

UNITED STEELWORKERS



UNITY AND STRENGTH FOR WORKERS  
LOCAL 689

# LOCAL BY-LAWS

USW Local 689  
P.O. Box 467, 2288 Wakefield Mound Road  
Piketon, Ohio 45661

Adopted May 10<sup>th</sup>, 2012

**UNION MEETINGS ARE THE 2<sup>ND</sup> THURSDAY OF EVERY MONTH AT 5:30 P.M. AT THE UNION HALL**

**UPDATED: 9/8/2015---**

# By-Laws for USW Local 689

## Table of Contents

	Page
Article I — Name	3
Article II — Objects	3
Article III — Eligibility	3
Article IV — Election of Officers	4
Article V — Duties of Officers	5
Article VI — Compensation for Services	8
Article VII — Meetings	9
Article VIII — Membership	9
Article IX — Discipline	10
Article X — Trials of Members and Local Union Officers	11
Article XI — Notification to Employers Regarding Status of Members	13
Article XII — Finances	13
Article XIII — Delegates to International Convention	14
Article XIV — Workers' Compensation Committee, Safety & Health Committee, Civil Rights Committee, Women's Committee and Organizing Committee	14
Article XV — Transfer Certificates	15
Article XVI — Strikes	15
Article XVII — Order of Business for Local Union Meetings	16
Article XVIII — Effective Date	17
Article XIX — Additions and Amendments to Additions	17
Article XX — Stewards and their Duties	18
Article XXI — Contract Negotiating Committee	18
Article XXII — Real and Personal Property	19
Article XXIII -- Memorial Bible	19
Article XXIV — Union Made Purchases	19

## **ARTICLE I**

### **Name**

This organization shall be known as United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union (to be known in short as the “United Steelworkers” and by the acronym “USW”) Local Union after also referred to as “this Local Union” or “the Local Union”).

## **ARTICLE II**

### **Objects**

First. To unite in this Local Union all working men and working women who are members of the United Steelworkers (hereinafter referred to as the “International Union”) and who are within the jurisdiction of this Local Union.

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

Third. To engage in educational, legislative, political, civic, social, welfare, community and other activities; to advance and safeguard the economic security and social welfare of workers in industry, the International Union, its Local Unions and the free labor movements of the United States, Canada and the world; to seek to eliminate all forms of discrimination, to protect and extend our democratic institutions and civil rights and liberties; and to perpetuate and extend the cherished traditions of democracy and social and economic justice of the United States, Canada and the world community.

Fourth. To encourage the organization and affiliation of unorganized workers who, subject to the provisions of Article VII, Section 1 of the International Constitution, may be placed within the jurisdiction of this Local Union.

Fifth. To take all steps and actions consistent with the Constitution and policies of the International Union, and these By-Laws, to implement and carry out the objects, rights, activities and responsibilities of this organization and the International Union.

Sixth. This Local Union intends to cooperate with public and civic groups for the improvement of our community and Country.

## **ARTICLE III**

### **Eligibility**

Section 1. All members in good standing of the International Union who are within the jurisdiction of this Local Union shall, by virtue of such membership in the International Union, constitute the membership of this Local Union.

Section 2. Persons having supervisory power shall be eligible for membership subject to the terms established by the International Executive Board.

Section 3. No person shall be eligible for membership, or for nomination or election or appointment to, or to hold any office, or position, or to serve on any Committee in the International Union or in this Local Union or to serve as a delegate who is a consistent supporter of, or who actively participates in, the activities of any hate based-racist, terrorist, or other organization which advocates violence to affect government policy or to oppose the democratic principles to which the United States and Canada and our Union are dedicated.

This eligibility requirement shall be in addition to any other eligibility requirement imposed by any other Article or Section of the Constitution.

Section 4. No person shall act as or be deemed to be an agent of the International Union or any chartered or subordinate body of the International Union, including this Local Union, because of his or her membership unless specifically authorized in writing signed by an appropriate official to so act.

**ARTICLE IV**  
**Election of Officers**

Section 1. Officers of this Local Union shall be: President, Vice President, Recording Secretary, Financial Secretary, Treasurer, Guide, two (2) Guards, and three (3) Trustees.

(a) The Division Committeemen/women shall be elected by the Division which they represent.

Section 2. No member shall at the same time be a candidate for or hold more than one of the offices named in Section 1 of this Article.

Section 3. Officers and Grievance Committee Members shall be elected for a term of three years at the last meeting in April 2009, or on such other day and/or at such other hours in April 2009 as the membership shall determine and which will enable all members who so desire to vote. Election shall be by a plurality vote of the members in good standing participating in a secret ballot vote. Those elected in April 2009 shall be installed at the first regular meeting in May 2009 and shall serve until their successors are elected and qualified, at which time all money, official records and documents, and all property belonging to the Local Union shall be turned over to such successors. In any case in which only one eligible member has been nominated for an office, and that member has indicated acceptance of the nomination within the time limits and in the manner prescribed by the approved By-Laws or rules of the Local Union, no election need be held for that office, and the member who has been so nominated shall be deemed elected. An Officer who retires from an enterprise serviced by the Local Union shall not be permitted to continue in office.

Section 4. The date of the Local Union elections for Local Union Officers and Grievance Committee Members must be advertised among members at least fifteen (15) days previous to the date of the election by mailing notice of the date, place and hours of the election to each member in good standing at the member's last known home address. The notice must also specify the Local Union offices to be filled. Nominations shall be made at the immediately preceding meeting. However, where a Local Union holds two meetings in each month, nominations may be made at the last meeting in the month proceeding the month in which the election is held. Notice of the nominations meeting shall be given to the membership at least one (1) week in advance of the meeting.

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

- (a) The member shall have been in continuous good standing for a period of 24 months immediately preceding the month in which the election is held; and
- (b) The member is employed in an enterprise, public or private, or other place within the jurisdiction of the Local Union; and
- (c) The member shall have attended at least one-third (1/3) of the regular meetings held by the member's Local Union during the twenty-four (24) month period immediately preceding the month in which the election is to be held.

Meetings which a member was prevented from attending because of such member's Union activities, working hours, service in the armed forces of the United States or Canada, sickness which confines, death in the immediate family, or jury duty, shall not be counted as meetings held in determining such member's eligibility under this Section; provided, that the member shall have the burden of proving inability to attend for one of the prescribed reasons, in accordance with procedures specified in the Local Union Elections Manual.

Section 6. Local Union elections shall be conducted in accordance with the provisions of the Local Union Elections Manual adopted by the International Union.

Section 7. All delegates to convention, district councils, and other bodies with which the Local is or may become affiliated, shall be elected by secret ballot among members in good standing.

Prior to election, the Local Union may designate certain officers by virtue of their office to be standing delegates to convention, district council or other bodies with which the Local may be affiliated, provided such election of officers is conducted by secret ballot.

Any member elected to an office of any affiliated body shall be a standing delegate to meetings of this body for the term of their office in that affiliation. The Compensation Chairman/woman and the alternate shall attend all schools provided by the State AFL-CIO pertaining to Workers Compensation at Union expense.

- (A) The President shall be a standing delegate to all bodies, which this local is affiliated. If he/she is unable to attend, the Vice President shall assume the above duties.
- (B) Any delegate, who may attend meetings, will be recommended by the Executive Board and voted on by the Membership. If there is training at the meetings for a specific job in our Executive Board, the person in this office shall automatically be sent as a delegate.
- (C) If an emergency meeting is called and we are required to attend, the Executive Board will choose the delegates to attend. (District or International).

Section 8. Safety Representative(s) and Benefits Representative will be nominated and elected by the entire membership during the annual union elections process.

“O” Shift Safety Representative(s) and Benefits Representative shall hold office for three (3) year term.

## **ARTICLE V Duties of Officers**

### Section 1. Duties of President

(a) The President shall preside at all meetings of the Local Union and preserve order, and shall decide all questions of order, subject to an appeal to the Local Union. The President shall have the right to vote at all elections of Officers, and when the members are equally divided on other questions, shall have the deciding vote.

(b) The President shall call special meetings by request of ten members in good standing of the Local Union. This request shall be in writing, shall state clearly the purpose of the meeting and shall be signed by those making such request. Notice of all special meetings must be given to the members of the Local Union by bulletin board posting or other reasonable means. The business of the special meeting shall be confined to the subject for which that meeting was called, and the meeting shall be conducted in accordance with the same procedures as govern regular meetings. The above provision concerning the holding of a special meeting does not require the Chair at such meeting to entertain a motion to vote on a matter which was acted upon after notice at a previous meeting. In the absence of a provision of the International Constitution or the Local Union By-Laws specifying the method of voting at such meeting the membership in attendance at such meeting shall determine the method of voting.

(c) The President shall enforce the provisions of the International Constitution and of these By-Laws and the policies and Manuals of the International Union, and shall appoint all committees not otherwise provided for and be ex-officio member of all committees. The President shall perform such other duties as the Local Union may assign.

(d)(1) In the event that a vacancy occurs in the office of Vice President, Recording Secretary, Financial Secretary, Treasurer, Guide, Guard or Trustee or in the position of Grievance Committee Member at any time during the term of office, the remaining Local Union Officers shall, by majority vote select a successor to serve for the remainder of that term.

(d)(2) The Local Union Officers may, at their discretion, hold an election to seek the guidance of the membership before selecting a successor to fill a vacancy in any of the offices described in d (1). When this option is used, the President shall appoint a member of the Local Union to fill the vacancy until such election can be completed and the successor appointed to fill the vacancy. The President shall call for a special election as promptly as possible but such election shall not be held later than two (2) months following the occurrence of the vacancy. The date of the special election shall be advertised among the members at least one (1) week prior to that date. Nominations shall be made at the immediately preceding meeting, the date of which shall also be advertised in advance among the members at least one (1) week prior to that date.

(d)(3) Wherever a Local Union Officer (except President) or Grievance Committee Member, because of receipt of an extended vacation benefit or otherwise, will be unable to serve during an extended temporary period, a temporary replacement will be designated as provided in sub-paragraph (d) (5) of this section. The temporary replacement shall carry out all the duties of the office or post during such temporary period.

(d)(4) Where the temporary vacancy is in the office of the Local Union President, the Vice President shall assume the duties of the President including the authority to be one of the signatories to checks, and shall be known as "Temporary Acting President." When the temporary period has ended, the "Temporary Acting President" shall revert to the position of Vice President.

(d)(5) Where the temporary vacancy is in a Local Union Office (other than President) or in a Grievance Committee post, the Local Union Officers shall, by majority vote, select a "Temporary Acting" replacement. Temporary Acting Treasurers and Financial Secretaries shall be authorized, during the temporary period of their service, to be signatories to checks. A replacement shall serve only until the temporary period is ended.

(d)(6) In the event of a vacancy none of the remaining officers either alone or acting together may perform the functions of the vacant office but rather the vacancy must be filled in accordance with the provisions of this section.

#### Section 2. Duties of Vice President

The Vice President shall assist the President in the discharge of the President's duties and during the President's absence shall perform the duties of the President. In the event that a vacancy occurs in the office of President, the Vice President shall act as President for the unexpired term.

- (a) The Vice President shall act as Chairman/woman of the Grievance Committee.
- (b) The Grievance Committee shall consist of the Vice President and the three (3) Division Committeemen/women.
  - (i) It shall be the duty of the Grievance Committee to process all alleged contract violations. Any changes the Grievance Committee may desire to make in the contract between the Company and Local 689 must be ratified by written secret ballot by the membership of Local 689 at a bona fide meeting.
  - (ii) Three (3) members of the committee shall constitute a quorum.

#### Section 3. Duties of Recording Secretary.

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

#### Section 4. Duties of Financial Secretary.

- (a) The Financial Secretary shall receive all money due the Local Union and pay the same to the Treasurer, from whom the Financial Secretary shall take a receipt. The Financial Secretary shall also keep accurately the accounts of the Local Union with its members, and shall at all times have the books open for examination by the Trustees, and perform such other duties as are required by the International Constitution, these By-Laws, the various Manuals and policies of the International Union, and the Local Union. The Financial Secretary shall make out the various reports required by the International Secretary-Treasurer and forward such reports to the International Secretary-Treasurer in accordance with instructions.
- (b) Should it be proved that the Financial Secretary has failed to report monthly the full membership of the Local Union as provided for in the report to the International Secretary-Treasurer and transmit the full amount of initiation fees and dues, the Financial Secretary shall be suspended from all privileges and benefits until the deficiency is made good, and shall be liable to the International Union for the full amount unpaid.
- (c) The Financial Secretary shall keep a record of all transfer request forms issued and received.
- (d) The Financial Secretary's accounts shall be subject at all times to audit by the International Secretary-Treasurer.
- (e) The Financial Secretary shall 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 obliged to call this fact to the attention of the membership.

#### Section 5. Duties of Treasurer.

- (a) The Treasurer shall receive from the Financial Secretary all money collected by the Financial Secretary and shall deposit all money belonging to the Local Union in a bank designated by it. All initiation fees and dues shall be deposited in a separate bank account to be designated as a trust fund for the International Union. The Treasurer shall cause to be issued to the Financial Secretary a receipt for all money turned over to the

Treasurer or deposited to the Treasurer's credit in the regular bank account. The Treasurer shall issue a separate receipt for the amount of money turned over at any time or for such deposit made, and shall sign all checks and have them countersigned by the President and the Financial Secretary.

- (b) The Treasurer shall keep regular and correct accounts of all money received and paid by the Treasurer, and report at each meeting the balance of cash shown by the last report, the amount received since, the total checks issued and authorized, and the balance remaining. The Treasurer's accounts shall be open for examination by the Trustees at any time when called upon. The Treasurer's books shall be subject at all times to audit by the International Secretary-Treasurer of the United Steelworkers. The Treasurer shall perform such other duties as are required by the International Constitution, these By-Laws, the various Manuals and policies of the International Union, and the Local Union.
- (c) All money paid out by the Local Union from its treasury must be approved by the members at a Local Union meeting. Under no circumstances shall Officers or members 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 these By-Laws. Bills charged to the Local Union shall be submitted to the Recording Secretary, who in turn shall submit them to the Local Union meeting for approval.
- (d) Recurring standard bills (fixed salaries which have been previously authorized, taxes – local, state, and federal – rent, light, heat, etc.) may be paid by the Treasurer on a single authorization by the Local Union to pay such bills when due.
- (e) Under no circumstances shall any of the dues collected by the Local Union be spent before being sent to the International Secretary-Treasurer.

#### Section 6. Duties of Guide

It shall be the duty of the Guide to see that all present are entitled to remain.

#### Section 7. Duties of Guards

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

#### Section 8. Duties of Trustees

It shall be the duty of the Trustees to have charge 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 months and give a report of such audit at the next regular Local Union meeting. They shall perform such other duties as the Local Union may require.

Section 9. This Local Union shall enforce the International Constitution, the various International Manuals and policies, and these By-Laws, as affecting its membership.

The funds and property of the Local Union shall be managed, invested, expended or otherwise used to implement and carry out the objects, rights, activities, and responsibilities of the Local Union or the International Union, and to administer the affairs of the Local Union, in accordance with the Constitution, Manuals and policies of the International Union and these By-Laws.

Section 10. It shall be the duty of the President, Financial Secretary and Treasurer to insure that the funds and property of the Local Union are preserved, managed, invested and expended in accordance with the International Constitution, Manuals and policies and these By-Laws.

#### Section 11. Executive Board

- (a) The Executive Board shall consist of the elected officers of Local 689 and the three (3) Division Committeemen/women.
- (b) The Executive Officers shall meet twice each month to discuss the welfare of the Local Union and to make recommendations of change of strategy or policy of the Local.
- (c) A special meeting of the Executive Board may be called by the President after a canvass of the Executive board and majority approval thereto.

- (d) The Executive Board shall have authority to act for the membership between meetings on emergency action that cannot wait until the next regular meeting.
- (e) All action desired to be taken to membership by any committee shall be brought before the Executive Board for discussion or/and recommendation; any minority member of the Executive Board after notifying the Board may speak to membership as a minority report.
- (f) Failure of any officer to attend three (3) consecutive, regular Executive Board Meetings, as well as three (3) consecutive, regular Local Meetings, without satisfactory excuse, which is acceptable to the Local, shall be subject to discipline, including removal from office, under the provisions of Articles IX and X of these Bylaws.
- (g) The Executive Board shall not act on any matter upon which the membership has acted at a previous meeting.

## **ARTICLE VI**

### **Compensation for Services**

Section 1. Salaries and expenses for Officers and employees of this Local Union shall be as follows.

Section 2. All tax requirements in connection with the above payments shall be complied with.

Section 3. Pursuant to voluntary authorization of dues deductions, the Financial Secretary shall be responsible for establishing a procedure to deduct from the Union pay of Local Union Officers and/or representatives monthly dues which are not deducted by the company in any given month.

Section 4. All bills and other claims must be presented at a regular meeting of the Local Union and receive a vote of approval, exclusions to this section include and are limited to Office Salary, Utility Bills, Taxes and Per Capita Taxes as assessed.

Section 5. No officer of the Local Union shall have power to incur any indebtedness on its behalf or appropriate any money without authority from the By-Laws or from the Union.

Section 6. Lost Time equal to his/her current wage rate will be paid to authorized Union Representative for time lost from regular schedule working hours to perform Union business. Approval by the President, or by the Vice-President action in the absence of the President must, first be given before such Representative can incur Lost Time.

Section 7. All bills shall be paid by check.

Section 8. All members authorized by the President and/or Vice President attending Committee Meetings or on office Union business shall be paid to coincide with the International Constitution and By-Laws per mile for extra mileage driven and meal allowance for meals needed outside their regular working hours. When a Local Union member is required to perform service away from home, he/she shall be allowed, in addition to any salary reimbursement, an amount covering transportation as directed by the Trustees and Financial Secretary and per diem expense plus reasonable hotel accommodations. All increases in the future will be changed to coincide with the International Constitution and By-Laws.

Section 9. The Executive Board, with membership approval, may establish salaries for Local Union officers and employees employed by the Local Union.

- (a) The President, Vice President, Division I Representative, Division II Representative and Division III Representative shall receive compensation for actual overtime opportunities missed in their respective on-site work group due to performance of local union duties . Compensation will be paid from the USW Local General Fund and the following method shall be followed:
  - (i) Affected Union Officers shall forward to the Financial Secretary a copy of overtime hours worked along with a copy of the canvassing report for their respective work group for overtime opportunities missed on specific dates.



- (ii) Local Union vouchers shall be submitted for each overtime opportunity missed and the reason the individual was unable to participate in the overtime.
- (iii) Shall be reported and paid on a monthly basis.

## **ARTICLE VII**

### **Meetings**

Section 1. The Local Union shall hold a general membership meeting at least once every month, except that a Local Union may, with the approval of membership and the District Director, hold meetings, less often, but in no event less than quarterly.

Section 2. Meetings of this Local Union shall be held as designated. Failure to call a meeting at least once a month, unless specifically authorized by the International Union, shall cause forfeiture of the Local Union charter. This Local Union shall meet on the second Thursday of each month at 5:30 p.m.

Section 3. (See Article 5, Section 1(b)) A Special Meeting may be called by request of ten (10) members in good standing, who shall present their request in writing to the Local Union President. The Special Meeting shall be held within ten (10) working days of the written notification to the President.

Section 4. It shall be the duty of the President to call a Special Meeting at the request of the majority of the Executive Board.

Section 5. It shall be the duty of the President to call a Special Meeting at the request of the majority of the Negotiating Committee.

Section 6. No business other than that for which a Special Meeting is called shall be transacted.

## **ARTICLE VIII**

### **Membership**

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

Section 2. A member shall pay dues promptly commencing with the month during which the member shall have been admitted, and shall continue to pay all dues, assessments and fines or other obligations promptly when due in order to be and remain in good standing.

Section 3. A member who has not lost good standing under other provisions of the International Constitution shall be in good standing if not more than three (3) months in arrears in any constitutional obligations, except in respect to assessments on which the member shall be not more than one (1) month in arrears.

Section 4. Members who lose good standing shall stand automatically expelled and devoid of all membership rights, and shall not be reinstated in good standing except upon such terms as the Local Union and the International Executive Board may decide.

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

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

Section 7. A member whose membership is terminated shall have no right or interest in any property of the Local Union or of the International Union, including any dues, assessments or other financial obligations paid by such member in advance of the effective date of such termination.

Section 8. In case the application is accepted and the applicant should leave the jurisdiction of the local union accepting the application and be initiated into another local, the initiation fee shall be retained by the local accepting the application and any advance payment of dues shall be sent to the local initiating the applicant

Section 9. There shall be no fee for admission by deposit of a transfer card from any local under the jurisdiction of the International Union.

A paid-up membership or withdrawal card from any bona fide labor organization recognized by the United Steelworkers International Union will be accepted in lieu of initiation fee by payments of the current month's dues and such membership card or other evidence of membership shall be sent to the International Secretary-Treasurer by the Local Financial Secretary.

A withdrawal card can only be obtained by a member of Local 689 when his/her dues are paid up to date, including dues for the month in which the card is issued

Section 10. Any veteran returning from military service within a period of one year after discharge shall be entitled to exemption from payment of an initiation fee upon showing his or her honorable discharge papers to local union authorities and no fees shall be collected for the month in which the veteran joins the union. However, to be entitled to this exemption, the veteran must make application for membership within ninety (90) days after coming within the jurisdiction of the local union.

Section 11. All applicants for membership shall appear at a local union meeting at their earliest possible convenience for initiation or affirmation. However, in those cases where applicants are prevented from appearing for initiation or affirmation by unavoidable circumstance they shall pay dues in accordance with the provisions of the International Constitution and they shall be subject to the regulations of the Local Union

Section 12. This local union shall not accept into membership any person against whom charges have been preferred or fines or assessments levied, until he/she has been cleared of such charge, or has paid such fines or assessments.

Section 13. All persons not in good standing in the Local Union are prohibited from participation in meetings of the Local Union and may attend meetings only when invited to do so by vote of the Local Union. This does not abridge the rights of International Representatives or Officers to attend and participate in all such local meetings.

Section 14. Any member who has been so suspended from this Local Union can be reinstated with this Local Union by paying a minimum fee of one month's dues, but not more than \$100.00, provided that this Local Union shall not knowingly reinstate or continue a member who owes any fines or assessments to another

Local Union without the approval of the Local Union from which the member was suspended. He/she shall begin paying dues the month following his/her reinstatement. Members so reinstated must again be initiated as provided in Section 6 of this Article. (The Local Financial Secretary-Treasurer must remit the amount of one regular monthly per capita tax of such reinstatement fees to the International Secretary-Treasurer for each reinstatement accepted. The regular reinstatement fee of Local 689 shall be fifteen (15.00) dollars.

## **ARTICLE IX**

### **Discipline**

Section 1. Any member may be penalized for committing any one or more of the following offenses: (a) violation of any of the provisions of the International Constitution or of these By-Laws, any collective bargaining agreement, or rule of the Local Union; (b) obtaining membership through fraudulent means or by misrepresentation; (c) instituting, or urging, or advocating that a member of any Local Union institute action outside the Union against the International Union, Local Union or any of their Officers without first exhausting all remedies through the forms of appeal of the International Union; (d) advocating or attempting to bring

about the withdrawal from the International Union of any Local Union or any member or group of members; (e) publishing or circulating among the membership false reports or misrepresentations; (f) working in the interest of or accepting membership in any organization dual to the International Union; (g) slandering or willfully wronging a member of the International Union; (h) using abusive language or disturbing the peace or harmony of any meeting in or around any office or meeting place of the International Union; (i) fraudulently receiving any money due the organization or misappropriating the monies of the organization; (j) using the name of the Local Union or the International Union for soliciting funds, advertising, etc., of any kind without the consent of the appropriate body or Officer of the International Union; (k) furnishing a complete or partial list of the membership of the International Union or of any Local Union to any person or persons other than those whose official position entitles them to have such a list; (l) deliberately interfering with any official of the International Union in the discharge of that official's duties; (m) deliberately engaging in conduct in violation of the responsibility of members toward the organization as an institution; and (n) deliberately interfering with the performance of the organization's legal or contractual obligations.

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

Section 3. Any member convicted of any one or more of the above offenses may be denied the right to be a candidate for or hold office or position in the Union, declared a member not in good standing, fined or otherwise appropriately disciplined.

Section 4. If any Officer of the Local Union, or delegate to an International Convention, is convicted of any one or more of the aforementioned offenses, such person may be penalized as herein before described, and removed from office or position.

## **ARTICLE X**

### **Trials of Members and Local Union Officers**

Section 1. Any charges against a member or Officer of the Local Union must be made in writing, signed by the member making the charges, and must be submitted to the Local Union. Upon submission of the charges, the Recording Secretary shall send a copy by certified or registered mail to the accused member at the member's last known address.

The charges shall be sufficiently specific so as to enable the accused to prepare a defense. This means that the charges should indicate both the provision(s) of the Constitution or the Union's other rules allegedly violated and also a brief statement of the facts (names, dates, places) constituting that violation. If there is more than one charging party, they must designate a person to be responsible for receiving and filing documents related to the charges. Where the charges fail to designate such person, then the first charging member named in the charge shall be considered the representative of the others.

Section 2. Charges must be submitted within sixty (60) days of the time the complainant becomes aware of the alleged offense.

Section 3. A separate Trial Committee composed of members shall be \_\_\_\_ for each individual trial, and shall be given the responsibility of conducting such trial provided that in the case of multiple related charges the same Trial Committee may be appointed to try all such charges and may consolidate them into one hearing. Neither the accuser nor the accused

shall be eligible for membership on the Trial Committee. No one shall be eligible to serve as a member of the Trial Committee who is a witness to the facts alleged to constitute a violation or who has a personal interest in the outcome of the Trial.

The Local Union action \_\_\_\_\_ the Trial Committee shall take place at the first meeting after the Local Union receives the charges unless the charges are received by the Local Union within five (5) days before the meeting in which event the Local Union action shall take place at the meeting following the first meeting after the Local Union receives the charges.

Section 4. Immediately after the Trial Committee has been selected by the Local Union pursuant to Section 3 of this Article, the Recording Secretary of the Local Union shall send by certified mail or registered mail to the accused member at the member's last known address written notice of the time and place when the hearing will be held before the Trial Committee, a copy of such written notification of time and place shall also be sent to the member preferring the charges; and the accused member shall appear before the Trial Committee on said charges. A copy of the charge and notice of hearing shall also be sent to the International Secretary-Treasurer of the International Union by the Recording Secretary.

Section 5. The hearing shall be held no sooner than two (2) weeks and no later than four (4) weeks from the date of the mailing of the notice and the charges to the accused member.

Section 6. Every effort shall be made to schedule the Trial so that it does not conflict with the working schedules of the parties. The hearing shall be conducted by the Trial Committee in an orderly manner and shall assure the full presentation to the Committee of all the facts. The accused shall be entitled to be present at all times during the hearing, investigation or argument of the case and shall be entitled to question all witnesses appearing in the matter so long as the questioning does not become insulting, unduly argumentative or repetitious. In the event that the accused fails to appear at the hearing at the time and place provided in the notice and presents no reasonable excuse for absence, the hearing shall proceed with the same force and effect as if the accused were present.

Section 7. At any time during the processing of charges alleging a serious violation by a Local Union Official of Section 2 of Article IX, the International President may, upon written request (sent by certified mail, overnight courier or other means providing proof of receipt), and where supported by preliminary investigation conducted on behalf of the International President, summarily remove such Local Union Official from office during all or a portion of the time necessary to process the charge.

Section 8. The Trial Committee shall record minutes of its meetings and proceedings, and these minutes, together with any documents submitted, shall constitute the official record of the Trial Committee.

Section 9. A member placed on trial shall be permitted representation by a representative of the member's own choice, who shall be a member of the International Union; such representative, however, shall be required to abide by the trial procedure as established by the Trial Committee and as provided in these By-Laws. The same procedure shall be available to the person filing the charges.

Section 10. The Trial Committee, upon completion of the hearing upon the evidence and argument, shall go into closed session to determine the verdict and penalty. The Trial Committee shall prepare a report in writing, stating the facts briefly as it found them, and its conclusions and recommendations. A majority vote of the members of the Trial Committee shall be required to find the accused guilty.

Section 11. In case the accused is found guilty, the Trial Committee may recommend that the accused be reprimanded; assessed a fine; assessed a fine with automatic suspension and removal from office or position or expulsion in the event of the failure of the accused to pay the fine within a specified time; suspended or removed from office or position in the Local Union; or suspended or expelled from membership in the International Union; or otherwise appropriately disciplined.

Section 12. The Trial Committee shall submit its written report to the Local Union within two (2) weeks following completion of the hearing. At the same time a copy of the report shall be mailed to the International Secretary-Treasurer of the International Union and to the accuser and the accused by the Trial Committee.

Section 13. The Local Union Officers may convene a special meeting of the membership to consider the report of the Trial Committee. In such event the notice of the membership meeting shall inform the members that the report of the Trial Committee will be presented at such special meeting. Notice of such special meeting must also be given to the accused member(s) and accuser(s).

Section 14. In the event the report of the Trial Committee is to be presented to the next regular meeting of the Local Union, the membership must be advised by special notice that the report of the Trial Committee will be considered at such regular meeting.

Section 15. The meeting at which the report of the Trial Committee shall be considered shall not be held earlier than one week or later than four weeks following the submission of the report of the Trial Committee to the Local Union.

Section 16. At the meeting of the Local Union, the Trial Committee shall present its written report. The report of the Trial Committee shall become effective only upon approval by a majority vote of the members present at the Local Union meeting. The Local Union meeting may approve or reject the report of the Trial Committee, modify the report in any respect, or order a new trial.

Section 17. The accused member shall be afforded full opportunity to present to the Local Union meeting the accused member's position on all matters bearing upon the trial and the report of the Trial Committee.

Section 18. A report of the Local Union's decision shall be forwarded immediately to the International Secretary-Treasurer of the International Union by the Recording Secretary.

Section 19. A copy of the decision of the Local Union shall be forwarded by the Recording Secretary using certified or registered mail to the accused member and to the person who originally filed the charges. The accused or the accuser may appeal from the decision of the Local Union to the International Executive Board and thereafter to the next regular International Convention, provided that such person files notice of appeal with the International Secretary-Treasurer within thirty days after the mailing of the notice of the decision of the Local Union or the International Executive Board from which the appeal is taken. On appeals, the International Executive Board or such body as it designates either itself or through a Commission or other mechanism affords all parties the opportunity to present all arguments and facts whether or not presented in the proceedings at the Local Union level. Decisions on such appeals are based on the evidence presented in the appeal. The International Executive Board shall not, in making its decision, be limited to the arguments or testimony presented at the earlier stages in the proceedings and shall be permitted to cure by its appeal proceedings procedural defects which may have occurred at earlier stages in the proceedings.

Section 20. The decisions of the Local Union and of the International Executive Board shall be given full force and effect unless a stay thereof is obtained from the International Executive Board.

Section 21. It shall be the duty of a member to exhaust all internal remedies and appeals provided under the Constitution and policies of the International Union and these By-Laws.

## **ARTICLE XI**

### **Notification to Employers Regarding Status of Members**

Section 1. Whenever a member has lost good standing by virtue of having become in arrears in the payment of dues or initiation fees, and the Local Union desires to have such person discharged from employment in accordance with the provisions of the out-standing collective bargaining agreement with the employer, the Local Union shall communicate with the International Secretary-Treasurer, setting forth the facts.

Section 2. The International Secretary-Treasurer will determine whether the employer should be notified that in accordance with the provisions of the contract the particular person must be discharged. The Local Union shall refrain from communicating with the employer until advised by the International Secretary-Treasurer as to the procedure to be followed on requesting the discharge.

## **ARTICLE XII**

### **Finances**

Section 1. Except for newly organized units, where initiation fees are waived pursuant to Article XIV Section 2, of the International Constitution, the initiation fees shall be one hundred twenty-five dollars (\$125.00).

Section 2. Monthly dues for a member shall be set in accordance with Article XIV of the International Constitution.

Section 3. The full amount of all dues and initiation fees and assessments collected by the Local Union shall be deposited by the appropriate Officers of the Local Union in a bank account designated as a trust fund held for the

International Union. The Officers of the Local Union shall forward to the International Secretary-Treasurer, within fifteen days after the close of any month, the full amount of the dues and initiation fees and assessments collected by the Local Union.

Section 4. Compulsory assessments may not be imposed by the Local Union unless approval has first been secured from the International Union and unless agreed to by a two-thirds (2/3) majority vote of the membership of the Local Union, voting by secret ballot after prior notice to the membership. At no time shall the Local Union assessment exceed two dollars (\$2.00) per member in any one year.

In addition, a Local Union which has removed the cap of 2.5 times the member's average hourly earnings referred to in Section 2 of this Article may, with the approval of the International Secretary-Treasurer, establish a supplemental local strike and defense fund to be financed by an increase in dues adopted by the Local Union by secret ballot vote, which increase shall not exceed \$3.50 per member per month. Distributions from the local supplemental strike and defense fund shall be in accordance with the rules of the International Strike and Defense Fund and such additional rules as may be established by the International Secretary-Treasurer.

Section 5. An individual member shall be entitled to exoneration from the payment of dues for any month for which the member has not become entitled to five (5) days' pay or its equivalent in wages and benefits in lieu of wages. The International Executive Board shall adopt rules and regulations governing the implementation, application and administration of this Section.

Section 6. In all cases, other than the one provided in Section 5 of this Article, where the Local Union desires exoneration from the payment of dues or initiation fees for certain of its members, the request for exoneration must be signed by the Local Union President, the Local Union Financial Secretary and the Local Union Recording Secretary, and approved by the District Director and the International Secretary-Treasurer.

Section 7. When exoneration is granted, the request on the required report must be renewed each month.

Section 8. The Local Union President, Financial Secretary, and Treasurer shall be bonded in amounts to be determined by the International Executive Board. Such bonds shall be obtained by the International Secretary-Treasurer. Clerks employed by the Local Union and handling finances in any way must be bonded by the Local Union through arrangement with the International Secretary-Treasurer.

Section 9. Effective January 1, 1999, an Organizing Fund has been created that will be funded and administered as outlined in Article XIV, Section 16 of the International Constitution.

Section 10. It shall be the responsibility of cash paying members to pay the initiation fee, current monthly dues or any monies due the Local Union by Check or Money Order, mailed to the Local Union's business address.

### **ARTICLE XIII**

#### **Delegates to International Convention**

Section 1. No member shall be eligible to be a delegate to an International Convention unless the member:

- (a) is employed in an enterprise, public or private, or any other place within the jurisdiction of the International Union or is one of the staff representatives of the International Union;
- (b) shall have been in continuous good standing for a period of twenty-four (24) months immediately preceding the International Convention; and
- (c) has attended at least one-third (1/3) of the regular meetings held by the member's Local Union during the twenty-four (24) month period immediately preceding the month in which the delegate election is to be held. Meetings which a member was prevented from attending because of such member's Union activities, working hours, service in the armed forces of the United States or Canada, sickness which confines, death in the immediate family, or jury duty, shall not be counted as meetings held in determining such member's eligibility under this Section; provided, that the member shall have the burden of proving inability to attend for one of the prescribed reasons, in accordance with procedures specified in the Local Union Elections Manual.

Section 2. Delegates to the International Convention must be elected at an official meeting of the Local Union or by referendum ballot election, after the Call for the International Convention is received and has been read to the Local Union. The Recording Secretary shall issue a Notice, signed by both the Recording Secretary and the Local Union President, at least one week prior to such meeting or election, stating that delegates are to be elected on a certain day.

Section 3. The Local Union may choose to have the Local Union President, if nominated at the official meeting, elected separately as a delegate by acclamation. In such event, the President shall be a delegate if approved by a majority of the members voting. Otherwise, the delegates to be selected from among the nominees must receive a plurality vote of the members voting.

#### **ARTICLE XIV**

#### **Workers' Compensation Committee, Safety & Health Committee, Civil Rights Committee, Women's Committee and Organizing Committee**

Section 1. A Workers' Compensation Committee and a Safety & Health Committee, under the direction of the International Union or its designated representative, shall be established in the Local Union.

Section 2. A Civil Rights Committee, (which may also be known as a Human Rights Committee), under the direction of the International Union or its designated representative, shall be established in the Local Union to implement our Union's commitment to the protection and extension of civil and human rights and liberties.

Section 3. To further our commitment to encourage activism, leadership development and greater understanding of gender issues in our Local Unions with female membership, a Women's Committee, under the direction of the International Union or its designated representative, shall be established by such Local Unions.

Section 4. An Organizing Committee under the direction of the International Union or its designated representative shall be established in the Local Union to assist in organizing unorganized workers in the geographic area in which the Local Union is situated.

Section 5. Within thirty (30) days after his/her election, the President shall appoint the following committees, subject to approval by the membership:

1. Publicity Committee - three (3) members
2. Welfare Committee - five (5) members
3. Entertainment Committee – when deemed necessary - five (5) members
4. By-Laws Committee - five (5) members
5. Building Committee - five (5) members
6. Education Committee - five (5) members

Section 6. The Chairman/woman of the Publicity Committee shall be known as the Publicity Director of the Local. It shall be the duties of this committee to see that the Local receives proper coverage in the newspapers, magazines, radio and television. No officer of this Local shall release any article of news to any

newspaper, magazine, radio or television station without first clearing said article with the Publicity Committee.

Any news article originating from the Publicity Committee must be cleared by the President of this Local before release. Two (2) members of this committee constitute a quorum.

Section 7. The Welfare Committee shall visit all members suffering long illnesses and shall present a Bible upon the death of any member or relative of a member as defined in the Local By-Laws.

Section 8. Entertainment Committee - This committee when instructed by the Local, shall have charge of planning entertainment for this Local.

Section 9. By-Laws Committee - The By-Laws committee shall keep a record of motions suggesting changes in the Local By-Laws and keep the By-Laws up to date. The By-Laws Committee will also perform as an advisory council to any suggested changes.

The By-Laws Committee shall supervise the printing of the By-Laws in booklet form and see that copies are available to the membership of this Local.

Section 10. Building Committee - It shall be the duties of the Building Committee to inspect buildings and building sites which might be available for purchase or rent by this Local as a meeting hall and report their findings to the Local.

Section 11. Education Committee - The Chairman/woman of the Education Committee shall be known as the education Director of this Local. It shall be the duties of this Committee to encourage, plan, and present educational programs, which have as their broad objective, the development of a better understanding of the labor movement.

## **ARTICLE XV Transfer Certificates**

Section 1. The Local Union may issue to a member in good standing a “transfer request” transferring membership to another Local Union. All transfer request forms must be obtained from the International Secretary-Treasurer by the Local Union Financial Secretary.

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

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

## **ARTICLE XVI Strikes**

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

## **ARTICLE XVII Order of Business for 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.
4. Reading of Communications.
5. Report of Officers
6. Report of Organizer or International Rep.
7. Initiation of New Members.
8. Report of Special Committees.
9. Reports of Standing (or Permanent) Committees.
10. Unfinished Business.
11. New Business.
12. Good and Welfare.
13. Adjournment.

Section 2. Rules of Order

1. No question shall be subject for debate until it has been seconded and stated by the chair. The mover as well as the second must rise and be recognized by the chair.
2. Any motion or resolution shall be reduced to writing at the request of the chair and shall bear the signature of the member presenting same.
3. A motion to table shall not be subject to debate except when motion to table is for a definite time.



4. When a question is before the house, the only motion in order shall be as follows:
  - (a) To refer
  - (b) To table
  - (c) The previous question
  - (d) To postpone indefinitely
  - (e) To postpone to a state time
  - (f) To divide or amend

These motions shall take precedence in the order named.

5. A motion to reconsider shall not be entertained unless made by a member who voted with the prevailing side, and shall require two-thirds (2/3) vote to carry. It shall not be brought up at the meeting at which it was presented.
6. All resignations must be submitted in writing.
7. On motion, the regular order of business may be suspended by a two-thirds (2/3) vote of the members present at the time to dispose of anything urgent.
8. Any member having made a motion can withdraw it by consent of his second, but a motion once debated cannot be withdrawn.
9. Any member, when speaking, shall be confined to the question under debate and avoid all personal or sarcastic language.
10. No member shall interrupt another while speaking, except to point of order, point of information or point of special privilege. The chair shall request a definite statement of the points and shall decide the same without debate.
11. If any member shall feel personally aggrieved by a decision of the chair, he/she may appeal to the local for the decision.
12. When an appeal is made from the decision of the chair, the Vice President shall act as chairman. The said appeal shall then be stated by the chair in these words: "Shall the decision of the chair be sustained as the decision of this Union?" The member will then have the right to state the grounds of appeal and the chair will give the reasons for his/her decision; thereupon, the Union will proceed to vote on the appeal without further debate, and it shall require a majority vote to sustain the appeal.

All questions not herein provided shall be decided by Robert's Rules of Order.

### **ARTICLE XVIII** **Effective Date**

Section 1. The provisions of these By-Laws which conform, as required, with the provisions of the standard By-Laws approved by the International Union are automatically in full force and effect. Any additions or amendments to additions to such standard By-Laws shall be in full force and effect after their adoption by vote at a regular meeting of the Local Union in accordance with the form and procedure provided for in Article XIX, and approval by the International Union.

Section 2. Notwithstanding anything to the contrary herein, these By-Laws and any additions or amendments to additions thereto shall be subject to, and shall not in any way be construed to supersede any of the provisions of the International Constitution or the Manuals and policies of the International Union.

### **ARTICLE XIX** **Additions and Amendments to Additions**

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

1. Any addition or any amendment to an addition to the standard By-Laws approved by the International Union must be in the form of either a new Subsection under the proper Section, a new Section under the proper Article, or a new Article.
2. All additions and amendments to additions to the standard By-Laws must not conflict with such standard By-Laws and must be submitted to the International Union for approval. Such additions shall become effective only after approval by the International Union.

3. Proposed additions or amendments to additions must be submitted in writing and read at two (2) consecutive Local Union meetings, and passed by a two-thirds (2/3) majority vote of the membership present at the next regular meeting. The subject matter of such additions or amendments to additions must be advertised to the membership through bulletin board or other medium prior to the meeting at which the vote thereon is to be taken. Such additions or amendments to additions shall become effective only after approval by the International Union.

## **ARTICLE XX**

### **Stewards and Their Duties**

Section 1. When a complaint arises, the Department Steward may accompany the aggrieved member or members to the immediate supervisor or department head in an effort to obtain a settlement. If the complaint is not settled through this procedure, he/she shall submit the same in writing with all evidence that he/she may have to his/her Grievance Committeeman/woman. Should the Grievance Committeeman/woman deny the complaint, the Steward may appeal the decision to the Executive Board, which may concur with the decision of the Grievance Committee or at its option refer the complaint back to the Grievance Committee for further study or prosecution.

Section 2. It shall be the duty and responsibility of the Stewards to protect the interests of the membership and the Union in their jurisdiction. They shall endeavor to bring each employee into membership in the Union.

Section 3. When a Steward leaves the department that he/she represents for a period in excess of thirty (30) days, his/her Committeeman/woman will appoint a Steward to fill the unexpired term.

Section 4. A Steward or Division Committeeman/woman shall resign if two-thirds (2/3) of all the members which he/she represents submit a written request signed by themselves to the President of the Local.

Section 5. There should be a Steward's Council consisting of all stewards. This council shall meet once a month. The council shall be chaired by the Grievance Committee. The Steward's Council shall act as an Advisory Board to the Grievance Committee. The Stewards Council shall also resolve work jurisdiction disputes, in accordance with the Collective Bargaining Agreement. The Stewards Council shall establish other similar duties and responsibilities, subject to the approval of the membership.

It shall be the responsibility of every steward to attend each Steward's Council Meeting, or have the alternate steward attend.

## **ARTICLE XXI**

### **Contract Negotiating Committee**

Section 1. The President and the Grievance Committee shall act as the Contract Negotiating Committee. No member shall be eligible for election as a member of the Grievance Committee who has not been a member of Local 689 for one year or more.

Section 2. The Negotiating Committee must work day shift, Monday through Friday.

Section 3. Twenty-four hours prior to the expiration of the contract, the Negotiating Committee shall report to the Executive Board and outline terms and conditions of the contract negotiations with the Company.

Section 4. All voting by the members of Local 689 relative to considering results of contract negotiations between the Company and the local union shall be by written secret ballot after the meeting.

Section 5. Should the members of Local 689 reject the results of contract negotiations between the company and the local union, as provided in Article XXI, Section 4, the members "WOULD VOTE ON WHETHER A STRIKE SHOULD BE CALLED."

**ARTICLE XXII  
REAL AND PERSONAL PROPERTY**

Section 1. All officers, at the expiration of their term of office, when removed from office, or when their office is declared vacant, shall deliver to their successors all books, paper, monies, and other property in their possession belonging to the Union, and they shall not be released from their bonds or obligations until this Section is complied with.

All members or employees who hold or have in their possession any monies, books, records or other property of the Local Union during any period when such member or employee is designated to perform duties on behalf of the Local Union shall deliver all such monies, books, records and other properties to the Secretary-Treasurer of the Local Union upon completion of such assignment.

Section 2. The President, Secretary-Treasurer and Trustees, and their successors, shall constitute a Board of Trustees for the purpose of holding title to both personal property and real estate taken in the name of United Steelworkers International Union, Local No. 689.

Upon prior approval of the Local Union, the Board of Trustees shall be authorized to buy, sell, transfer, lease and contract for personal property and real estate of the Local Union.

Section 3. Upon the dissolution or abandonment of the charter or function of this organization, all undisposed property, both real and personal, of this organization shall revert to and become the property of United Steelworkers International Union, Local No. 689, to be held in trust for the benefit of the members of this Local Union for a period of six months.

If this Local Union is not re-established within said period of six months, then said property shall become the exclusive property of the United Steelworkers International Union, Local No. 689. However, if at any time after the expiration of said six months such Local Union is re-established, such property or any remuneration received from the sale of such property will revert to the Local Union, provided the Local Union is re-established within a period of five years.

Section 4. A member whose membership is terminated shall have no right or interest in any property of the Local Union or of the International Union, including any dues, assessments or other financial obligations paid by him in advance of the effective date of such termination, except that this provision shall not apply in the case of Local Union Benefit Plans which may specifically provide otherwise.

**ARTICLE XXIII  
MEMORIAL BIBLE**

In the event of death of a member, associate member, or covered relative of either, the Local Union, shall in lieu of flowers, present a Memorial Bible to the next of kin.

The relatives referred to are: spouse, children, stepchildren, parents, stepparents, grandparents, grandparent-in-law, grandchildren, brothers, stepbrothers, sisters, stepsisters, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parents-in-law of the member, and if they reside in the member's household, and other dependent relatives.

The Local Union shall be notified within 90 days of the death.

**ARTICLE XXIV  
UNION MADE PURCHASES**

All members of this Union shall purchase union made goods whenever possible.