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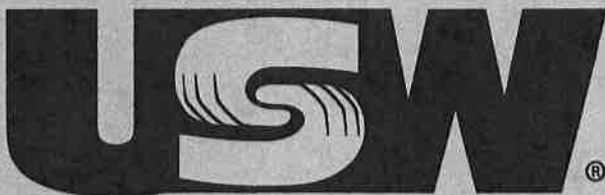
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# Constitution of International Union

**UNITED STEELWORKERS**

MANUAL

**UNITED STEELWORKERS**



**UNITY AND STRENGTH FOR WORKERS**

**ADOPTED AT  
LAS VEGAS, NEVADA  
APRIL, 2017**

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## ARTICLE I

### Name

1 This Organization shall be known as the United  
2 Steel, Paper and Forestry, Rubber, Manufacturing,  
3 Energy, Allied Industrial and Service Workers  
4 International Union (to be known in short as the  
5 "United Steelworkers" and by the acronym "USW").  
6 This document shall be known as the Constitution and  
7 By Laws of the International Union and it shall also be  
8 the Constitution of each Local Union chartered by the  
9 International Union.

## ARTICLE II

### Objects

10 First. To unite in this union all working men and  
11 working women eligible for membership.

12 Second. To establish through collective bargaining  
13 adequate wage standards, shorter hours of work and  
14 improvements in the conditions of employment for  
15 workers in industry.

16 Third. To engage in educational, legislative, polit-  
17 ical, civic, social, welfare, community and other activ-  
18 ities; to advance and safeguard the economic security  
19 and social welfare of workers in industry, the  
20 International Union, its Local Unions and the free labor  
21 movements of the United States, Canada and the world;  
22 to seek to eliminate all forms of discrimination; to pro-  
23 tect and extend our democratic institutions and civil

1 rights and liberties; and to perpetuate and extend the  
2 cherished traditions of democracy and social and eco-  
3 nomic justice in the United States, Canada and the  
4 world community.

5 Fourth. To function as an autonomous  
6 International Union affiliated with other international  
7 unions in national and international federations in the  
8 United States, Canada and the free world; to unify and  
9 solidify the International Union, its Local Unions and  
10 the entire labor movement; and to provide financial and  
11 other aid and assistance to labor and other organiza-  
12 tions in the United States, Canada and other parts of the  
13 world.

14 Fifth. To take all steps and actions consistent with  
15 the Constitution and policies of the International Union  
16 to implement and carry out the objects, rights, activities  
17 and responsibilities of this organization.

### ARTICLE III

#### Eligibility

18 Section 1. All working men and working women in  
19 the United States, Canada, insular areas adjacent there-  
20 to and the Western Hemisphere, for whom the union  
21 assumes or seeks to assume the collective bargaining  
22 and other responsibilities set forth in Article II, and all  
23 officers, staff representatives and employees of the  
24 International Union, are eligible for membership.

25 Section 2. Persons having supervisory power shall  
26 be eligible for membership subject to the terms estab-

1 lished by the International Executive Board.

2 Section 3. No person shall be eligible for member-  
3 ship, or for nomination or election or appointment to,  
4 or to hold any office, or position, or to serve on any  
5 Committee in the International Union or a Local Union  
6 or to serve as a delegate who is a consistent supporter  
7 of, or who actively participates in, the activities of any  
8 hate based-racist, terrorist, or other organization which  
9 advocates violence to affect government policy or to  
10 oppose the democratic principles to which the United  
11 States and Canada and our Union are dedicated.  
12 This eligibility requirement shall be in addition to any  
13 other eligibility requirement imposed by any other  
14 Article or Section of this Constitution.

## ARTICLE IV

### **International Officers, International Executive Board, International Tellers and Delegates to the Conventions of the Federation**

15 Section 1. The International Officers of the  
16 International Union shall be the International President,  
17 the International Secretary-Treasurer, the International  
18 Vice President (Administration), the International Vice  
19 President (Human Affairs) and the Canadian National  
20 Director.

21 There shall be one International Vice President at  
22 Large and one International Vice President.

23 There shall be one District Director for each District.  
24 The persons duly elected to such positions shall per-  
25 form the functions set forth in this Constitution.

1 Section 2. The term of office of the International  
2 Officers, the International Vice President at Large, the  
3 International Vice President and District Directors shall  
4 be four (4) years, except as otherwise contemplated in  
5 Article V, Section 2, of this Constitution.

6 Section 3. No member shall be eligible for nomi-  
7 nation or election as an International Officer,  
8 International Vice President at Large, International  
9 Vice President or District Director unless the member  
10 (a) shall be in continuous good standing for a period of  
11 five (5) years immediately preceding the election, (b) is  
12 a citizen of the United States or Canada or other coun-  
13 try in which the United Steelworkers represents mem-  
14 bers or has legally declared the intention of becoming a  
15 citizen, and (c) has worked for three (3) years in an  
16 enterprise, public or private, or any other place within  
17 the jurisdiction of the International Union, or is an  
18 International Officer, International Vice President at  
19 Large, International Vice President, District Director or  
20 a Staff Representative of the International Union.

21 Section 4. No member shall accept nominations  
22 for or hold two or more positions set forth in Section 1  
23 above and Section 28 below at the same time.

### **International President**

24 Section 5. The International President shall attend  
25 and preside at all International Conventions and at all  
26 sessions of the International Executive Board. The  
27 President shall convene regular and special meetings of  
28 the International Executive Board whenever necessary,  
29 or when requested by a majority of the members of the  
30 International Executive Board.



1 Section 6. The President shall interpret the mean-  
2 ing of the Constitution and the President's interpreta-  
3 tion shall be subject to review by the International  
4 Executive Board. Between sessions of the International  
5 Executive Board the President shall have full power to  
6 direct the affairs of the International Union subject to  
7 the approval of the Executive Board. The President  
8 may in person, or designate an International Officer or  
9 a Staff Representative, to visit or inspect the office of  
10 any Local Union or District.

11 Section 7. The International President shall have  
12 the authority to appoint, direct, suspend, or remove  
13 such organizers, representatives, agents and employees  
14 as the President may deem necessary. The President  
15 shall fix their compensation and, where appropriate,  
16 shall establish job rates, subject to the approval of the  
17 International Executive Board.

18 Section 8. The International President shall  
19 appoint, prior to the opening date of the International  
20 Convention, and subject to the approval of the  
21 International Convention, such committees as are nec-  
22 essary to conduct the affairs of the International  
23 Convention. Such committees shall meet before the  
24 opening date of the International Convention and shall  
25 proceed to consider all resolutions, appeals, reports and  
26 constitutional amendments submitted to the  
27 International Convention.

28 Section 9. The International Officers shall make a  
29 full joint report of the administration of their offices  
30 and of the affairs of the International Union to the  
31 International Convention.

1 Section 10. The International President shall per-  
2 form all such other duties as pertain to the President's  
3 office.

### **International Vice Presidents**

4 Section 11. The International Vice Presidents shall  
5 assist the International President in the performance of  
6 the President's duties and shall work under the direction  
7 of the International President.

### **International Secretary-Treasurer**

8 Section 12. The International Secretary-Treasurer  
9 shall be the chief custodian of all files, records, books,  
10 documents and effects of the International Office,  
11 except such records as properly belong to the offices of  
12 the International President and the International Vice  
13 Presidents.

14 The Seal of the International Union shall be held in  
15 trust by the International Secretary-Treasurer. The Seal  
16 shall be in a form and design approved by the  
17 International Executive Board.

18 The International Secretary-Treasurer shall cause  
19 to be recorded the proceedings of all International  
20 Conventions and shall cause a record to be kept of all  
21 actions taken by the International Executive Board.

22 The International Secretary-Treasurer shall per-  
23 form the functions set forth in Articles V, VI and VII of  
24 this Constitution and shall assist the President in the  
25 performance of the President's functions under Articles  
26 IX, XII and XIII.

27 Section 13. The International Secretary-Treasurer

1 shall be the chief financial officer of the International  
2 Union, shall receive and collect all monies due to the  
3 International Union, and shall be in charge of and pre-  
4 serve all monies and properties of the International  
5 Union. The International Secretary-Treasurer shall pay  
6 all bills and current expenses unless otherwise ordered  
7 by the International President. The International  
8 Secretary-Treasurer shall furnish to the International  
9 Officers and Executive Board quarterly reports of the  
10 financial operations of the International Union.

11 Section 14. The International Secretary-Treasurer  
12 shall make the necessary arrangements for the mainte-  
13 nance of financial books and records, the receipt of all  
14 funds due the International Union and shall deposit all  
15 such funds in the name of the International Union in  
16 depositories approved by the International Executive  
17 Board. The International Secretary-Treasurer shall  
18 invest all such funds as may be deemed by the  
19 International Executive Board to be in excess of current  
20 need in such securities as the International Executive  
21 Board may decide.

22 Section 15. The International Secretary-Treasurer  
23 shall give a bond in an amount to be fixed by the  
24 International Executive Board to insure the faithful dis-  
25 charge of the International Secretary-Treasurer's duties.  
26 Said bond shall be approved by the International  
27 Executive Board. In addition, bonds for the other  
28 International Officers, Executive Board members and  
29 employees of the International Union, to the extent and  
30 in such amounts deemed necessary by the International  
31 Executive Board, shall be provided and approved by the  
32 International Executive Board. The cost of said bonds

1 shall be paid out of the funds of the International Union.

2 Section 16. The International Secretary-Treasurer  
3 shall keep copies of all important correspondence sent  
4 out and received by the International Secretary-  
5 Treasurer's office.

6 The International Secretary-Treasurer shall per-  
7 form such other duties as pertain to the International  
8 Secretary-Treasurer's office or may be assigned by the  
9 President or the International Executive Board.

10 Section 17. The International Secretary-Treasurer  
11 shall have the authority, subject to the approval of the  
12 International President, to employ with compensation  
13 such assistants as may be necessary to conduct the  
14 affairs of the International Secretary-Treasurer's office.  
15 The compensation and, where appropriate, job rates  
16 fixed for such assistants shall be subject to the approval  
17 of the International Executive Board.

### **Canadian National Director**

18 Section 18. The National Director of Canada shall  
19 be the spokesperson for the Union in Canada on nation-  
20 al issues and on Union issues applicable to more than  
21 one Canadian District. The National Director of  
22 Canada shall chair the National Policy Conference  
23 which is the Union's forum in Canada to set priorities  
24 and policies for legislative and collective bargaining  
25 matters in Canada consistent with this Constitution and  
26 the Union's overall policy.

### **International Executive Board**

27 Section 19. The International Executive Board shall

1 consist of the International Officers, the International Vice  
2 President at Large, the International Vice President and the  
3 District Directors.

4 Section 20. International Executive Board mem-  
5 bers shall attend all regular and special meetings of the  
6 International Executive Board and shall administer the  
7 affairs of the International Union in their Districts and  
8 perform such duties as may be assigned to them subject  
9 to the direction of the International President. The  
10 International Executive Board shall meet twice a year  
11 and at such other times as provided for herein. It shall  
12 enforce the Constitution and carry out the instructions  
13 of the International Conventions and, between the  
14 International Conventions, shall have power to direct  
15 the affairs of the International Union. It shall cause the  
16 books of the International Secretary-Treasurer to be  
17 audited by certified public accountants annually and  
18 shall transmit a copy of the audit to all Local Unions  
19 upon the completion thereof.

20 The funds and property of the International Union  
21 shall be managed, invested, expended or otherwise  
22 used to implement and carry out the objects, rights,  
23 activities and responsibilities of the International  
24 Union, and to administer the affairs of the International  
25 Union, in accordance with the Constitution and policies  
26 of the International Union.

27 Section 21. Each January 1, the annual salary for  
28 the International Executive Board Members shall be  
29 changed by the same percentage that average annual  
30 earnings for USW members for the most recent calen-  
31 dar year changed from the average annual earnings for  
32 the year which preceded it.

1 International Executive Board Members,  
2 International Officers, representatives and employees  
3 of the International Union shall receive, in addition to  
4 their salaries, reimbursement for their legitimate  
5 expenses, and such fringe benefits as have been or may  
6 from time to time be approved by the International  
7 Executive Board.

8 Section 22. Real estate necessary to the affairs of  
9 the International Union may be acquired, held, leased,  
10 mortgaged and disposed of by the International  
11 Executive Board in the names of the International  
12 President and the International Secretary-Treasurer and  
13 their successors in office as trustees for the  
14 International Union.

15 Section 23. The International Executive Board  
16 shall have the power to remove any of the officers or  
17 officials enumerated in Section 1 and Section 28 here-  
18 of who, (a) after due trial upon written charges of  
19 which a copy shall be given to the accused at least fif-  
20 teen (15) days before trial, is found guilty of dishon-  
21 esty, malfeasance or maladministration, or (b) has been  
22 expelled as a member of the International Union in  
23 accordance with the provisions of this Constitution.

24 Section 24. Vacancies among the International  
25 Executive Board, shall be filled by the remaining mem-  
26 bers of the International Executive Board for the bal-  
27 ance of the term. The International Executive Board  
28 shall have the power to fill vacancies among  
29 International Tellers for the unexpired term. Any mem-  
30 ber designated by the International Executive Board to  
31 fill a vacancy pursuant to this Section must meet the

1 eligibility requirements for the office involved.

2 Section 25. The International Executive Board shall  
3 have the power to decide all appeals made to it and its deci-  
4 sions shall be effective when rendered, except that it may  
5 stay execution of the decision pending an appeal to the  
6 International Convention, notice of which shall be filed  
7 with the International Secretary-Treasurer within thirty  
8 (30) days after the International Executive Board's decision  
9 is made known to the parties interested. The International  
10 Executive Board may delegate or assign all or part of its  
11 authority under this Section to a committee of its members.

12 Section 26. A quorum of the International Executive  
13 Board shall be a majority of the members. Questions com-  
14 ing before the International Executive Board shall be  
15 decided by a majority vote of its members present at a quo-  
16 rum, except as otherwise provided in this Constitution.  
17 Any member may demand a roll call vote on any question  
18 and in such event each member of the International  
19 Executive Board shall have one (1) vote and one (1) addi-  
20 tional vote for each 1,000 members or majority fraction  
21 thereof in good standing in the District which such  
22 International Executive Board member represents. In the  
23 absence of a roll call vote, the International Executive  
24 Board members shall be entitled to one (1) vote each. In the  
25 event a roll call vote is taken, the International President  
26 shall be entitled to a vote equal to the number of votes cast  
27 by the Board member who has the highest number of  
28 votes. The International Secretary-Treasurer, the  
29 International Vice President (Administration), the  
30 International Vice President (Human Affairs), the  
31 Canadian National Director, the International Vice  
32 President at Large and the International Vice President

1 shall each have a vote equal to one half (1/2) of the vote of  
2 the International President.

3 Section 27. The International Executive Board shall  
4 have the power to effectuate the merger or affiliation of any  
5 other labor organization with the United Steelworkers.  
6 Where such action is necessary to effectuate the merger or  
7 affiliation, the International Executive Board may for a  
8 *period of up to four (4) years waive the application of any*  
9 provision of this Constitution to the members of the newly  
10 merged or affiliated labor organization or continue in exis-  
11 tence for those members any provision of such other labor  
12 organization's constitution with such modifications as are  
13 appropriate.

### **International Tellers**

14 Section 28. There shall be five (5) International  
15 Tellers elected at each regular Convention which  
16 precedes an International election without another  
17 Convention intervening. The International Tellers shall  
18 be elected according to geographical areas designated  
19 by the International Executive Board for a term which  
20 shall expire at the next Convention where International  
21 Tellers are elected. The method of election shall be  
22 established by the International Executive Board. The  
23 International Tellers shall perform their duties in con-  
24 nection with elections to International offices as pro-  
25 vided in this Constitution. No paid staff representative  
26 of the International Union shall be eligible for the posi-  
27 tion of International Teller.

28 The International Tellers may separate into hearing  
29 panels in order to expedite the hearing of election con-  
30 tests. To be eligible to serve as an International Teller,



1 a member must meet the requirements of Section 3 of  
2 this Article IV.

3 Section 29. Each International Teller shall receive  
4 \$175.00 per day and legitimate expenses for each day  
5 employed.

### **Delegates to the Conventions of the Federation**

6 Section 30. The members of the International  
7 Executive Board shall be the delegates of the  
8 International Union to the conventions of the National  
9 Federation with which the International Union is affili-  
10 ated (hereinafter referred to as the "Federation").  
11 Delegates to the conventions of the Federation shall  
12 represent the International Union. They shall render a  
13 report to the regular International Convention immedi-  
14 ately following the convention of the Federation which  
15 they last attended. The delegates to the conventions of  
16 the Federation shall cast their vote as a unit, on all  
17 questions coming before the convention in accordance  
18 with the instructions of the International Convention or  
19 the International Executive Board. In the absence of  
20 such instructions, the decision of a majority of the del-  
21 egates shall determine.

## **ARTICLE V**

### **Nominations and Elections of International Executive Board Members**

22 Section 1. The International President, the International  
23 Secretary-Treasurer, the International Vice President  
24 (Administration) and the International Vice President

1 (Human Affairs) shall be elected by referendum vote of the  
2 members of the International Union.

3 The International Vice President at Large and the  
4 International Vice President shall be elected by referendum  
5 vote of the members of the International Union.

6 The National Director of Canada shall be elected for the  
7 same term in the same manner and at the same time as the  
8 other International elections by the members within Canada.

9 The members of the International Union within each  
10 District shall elect their District Director by referendum vote.

11 Such elections shall be conducted in accordance with  
12 the provisions of this Constitution and an International Union  
13 Elections Manual to be adopted by the International  
14 Executive Board prescribing procedures and rules governing  
15 nominations and elections under this Article.

16 The candidates for the respective positions receiving  
17 a plurality of the votes cast and meeting the eligibility  
18 requirements set forth in Section 3 of Article III and  
19 Sections 3 and 4 of Article IV, shall be declared elected.

20 Section 2. The next election of the International  
21 Executive Board shall be held on Tuesday, November 21,  
22 2017, and in every fourth year thereafter on the Tuesday  
23 immediately preceding the U.S. Thanksgiving, and the  
24 persons elected shall assume their duties beginning March  
25 1, 2018 and shall serve until their successors are elected  
26 and qualified at which time all money, official records and  
27 documents and all property belonging to the International  
28 Union shall be turned over to such successors.

29 Section 3. All members in good standing shall be  
30 entitled to vote.

31 Section 4. Each Local Union shall have the right to

1 nominate a member for each office to be filled. During  
2 the month of June, 2017 each Local Union shall desig-  
3 nate a date, time and place for the holding of a nomina-  
4 tion meeting to be held in the month of September,  
5 2017. Each Local Union Recording Secretary shall  
6 have the duty to transmit immediately to the  
7 International the information respecting the date, time  
8 and place selected for the nomination meeting. The  
9 International Secretary-Treasurer shall provide a notice  
10 reasonably calculated under the circumstances to  
11 inform the members of each Local Union of the nomi-  
12 nation meeting in their Local Union.

13 The International Secretary-Treasurer shall pre-  
14 pare nomination certificates and envelopes and send  
15 them to the Local Unions not later than August 18,  
16 2017. The Local Union Recording Secretary shall com-  
17 plete the nomination certificate, filling in the names of  
18 the members nominated by the Local Union for the var-  
19 ious offices, together with the vote recorded, and shall  
20 forward the same to reach the International Secretary-  
21 Treasurer's office not later than eight (8) days after the  
22 Local Union's nomination meeting.

23 Section 5. The International Tellers shall meet at the  
24 Headquarters of the International Union to open and tab-  
25 ulate the nomination returns and shall file a report with  
26 the International Secretary-Treasurer setting forth the  
27 names of all the members nominated and the total num-  
28 ber of nominations received. Only those nomination  
29 returns which conform to the requirements of this Article  
30 and the International Union Elections Manual shall be  
31 tabulated by the Tellers, except that timely returns which  
32 are deficient only in ministerial respects shall be tabulat-  
33 ed if the International Tellers are able to ascertain by

1 independent investigation that they are authentic and  
2 accurate. The International Secretary-Treasurer shall, not  
3 later than October 13, 2017, notify all candidates of the  
4 tabulation of nomination returns and ask them to have  
5 the officers of their Local Union certify to their member-  
6 ship in good standing.

7 For the International President, the International  
8 Secretary-Treasurer, the International Vice President  
9 (Administration), the International Vice President  
10 (Human Affairs), the International Vice President at  
11 Large and the International Vice President, the required  
12 number of Local Union nominations shall be five (5)  
13 plus one for each 10,000 members (or majority fraction  
14 thereof) in good standing as of March 31, 2017. The  
15 required number of Local Union nominations for the  
16 National Director of Canada shall be five (5) plus one  
17 for every 10,000 members (or majority fraction there-  
18 of) in good standing in Canada as of March 31, 2017.

19 The required number of Local Union nominations  
20 for District Director shall be five (5) plus one for every  
21 10,000 members (or majority fraction thereof) in good  
22 standing in the District as of March 31, 2017.

23 Section 6. Any nominees notified in accordance  
24 with Section 5 of this Article who desire to continue as  
25 candidates must have their certificate of membership in  
26 good standing attested by the officers of their Local  
27 Union and return said certificate to the International  
28 Secretary-Treasurer by October 23, 2017.

29 All protests in connection with nominations must  
30 be filed with the International Executive Board and  
31 must be received by the International Secretary-  
32 Treasurer not later than October 6, 2017, except for  
33 protests filed pursuant to the fourth paragraph of this

1 Section which must be received by the International  
2 Secretary-Treasurer by October 20, 2017.

3 The Board shall have the power to decide all ques-  
4 tions involved in such protests, including the question  
5 of whether any violation is sufficient to require invali-  
6 dation of a particular Local Union nomination.

7 If a protest alleges that a candidate was properly  
8 nominated by a particular Local Union but was not  
9 credited with that nomination because the return was  
10 not received or was not received in timely fashion, and  
11 if the International Executive Board determines that a  
12 candidate was in fact properly nominated by such  
13 Local Union, it shall credit the candidate involved with  
14 such nomination. The Board shall invalidate any  
15 protested Local Union nomination if it finds that there  
16 was a violation which may have affected the outcome  
17 of the nomination at that Local Union.

18 If the International Executive Board invalidates  
19 the nomination of one or more Local Unions, and if the  
20 International Executive Board determines that the rerun  
21 of such Local Union nominations might enable a candi-  
22 date to have a sufficient number of nominations to appear  
23 on the ballot, then the International Executive Board shall  
24 direct immediate new nominations to be run under its  
25 supervision in any Local Unions whose nominations  
26 were invalidated. In such event, the International  
27 Executive Board is empowered to postpone the election  
28 for the office involved where, in its judgment, it is neces-  
29 sary to do so. The Local Union nominations which are  
30 not invalidated shall remain in effect. The new date for  
31 any postponed election shall be set by the International  
32 Executive Board, and the International Secretary-  
33 Treasurer shall institute the machinery for such new nom-  
34 inations.

1 Immediately following the ruling of the International  
2 Executive Board on the nomination protests, the  
3 International Secretary-Treasurer shall notify all candi-  
4 dates who have received the required number of nomina-  
5 tions and ask if they desire to be placed on the ballot. In  
6 order to be placed on the ballot, candidates must respond  
7 in writing within five (5) days of the date of notification.

8 The procedure set forth in this Section is the only  
9 procedure by which protests in connection with nomina-  
10 tions may be processed. Nomination protests are not sub-  
11 ject to further review within the Union following the elec-  
12 tion. A candidate who does not receive sufficient nomina-  
13 tions to appear on the ballot, following the disposition of  
14 any nomination protests under this Section 6, shall have  
15 received the final disposition of such efforts to become a  
16 candidate.

17 If only one eligible member receives a sufficient  
18 number of nominations, no election for that position shall  
19 be held and such member shall automatically be declared  
20 the person elected for that office.

21 Section 7. No nominee filing an acceptance with  
22 the International Secretary-Treasurer shall be allowed  
23 to withdraw such acceptance.

24 If a nominee for International Officer,  
25 International Vice President at Large, International  
26 Vice President, or District Director who has complied  
27 with Section 6 above shall die prior to the date of the  
28 election, the election for the office involved shall be  
29 postponed and nominations for that office reopened.  
30 Any other nominees for said office who have complied  
31 with Section 6 above shall continue to be candidates  
32 and hold the nominations from the Local Unions previ-  
33 ously received by such nominees. The International

1 Executive Board shall set a new early election date for  
2 the office involved and the International Secretary-  
3 Treasurer shall institute the machinery to permit addi-  
4 tional candidates to be nominated for that office in the  
5 same manner as in the case of regular elections, subject  
6 to the previous sentence.

7 Section 8. The International Secretary-Treasurer  
8 shall prepare ballots giving the names and places of  
9 residence of those accepting nominations, also showing  
10 the positions for which the various nominees are candi-  
11 dates, and forward them to the Local Unions in suffi-  
12 cient numbers to supply each member not later than  
13 two (2) weeks prior to the date of election. "Tally  
14 Sheets," one "Return Sheet," and one envelope for  
15 "Return Sheet," must accompany the ballots sent each  
16 Local Union. In arranging the ballots, the International  
17 Secretary-Treasurer shall place the names of the differ-  
18 ent candidates on the ballot in graduated order, in  
19 accordance with the number of nominations received.

20 The ballot shall be prepared on special paper,  
21 employing a special watermark, to protect against  
22 duplication of the ballot.

23 The ballot shall be numbered in the upper left-hand  
24 corner, in such a manner that the number can be torn off  
25 before the ballot is placed in the ballot box. The ballot  
26 shall contain a statement instructing the voter to tear off  
27 the number before depositing the ballot in the ballot  
28 box, and assuring the voter that when this is done, it  
29 will be impossible to determine which ballot the voter  
30 has cast.

31 Notwithstanding any other provision in this  
32 Article, the International Executive Board may estab-  
33 lish standards for the authorization of the use of voting

1 machines under procedures which provide safeguards  
2 for their proper use.

3 Section 9. Every Local Union with members eligi-  
4 ble to vote shall be required to conduct an election. In  
5 the event that the International Secretary-Treasurer  
6 should conclude that any such Local Union may not be  
7 planning to conduct an election, the International  
8 Secretary-Treasurer shall contact the Local Union to  
9 assure that the Local Union is planning to hold such  
10 election or, failing such assurance, shall make arrange-  
11 ments for the International Union to conduct such elec-  
12 tion at Local Union expense.

13 Section 10. Each Local Union shall designate, at a  
14 regular meeting of the Local Union held in June, 2017,  
15 the place or places where its November 21, 2017 elec-  
16 tion shall be held, the hours of the election at each such  
17 place, and the place where the votes shall be tabulated.  
18 The voting place or places so designated shall be the  
19 official voting place or places of such Local Union. The  
20 hours designated shall be such as will permit all mem-  
21 bers who so desire to vote.

22 Each Local Union shall promptly furnish to the  
23 International Secretary-Treasurer the information respect-  
24 ing the place or places and hours of its election and the  
25 place where votes shall be tabulated when requested to do  
26 so by the International Secretary-Treasurer.

27 At least fifteen (15) days prior to the election, notice  
28 of the date, place and hours of the election and the offices  
29 to be filled shall be mailed by the International Secretary-  
30 Treasurer to each member in good standing of the Local  
31 Union to the member's last known home address.

32 Each candidate for International Office or District



1 Director shall, upon request, following the International  
2 Executive Board's disposition of all nomination protests  
3 filed pursuant to Article V, Section 6, be entitled to obtain  
4 from the International Secretary-Treasurer the information  
5 concerning the date, place and hours of the election and  
6 the place where the votes are to be tabulated in each Local  
7 Union under procedures set forth in the International  
8 Union Elections Manual.

9 Under no circumstances shall the votes of any Local  
10 Union be tabulated in any place other than the place so  
11 designated for such tabulation by the Local Union. No  
12 member shall be allowed to interfere with the official  
13 Local Union Tellers during the tabulation.

14 Section 11. No member shall be allowed more than  
15 one (1) vote for any candidate for a particular office, nor  
16 shall the Local Union Tellers record the vote of any mem-  
17 ber who is not present at the time the election is held,  
18 except that any member whose work will require the mem-  
19 ber to be more than fifty (50) miles away from the polling  
20 place and any member who is prevented from appearing at  
21 the polls because of service in the armed forces or vacation  
22 may cast an absentee ballot under procedures specified in  
23 the International Union Elections Manual.

24 Section 12. Each Local Union shall establish a com-  
25 mittee of Local Union Tellers. The committee shall con-  
26 sist of the Local Union President, Financial and Recording  
27 Secretaries, who shall automatically be Local Union  
28 Tellers. The Local Union may elect additional Local  
29 Union members to serve as Tellers on the committee. The  
30 Local Union Tellers shall supervise the election, and when  
31 requested, assist the members in voting, and tabulate the  
32 votes cast by the members for the respective offices, and

1 enter on the "Return Sheet" furnished by the International  
2 Secretary-Treasurer for that purpose the total number of  
3 votes cast for each candidate. The correctness of the  
4 "Return Sheet" must be attested with the Local Union seal  
5 and signatures of the President and Recording Secretary  
6 of the Local Union.

7 A member who has not attended at least one-third  
8 (1/3) of the regular meetings held by the member's Local  
9 Union during the six (6) month period immediately pre-  
10 ceding the month in which the Local Union Tellers are  
11 selected shall not be allowed to act as a Local Union  
12 Teller. Meetings which a member is prevented from  
13 attending because of such member's Union activities,  
14 working hours, service in the armed forces of the United  
15 States or Canada, sickness which confines, death in the  
16 immediate family, or jury duty, shall not be counted as  
17 meetings held in determining such member's eligibility  
18 under this Section 12; provided, that the member shall  
19 have the burden of proving inability to attend for one of  
20 the prescribed reasons, in accordance with the proce-  
21 dures to be specified in the International Union  
22 Elections Manual.

23 Section 13. Should it be proved that more votes are  
24 recorded on the "Return Sheet" than were actually cast  
25 by the members, the vote of the Local Union shall be  
26 invalidated, and those responsible for the fraud shall be  
27 punished.

28 Section 14. After the votes have been tabulated and  
29 the "Return Sheet" attested, it shall be turned over to the  
30 Recording Secretary, whose duty it shall be to see that  
31 the "Return Sheet" is properly attested, enclosed in a  
32 special envelope furnished by the International

1 Secretary-Treasurer for that purpose, and forwarded at  
2 once by certified mail or some other method demon-  
3 strating transmission to the International Tellers, in care  
4 of the International Headquarters. "Return Sheets" post-  
5 marked later than ten (10) days after the election shall  
6 not be tabulated by the International Tellers.

7 Section 15. The envelopes for "Return Sheets" fur-  
8 nished the Local Unions must have the name of the  
9 International Tellers, and the address of the  
10 International Headquarters, and the following printed  
11 thereon:

### **Election Returns**

From L.U. No \_\_\_\_\_ District \_\_\_\_\_

12 The Local Union Recording Secretary shall insert  
13 the numbers of the Local Union and District in the  
14 blank spaces on the envelope.

15 Section 16. When the "Return Sheets" reach the  
16 International Tellers, they shall examine the envelopes  
17 to see if they are intact, make a proper record of their  
18 receipt, and deposit them unopened in a securely  
19 locked receptacle provided for that purpose.

20 Section 17. The International Tellers shall retain  
21 the services of a public spirited and impartial organiza-  
22 tion experienced in the conduct of elections. The organ-  
23 ization so retained by the International Tellers shall,  
24 under the supervision of the International Tellers, tabu-  
25 late the votes cast for the various nominees and file this  
27 tabulation with the International Tellers.

1 Section 18. Except as hereinafter provided in  
2 Section 27, all contests in connection with the votes of  
3 any Local Union must be received by the International  
4 Tellers within fifteen (15) days of the election. Such  
5 contests can be filed only by a member of the Local  
6 Union whose vote is contested for any of the offices for  
7 which such Local Union was voting, or by any candi-  
8 date for the office for which the member was running,  
9 in accordance with the International Union Elections  
10 Manual to be adopted by the International Executive  
11 Board.

12 Section 19. Except as hereinafter provided in  
13 Section 27, the International Tellers shall decide the  
14 legality of the votes of any Local Union. The  
15 International Tellers shall not count the votes of any  
16 Local Union that is not in good standing. The  
17 International Tellers shall not count the votes of any  
18 Local Union that has cast more votes than the number  
19 of members in good standing during the month preced-  
20 ing the one in which the election is held unless and until  
21 they determine that there is a satisfactory explanation  
22 therefore. The International Tellers shall not count the  
23 votes of any Local Union whose "Return Sheet" is not  
24 attested as required by Section 12 of this Article unless  
25 and until they have investigated and verified that the  
26 "Return Sheet" is authorized and accurate.

27 Section 20. The votes cast by members of each Local  
28 Union shall be tabulated, and the results published sepa-  
29 rately. The entire total vote shall also be tabulated. The  
30 complete report shall be printed and sent out to the Local  
31 Unions, to each member or group of members of a Local  
32 Union who filed a contest, and to each candidate by the

1 International Tellers not later than February 18, 2018. In  
2 the event the International Tellers refuse, for any reason  
3 to tabulate the vote of any Local Union, their reason must  
4 in every instance be shown on their report. Any of those  
5 receiving a copy of the report of the International Tellers  
6 who disagree with the disposition by the International  
7 Tellers of a contest filed pursuant to Section 18 of this  
8 Article may file comments on the report with the  
9 International Executive Board. In addition, a candidate or  
10 an affected Local Union may file with the International  
11 Executive Board a contest to the report of the  
12 International Tellers if the contest arises initially out of  
13 the report of the International Tellers (for example, fail-  
14 ure of the International Tellers to include in their tabula-  
15 tion the vote of a Local Union). Such a contest must be  
16 received within fifteen (15) days following the mailing of  
17 the report of the International Tellers.

18 Section 21. The International Executive Board shall  
19 consider the report of the International Tellers, the report  
20 of the Campaign Conduct Administrative Committee  
21 referred to in the last paragraph of Section 27 of this  
22 Article, any contest filed pursuant to Section 18 or  
23 Section 20 of this Article and any comments on either of  
24 these reports and shall render its decision on the election  
25 prior to March 1, 2018.

26 If the International Executive Board invalidates the  
27 vote of one or more Local Unions, and if the International  
28 Executive Board determines that the outcome of the elec-  
29 tion for any office may have been affected by the invalidat-  
30 ed votes, then the International Executive Board shall direct  
31 a rerun of the entire election under its supervision or, in its  
32 discretion, shall direct that a new election under its supervi-  
33 sion be held in the Local Unions whose votes were invali-

1 dated and the results of the voting in those Local Unions  
2 shall be added to the total valid votes of the candidates.

3 If a contest protests the failure to count a "Return  
4 Sheet" because it was postmarked too late, received after  
5 the International Tellers have issued their report, or was  
6 not properly attested, and if the International Executive  
7 Board determines that the votes shown on the "Return  
8 Sheet" accurately reflect a proper vote of the Local  
9 Union, then the International Executive Board shall count  
10 the votes of the Local Union. If a contest alleges that a  
11 valid election was held in a Local Union which failed to  
12 send in its "Return Sheet" and the International Executive  
13 Board determines that a Local Union did properly vote  
14 but failed to send in its "Return Sheet," then the  
15 International Executive Board shall credit each candidate  
16 with the number of votes received.

17 No other contests or appeals will be permitted.

18 Section 22. In case of a tie vote for any of the can-  
19 didates for a particular office, another election shall be  
20 held for that office among the candidates involved in  
21 the tie.

22 Section 23. The Local Union Tellers shall seal the  
23 ballots on completion of their tabulation and shall turn  
24 over such sealed ballots and all other records in their pos-  
25 session pertaining to the election to the Recording  
26 Secretary at the conclusion of their report to the Local  
27 Union. Such sealed ballots and other records pertaining to  
28 the election shall be retained by the Recording Secretary  
29 for at least one (1) year. The Financial Secretary shall  
30 retain the records in the Financial Secretary's possession  
31 pertaining to the election for at least one (1) year.

1 Section 24. No member shall be allowed to loiter  
2 around the voting place or to interfere in any way with the  
3 elections of any Local Union. If a candidate so desires,  
4 that candidate shall have the right at the candidate's  
5 expense to have an observer, who shall be a member of  
6 the International Union, at the polls and at the counting of  
7 the ballots at each Local Union.

8 Section 25. Local Union Tellers shall be held person-  
9 ally responsible for any irregularities in connection with  
10 the conduct of the elections in their Local Unions.

11 Section 26. It shall be the imperative duty of the  
12 Local Union Tellers to make a complete report of the  
13 election at the first regular meeting of their Local Union  
14 following the election, and it shall be further the duty of  
15 the Local Union Recording Secretary to make a complete  
16 record of same in the minutes of said meeting.

### **Campaign Conduct Administrative Committee**

17 Section 27. No candidate (including a prospective  
18 candidate) for any position set forth in Article IV, Section  
19 1, and supporter of a candidate may solicit or accept  
20 financial support, or any other direct or indirect support  
21 of any kind (except an individual's own volunteered per-  
22 sonal time) from any non-member. For purposes of this  
23 Section, the term non-member means any person who is  
24 either not eligible for membership under Article III or not  
25 in good standing or any foundation, corporation or other  
26 entity whose funds are derived in whole or in part from  
27 any person not eligible for membership under Article III  
28 or not in good standing.

1 The International Executive Board shall adopt regu-  
2 lations, for incorporation into the International Union  
3 Elections Manual, as necessary to implement this provi-  
4 sion and to assure conformity with the obligations pre-  
5 scribed in this Section. Such regulations shall include  
6 requirements for reporting by candidates and their sup-  
7 porters of information pertinent to administration of and  
8 compliance with this Section, with such frequency, not to  
9 exceed weekly, as the International Executive Board  
10 deems appropriate.

11 A Campaign Conduct Administrative Committee  
12 shall administer and enforce this Section. This Committee  
13 shall consist of three persons who shall be distinguished,  
14 impartial citizens who are not members of the International  
15 Union. The term of the present Committee shall end on  
16 July 31, 2020. Upon the completion of this term and each  
17 subsequent term, the International Executive Board shall  
18 appoint successors for a four year term. If a Committee  
19 member dies or resigns, the International Executive Board  
20 shall appoint a replacement. A quorum shall consist of two  
21 members of the Committee. The International President  
22 shall fix the compensation and expenses of the  
23 Committee members, and shall arrange for the provision of  
24 supplies, services, and all other assistance required by the  
25 Committee. The Committee shall have the following powers:

26 (a) The Committee shall have the authority to contact  
27 any and all non-members who it feels may be providing, or  
28 attempting to provide, prohibited support to any candidate,  
29 and attempt by persuasion to convince such non members  
30 to refrain from providing such support.

31 (b) The Committee shall have the power (i) to direct  
32 any candidate, or any supporter, to cease and desist from



1 any course of conduct which the Committee believes  
2 breaches this Section or the regulations of the International  
3 Executive Board adopted pursuant to this Section, and (ii)  
4 to direct any candidate, supporter or non-member to take  
5 such corrective action as the Committee deems appropriate  
6 to cure the effects of any violation and/or assure that any  
7 improper conduct will not have an effect upon the election.

8 (c) The Committee shall receive and promptly review  
9 the information candidates and their supporters are required  
10 to file by the regulations of the International Executive Board  
11 and by such additional requirements as the Committee may  
12 establish. The Committee may require candidates and their  
13 supporters to report whatever additional information the  
14 Committee deems appropriate to perform its functions.

15 (d) In the event that a candidate, or a supporter of a  
16 candidate with that candidate's knowledge or acquiescence,  
17 willfully and substantially breaches the obligations pre-  
18 scribed in this Section, or the regulations adopted by the  
19 International Executive Board pursuant to this Section, the  
20 Committee shall, upon notice and hearing under such expe-  
21 dited conditions as the Committee deems appropriate in the  
22 circumstances, have the power to declare such candidate  
23 disqualified, and to so notify the International Tellers.

24 (e) If the Committee in its sole discretion determines  
25 that legal proceedings are necessary for the enforcement of  
26 this Section 27, it may institute whatever legal proceedings  
27 it deems appropriate, in the name of the International  
28 Union. The Committee shall be the only party authorized to  
29 institute legal proceedings to enforce the provisions of this  
30 Section 27.

1 (f) The Committee may recommend to the  
2 International Executive Board that additions or amend-  
3 ments be made to the regulations adopted by the  
4 International Executive Board pursuant to this Section and  
5 shall have such other powers as the International Executive  
6 Board determines are necessary for the implementation of  
7 this Section or, if the International Executive Board deems  
8 it advisable, any other Section of Article V.

9 Any member who believes that another member is violat-  
10 ing these provisions may file a complaint with the Committee.  
11 The Committee shall process that complaint in such manner as  
12 it deems appropriate, and may adopt rules with respect to the  
13 filing and processing of member complaints.

14 With respect to any pre-election matters within its  
15 jurisdiction, decisions of the Committee shall be final  
16 and binding, and not subject to review by any tribunal  
17 within the Union.

18 The Campaign Conduct Administrative Committee  
19 shall have exclusive jurisdiction of all post election contests  
20 to all or part of the election based upon the following grounds:

21 (1) Alleged violations of this Section 27;

22 (2) Alleged violations of any rules or regulations  
23 adopted pursuant to this Section 27; or

24 (3) Alleged violations of the prohibition (contained in  
25 the International Union Elections Manual adopted pur-  
26 suant to Article V) against the use of union or employer  
27 funds or facilities for campaign purposes.

28 A candidate who wishes to file a contest on any of the  
29 above grounds must, in order to perfect such contest, file  
30 the contest with the Campaign Conduct Administrative  
31 Committee within such time period and pursuant to such  
32 rules as the Committee shall establish. The Committee

1 shall investigate such contests, make determinations on  
2 those contests and make a report of its determinations and  
3 recommendations to the International Executive Board in  
4 time to be considered by the International Executive Board  
5 prior to March 1, 2018.

## ARTICLE VI

### Conventions

6 Section 1. The next regular International Convention  
7 shall be held on the third Monday of April, 2020, and reg-  
8 ular International Conventions shall be held on the same  
9 date every three years thereafter at such places as may be  
10 determined by the International Executive Board, provid-  
11 ed that the date of holding such Convention may be  
12 advanced or postponed upon a resolution to that effect  
13 adopted by the International Executive Board and  
14 approved by a majority of the members of the  
15 International Union upon a referendum vote.

16 Where availability of suitable facilities or other relat-  
17 ed circumstances warrant or require, the date of holding  
18 such Convention may be advanced or postponed, without  
19 referendum vote of the membership, to another date in  
20 March through August of the Convention year, by action of  
21 the International Executive Board.

22 The Call for each regular International Convention  
23 shall be mailed by the International Secretary-Treasurer at  
24 least sixty (60) days prior to the convening of the  
25 Convention.

1 Section 2. Each Local Union shall be entitled to the num-  
2 ber of delegates to the International Convention as follows:

3 1-200 members	1 delegate
4 201-350 members	2 delegates
5 351-700 members	3 delegates
6 701 and over	3 plus 1 additional
7	delegate for each
8	additional 500 members or
9	majority fraction thereof

10 Each delegate to the International Convention shall  
11 have one (1) vote for the first 100 members or less in the  
12 Local Union which the delegate represents and one (1)  
13 additional vote for each additional 100 members or  
14 majority fraction thereof, but no delegate shall have more  
15 than ten (10) votes.

16 Amalgamated Local Unions may elect delegates  
17 through the alternative method below:

18 Amalgamated Locals may elect delegates by Unit.  
19 Each Unit with two hundred (200) members or more may  
20 elect their own delegate to the International Convention  
21 and those with less than two hundred (200), may be  
22 grouped together to reach the minimum of two hundred  
23 (200) members and vote as a miscellaneous group.

24 If election of delegates by Unit is selected, each Unit of  
25 two hundred (200) members or more shall be allowed elec-  
26 tion of their own delegate and all others shall be combined  
27 to allow the maximum number of delegates. It shall be the  
28 responsibility of the Local Union to notify the International  
29 Secretary-Treasurer of its intent to select delegates by the  
30 amalgamated option method, stipulating the designated  
31 Units and any and all combining of Units.

32 In no event shall the total number of delegates elected

1 using the alternative method allow more than one and one-  
2 half times the delegates allowed under the standard method.

3 Section 3. Representation shall be based upon the aver-  
4 age of the paid and exonerated membership of the Local  
5 Union for the first three quarters of the year preceding the  
6 year in which the International Convention is held. Such  
7 membership shall be based upon the records of the  
8 International Union. A Local Union which has been char-  
9 tered for less than three (3) months preceding the month in  
10 which the International Convention is held shall be entitled  
11 to send guests only to the International Convention.

12 Section 4. Local Unions of less than 500 members may  
13 combine with similar Local Unions within a reasonable  
14 radius of one another in the same District, and elect delegates  
15 to represent them, but no delegates so elected shall be entitled  
16 to more than ten (10) votes in the International Convention.

17 Section 5. No Local Union shall be entitled to represen-  
18 tation at the International Convention unless the Financial  
19 Secretary has paid to the International Secretary-Treasurer  
20 all dues, initiation fees and assessments collected from the  
21 members.

22 Section 6. Any Local Union becoming delinquent must  
23 comply with Section 9 of Article XIV and be in good stand-  
24 ing for four (4) months previous to the month in which the  
25 International Convention is held, before it will be entitled to  
26 representation.

27 Section 7. No member shall be eligible to be a delegate  
28 to an International Convention unless the member (a) is  
29 employed in an enterprise, public or private, or any other

1 place within the jurisdiction of the International Union or is  
2 one of the staff representatives of the International Union.  
3 The International Officers and the members of the  
4 International Executive Board shall be ex-officio delegates  
5 to all International Conventions; (b) shall have been in con-  
6 tinuous good standing for a period of twenty-four (24)  
7 months immediately preceding the International  
8 Convention; or if the member's Local Union has been in  
9 existence for less than twenty-four (24) months prior to the  
10 International Convention, the member must have been in  
11 continuous good standing from the time that said member  
12 joined such Local Union; and (c) has attended at least one-  
13 third (1/3) of the regular meetings held by the member's  
14 Local Union during the twenty-four (24) month period  
15 immediately preceding the month in which the delegate  
16 election is to be held. Meetings which a member was pre-  
17 vented from attending because of such member's Union  
18 activities, working hours, service in the armed forces of the  
19 United States or Canada, sickness which confines, death in  
20 the immediate family, or jury duty, shall not be counted as  
21 meetings held in determining such member's eligibility  
22 under this Section 7(c); provided, that the member shall have  
23 the burden of proving inability to attend for one of the  
24 prescribed reasons, in accordance with procedures to  
25 be specified in the Local Union Elections Manual.

26 Section 8. The International Secretary-Treasurer shall  
27 furnish the Local Unions with credential blanks in dupli-  
28 cate, which must be attested as required on the blanks. The  
29 duplicate shall be retained by the delegate and the original  
30 forwarded to the International Secretary-Treasurer and no  
31 credentials shall be accepted later than ten (10) days prior  
32 to the date for convening the International Convention  
33 without the consent of the Convention.

1 Section 9. The Credentials Committee shall not trans-  
2 fer votes to any delegate unless authorized by the Local  
3 Union to do so.

4 Section 10. Delegates to the International Convention  
5 must be elected at an official meeting of a Local Union or  
6 by referendum ballot election, after the Call for the  
7 International Convention is received and has been read to  
8 the Local Union. The Recording Secretary shall issue a  
9 Notice, signed by the Recording Secretary and the Local  
10 Union President, at least one (1) week prior to such meet-  
11 ing or election, stating that delegates are to be elected on a  
12 certain day. Delegates must receive a plurality vote of the  
13 members voting.

14 Section 11. When any delegate's credentials are to be  
15 contested, notice of such contest shall be sent to the  
16 International Secretary-Treasurer not later than five (5)  
17 days prior to the date for convening the International  
18 Convention. Any delegate whose credentials are contested  
19 may be unseated at any time during the International  
20 Convention.

21 Section 12. All Local Union resolutions to be consid-  
22 ered by the International Convention must be adopted by  
23 the Local Union and shall be sent to the International  
24 Secretary-Treasurer. They must be in the International  
25 Secretary-Treasurer's hands not later than ten (10) days  
26 prior to the convening of the International Convention. The  
27 International Secretary-Treasurer shall submit all Local  
28 Union resolutions and any recommendations of the  
29 International Executive Board to the chairpersons of the  
30 appropriate committees.

1 Section 13. Resolutions bearing on different subjects  
2 must be typewritten on separate papers and only on one  
3 side of the paper. Resolutions must be properly signed by  
4 the President and Recording Secretary of the Local Union  
5 and impressed with the Local Union seal, otherwise they  
6 will not be considered official.

7 Section 14. International Conventions shall not consider  
8 internal appeals or grievances unless they have been previ-  
9 ously considered by the lower tribunals of the organization.

10 Section 15. On questions coming before the  
11 International Convention a roll-call vote shall be taken  
12 upon a request of thirty (30) percent of the delegates. The  
13 Secretary-Treasurer shall have a roll of accredited dele-  
14 gates prepared and make such other arrangements as will  
15 expedite and facilitate the calling of the roll.

### **Special International Conventions**

16 Section 16. Special International Conventions shall be  
17 called by the International President when so instructed by  
18 the International Executive Board, or upon request of  
19 twenty-five (25) percent of the Local Unions.

20 Section 17. Representation in special International  
21 Conventions shall be upon the same basis as govern regu-  
22 lar International Conventions.

23 Section 18. Local Unions demanding a special  
24 International Convention must state the reason or reasons  
25 why such International Convention is desired, and it shall  
26 be the duty of the International President to state said rea-  
27 son or reasons in the Call for the special International  
28 Convention.



1 Section 19. Special International Conventions shall  
2 not have authority to consider any matter other than that  
3 which is specifically stated in the Call for the special  
4 International Convention.

### **Credentials Committee**

5 Section 20. Prior to the opening date of any regular or  
6 special International Convention, the International  
7 Executive Board shall meet and constitute itself, or a sub-  
8 committee, as the Credentials Committee for the  
9 International Convention. Appeals from its decisions shall  
10 be made to the International Convention. The International  
11 Convention shall not be constituted for business until the  
12 Credentials Committee shall have examined and reported  
13 on the credentials of all delegates present at the scheduled  
14 time of opening.

## **ARTICLE VII**

### **Local Unions**

15 Section 1. One hundred (100) or more persons eligi-  
16 ble for membership in the International Union shall consti-  
17 tute a Local Union upon receipt of a charter from the  
18 International Secretary-Treasurer under the terms herein  
19 provided, except that the International President may  
20 authorize the International Secretary-Treasurer to issue a  
21 charter to a Local Union with less than this number in spe-  
22 cial circumstances.

23 The International Executive Board may establish rules  
24 and procedures under which all or part of the jurisdiction  
25 of one Local Union may be transferred to another Local  
26 Union, with appointment of provisional Unit officials and  
27 Amalgamated Local Officers where necessary.

1 Section 2. Upon approval of the charter application by  
2 the International Officers, subject to review by the  
3 International Executive Board, the International Secretary-  
4 Treasurer shall issue to the applicants a Local Union char-  
5 ter which shall contain such provisions as the International  
6 Union may require; the International Secretary-Treasurer  
7 shall also deliver to said applicants one Local Union seal  
8 and such other initial supplies as may be necessary to con-  
9 duct the affairs of the Local Union.

10 Section 3. No Local Union shall be dissolved, except  
11 with the approval of the International Executive Board.

12 Section 4. The Local Unions shall be charged with  
13 the duty of enforcing this Constitution as affecting their  
14 membership.

15 The funds and property of the Local Union shall be  
16 managed, invested, expended or otherwise used to imple-  
17 ment and carry out the objects, rights, activities and respon-  
18 sibilities of the Local Union or the International Union, and  
19 to administer the affairs of the Local Union, in accordance  
20 with the Constitution and policies of the International  
21 Union and the By-Laws of the Local Union.

22 Section 5. Local Unions may adopt, subject to  
23 approval by the International Union, such by-laws and  
24 rules as do not conflict with any of the provisions of this  
25 Constitution or the policies of the International Union.  
26 Local Unions which do not adopt such by-laws shall be  
27 deemed to have adopted the standard By-Laws for Local  
28 Unions issued by the International Union.

29 Notwithstanding any provisions of the Constitution to  
30 the contrary, the International Executive Board shall issue  
31 rules and special by-laws governing Amalgamated Local

1 Unions, and may issue special by-laws governing  
2 Construction Local Unions, and may also issue special  
3 by-laws governing other Local Unions whose particular cir-  
4 cumstances warrant special by-laws with respect to Local  
5 and International elections and other administrative matters.

6 Notwithstanding any provisions of the Constitution to  
7 the contrary, the International Executive Board shall issue  
8 special by-laws for Local Unions representing employees in  
9 transportation, including great lakes seamen, river craft, rail-  
10 roads, airlines, pipelines, and trucking, to deal with the special  
11 needs, circumstances, and conditions of members in these  
12 industries on such matters as Local Union and International  
13 Union elections, conduct of meetings, formation of commit-  
14 tees, duties of Local Union Officers, and trial of members.

15 Section 6. Local Unions shall hold a general member-  
16 ship meeting at least once every month, except that a Local  
17 Union may, with the approval of the membership and the  
18 District Director, hold meetings less often, but in no event  
19 less than quarterly.

20 Section 7. All Local Unions are required to affiliate  
21 with the appropriate central and local bodies chartered by  
22 the Federation.

23 Section 8. All Local Union Officers and Grievance  
24 Committee Members shall be elected for a term of three (3)  
25 years at the last meeting in April, 2018 (or during such other  
26 hours or day in April designated by the membership) by a  
27 plurality vote of the members participating in a referendum  
28 vote, and shall serve until their successors are elected and  
29 qualified, at which time all money, official records and doc-  
30 uments, and all property belonging to the Local Union shall  
31 be turned over to such successors. The International

1 Executive Board shall establish procedures which permit  
2 members who are prevented from appearing at the polls  
3 because of service in the armed forces or vacation to vote  
4 by absentee ballot.

5 An officer who retires from an enterprise serviced by  
6 the Local Union shall not be permitted to continue in office.

7 The date of Local Union elections for Local Union  
8 Officers and Grievance Committee Members must be  
9 advertised among members at least fifteen (15) days previ-  
10 ous to the date of the election by mailing notice of the date,  
11 place and hours of the election to each member in good  
12 standing at the member's last known home address. The  
13 notice must also specify the Local Union offices to be filled.  
14 Nominations shall be made at the immediately preceding  
15 meeting. However, where a Local Union holds two meet-  
16 ings in each month, nominations may be made at the last  
17 meeting in the month preceding the month in which the  
18 election is held. Notice of the nominations meeting shall  
19 be given to the membership at least one (1) week in  
20 advance of the meeting.

21 The requirements regarding method of election and  
22 notices may be modified for Local Unions in Canada by  
23 the International Executive Board.

24 No member shall at the same time be a candidate for  
25 or hold more than one of the following offices: President,  
26 Vice President, Recording Secretary, Financial Secretary,  
27 Treasurer, Guide, Guard, and Trustee.

28 A Local Union which has a membership of one hun-  
29 dred (100) or less may adopt a by-law provision providing  
30 only for the offices of President, Vice President, Recording  
31 Secretary, Financial Secretary and Treasurer, and the by-  
32 laws shall provide how the duties of the offices of Guide,  
33 Guard and Trustee are to be allocated among these five (5)  
34 offices. In the alternative, a Local Union which has a mem-

1 bership of one hundred (100) or less may adopt a by-law  
2 provision which, in addition to providing for the five (5)  
3 offices mentioned above, combines the office of Guide  
4 and/or Guard with the office of Trustee.

5 Section 9. No member shall be eligible for election as  
6 a Local Union Officer or Grievance Committee Member  
7 unless:

8 (a) The member shall have been in continuous good  
9 standing for a period of twenty-four (24) months immedi-  
10 ately preceding the month in which the election is held, or  
11 if the member's Local Union has been in existence for a  
12 lesser period prior to the election, the member must have  
13 been in continuous good standing from the time that the  
14 member joined such Local Union; and

15 (b) The member is employed in an enterprise, public  
16 or private, or other place within the jurisdiction of the  
17 Local Union.

18 Section 10. In order to be eligible for election as a  
19 Local Union Officer or Grievance Committee Member  
20 in any regular election or election to fill a vacancy, a  
21 member shall have attended at least one-third (1/3) of the  
22 regular meetings held by the member's Local Union  
23 during the twenty-four (24) month period immediately  
24 preceding the month in which the election is to be held.

25 Meetings which a member was prevented from  
26 attending because of such member's Union activities,  
27 working hours, service in the armed forces of the United  
28 States or Canada, sickness which confines, death in the  
29 immediate family, or jury duty, shall not be counted as  
30 meetings held in determining such member's eligibility

1 under this Section 10; provided, that the member shall  
2 have the burden of proving inability to attend for one of  
3 the prescribed reasons, in accordance with procedures to  
4 be specified in the Local Union Elections Manual.

5 In the event none of the members nominated for a  
6 particular office is eligible, then both Section 9(a) and  
7 this Section 10 will be considered waived automatically  
8 for that office and the election for that office will be  
9 conducted among those members nominated who meet  
10 the requirements of Section 9(b) of this Article.

11 Section 11. A Workers' Compensation Committee and  
12 a Safety and Health Committee, under the direction of the  
13 International Union or its designated representative, shall  
14 be established in each Local Union.

15 Section 12. A Civil Rights Committee (which may  
16 also be known as a Human Rights Committee), under the  
17 direction of the International Union or its designated repre-  
18 sentative, shall be established in each Local Union to  
19 implement our Union's commitment to the protection  
20 and extension of civil and human rights and liberties.

21 With respect to an Amalgamated Local Union, the  
22 Local Union President shall for each Unit either appoint a  
23 Unit Representative to the Committee or cooperate with  
24 the Unit Chair to establish a Unit-based Committee.

25 Section 13. To further our commitment to encourage  
26 activism, leadership development and greater understand-  
27 ing of gender issues in our Local Unions with female  
28 membership, a Women's Committee, under the direction  
29 of the International Union or its designated representative,  
30 shall be established by such Local Unions.

1 Section 14. An Organizing Committee under the  
2 direction of the International Union or its designated repre-  
3 sentatives shall be established in each Local Union to assist  
4 in organizing unorganized workers in the geographic area  
5 in which the Local Union is situated.

## ARTICLE VIII

### Duties of Local Union Officers

6 Section 1. Duties of President. The President shall pre-  
7 side at all meetings of the Local Union and preserve order,  
8 and shall decide all questions of order, subject to an appeal  
9 to the Local Union. The President shall have the right to  
10 vote at all elections of officers, and, when the members are  
11 equally divided on other questions, shall have the deciding  
12 vote. The President shall call special meetings by request of  
13 ten (10) members in good standing of the Local Union, and  
14 shall enforce the provisions of this Constitution. The  
15 President shall appoint all committees not otherwise provid-  
16 ed for and be ex-officio member of all committees. The  
17 President shall perform such other duties as the Local  
18 Union may assign.

19 In the event that a vacancy occurs in the office of Vice  
20 President, Recording Secretary, Financial Secretary,  
21 Treasurer, Guide, Guard or Trustee or in the position of  
22 Grievance Committee Member at any time during the term  
23 of office, the remaining Local Union Officers shall, by  
24 majority vote, select a successor to serve for the remainder  
25 of that term.

26 Section 2. Duties of Vice President. The Vice  
27 President shall assist the President in the discharge of the  
28 President's duties and during the President's absence shall

1 perform the duties of the President. In the event that a  
2 vacancy occurs in the office of President, the Vice  
3 President shall act as President for the unexpired term.

4 Section 3. Duties of Recording Secretary. The  
5 Recording Secretary shall record the proceedings of the  
6 Local Union in a book kept for that purpose, read all papers  
7 and perform such other duties required under this  
8 Constitution and as the Local Union may assign. The  
9 Recording Secretary shall also have custody of the Local  
10 Union Seal, and shall be responsible for any misuse of same.

11 Section 4. Duties of Financial Secretary. The  
12 Financial Secretary shall receive all money due the Local  
13 Union and pay the same to the Treasurer, from whom the  
14 Financial Secretary shall take a receipt. The Financial  
15 Secretary shall also keep accurately the accounts of the  
16 Local Union with its members, and shall at all times have  
17 the books open for examination by the Auditing  
18 Committee, and perform such other duties required under  
19 the Constitution and as the Local Union may assign.  
20 The Financial Secretary shall make out the various  
21 reports required by the International Secretary-  
22 Treasurer and forward such reports to the  
23 International Secretary-Treasurer in accordance with  
24 instructions.

25 Should it be proved that a Local Union Financial  
26 Secretary has failed to report monthly the full mem-  
27 bership of the Local Union as provided for in the  
28 report to the International Secretary-Treasurer and  
29 transmit the full amount of initiation fees and dues,  
30 the Financial Secretary shall be suspended from all  
31 privileges and benefits until the deficiency is made  
32 good, and shall be liable to the International Union for



1 the full amount unpaid.

2 The Financial Secretary shall keep a record of all  
3 transfer request forms issued and received.

4 The Financial Secretary's accounts shall be  
5 subject at all times to audit by the International  
6 Secretary-Treasurer.

7 Section 5. Duties of Treasurer. The Treasurer shall  
8 receive from the Financial Secretary all money collected  
9 by the Financial Secretary and shall deposit all money  
10 belonging to the Local Union in a bank designated by it.  
11 All initiation fees and dues shall be deposited in a sepa-  
12 rate bank account to be designated as a trust fund for the  
13 International Union. The Treasurer shall cause to be  
14 issued to the Financial Secretary a receipt for all money  
15 turned over to the Treasurer or deposited to the  
16 Treasurer's credit in the regular bank account. The  
17 Treasurer shall issue a separate receipt for the amount of  
18 money turned over at any time or for such deposit made,  
19 and shall sign all checks and have them countersigned by  
20 the President and the Financial Secretary. At the option  
21 of the Local Union, a Vice President, who is designated  
22 in advance, can serve as an alternative signatory.

23 The Treasurer shall keep regular and correct  
24 accounts of all money received and paid, and report at  
25 each meeting the balance of cash shown by the last  
26 report, the amount received since, the total checks issued  
27 and authorized, and the balance remaining. The  
28 Treasurer's accounts shall be open for examination by  
29 the Auditing Committee at any time when called upon.  
30 The Treasurer's books shall be subject at all times to  
31 audit by the International Secretary-Treasurer of the  
32 United Steelworkers. The Treasurer shall perform such  
33 other duties required under the Constitution and as the

1 Local Union may assign.

2 Section 6. It shall be the duty of the President,  
3 Financial Secretary and Treasurer to insure that the  
4 funds and property of the Local Union are preserved,  
5 managed, invested and expended in accordance with  
6 the International Constitution and policies and Local  
7 Union By-Laws.

8 Section 7. Duties of Guide. It shall be the duty of  
9 the Guide to see that all present are entitled to remain.

10 Section 8. Duties of Guards. It shall be the duty of  
11 the Guards to take charge of the door and see that no  
12 one enters who is not entitled to do so.

13 Section 9. Duties of Trustees. It shall be the duty of  
14 the Trustees to have charge of the hall and all property  
15 of the Local Union, subject to the direction of the Local  
16 Union, and perform such other duties as the Local  
17 Union may require.

## ARTICLE IX

### **Suspension or Revocation of Local Union Charters**

18 Section 1. In the event the International President  
19 shall have reason to believe that any Local Union is fail-  
20 ing to comply with any provision of the Constitution, or  
21 that action may be required for one of the purposes  
22 specified in the following Section, the International  
23 President may, unilaterally or at the request of officers  
24 or members of the Local Union, institute proceedings,

1 with due notice of the basis therefor and of a hearing  
2 before any member or members of the International  
3 Executive Board or representative or representatives  
4 designated by the International President. The Local  
5 Union shall be afforded a full and fair hearing. Upon the  
6 basis of the hearing the International Executive Board is  
7 authorized to render a decision, dismissing the proceed-  
8 ings, suspending or revoking the charter of any such  
9 Local Union, or directing such other action as may be  
10 necessary to secure compliance with the Constitution.  
11 The International Executive Board may act at a meeting  
12 or by means of a mail or telegraphic poll.

13       Section 2. Included in the other action which the  
14 International Executive Board (or such committee of its  
15 members as it may select to perform all or part of its  
16 functions) may direct are the removal, by it or by the  
17 Administrator provided for in this Article, of all or any  
18 of the Local Union Officers, grievance or other com-  
19 mittee members or stewards, and appointments of an  
20 Administrator over the affairs and property of any such  
21 Local Union for any of the following purposes: (a) cor-  
22 recting corruption or financial malpractice, (b) assuring  
23 the performance of collective bargaining agreements or  
24 other duties of a bargaining representative, (c) restoring  
25 democratic procedures, or (d) otherwise carrying out  
26 the legitimate objects of the International Union or  
27 such Local Union.

28       If the decision of the International Executive Board  
29 on the report and recommendations of the hearing com-  
30 mission is rendered by means of a poll when it is not in  
31 session, the matter shall be considered again at the next  
32 meeting of the International Executive Board following  
33 request for such consideration by an aggrieved party pro-

1 vided such request is filed with the International  
2 Secretary-Treasurer within thirty (30) days after the deci-  
3 sion is made known to the Local Union.

4 Section 3. Notwithstanding anything to the con-  
5 trary herein, in case of emergency, where in the opinion  
6 of the International President the best interests of the  
7 International Union or Local Union require, the  
8 International President is empowered to suspend offi-  
9 cers of, and establish an administratorship over, the  
10 affairs and property of a Local Union prior to notice  
11 and hearing. In such cases notice shall be given and a  
12 hearing as specified above shall be conducted within  
13 sixty (60) days following the emergency action.

14 Section 4. The Local Union shall be notified of the  
15 time and place of any meeting of the International  
16 Executive Board at which the Local Union's status will  
17 be considered. The parties shall have the right to appear  
18 before the International Executive Board at such meet-  
19 ing. The International Executive Board may affirm,  
20 reverse or modify the action of the International  
21 President and shall render its decision as soon as prac-  
22 ticable following such hearing.

23 Section 5. The decision of the International  
24 Executive Board may be appealed to the next  
25 International Convention, provided that notice of the  
26 appeal is filed with the International Secretary-  
27 Treasurer within thirty (30) days after the decision is  
28 made known to the Local Union. Pending the appeal  
29 the decision of the International Executive Board shall  
30 remain in full force and effect. The International  
31 Convention may affirm, reverse or modify the decision

1 of the International Executive Board.

2 Section 6. In the event that an Administrator is  
3 appointed for a Local Union, the Administrator shall  
4 take full charge and conduct all the affairs of the Local  
5 Union until the International Executive Board deter-  
6 mines that the Local Union is capable of conducting its  
7 own affairs in conformance with the Constitution and  
8 policies of the International Union and By-Laws of the  
9 Local Union. The Administrator shall have the right to  
10 demand and receive in the name of the International  
11 Union, and the Local Union Officers shall have the  
12 obligation to turn over, the charter and all books,  
13 records, monies, assets and property of the Local  
14 Union, to be held in trust for the Local Union and to be  
15 used and expended only in the proper conduct of its  
16 affairs. The Administrator shall have the right to  
17 replace officers, grievance or other committee mem-  
18 bers or stewards removed by the International  
19 Executive Board or the Administrator, by appointing  
20 temporary officers, grievance or other committee mem-  
21 bers or stewards.

22 All officers, grievance or other committee mem-  
23 bers or stewards, incumbent or temporary, shall func-  
24 tion under the supervision, direction and control of the  
25 Administrator. The International President shall have  
26 the right, with or without cause, to remove or replace  
27 the Administrator at any time.

28 It shall be the policy of the International Executive  
29 Board to terminate an administratorship as soon as it  
30 deems practicable under all the circumstances. When  
31 the International Executive Board determines to restore  
32 the autonomy of an administered Local Union, the  
33 Administrator shall (unless the International Executive

1 Board or its delegee determines otherwise), prior to  
2 such restoration, be responsible for conducting an elec-  
3 tion, in accordance with the applicable provisions of  
4 the Constitution and policies of the International Union  
5 and By-Laws of the Local Union, to fill vacant offices  
6 and other elective positions vacated on account of  
7 removal or departure of the former elected incumbents.

8       Section 7. In the event an enterprise, public or pri-  
9 vate, which constitutes the sole jurisdiction of a Local  
10 Union, is abandoned, the International Secretary-  
11 Treasurer with the consent of the International Executive  
12 Board, may revoke the charter of said Local Union.

13       Section 8. In the event of a suspension of a Local  
14 Union, the members thereof and the Local Union shall  
15 not be deemed to be in good standing during the period  
16 of suspension.

17       Section 9. In the event that a Local Union's charter is  
18 revoked, or the Local Union disbands, the charter and all  
19 books, records, monies, assets, and property shall be deliv-  
20 ered and turned over immediately to the International  
21 Union on demand by the International Secretary-Treasurer  
22 or the International Secretary- Treasurer's designee.

23       Section 10. After a charter of a Local Union has been  
24 revoked, the International Executive Board may charter a  
25 new Local Union having the same jurisdiction as the Local  
26 Union whose charter was revoked. The members of the  
27 Local Union whose charter was revoked may be readmit-  
28 ted only by action of the International Executive Board.

# ARTICLE X

## Districts

1 Section 1. The International Union shall be divid-  
2 ed, except as may be changed in accordance with  
3 Section 2 hereof, into the following Districts:

4	District Number	District Name
5	1	Ohio
6	2	Michigan and Wisconsin
7	3	Alberta, British Columbia, Manitoba,
8		Northwest Territories, Nunavut,
9		Saskatchewan and the Yukon
10	4	Connecticut, Delaware, Maine, Massachusetts,
11		New Hampshire, New Jersey, New York,
12		Puerto Rico, Rhode Island and Vermont
13	5	Quebec
14	6	New Brunswick, Newfoundland and Labrador,
15		Nova Scotia, Ontario and Prince Edward Island
16	7	Illinois and Indiana
17	8	The District of Columbia, Kentucky, Maryland,
18		Virginia and West Virginia,
19	9	Alabama, Florida, Georgia, Mississippi,
20		North Carolina, South Carolina, Tennessee
21		and the Virgin Islands
22	10	Pennsylvania
23	11	Iowa, Kansas, Minnesota, Missouri, Montana,
24		Nebraska, North Dakota, South Dakota
25		and Wyoming
26	12	Alaska, Arizona, California, Colorado, Hawaii,
27		Idaho, Nevada, New Mexico, Oregon, Utah
28		and Washington
29	13	Arkansas, Louisiana, Oklahoma and Texas

1 Section 2. The territorial boundaries of the Districts  
2 have been fixed by vote of the International Executive  
3 Board. The International Executive Board, by a two-  
4 thirds (2/3) vote, shall have the authority, as conditions  
5 may require, to change the boundaries of the Districts or  
6 to consolidate two or more Districts. In the event of such  
7 consolidation, the Executive Board shall have the author-  
8 ity, by a two-thirds (2/3) vote, to determine which District  
9 Director among the consolidated Districts shall be the  
10 District Director of the single District.

11 Section 3. In the event the International Executive  
12 Board between International Conventions establishes a  
13 new District, it shall proceed to arrange for an election of  
14 a District Director for such new District by a referendum  
15 vote of the members of the International Union in such  
16 new District in the same manner as a regular election.

## ARTICLE XI

### Membership

17 Section 1. No applicant for membership shall be  
18 regarded as being a member in good standing until the  
19 full amount of the initiation fee has been paid.

20 Section 2. A member shall pay dues promptly com-  
21 mencing with the month during which the member  
22 shall have been admitted, and shall continue to pay all  
23 dues, assessments and fines or other obligations  
24 promptly when due in order to be and remain in good  
25 standing.

26 Section 3. A member who has not lost good stand-



1 ing under other provisions of this Constitution shall be  
2 in good standing if not more than three (3) months in  
3 arrears in any constitutional obligations, except in  
4 respect to assessments on which the member shall be  
5 not more than one (1) month in arrears.

6 Section 4. Members who lose good standing shall  
7 stand automatically expelled and devoid of all member-  
8 ship rights, and shall not be reinstated in good standing  
9 except upon such terms as the Local Union and the  
10 International Executive Board may decide.

11 Section 5. Any member who retains employee status  
12 in a bargaining unit represented by the International Union  
13 but who because of layoff has not, for twenty-four (24)  
14 continuous months, performed at least five (5) days' work  
15 in any month in such bargaining unit shall be deemed not  
16 in good standing (but not expelled) and devoid of all mem-  
17 bership rights until such time as the member is recalled or  
18 obtains employment in a bargaining unit represented by the  
19 International Union and resumes payment of current dues,  
20 at which time the member shall automatically be restored  
21 to good standing. No Local Union Officer or Grievance  
22 Committee Member shall lose good standing under this  
23 Section for the remainder of the term in office.

24 The International Secretary-Treasurer shall, upon  
25 request and under procedures established by the  
26 International Executive Board, issue honorary withdraw-  
27 al cards to members in good standing whose member-  
28 ship is involuntarily terminated.

29 Section 6. A member not in good standing shall not  
30 be permitted to vote, nominate for office, hold office,  
31 or be a candidate for office.

1 Section 7. A member whose membership is termi-  
2 nated shall have no right or interest in any property of  
3 the Local Union or of the International Union, including  
4 any dues, assessments or other financial obligations  
5 paid by such member in advance of the effective date of  
6 such termination.

7 Section 8. To further organization in Canada and  
8 elsewhere, the International Executive Board, during  
9 organizational campaigns and until collective bargaining  
10 contracts are negotiated, may grant dispensations from  
11 payment of initiation fees, dues or other financial obliga-  
12 tions or may reduce the amount of dues, initiation fees or  
13 other financial obligations payable by members and  
14 prospective members and may determine the apportion-  
15 ment thereof between the International Union and Local  
16 Unions when, in its judgment, such dispensation or  
17 reduction will promote the growth or interests of the  
18 International Union, and such members, meeting all other  
19 eligibility requirements of the Constitution, shall be  
20 regarded as being members in good standing during such  
21 organizational period, for all purposes, any provision of  
22 this Constitution relating to initiation fees, dues and other  
23 financial obligations to the contrary notwithstanding.

## ARTICLE XII

### Discipline

24 Section 1. Any member may be penalized for com-  
25 mitting any one or more of the following offenses: (a)  
26 violation of any of the provisions of this Constitution,  
27 any collective bargaining agreement, or by-laws or rules  
28 of the Local Union; (b) obtaining membership through

1 fraudulent means or by misrepresentation; (c) institut-  
2 ing, or urging, or advocating that a member of any  
3 Local Union institute action outside the Union against  
4 the International Union, Local Union or any of their  
5 officers without first exhausting all remedies through  
6 the forms of appeal of the International Union; (d)  
7 advocating or attempting to bring about the withdraw-  
8 al from the International Union of any Local Union or  
9 any member or group of members; (e) publishing or  
10 circulating among the membership false reports or mis-  
11 representations<sup>1</sup>; (f) working in the interest of or  
12 accepting membership in any organization dual to the  
13 International Union; (g) slandering or willfully wrong-  
14 ing a member of the International Union<sup>1</sup>; (h) using  
15 abusive language or disturbing the peace or harmony of  
16 any meeting in or around any office or meeting place of  
17 the International Union; (i) fraudulently receiving any  
18 money due the organization or misappropriating the  
19 monies of the organization; (j) using the name of the  
20 Local Union or the International Union for soliciting  
21 funds, advertising, etc., of any kind without the consent  
22 of the appropriate body or officer of the International  
23 Union; (k) furnishing a complete or partial list of the  
24 membership of the International Union or of any Local  
25 Union to any person or persons other than those whose  
26 official position entitles them to have such a list; (l) delib-  
27 erately interfering with any official of the International  
28 Union in the discharge of that official's duties; (m) delib-  
29 erately engaging in conduct in violation of the responsi-  
30 bility of members toward the organization as an institu-  
31 tion; and (n) deliberately interfering with the perform-  
32 ance of the organization's legal or contractual obligations.

<sup>1</sup>A resolution of the International Executive Board adopted on February 11, 1976 in accordance with applicable law restricts enforcement of this provision in the United States.

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

6 Section 3. Any member convicted of any one or  
7 more of the above offenses may be denied the right to be  
8 a candidate for or hold office or position in the Union,  
9 declared a member not in good standing, fined or other-  
10 wise appropriately disciplined.

11 Section 4. If any officer of the Local Union, or  
12 delegate to an International Convention, is convicted of  
13 any one or more of the above-named offenses, such  
14 person may be penalized as described above, and  
15 removed from office or position.

## ARTICLE XIII

### **Trials of Members and Local Union Officers<sup>2</sup>**

16 Section 1. Any charges against a member or a  
17 Local Union officer must be first submitted in writing-  
18 to the Local Union of which the individual charged is a  
19 member or an officer. The charges shall be sufficiently  
20 specific so as to enable the accused to prepare a defense.

21 Section 2. Upon the submission of the charges, the  
22 Recording Secretary of the Local Union shall send a copy  
23 thereof by certified mail or registered mail to the accused

<sup>2</sup>An August 11, 1999 resolution of the International Executive Board prohibits the processing of charges instituted as a means of retaliating against a member for asserting rights under Civil Rights legislation in the United States and Human Rights legislation in Canada, regardless of whether such rights are asserted using the Union's internal procedures, contractual provisions or external statutory procedures.

1 member at that member's last known address. The charges  
2 must be presented to the membership at the next regular  
3 meeting of the Local Union for designation of a Trial  
4 Committee.

5 Section 3. The Local Union shall designate a Trial  
6 Committee in a manner to be specified by the Local Union  
7 By-Laws. Neither the accuser nor the accused shall be eli-  
8 gible for membership on the Trial Committee.  
9 Immediately after the Local Union meeting referred to in  
10 Section 2, the Recording Secretary shall provide the  
11 accused and the accuser at their last known home address-  
12 es with written notification of the time and place when the  
13 hearing will be held before the Trial Committee. The hear-  
14 ing shall take place no sooner than two weeks and no later  
15 than four weeks after the mailing of said notice.

16 Section 4. The Trial Committee shall report its find-  
17 ings to a meeting of the Local Union. The membership  
18 shall be given adequate notice of the fact that the findings  
19 will be presented at the particular meeting. The Local  
20 Union shall take such action on the report of the Trial  
21 Committee as it may deem proper and, in the event the  
22 accused is found guilty of the charges preferred, shall  
23 impose such penalties as in its judgment it may deem fit-  
24 ting and proper.

25 Section 5. In the event that the accused fails to appear  
26 at the hearing at the time and place provided in the notice  
27 and presents no reasonable excuse for absence, the hear-  
28 ing shall proceed with the same force and effect as if the  
29 accused were present.

30 Section 6. The accused or the accuser may appeal to  
31 the International Executive Board and thereafter to the

1 next regular International Convention provided that such  
2 person files notice of appeal with the International  
3 Secretary-Treasurer within thirty (30) days after notice of  
4 the decision of the Local Union or the International  
5 Executive Board from which the appeal is taken. For  
6 appeals to the International Executive Board, the  
7 International Executive Board shall adopt procedures  
8 which insure that all parties are afforded the opportunity  
9 to present all arguments and facts whether or not present-  
10 ed at the earlier stages in the proceedings and that deci-  
11 sions on such appeals are based upon the evidence pre-  
12 sented in the appeal. The International Executive Board  
13 shall not, in making its decision, be limited to the argu-  
14 ments or testimony presented at the earlier stages in the  
15 proceedings and shall be permitted to cure by its appeal  
16 proceedings procedural defects which may have occurred  
17 at earlier stages in the proceedings. The decisions of the  
18 Local Union and of the International Executive Board  
19 shall be given full force and effect unless a stay thereof is  
20 obtained from the International Executive Board. The  
21 Executive Board, in its discretion, may in reversing a deci-  
22 sion order a Local Union to compensate an individual  
23 member for any loss incurred as a result of said decision.

24 Section 7. At any time during the processing of  
25 charges alleging a serious violation by a Local Union  
26 official of Section 2 of Article XII, the International  
27 President may, upon written request (sent by certified  
28 mail, overnight courier or other means providing proof  
29 of receipt), and where supported by preliminary inves-  
30 tigation conducted on behalf of the International  
31 President, summarily remove such Local Union official  
32 from office during all or a portion of the time necessary  
33 to process the charge.

1 Section 8. It shall be the duty of a member to  
2 exhaust all said member's internal remedies and  
3 appeals provided under the Constitution and policies of  
4 the International Union and the Local Union By-Laws.

5 Section 9. Notwithstanding any provisions of this  
6 Article XIII to the contrary, any member of the  
7 International Executive Board who believes that a vio-  
8 lation of the International Constitution or the  
9 International Union Elections Manual has occurred and  
10 that such violation is not being properly pursued under  
11 this Article XIII may file a charge alleging such viola-  
12 tion. The International Executive Board may (1) cause  
13 a hearing on such charge to be conducted and issue a  
14 decision thereon, or (2) refer such charge to the Local  
15 Union involved for appropriate handling under Article  
16 XIII.

## ARTICLE XIV

### Finances

17 Section 1. Except for newly organized Units,  
18 where initiation fees are waived pursuant to Section 2,  
19 the initiation fees shall be Ten Dollars (\$10.00).

20 Section 2. The International Executive Board may  
21 grant dispensations from payment of initiation fees  
22 when in its judgment such dispensation will promote  
23 the growth or interests of the International Union.

24 Section 3. Monthly dues for a member shall be an  
25 amount equal to 1.3% of said member's total earnings  
26 during the month provided that monthly dues shall not  
27 be less than \$5.00 and provided further that monthly

1 dues shall not be more than 2.5 times the member's  
2 average hourly earnings. For lump sum payments, dues  
3 shall be calculated separately by applying the 1.3% to  
4 such payments. The International Executive Board  
5 shall issue appropriate interpretive rulings.

6 Section 4. Notwithstanding any other Section of  
7 this Article, Local Unions whose dues at the time of the  
8 adoption of this Constitution exceed the amount pro-  
9 vided for in Section 3 of this Article may maintain such  
10 differential. In such cases the dues shall be computed  
11 by adding such differential to the amount required by  
12 the applicable provisions of this Article.

13 In addition, a Local Union which has removed the  
14 cap of 2.5 (or other multiple) times the member's aver-  
15 age hourly earnings referred to in Section 3 of this  
16 Article may, with the approval of the International  
17 Secretary-Treasurer, establish a supplemental local  
18 strike and defense fund to be financed by an increase in  
19 dues adopted by the Local Union by secret vote, which  
20 increase shall not exceed \$3.50 per member per month.  
21 Distributions from the local supplemental strike and  
22 defense fund shall be in accordance with the rules of  
23 the International Strike and Defense Fund and such  
24 additional rules as may be established by the  
25 International Secretary-Treasurer.

26 Section 5. The full amount of all dues and ini-  
27 tiation fees and assessments collected by each  
28 Local Union shall be deposited by the appropriate  
29 officers of the Local Union in a bank account desig-  
30 nated as a trust fund held for the International Union.  
31 The officers of each Local Union shall forward to the  
32 International Secretary-Treasurer within fifteen (15)



1 days after the close of any month, the full amount of the  
2 dues and initiation fees and assessments collected by  
3 such Local Union.

4 Section 6. The International Secretary-Treasurer  
5 shall, upon receipt of any remittance of initiation fees  
6 referred to in Section 1 of this Article, determine and  
7 remit to the Local Union Financial Secretary a per capi-  
8 ta refund which shall be one-half (1/2) of the amount  
9 received, the balance to be retained by the International  
10 Secretary-Treasurer subject to the provisions of Section  
11 14 of this Article.

12 Section 7. The International Secretary-Treasurer  
13 shall, upon receipt of any remittance of dues referred to  
14 in Section 3 of this Article, allocate, determine and  
15 remit such dues in the following manner:

16	(a)	1%	to the applicable District Education
17			Fund operated under guidelines
18			established by the International
19			Executive Board
20		1%	to the applicable District Political
21			Education and Legislative Fund
22			operated under guidelines established
23			by the International Executive Board
24		7%	to Strike and Defense Fund
25		3%	to Organizing
26		44%	to the Local Union Financial
27			Secretary as a per capita refund
28		44%	to the International Union

29 (b) With the approval of the International  
30 President, the International Secretary-Treasurer is

1 authorized to deduct from the per capita refunds of  
2 Local Unions per capita payments to state and provin-  
3 cial federations and provide for their payment.

4 (c) The additional amounts referred to in Section 4  
5 of this Article shall be returned or sent to the Local  
6 Union Financial Secretary as a per capita refund.

7 Section 8. When any Local Union fails to report  
8 and remit to the International Secretary-Treasurer the  
9 full amount of initiation fees and dues and assessments  
10 as provided for herein, said International Secretary-  
11 Treasurer shall notify the Local Union President and  
12 the Recording Secretary of the Local Union of the fact,  
13 and failing to receive a satisfactory response within ten  
14 (10) days thereafter, the Local Union shall stand sus-  
15 pended. The International Secretary-Treasurer may  
16 publish and distribute a delinquent list of all such Local  
17 Unions so suspended.

18 Section 9. Local Unions placed on the delinquent  
19 list shall not be reinstated until they have filed all delin-  
20 quent reports and have complied with any penalties  
21 prescribed by the International Executive Board.

22 Section 10. An individual member shall be entitled  
23 to exoneration from the payment of dues for any month  
24 for which the member has not become entitled to five  
25 days' pay or its equivalent in wages and benefits in lieu  
26 of wages. The International Executive Board shall  
27 adopt rules and regulations governing the implementa-  
28 tion, application and administration of this Section.

29 Section 11. In all cases, other than those provided

1 in Section 10 of this Article, and Article XI, Section 8,  
2 where Local Unions desire exoneration from the pay-  
3 ment of dues or initiation fees for certain of their mem-  
4 bers, the request for exoneration must be signed by the  
5 Local Union President, the Local Union Financial  
6 Secretary, and the Local Union Recording Secretary,  
7 and approved by the District Director and the  
8 International Secretary-Treasurer. No dues shall be  
9 deducted from the pay of a deceased member regard-  
10 less of when it was earned.

11 Section 12. When exoneration is granted, the request  
12 on the required report must be renewed each month.

13 Section 13. Local Union Presidents, Vice  
14 Presidents, Financial Secretaries and Treasurers shall be  
15 bonded in amounts to be determined by the International  
16 Executive Board. Such bonds shall be obtained by the  
17 International Secretary-Treasurer. Clerks employed by a  
18 Local Union and handling finances in any way must be  
19 bonded by the Local Union through arrangement with  
20 the International Secretary-Treasurer.

21 Section 14. The International Executive Board on  
22 request of a Local Union shall have the power to make  
23 special arrangements with respect to the dues schedules  
24 established in this Article where unusual circumstances  
25 justify such arrangements. The International Executive  
26 Board shall establish a procedure under which any indi-  
27 vidual, who is required as a condition of employment to  
28 pay dues to the International Union pursuant to a union  
29 security arrangement, who has elected to be a financial  
30 core member and thereby has no rights of membership,  
31 and who objects to supporting partisan political or ide-

1 ological expenditures by the International Union which  
2 are not necessarily or reasonably incurred for the pur-  
3 pose of performing the duties of an exclusive collective  
4 bargaining representative shall have the right upon per-  
5 fecting a notice of objection to obtain a reduction of a  
6 portion of such individual's dues obligation commensu-  
7 rate with such expenditures unrelated to Collective  
8 Bargaining as required by law.

9       Section 15. The International Secretary-Treasurer  
10 shall cause to be established a separate Strike and  
11 Defense Fund, to be financed in the manner provided in  
12 this Article. The depositing and investment of the  
13 monies in this Fund shall be in accordance with Article  
14 IV, Section 14. Expenditures from the Fund shall be  
15 determined by the International President and  
16 International Secretary-Treasurer subject to the review  
17 of the International Executive Board. Withdrawals  
18 from the Fund shall require the signatures of the  
19 International President and the International Secretary-  
20 Treasurer. For any month for which the General Fund  
21 balance of the International Union drops below  
22 \$18,000,000, the International President with approval  
23 of the International Executive Board is authorized to  
24 transfer from the Strike and Defense Fund to the  
25 General Fund an amount up to the amount necessary to  
26 bring the level of the General Fund to \$20,000,000.

27       Section 16. Effective January 1, 1999, an  
28 Organizing Fund will be created that will be funded  
29 and administered as follows:

30       (a) Effective January 1, 1999, monthly dues for a  
31 member shall be an additional \$.01 per hour for hours

1 included in total earnings during the month. Effective  
2 January 1, 2000, monthly dues for a member shall be  
3 an additional \$.01 per hour, for a total of \$.02 per hour,  
4 for hours included in total earnings during the month.

5 (b) The International Secretary-Treasurer, upon  
6 receipt of any remittance of dues referred to in this  
7 Section, shall allocate such dues in the following manner:

8 (1) 50% to approved district organizing plans,  
9 which will include assistance for local union organiz-  
10 ing programs.

11 (2) 25% to industry-wide multi-district organ-  
12 izing programs that will involve Local Unions from the  
13 particular industries being targeted.

14 (3) 25% for ongoing training and development  
15 of local union organizers.

16 (c) The \$.01 (or \$.02) per hour dues for the  
17 Organizing Fund will end on the first day of the second  
18 month following twelve consecutive months during  
19 which the Union has organized an average of 8% or  
20 more of its average dues paying membership.

21 (d) The International Secretary-Treasurer shall  
22 have authority to allocate Organizing Fund revenue to  
23 cover Strike and Defense Fund and member mobiliza-  
24 tion and communications costs.

25 (e) The International Executive Board shall issue  
26 appropriate interpretive rulings.

1 Section 17. To improve the ability of the Union to  
2 support the membership through the use of the Strike  
3 and Defense Fund, member dues shall be increased as  
4 described below, and the full amount of the increase  
5 shall be designated for the Strike and Defense Fund.

6 (a) Effective November 1, 2008, monthly dues for a  
7 member shall be increased by 0.15% to 1.45% of total  
8 monthly earnings, but in no event shall monthly dues be  
9 more than 2.8 times the member's average hourly earn-  
10 ings ("cap"). For lump-sum payments, dues shall be  
11 calculated separately by applying the 1.45% (1.3% plus  
12 0.15%) to such payments. The International Executive  
13 Board shall issue appropriate interpretative rulings.

14 (b) Alternatively, in lieu of the 0.15% increase, for  
15 the period November 1, 2008 through December 31,  
16 2012, a Local Union on a Local Union-wide basis may  
17 elect to increase monthly dues for each member by an  
18 additional three cents (\$0.03) per hour for hours includ-  
19 ed in total earnings during the month. Effective January  
20 1, 2013 and thereafter, the 0.15% option will apply. A  
21 Local Union adopting this subsection must notify the  
22 International Secretary-Treasurer of its determination  
23 by September 30, 2008.

24 (c) Notwithstanding (a) and (b) above, the Union  
25 will continue to honor merger agreements that provide  
26 for dues transition schedules and equivalent dues  
27 arrangements. The International Executive Board shall  
28 take these agreements into account in determining the  
29 level of Strike and Defense Fund benefits.

30 (d) In addition, a Local Union may, by secret vote

1 and with the approval of the International Secretary-  
2 Treasurer, further increase members' monthly dues by a  
3 percentage no higher than 0.1% of its members' total  
4 earnings during the month, provided that monthly dues  
5 shall not be less than \$5.00 nor more than an appropri-  
6 ate adjusted cap as determined by the International  
7 Secretary-Treasurer. This additional dues of up to 0.1%  
8 shall be distributed in accordance with Section 7 above.

## ARTICLE XV

### Transfer Certificates

9 Section 1. A Local Union in good standing may issue  
10 to a member in good standing a "transfer request" trans-  
11 ferring membership to another Local Union. All transfer  
12 request forms must be obtained from the International  
13 Secretary-Treasurer by the Local Union Financial  
14 Secretary.

15 Section 2. All members must immediately transfer to  
16 the Local Union having jurisdiction over the enterprise,  
17 public or private, at which they are employed.

18 Section 3. Transfer requests issued in violation of  
19 this Article shall be invalid.

20 Section 4. The International Secretary-Treasurer  
21 may issue transfer requests to the members of any Local  
22 Union which is being disbanded in accordance with the  
23 provisions of this Constitution.

## ARTICLE XVI

### Strikes

1 No strike shall be called without the approval of the  
2 International President.

## ARTICLE XVII

### Contracts

3 Section 1. The International Union shall be the con-  
4 tracting party in all collective bargaining agreements and  
5 all such agreements shall be signed by the International  
6 Officers.

7 Section 2. Where check-off clauses are contained in  
8 collective bargaining agreements, they shall provide that  
9 the Company shall make the check payable to and be sent  
10 to the International Secretary-Treasurer.

11 Section 3. The International Union and the Local  
12 Union to which the member belongs shall have the right  
13 to exclusivity in presenting, maintaining, negotiating,  
14 adjusting and settling any grievance or other matter relat-  
15 ing to a member's wages, hours and conditions of employ-  
16 ment.

17 Section 4. No officer, member, representative, or  
18 agent of the International Union or of any Local Union or  
19 of any subordinate body of the International Union shall  
20 have the power or authority to counsel, cause, initiate, par-  
21 ticipate in, or ratify any action which constitutes a breach  
22 of any collective bargaining contract duly entered into.



1 Section 5. No Local Union or other subordinate body,  
2 and no officer, agent, representative, or member thereof  
3 shall have the power or authority to represent, act for,  
4 commit, or bind the International Union in any matter  
5 except upon express authority having been granted there-  
6 for by this Constitution or in writing by the International  
7 President or the International Executive Board.

## ARTICLE XVIII

### Associate Membership

8 The International Executive Board is authorized to  
9 establish, on a geographic, employer and/or other basis,  
10 associate organization(s) to serve the needs and advance  
11 the interests of the categories of workers described below.  
12 Such associate organization(s) shall be affiliated with the  
13 United Steelworkers. Those eligible for membership in a  
14 USW associate organization shall include former and  
15 potential members. Those eligible for regular membership  
16 in USW pursuant to Article III shall not be eligible for  
17 membership in a USW associate organization. Persons  
18 who meet the conditions for membership in a USW asso-  
19 ciate organization shall not be entitled to vote or run for an  
20 office or position in an election governed by Articles IV,  
21 V, VI or VII of this Constitution. However, such persons  
22 shall be entitled to vote and hold office and otherwise par-  
23 ticipate fully in the associate organization to the extent and  
24 under rules provided by the International Executive  
25 Board.

## ARTICLE XIX

### Steelworkers Organization of Active Retirees (SOAR)

1 Section 1. The Steelworkers Organization of  
2 Active Retirees (SOAR), an affiliate organization of  
3 the United Steelworkers, is governed by By-Laws  
4 which are subject to amendment by the International  
5 Executive Board of the United Steelworkers.

6 Section 2. All members in good standing of the  
7 International Union who retire shall, at the time of  
8 retirement, be granted membership in SOAR. All  
9 members of SOAR shall be eligible for SOAR chapter  
10 membership under conditions and with such rights as  
11 are set forth in the SOAR By-Laws.

12 Section 3. Local Unions and SOAR Chapters

13 (a) Each Local Union having more than twenty-  
14 five (25) retired members is encouraged to form and  
15 sponsor a SOAR Chapter. Local Unions may, where  
16 appropriate, form one SOAR Chapter for the retirees of  
17 several Local Unions within a geographical area or region.

18 (b) Each Local Union is encouraged to select a repre-  
19 sentative to serve in an advisory capacity to the SOAR  
20 Chapter and each SOAR Chapter is encouraged to select a  
21 designee to serve in an advisory capacity to the Local Union.

22 (c) In each set of collective bargaining negotiations  
23 conducted by the Union, the bargaining committee shall be  
24 expected to meet with the appropriate SOAR representa-

1 tive to become acquainted with the needs of the retirees, to  
2 attempt to arrange for a SOAR representative to be present  
3 during negotiations for the purpose of making a presenta-  
4 tion on those matters of concern to the retirees and to keep  
5 the SOAR representative advised of the progress of nego-  
6 tiations on those matters.

7 Section 4. The elected members of the SOAR  
8 Executive Board, as established by By-Laws, shall be  
9 ex-officio delegates to all International Conventions  
10 and entitled to one vote each.

## **ARTICLE XX**

### **Effective Date**

11 This Constitution shall become effective April 11, 2017.

## **ARTICLE XXI**

### **Amendments**

12 This Constitution may be amended by majority vote at  
13 the International Convention, provided that no amend-  
14 ment shall have the effect of shortening the term of any  
15 of the offices specified in Article IV, Section 2, before  
16 the expiration of such term.

## **ARTICLE XXII**

### **Severability**

17 In the event any clause or provision of this Constitution is  
18 determined to be unlawful or unenforceable, in whole or

1 in part, such clause or provision shall, in the jurisdic-  
2 tion in which and to the extent that it is unlawful or  
3 unenforceable, be considered severable from all other  
4 clauses and provisions of this Constitution and all other  
5 provisions of this Constitution shall remain in full force  
6 and effect.

## ARTICLE XXIII

### **Leadership of Rubber/Plastics Industry Conference, National Oil Bargaining Sector and National Paper Bargaining Sector**

7 In recognition of the commitment made in the  
8 merger between the former USWA Union and the for-  
9 mer URW Union, the Head of the Rubber/Plastics  
10 Industry Conference (R/PIC), shall be elected by and  
11 from R/PIC.

12 In recognition of the commitment made in the  
13 merger between the former USWA Union and the for-  
14 mer PACE Union, the person assigned as Chairperson  
15 of the National Oil Bargaining Sector by the  
16 International President to be responsible for the admin-  
17 istration of the National Oil Industry Bargaining  
18 Program, shall come out of, and be knowledgeable  
19 about the oil industry and its bargaining.

20 In recognition of the commitment made in the  
21 merger between the former USWA Union and the for-  
22 mer PACE Union, the person assigned by the  
23 International President to be responsible for bargaining  
24 in the paper industry, shall come out of, and be knowl-  
25 edgeable about the paper industry and its bargaining.

# MANUAL

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## Opening of Meeting

The hour of the meeting having arrived, the President shall take the chair and give one rap with the gavel, upon which all officers and members shall be seated. If no regular Guards are present, the President shall appoint one of the members to see that none but members of the Union are admitted.

President: The time for opening this meeting having arrived, I declare this meeting duly convened and qualified to consider measures tending to conserve the best interest of this Local Union, and the United Steelworkers.

## ORDER OF BUSINESS FOR CONDUCTING LOCAL UNION MEETINGS

1. **Call meeting to order.**
2. **Roll call of officers** - by Recording Secretary.
3. **Reading of the minutes of the previous meeting.**  
After the minutes have been read by the Recording Secretary a motion must be made and seconded that the minutes be "approved" (or adopted) as read. Such a motion means that in the opinion of the members, the Secretary has recorded the minutes of the previous meeting correctly. Should the reading reveal any errors or omissions, a member may move to correct the minutes. If this motion is carried, another motion should follow that the minutes "as corrected" now be approved.

IT IS VERY IMPORTANT THAT BRIEF, COMPRE-  
HENSIVE MINUTES OF EACH MEETING BE KEPT

BY THE RECORDING SECRETARY. THESE MINUTES ARE THE OFFICIAL RECORD OF THE BUSINESS TRANSACTED BY THE LOCAL UNION MEETING. A REGULAR BOOK IS PROVIDED BY THE INTERNATIONAL UNION FOR THIS PURPOSE AND SHOULD ALWAYS BE KEPT UP TO DATE.

4. **Reading of Communications.**

RECORDING SECRETARY: The Recording Secretary reads the letters which require attention. Those which do not require much discussion may be dealt with immediately; others may be laid over to "New Business" or referred to a standing committee. If no action is required or desired, the communications may be read and, upon a motion, filed. The Recording Secretary keeps the files of the Local Union.

5. **Report of Officers.**

FINANCIAL SECRETARY: The Financial Secretary should make a detailed financial report at least once each month at the Local Union meeting covering the receipts and expenditures of all funds of the Local Union. If the expenses of the Local Union exceed its current income or impair its reserves, the Financial Secretary is obligated to call this fact to the attention of the membership.

TREASURER: The Treasurer is the custodian of the Local Union funds. The Treasurer should report to each meeting the money received from all sources, such as rebates from the International Office and other monies turned over to the Treasurer for deposit by the Financial Secretary. The Treasurer should be certain that the amount reported by the Financial Secretary to the Local Union as having been turned over agrees with what the Treasurer actually received and that the Recording Secretary records the amount in the minutes.

TRUSTEES: The Trustees are the custodians of the hall and all property of the Local Union subject to the direction of the Local Union. They shall audit the books and financial records of the Local Union every three (3) months and give a report of such audit at the next regular Local Union meeting.

6. **Report of Organizer or International Representative.**

7. **Initiation of New Members.**

8. **Report of Special Committees.**

Such as: Celebrations, picnics, relief, citizenship, etc.

9. **Reports of Standing (or Permanent) Committees.**

a. Grievance Committee.

b. Report of delegates to Federation Council.

10. **Unfinished Business.**

These matters are those remaining over from previous meetings. They are usually recorded in the minutes of the previous meeting. The Recording Secretary should inform the President of any unfinished business so it may be included in the order of business in this section.

11. **New Business.**

These are matters which have been laid aside earlier in the meeting or which have come up since the last meeting.

12. **Good and Welfare.**

All miscellaneous matters for the good of the Union which should be brought to the attention of the meeting should come to the floor at this time. These matters usually do not require any action by the meeting. They are simply matters of information and education.

13. **Adjournment.**

PRESIDENT: The business of this meeting having been duly transacted, I declare it adjourned until our next regular session, unless you are especially called together, when I hope to see all members present.

NOTE: All money paid out by the Local Union from its treasury must be approved by the members at a Local Union meeting. Bills charged to the Local Union should be submitted to the Recording Secretary, who in turn submits them to the Local Union meeting for approval. If the Local Union agrees that the bills should be paid a motion should be made, seconded and passed authorizing the Treasurer to draw up a check and pay the bill. All Local Union checks must be signed by the Treasurer and countersigned by the Financial Secretary and the President. Under no circumstances is it legal for officers or members to pay bills without authorization by a Local Union meeting, nor shall the members authorize payment of any bill or incur any obligation for which funds are unavailable, nor shall the members authorize the payment of or incur a debt for any activity not in accordance with the Constitution and policies of the International Union and the By Laws for Local Unions.

Under no circumstances shall any of the cash dues or fees collected be spent before it is sent to the International Secretary-Treasurer.

It is of prime importance that the Trustees shall audit the books and financial records of the Local Union every three (3) months and give a report of such audit at the next regular Local Union meeting. The Trustees should give special attention when checking disbursements recorded by the Financial Secretary and Treasurer that proper authorization for such payments have been entered by the Recording Secretary in the Minutes of the Local Union. (Constitution: Article VII, Section 4; Article VIII, Section 6. By Laws for Local Unions: Article V.)



## INITIATION OF NEW MEMBERS

President - Raise your right hand.

“Recognizing that the United Steelworkers is a strong labor 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 the basis of race, creed, color, sex, sexual orientation, gender identity, age, disability, nationality, or other legally protected status; 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 labor; and, as the workers of the entire country are competitors in the labor 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 labor.

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

## **INSTALLATION OF OFFICERS**

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 true 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.

## **BURIAL SERVICE**

**FRIENDS, NEIGHBORS, BROTHERS AND SISTERS:**

We have gathered today around the last resting place of that earthly tenement which has been the temporary abiding place of the life and spirit of our departed Brother (Sister). With bowed heads and saddened hearts we have followed his (her) remains to this place in order that we may be able to show this last tribute of respect to the memory of one whose virtues we appreciate and whose faults, if he (she) had any, we are eager to forget. We have known him (her), he (she) was one of us, and our hearts grieve at his (her) departure, as the heart of man always grieves at the loss of some cherished object of affection that can never be replaced, yet our grief is not inconsolable. Of what consequence is a few years to the age of man when compared with God's infinity? When we think of the many years that have rolled into eternity since time began and the countless ages yet to come ere time shall be no more, we realize that the short period allotted to man on this earth is but the first self conscious gleam of man's eternal soul. We are not as men without hope, for the Psalmist has said, "Man that is born of woman is full of trouble and sorrow. He cometh forth like a flower and is cut down. Our years of labor are brought to an end, our dust shall return to dust as it was, and our spirit to the God who gave it." Earth to earth,

ashes to ashes, dust to dust.

Though the seasons may change, and the years pass away, the remembrance of our Brother (Sister) shall never fade until we, too, have been gathered to the place that has been prepared for us.

We sympathize with {those dear to  
the family of }

our deceased Brother (Sister) in their bereavement, and would commend them to the tender care of Him who holds the destinies of mankind in the hollow of His hand, and who is able to console the spouse and orphan when the words of man are vain.

Let us pray.

Our Father who art in Heaven, we bow before Thee in humble submission to Thy will. Our hearts are sore with the sorrow of bereavement. We come to Thee for consolation. Grant, O Lord, that the balm of Thy healing spirit may be poured down upon us like the balm of Gilead to our wounded hearts. May the peace that passeth all understanding, which Thou alone can give, abide with the family of our deceased Brother (Sister). Comfort them in their affliction. Guide us all in the paths of righteousness while we live, and when we are done with this life receive us into that home which Thou hast prepared for all Thy children, eternal in the Heavens. Amen.

### BENEDICTION

And now may the grace, mercy and peace of God, the Father, Son and Holy Spirit, rest and abide with you now and forever. Amen.

