Committee shall consist of the President-Business Agent (who will serve as Chairperson) and two (2) Departmental Vice-Presidents from Waynesville.

Section 3 – **Trial** Committee: The **Trial** Committee shall consist of the Executive Board as directed in Article **IX, Section 1 of the Local Union By-laws and Constitution and Article XIII** of the International Constitution, and their duties shall be described in Article **XIII** of the International Constitution.

Section 4 – Grievance Review Committee:

- a) **The Grievance review committee shall consist of the President/Business agent, three (3) Canton Mill Department Vice Presidents, two (2) Waynesville Mill Department Vice Presidents and the employee or employees involved. Each case shall be voted on by no more than five (5) votes, The President/Business agent shall have one(1) vote, Department Vice President and employee or employees appealing grievance shall have one (1) vote, and the Department Vice Presidents shall have three (3) votes. No grievance shall be appealed to arbitration before being voted on by this committee.**
- b) **Grievances that need to be taken before the Union body by an individual employee that have been voted down by the Grievance Review Committee shall be presented to the Executive Committee at the following regular Executive Committee meeting. If the employee does not pursue his/her grievance and does not have a justified reason for not doing so, it shall be considered settled on the Grievance Review Committee decision. If pursued by the employee and heard by the Executive Committee, the Executive Committee will present it to the body at the next Regular Meeting with or without recommendation. It will be voted on by secret ballot.**

Section 5 – Other Committees: The President-Business agent shall have the right to select additional committees. Such committees shall execute their tasks and report to the Local Union at the appropriate time. All committees shall be reviewed periodically by the Executive Board.

ARTICLE X

Meetings

Section 1 – The Local meeting is the highest authority of the Local. All officers, the Executive Board, and all other committees of the Local are accountable to the membership of the Local and are subject to membership approval at Local meetings, except as may be otherwise provided.

Section 2 – The Local shall meet regularly on the first Thursday at 3 pm and 7 pm of each month at the headquarters of the Local, or at such other place as the Local or the executive Board shall decide. Notices of the monthly meetings will be posted on the union bulletin boards.

Section 3 – The President-Business Agent may call a special meeting of the Local. The President/Business Agent shall call a special meeting at the request of the Executive Board or the written request of one-fifth, but no less than seven of the members in good standing. Written notice of a special meeting shall be posted seventy-two (72) hours in advance on the Union bulletin boards, and shall state the purpose for which the meeting is called. No business other than that for which the meeting is called may be transacted.

Section 4 – The order of Business at the Regular meeting:

1. Invocation
2. Initiation of Candidates
3. Roll call of Officers
4. Reading of unapproved minutes and communications.
5. Financial secretary's Report
6. Treasurer's Report
7. Report of Committees (Trustees' Report)
8. Unfinished Business
9. New Business
10. Adjournment

Section 5 – Rules of Order – The recognized authority on all points not covered by this Constitution and By-Laws shall be the Simplified Rules of Order of the International Union. The final authority on all points not covered by this Constitution and By-Laws and the Simplified Rules of Order of the International Union shall be Roberts' Rules of Order.

Section 6 – Regular Meetings cannot extend beyond two hours.

ARTICLE XI

Elections

Section 1 – Election Notices- Notice of nominations of officers for office will be posted in Union bulletin boards not less than fifteen (15) days prior to the next regular monthly meeting. Notice of election will be mailed to each members last known home address at least fifteen (15) days prior to election.

Section 2 – Secret Ballot – The voting shall be by secret ballot.

Section 3 – Election Committee Duties:

- a) Have the ballots printed or copied after the nominations have been completed and be responsible for the ballots.
- b) Notice of the election will be in accordance with the provision in Section 1 above.
- c) Keep a list of the names and addresses of members of the Local Union and make this list available for inspection to each candidate, once within the thirty (30) days prior to the election.
- d) Post election notices on Union bulletin boards and set up polls.
- e) Appoint two (2) members to stand at each poll as observers, with printed lists of members in good standing, to verify each voters right to vote.
- f) Each candidate has the right to have an observer at the polls and at the counting of the ballots.
- g) Prepare a written signed report showing the number of votes for each candidate and present this report to the Secretary together with the ballots and any other records used in the election. These ballots and records shall be retained for one (1) year.

Section 4 – Run-Off – In the event that no person has a majority of the votes, but only a plurality, a run-off election shall be held between the two candidates polling the largest number of votes. In case of another tie, the Executive Board will select a winner.

Section 5 – Election Hours – General election hours shall be from 5:30 am to 7 pm.

ARTICLE XII

Affiliation

This Local shall affiliate with the Central Labor Council and State Federation as outline Article **VII Section 7**, of the International Constitution.

ARTICLE XIII

Changes and Adoption

Section 1 – Any proposed changes in the Constitution and By-Laws should be submitted to the Constitution and By-Laws Committee in writing for review before voted upon by the membership.

Section 2 – Adoption – This Constitution and By-Laws shall become effective when ratified by a majority vote of the membership at a Regular Meeting and when approved by the President of the International Union.

Section 3 – Any provision of these By-Laws may be modified, amended or repealed, or additional By-Laws may be adopted, by the affirmative vote, two thirds off the members voting on the question at a regular meeting or special meeting called for that purpose, provided however, that notice of the proposed amendment, modification or repeal has been given to the members at a previous Regular meeting; and further provided that if an amendment shall alter the amount of the initiation fee or dues as fixed by Article IV of these By-Laws the vote must be taken by secret ballot and after at least ten (10) days notice of the intention to vote upon the question. This Local has no power to modify, amend or repeal any of the terms and provision of the Constitution of the International.

Section 4 – Copies to Members – Every member shall be provided with a copy of this Constitution and By-Laws, and the collective bargaining agreement under which he/she works. The new members shall receive these at the time of their initiation and shall be instructed in their meaning and importance.

ARTICLE XIV

Provision of this Document

Any provision of this document inconsistent with Federal, State or Provincial Law shall be of no force or effect.

AMENDMENTS:

Effective February 4, 1971 – A motion made at the first session will be voted on and carried to the second session for a vote. It must carry a majority vote of members attending both sessions to pass.

An amendment to a motion at the first session must have a majority vote to be carried to the second session, otherwise it dies at the first session. An amendment made and passed by a majority at the first session will be carried to the second session and be voted on. To pass it must carry a majority vote of all members attending both sessions.

An amendment made at the second session must have a majority vote of members attending both sessions to pass.

Effective February 9, 1971 – the motion to reconsider a motion must be made at the meeting the vote is taken or the next monthly meeting and it must have a two-thirds majority vote to carry. The motion to be reconsidered will be acted upon the following monthly meeting.

Effective January 1, 1979 – Any Departmental Mutual Agreement must be voted on and passed by a majority of the affected people in attendance at the meeting. This agreement must be signed by the Company, the Local Union, and the International Representative.

Effective January 1, 1979 – Any motion of important significance that is made at a Regular Monthly meeting will automatically be referred to the Executive Committee or the appropriate committee.

Effective August 2, 1979 – In reviewing and bringing up to date, the Constitution and By-Laws Committee could have missed some additions or changes to the By-Laws. If a change or amendment has been missed, and it can be proved through past practice or recording in the Local's minutes, these changes or amendments will become part of this set of By-Laws.

Approved:

Leo Gerard, USW International President

Date:

ACCOUNTABLE PLAN

PACE Local 2-057 has adopted a written policy statement regarding reimbursed employee business expenses. This statement is intended to comply with the IRS requirements for a written Accountable Plan. Our Local Union requires the following three criteria be met for reimbursed employee business expenses.

1. There must be a business or Union purpose for the expense.
2. The expense must be substantiated with a written receipt or bill.
3. As it relates to Per Diem and mileage for official union business, any amounts paid to officers/members that exceed the Federal guidelines from the IRS will be returned to the Local Union within sixty (60) days for the excess amounts will be treated as taxable income and are subject to withholding taxes.

Voted on and approved by the body at Regular Meeting on:

12-04-02 Voted on Day and Night Meeting