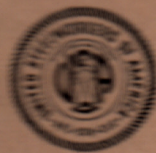


Constitution
of
International Union

UNITED STEELWORKERS
OF AMERICA
AFL-CIO-CLC

—◆—
MANUAL
—◆—



ADOPTED AT
ATLANTIC CITY, N.J.
OCTOBER, 1970

Form 120



PRINTED IN U.S.A.

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UNITED STEELWORKERS OF AMERICA

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ARTICLE I

Name

1 This Organization shall be known as
 2 the United Steelworkers of America,
 3 hereinafter also referred to as the In-
 4 ternational Union. This document shall
 5 be known as the Constitution and By-
 6 Laws of the United Steelworkers of
 7 America and it shall also be the Con-
 8 stitution of each Local Union chartered
 9 by the International Union.

ARTICLE II

Objects

10 First. To unite in this industrial union,
 11 regardless of race, creed, color or na-
 12 tionality, all workers and working men
 13 and working women eligible for member-
 14 ship, employed in and around and in
 15 transportation related to iron, steel, alu-
 16 minium, non-ferrous metal and allied
 17 manufacturing, mining, processing and
 18 fabricating mills, factories and establish-
 19 ments in the United States and its

1 territories, Canada, and insular areas
 2 adjacent thereto.

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

8 Third. To engage in educational, legis-
 9 lative, political, civic, social, welfare,
 10 community and other activities; to
 11 advance and safeguard the economic
 12 security and social welfare of workers in
 13 industry, the International Union, its
 14 Local Unions and the free labor move-
 15 ments of the United States, Canada and
 16 the world; to protect and extend our
 17 democratic institutions and civil rights
 18 and liberties; and to perpetuate and ex-
 19 tend the cherished traditions of democ-
 20 racy and social and economic justice in
 21 the United States, Canada and the world
 22 community.

23 Fourth. To function as an autonomous
 24 International Union affiliated with other
 25 international unions in national and in-
 26 ternational federations in the United
 27 States, Canada and the free world, to

1 unify and solidify the International Un-
 2 ion, its Local Unions and the entire
 3 labor movement, and to provide financial
 4 and other aid and assistance to labor and
 5 other organizations in the United States,
 6 Canada and other parts of the world.

7 Fifth. To take all steps and actions
 8 consistent with the Constitution and
 9 policies of the International Union, to
 10 implement and carry out the objects,
 11 rights, activities and responsibilities of
 12 this organization.

ARTICLE III

Eligibility

13 Section 1. All working men and work-
 14 ing women, regardless of race, creed,
 15 color or nationality, employed in and
 16 around and in transportation related to
 17 iron, steel, aluminum, non-ferrous metal
 18 and allied manufacturing, mining, process-
 19 ing and fabricating mills, factories and
 20 establishments, or in any other place now
 21 or hereafter within the jurisdiction of
 22 the International Union, in the United
 23 States and Canada and insular areas
 24 adjacent thereto, or officers, staff repre-
 25 sentatives or employees of the Interna-

1 tional Union, are eligible to membership.

2 Sec. 2. No person having the power,
 3 in the management of any mill or fac-
 4 tory, to hire or fire shall be eligible for
 5 membership.

6 Sec. 3. Persons having supervisory
 7 power, excluding the right to hire and
 8 fire, shall be eligible to membership sub-
 9 ject to the approval of the Local Union
 10 and the International Executive Board.

11 Sec. 4. No person shall be eligible for
 12 membership, or for nomination or elec-
 13 tion or appointment to, or to hold any
 14 office, or position, or to serve on any
 15 Committee in the International Union
 16 or a Local Union or to serve as a dele-
 17 gate therefrom who is a member, consis-
 18 tent supporter, or who actively partici-
 19 pates in the activities of the Communist
 20 Party, Ku Klux Klan, or of any fascist,
 21 totalitarian, or other subversive organiza-
 22 tion which opposes the democratic princi-
 23 ples to which the United States and
 24 Canada and our Union are dedicated.

25 This eligibility requirement shall be
 26 in addition to any other eligibility re-
 27 quirement imposed by any other Article
 28 or Section of this Constitution.

ARTICLE IV

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

1 Section 1. The International Officers
2 of the International Union shall be the
3 International President, the Interna-
4 tional Secretary-Treasurer, and the In-
5 ternational Vice President. There shall
6 be one District Director for each District,
7 three International Tellers, and a Na-
8 tional Director for Canada.

9 Sec. 2. The term of office of the In-
10 ternational Officers, International Execu-
11 tive Board members, International Tellers
12 and Delegates to the Conventions of the
13 National Federation to which the Inter-
14 national Union is affiliated (hereinafter
15 referred to as the "Federation") shall be
16 four (4) years.

17 Sec. 3. No member shall be eligible
18 for nomination or election to an Inter-
19 national office unless he (a) shall be in
20 good standing for a period of five (5)
21 years immediately preceding the election,
22 (b) is a citizen of the United States or

1 Canada or has legally declared his inten-
2 tion of becoming a citizen of the United
3 States or Canada, and (c) has worked
4 for three (3) years in a mill, mine, estab-
5 lishment, or plant, or any other place
6 within the jurisdiction of the Interna-
7 tional Union, or is one of the Interna-
8 tional Officers or Staff Representatives of
9 the International Union.

10 No member shall be eligible for nomi-
11 nation to an International office who shall
12 have attained the age of 65 years before
13 the end of the nominating period specified
14 in Article V, Section 4.

15 Except in the case of International
16 Officers, there shall be not more than
17 one (1) delegate to the conventions of
18 the Federation from a single District
19 of the International Union.

20 Sec. 4. No member shall accept nomi-
21 nation for or hold two or more salaried
22 International Offices at the same time.

International President

23 Sec. 5. The International President
24 shall attend and preside at all Interna-
25 tional Conventions and at all sessions of
26 the International Executive Board. He

1 shall convene regular and special meet-
 2 ings of the International Executive Board
 3 whenever necessary, or when requested
 4 by a majority of the members of the
 5 International Executive Board.

6 Sec. 6. The President shall interpret
 7 the meaning of the Constitution and his
 8 interpretation shall be subject to review
 9 by the International Executive Board.
 10 Between sessions of the International
 11 Executive Board he shall have full power
 12 to direct the affairs of the International
 13 Union subject to the approval of the
 14 Executive Board. He may, in person, or
 15 designate an International Officer or a
 16 Staff Representative to visit or inspect
 17 the office of any Local Union or District.

18 Sec. 7. The International President
 19 shall have the authority to appoint, direct,
 20 suspend, or remove, such organizers,
 21 representatives, agents and employees as
 22 he may deem necessary. He shall fix their
 23 compensation, and where appropriate,
 24 shall establish job rates, subject to the
 25 approval of the International Executive
 26 Board.

27 Sec. 8. The International President
 28 shall appoint, prior to the opening date

1 of the International Convention, and
 2 subject to the approval of the Interna-
 3 tional Convention, such committees as
 4 are necessary to conduct the affairs of
 5 the International Convention. Such com-
 6 mittees shall meet before the opening
 7 date of the International Convention and
 8 shall proceed to consider all resolutions,
 9 appeals, reports and constitutional amend-
 10 ments submitted to the International
 11 Convention.

12 Sec. 9. The International President,
 13 the International Vice President, and
 14 the International Secretary-Treasurer
 15 shall make a full joint report of the ad-
 16 ministration of their offices and of the
 17 affairs of the International Union to the
 18 International Convention.

19 Sec. 10. The International President
 20 shall perform all such other duties as
 21 pertain to his office. He shall receive
 22 \$60,000 per annum, payable semi-
 23 monthly in equal amounts, and when
 24 performing duties away from the Inter-
 25 national Office, he shall receive his legiti-
 26 mate expenses.

International Vice President

1 Sec. 11. The International Vice Pres-
2 ident shall assist the International Pres-
3 ident in the performance of his duties and
4 shall work under the direction of the
5 International President.

6 The International Vice President shall
7 receive \$42,500 per annum, payable semi-
8 monthly in equal amounts, and when
9 performing duties away from the Inter-
10 national Office, he shall receive his legiti-
11 mate expenses.

International Secretary-Treasurer

12 Sec. 12. The International Secretary-
13 Treasurer shall be the chief financial
14 officer of the International Union and
15 shall receive and collect all monies due
16 to the International Union. The Interna-
17 tional Secretary-Treasurer shall pay all
18 bills and current expenses unless other-
19 wise ordered by the International Presi-
20 dent. The International Secretary-Treas-
21 urer shall cause to be recorded the
22 proceedings of all International Conven-
23 tions and all sessions of the International
24 Executive Board. He shall be in charge
25 of and preserve all monies, properties,
26 files, records, books, documents and

1 effects of the International Office, except
2 such records as properly belong to the
3 offices of the International President and
4 the International Vice President. The
5 International Secretary-Treasurer shall
6 furnish to the International Officers and
7 Executive Board quarterly reports of the
8 financial operations of the International
9 Union.

10 The Seal of the International Union
11 shall be held in trust by the International
12 Secretary-Treasurer. The Seal shall be in
13 a form and design containing the words
14 "United Steelworkers of America, Estab-
15 lished May 22, 1942."

16 Sec. 13. The International Secretary-
17 Treasurer shall make the necessary ar-
18 rangements for the maintenance of finan-
19 cial books and records, the receipt of all
20 funds due the International Union and
21 shall deposit all such funds in the name
22 of the International Union in depositories
23 approved by the International Executive
24 Board. He shall invest all such funds as
25 may be deemed by the International Ex-
26 ecutive Board to be in excess of current
27 need in such securities as the Interna-
28 tional Executive Board may decide.

1 Sec. 14. The International Secretary-
2 Treasurer shall keep copies of all im-
3 portant correspondence sent out and re-
4 ceived by his office.

5 Sec. 15. The International Secretary-
6 Treasurer shall give a bond in an amount
7 to be fixed by the International Executive
8 Board to insure the faithful discharge of
9 his duties. Said bond shall be approved
10 by the International Executive Board. In
11 addition, bonds for the other Interna-
12 tional Officers, Executive Board members
13 and employees of the International Un-
14 ion, to the extent and in such amounts
15 deemed necessary by the International
16 Executive Board, shall be provided and
17 approved by the International Executive
18 Board. The cost of said bonds shall be
19 paid out of the funds of the International
20 Union.

21 Sec. 16. The International Secretary-
22 Treasurer shall have the authority, sub-
23 ject to the approval of the International
24 President, to employ with compensation
25 such assistants as may be necessary to
26 conduct the affairs of his office. The
27 compensation, and where appropriate, job
28 rates, fixed for such assistants shall be

1 subject to the approval of the Interna-
2 tional Executive Board.

3 Sec. 17. The International Secretary-
4 Treasurer shall perform such other duties
5 as pertain to his office or may be assigned
6 him by the President or the International
7 Executive Board.

8 The International Secretary-Treasurer
9 shall receive \$42,500 per annum, payable
10 semi-monthly in equal amounts, and when
11 performing duties away from the Inter-
12 national Office, he shall receive his legiti-
13 mate expenses.

International Executive Board

14 Sec. 18. The International Executive
15 Board shall consist of the International
16 President, the International Secretary-
17 Treasurer, the International Vice Presi-
18 dent, the District Directors, and the
19 National Director of Canada.

20 Sec. 19. An International Executive
21 Board member shall attend all regular
22 and special meetings of the International
23 Executive Board and he shall administer
24 the affairs of the International Union in
25 his district and perform such duties as
26 may be assigned to him subject to the
27 direction of the International President.

1 Sec. 20. The International Executive
 2 Board shall meet twice a year and at such
 3 other times as provided for herein. It
 4 shall enforce the Constitution and carry
 5 out the instructions of the International
 6 Conventions, and between the Interna-
 7 tional Conventions, shall have power to
 8 direct the affairs of the International
 9 Union. It shall cause the books of the
 10 Secretary-Treasurer to be audited by
 11 certified public accountants semi-annually
 12 and shall transmit a copy of the audit to
 13 all Local Unions upon the completion
 14 thereof.

15 The funds and property of the Inter-
 16 national Union shall be managed, in-
 17 vested, expended or otherwise used to
 18 implement and carry out the objects,
 19 rights, activities and responsibilities of
 20 the International Union, and to adminis-
 21 ter the affairs of the International Un-
 22 ion, in accordance with the Constitution
 23 and policies of the International Union.
 24 International Executive Board members,
 25 International Officers, representatives and
 26 employees of the International Union
 27 shall receive, in addition to their salaries,
 28 reimbursement for their legitimate ex-

1 penses, and such fringe benefits as have
 2 been or may from time to time be ap-
 3 proved by the International Executive
 4 Board.

5 Sec. 21. Real estate necessary to the
 6 affairs of the International Union may
 7 be acquired, held, leased, mortgaged and
 8 disposed of by the Executive Board in
 9 the names of the International Presi-
 10 dent and the International Secretary-
 11 Treasurer and their successors in office
 12 as trustees for the International Union.

13 Sec. 22. The International Executive
 14 Board shall have the power to remove
 15 any of the officers enumerated in Sec-
 16 tion 1 hereof who, (a) after due trial
 17 upon written charges of which a copy
 18 shall be given to the accused at least fif-
 19 teen (15) days before trial, is found
 20 guilty of dishonesty, malfeasance or mal-
 21 administration, or (b) has been expelled
 22 as a member of the International Union
 23 in accordance with the provisions of this
 24 Constitution.

25 Sec. 23. Vacancies among the Inter-
 26 national Officers (i.e., the International
 27 President, the International Secretary-
 28 Treasurer, and the International Vice

1 President), and vacancies among the
 2 National Director of Canada and Dis-
 3 trict Directors shall be filled, for the
 4 unexpired term, by a special referendum
 5 vote conducted in the same manner as
 6 in the case of regular elections, provided
 7 that until successors are thus elected the
 8 International Executive Board shall have
 9 the power to fill such vacancies tempo-
 10 rarily, and provided further that any such
 11 vacancies occurring within the year pre-
 12 ceding the date of any regular Interna-
 13 tional Union election shall be filled by the
 14 International Executive Board for the bal-
 15 ance of the term. The International Ex-
 16 ecutive Board shall have the power to
 17 fill vacancies among International Tellers
 18 or Delegates to the conventions of the
 19 Federation for the unexpired term. Any
 20 member designated by the International
 21 Executive Board to fill a vacancy pursu-
 22 ant to this Section must meet the eligi-
 23 bility requirements for the office involved.

24 Sec. 24. The International Executive
 25 Board shall have the power to decide
 26 all appeals made to it and its decisions
 27 shall be effective when rendered, except
 28 that it may stay execution of the decision

1 pending an appeal to the International
 2 Convention, notice of which shall be filed
 3 with the International Secretary-Treas-
 4 urer within thirty (30) days after the
 5 International Executive Board's decision
 6 is made known to the parties interested.

7 Sec. 25. A quorum of the International
 8 Executive Board shall be a majority of
 9 the members. Questions coming before
 10 the Executive Board shall be decided by
 11 a majority vote of its members present at
 12 a quorum, except as otherwise provided
 13 in this Constitution. Any member may
 14 demand a roll-call vote on any question
 15 and in such event each member of the
 16 International Executive Board shall have
 17 one (1) vote and one (1) additional vote
 18 for each 1,000 members or majority frac-
 19 tion thereof in good standing in the Dis-
 20 trict which he represents. The National
 21 Director of Canada shall have the number
 22 of votes equal to the highest vote of any
 23 Canadian District Director. In the ab-
 24 sence of a roll-call vote, the International
 25 Officers shall be entitled to one (1) vote
 26 each. In the event a roll-call vote is taken,
 27 the International President, the Inter-
 28 national Secretary-Treasurer, and the

1 International Vice President shall each
2 be entitled to a vote equal to the num-
3 ber of votes cast by the Board member
4 who has the highest number of votes.

5 Each elected District Director and the
6 National Director of Canada shall receive
7 \$25,000 per annum, payable semi-monthly
8 in equal amounts, and when performing
9 duties away from the District Office, they
10 shall receive their legitimate expenses.

International Tellers

11 Sec. 26. The three International Tell-
12 ers shall perform their duties in con-
13 nection with elections to International
14 offices as provided in this Constitution.
15 No paid staff representative of the Inter-
16 national Union shall be eligible for the
17 office of International Teller.

18 Sec. 27. Each International Teller shall
19 receive \$50.00 per day and his legitimate
20 expenses for each day employed.

Delegates to the Conventions of the Federation

21 Sec. 28. Delegates to the conventions
22 of the Federation shall represent the
23 International Union. They shall render
24 a report to the regular International Con-

1 vention immediately following the con-
2 vention of the Federation which they last
3 attended. The delegates to the conven-
4 tions of the Federation shall cast their
5 vote as a unit, on all questions coming
6 before the convention in accordance with
7 the instructions of the International Con-
8 vention or the International Executive
9 Board. In the absence of such instructions,
10 the decision of a majority of the dele-
11 gates shall determine.

12 Delegates to the conventions of the
13 Federation, other than salaried officials
14 of the International Union, shall receive
15 \$50.00 per day and legitimate expenses
16 for each day occupied in the performance
17 of their functions.

ARTICLE V

Nominations and Elections of Interna- tional Officers, International Execu- tive Board Members, and Delegates to the Conventions of the Federation

18 Section 1. The International President,
19 the International Secretary-Treasurer, the
20 International Vice President, the three
21 International Tellers, and the delegates

1 to the conventions of the Federation shall
 2 be elected by referendum vote of the
 3 members of the International Union, ex-
 4 cept that the three International Officers
 5 shall be ex officio delegates to the con-
 6 ventions of the Federation. The members
 7 of the International Union within each
 8 District shall elect their District Director
 9 by referendum vote.

10 The National Director of Canada shall
 11 be elected for the same term in the same
 12 manner and at the same time as the other
 13 International elections by the members
 14 within Canada.

15 The candidates for the respective posi-
 16 tions receiving a plurality of the votes
 17 cast and meeting the eligibility require-
 18 ments set forth in Section 4 of Article III
 19 and Sections 3 and 4 of Article IV, shall
 20 be declared elected.

21 Sec. 2. The next election of the Inter-
 22 national Officers, International Tellers,
 23 District Directors, and Delegates to the
 24 conventions of the Federation shall be
 25 held on the second Tuesday of Febru-
 26 ary 1973, and all subsequent elections
 27 shall be on the second Tuesday in Feb-
 28 ruary every four (4) years thereafter,

1 and the International Officers elected
 2 shall assume their duties beginning June
 3 1 following their election and shall serve
 4 until their successors are elected and
 5 qualified, at which time all money, official
 6 records and documents, and all property
 7 belonging to the International Union shall
 8 be turned over to such successors.

9 Sec. 3. All members in good standing
 10 shall be entitled to vote.

11 Sec. 4. Each Local Union shall have the
 12 right to nominate a member for each
 13 office to be filled. The Local Union shall
 14 choose its nominees in such manner as
 15 will provide members of the Local Union
 16 reasonable opportunity to participate, as
 17 specified in an "International Union Elec-
 18 tions Manual" to be adopted by the In-
 19 ternational Executive Board prescribing
 20 procedures and rules governing nomina-
 21 tions and elections under this Article.

22 The International Secretary-Treasurer
 23 shall prepare nomination certificates and
 24 envelopes and send them to the Local
 25 Unions not later than ninety (90) days
 26 before the date of the election. The Local
 27 Union Recording Secretary shall com-
 28 plete the nomination certificates, filling in

1 the names of the members nominated by
 2 the Local Union for the various offices
 3 and the votes recorded for and against
 4 their nomination, and shall forward the
 5 same to reach the International Secretary-
 6 Treasurer's office not later than sixty
 7 (60) days before the election.

8 Sec. 5. Promptly thereafter, the In-
 9 ternational Tellers shall meet at the Head-
 10 quarters of the International Union to
 11 open and tabulate the nomination returns
 12 and shall file a report with the Interna-
 13 tional Secretary-Treasurer setting forth
 14 the names of all the members nominated
 15 and the total number of nominations re-
 16 ceived. Only those nomination returns
 17 which conform to the requirements of this
 18 Article and the International Union Elec-
 19 tions Manual shall be tabulated by the
 20 Tellers. The International Secretary-
 21 Treasurer shall, not later than fifty (50)
 22 days before the date of election, notify all
 23 members who have received the required
 24 number of nominations and ask if they
 25 are candidates.

26 For International President, Interna-
 27 tional Secretary-Treasurer, International
 28 Vice President, International Tellers and

1 delegates to Federation conventions, the
 2 required number of Local Union nomina-
 3 tions shall be five (5) plus one for each
 4 10,000 members (or majority fraction
 5 thereof) in good standing as of June 30
 6 of the year in which the nominations are
 7 made.

8 The required number of Local Union
 9 nominations for National Director of
 10 Canada shall be five (5) plus one for
 11 every 10,000 members (or majority frac-
 12 tion thereof) in good standing in Canada
 13 as of June 30 of the year in which the
 14 nominations are made. The required
 15 number of Local Union nominations for
 16 District Director shall be five (5) plus
 17 one for every 10,000 members (or ma-
 18 jority fraction thereof) in good standing
 19 in the District as of June 30 of the year
 20 in which the nominations are made.

21 Sec. 6. Any nominee notified in ac-
 22 cordance with Section 5 of this Article
 23 who desires to become a candidate must
 24 have his official notice attested by the
 25 officers of his Local Union and return
 26 said notice to the International Secretary-
 27 Treasurer within ten (10) days after the

1 mailing of the official notice by the Inter-
2 national Secretary-Treasurer.

3 All protests in connection with nomi-
4 nations must be filed with the Interna-
5 tional Executive Board and must be re-
6 ceived by the International Secretary-
7 Treasurer not later than forty-five (45)
8 days before the date of the election. The
9 Board shall have the power to decide all
10 questions involved in such protests, in-
11 cluding the question of whether any viola-
12 tion is sufficient to require invalidation of
13 a particular Local Union nomination. The
14 Board shall invalidate any protested
15 Local Union nomination if it finds that
16 there was a violation which may have
17 affected the outcome of the nomination
18 at that Local Union. If, as a result of the
19 invalidation of any Local Union nomina-
20 tions, no member has received a sufficient
21 number of nominations under the re-
22 quirements set forth in Section 5, then
23 the election for the office involved shall
24 be postponed and the Local Unions whose
25 nominations have been invalidated shall
26 be permitted to make new nominations.
27 The Local Union nominations which are
28 not invalidated shall remain in effect. The

1 new date for such election shall be set by
2 the International Executive Board, and
3 the International Secretary-Treasurer
4 shall institute the machinery for such new
5 nominations.

6 Sec. 7. No nominee filing his acceptance
7 with the International Secretary-Treas-
8 urer shall be allowed to withdraw his
9 name.

10 If a nominee for International Presi-
11 dent, International Vice President, In-
12 ternational Secretary-Treasurer, National
13 Director of Canada, or District Director
14 who has complied with Section 6 above
15 shall die prior to the date of the election,
16 the election for the office involved shall
17 be postponed and nominations for that
18 office reopened. Any other nominees for
19 said office who have complied with Sec-
20 tion 6 above shall continue to be candi-
21 dates and hold the nominations from the
22 Local Unions previously received by such
23 nominees. The International Executive
24 Board shall set a new early election date
25 for the office involved and the Interna-
26 tional Secretary-Treasurer shall institute
27 the machinery to permit additional candi-
28 dates to be nominated for that office in

1 the same manner as in the case of regu-
2 lar elections, subject to the previous
3 sentence.

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

22 Sec. 9. At least fifteen (15) days prior
23 to the election, notice of the date, place
24 and hours of the election must be mailed
25 by the Local Union Recording Secretary
26 to each member in good standing of the
27 Local Union at his last known home ad-

1 dress. The notice must also specify the
2 offices to be filled.

3 Sec. 10. Each Local Union shall desig-
4 nate, at a regular meeting of the Local
5 Union, the place or places where its elec-
6 tion shall be held, and the place where
7 the votes shall be tabulated. The voting
8 place or places so designated shall be the
9 official voting place or places of such
10 Local Union. Under no circumstances
11 shall the votes of any Local Union be
12 tabulated in any place other than the
13 place so designated for such tabulation by
14 the Local Union. No member shall be
15 allowed to interfere with the official Local
16 Union Tellers during the tabulation. Vot-
17 ing shall take place on the day of the
18 election during such hours which will per-
19 mit all members who so desire to vote.

20 Sec. 11. No member shall be allowed
21 more than one (1) vote for any candi-
22 date for a particular office, nor shall the
23 Local Union Tellers record the vote of
24 any member who is not present at the
25 time the election is held, except officers,
26 and staff representatives in the field away
27 from home, whose votes shall be received

1 if sent to the Recording Secretary of their
2 respective Local Unions.

3 Sec. 12. Each Local Union shall elect
4 from among its members a committee of
5 not less than three (3) nor more than
6 nine (9), three (3) of whom must be the
7 Local Union President, Financial and Re-
8 cording Secretaries, to act as Local Union
9 Tellers, whose duty it shall be to super-
10 vise the election, and when requested,
11 assist the members in voting, and tab-
12 ulate the votes cast by the members for
13 the respective offices, and enter on the
14 "Return Sheet" furnished by the In-
15 ternational Secretary-Treasurer for that
16 purpose the total number of votes cast
17 for each candidate. The correctness of the
18 "Return Sheet" must be attested with the
19 Local Union seal and signatures of the
20 President and Recording Secretary of the
21 Local Union.

22 A member who has not attended at
23 least one-half ($\frac{1}{2}$) of the regular meet-
24 ings of his Local Union during the six
25 (6) months preceding the election shall
26 not be allowed to act as a Local Union
27 Teller for said elections unless his union

1 activities or his working hours prevented
2 such attendance.

3 Sec. 13. Should it be proved that more
4 votes are recorded on the "Return Sheet"
5 than were actually cast by the members,
6 the entire vote of the Local Union shall
7 be thrown out by the International Tell-
8 ers, and those responsible for the fraud
9 shall be punished.

10 Sec. 14. After the votes have been tab-
11 ulated and the "Return Sheet" attested,
12 it shall be turned over to the Recording
13 Secretary, whose duty it shall be to see
14 that the "Return Sheet" is properly
15 attested, enclosed in a special envelope
16 furnished by the International Secretary-
17 Treasurer for that purpose, and for-
18 warding at once by registered mail to the
19 International Tellers, in care of the Inter-
20 national Headquarters. "Return Sheets"
21 reaching International Headquarters
22 more than ten (10) days after the elec-
23 tion shall not be tabulated by the Inter-
24 national Tellers.

25 Sec. 15. The envelopes for "Return
26 Sheets" furnished the Local Unions must
27 have the name of the International Tell-
28 ers, and the address of the International

1 Headquarters, and the following printed
2 thereon:

3 Election Returns
4 From L. U. No.....
5 District

6 The Local Union Recording Secretary
7 shall insert the numbers of the Local
8 Union and District in the blank spaces on
9 the envelope.

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

17 Sec. 17. The International Tellers shall
18 retain the services of the Honest Ballot
19 Association or, in the event this Associa-
20 tion cannot be retained, a similar public
21 spirited and impartial organization. The
22 Honest Ballot Association or similar or-
23 ganization retained by the International
24 Tellers shall, under the supervision of the
25 International Tellers, tabulate the votes
26 cast for the various nominees and file this
27 tabulation with the International Tellers.

1 Sec. 18. The votes cast by members
2 of each Local Union shall be tabulated,
3 and the results published, separately. The
4 entire total vote shall also be tabulated.
5 The complete report shall be printed and
6 sent out to the Local Unions by the Inter-
7 national Tellers not later than May 1 of
8 each election year. This report shall be an
9 official announcement of the election to
10 office of the successful candidates.

11 Sec. 19. The International Tellers shall
12 decide the legality of the votes of any
13 Local Union. In the event the Interna-
14 tional Tellers refuse, for any reason, to
15 tabulate the vote of any Local Union,
16 their reason must in every instance be
17 shown on their report submitted to the
18 Local Unions and all contests growing
19 out of the report shall be filed with the
20 International Executive Board, which
21 body shall have the power to decide the
22 contest.

23 Sec. 20. The International Tellers shall
24 not count the votes of any Local Union
25 that has cast more votes than the number
26 of members in good standing during the
27 month preceding the one in which the
28 election is held unless a satisfactory expla-

1 nation for so doing accompanies the "Re-
 2 turn Sheet" of the Local Union so voting.
 3 Neither shall they count the votes of any
 4 Local Union that is not in good standing
 5 or whose "Return Sheet" is not attested
 6 as required by Section 14 of this Article.

7 Sec. 21. All contests in connection with
 8 the votes of any Local Union must be
 9 filed with the International Tellers not
 10 later than ten (10) days after the date
 11 of election, by a member of the Local
 12 Union whose vote is contested.

13 Sec. 22. In case of a tie vote for any
 14 of the candidates for a particular office,
 15 another election shall be held for that
 16 office among the candidates involved in
 17 the tie.

18 Sec. 23. The Local Union Tellers shall
 19 seal the ballots on completion of their
 20 tabulation and shall turn over such sealed
 21 ballots and all other records in their
 22 possession pertaining to the election to
 23 the Recording Secretary at the conclusion
 24 of their report to the Local Union. Such
 25 sealed ballots and other records pertaining
 26 to the election shall be retained by the
 27 Recording Secretary for at least one (1)
 28 year. The Financial Secretary shall retain

1 the records in his possession pertaining to
 2 the election for at least one (1) year.

3 Sec. 24. No member shall be allowed
 4 to loiter around the voting place or to
 5 interfere in any way with the elections
 6 of any Local Union. If he so desires, any
 7 candidate shall have the right at his own
 8 expense to have an observer, who shall be
 9 a member of the International Union, at
 10 the polls and at the counting of the ballots
 11 at each Local Union.

12 Sec. 25. Local Union Tellers shall be
 13 held personally responsible for any ir-
 14 regularities in connection with the con-
 15 duct of the elections in their Local Unions.

16 Sec. 26. It shall be the imperative duty
 17 of the Local Union Tellers to make a
 18 complete report of the election at the
 19 first regular meeting of their Local Union
 20 following the election, and it shall be
 21 further the duty of the Local Union Re-
 22 cording Secretary to make a complete
 23 record of same in the minutes of said
 24 meeting.

ARTICLE VI

Conventions

25 Section 1. The next regular Interna-
 26 tional Convention shall be held on the

1 third Monday of September, 1972, and
 2 regular International Conventions shall
 3 be held on the same date biennially there-
 4 after at such places as may be determined
 5 by the International Executive Board:
 6 Provided, that the date of holding such
 7 Convention may be advanced or post-
 8 poned upon a resolution to that effect
 9 adopted by the International Executive
 10 Board and approved by a majority of the
 11 members of the International Union upon
 12 a referendum vote.

13 Where availability of suitable facilities
 14 or other related circumstances warrant or
 15 require, the date of holding such Conven-
 16 tion may be advanced or postponed, with-
 17 out referendum vote of the membership,
 18 to another date in August, September or
 19 October of the Convention year, by action
 20 of the International Executive Board.

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

26 Sec. 2. Each Local Union shall be en-
 27 titled to the number of delegates to the
 28 International Convention as follows: One

1 (1) delegate for the first 500 members or
 2 less in the Local Union and one (1) addi-
 3 tional delegate for each additional 500
 4 members or majority fraction thereof.

5 Each delegate to the International Con-
 6 vention shall have one (1) vote for the
 7 first 100 members or less in the Local
 8 Union which he represents and one (1)
 9 additional vote for each additional 100
 10 members or majority fraction thereof, but
 11 no delegate shall have more than ten (10)
 12 votes.

13 Sec. 3. Representation shall be based
 14 upon the average of the paid and exon-
 15 erated membership of the Local Union
 16 for the last three (3) months calculated
 17 and closed preceding the month in which
 18 the International Convention is held.
 19 Such membership shall be based upon
 20 the records of the International Secre-
 21 tary-Treasurer. A Local Union which has
 22 been chartered for less than three (3)
 23 months preceding the month in which
 24 the International Convention is held shall
 25 be entitled to send fraternal delegates
 26 only to the International Convention.

27 Sec. 4. Local Unions of less than 500
 28 members may combine with similar Local

1 Unions within a reasonable radius of one
2 another in the same District, and elect
3 delegates to represent them, but no dele-
4 gates so elected shall be entitled to more
5 than ten (10) votes in the International
6 Convention.

7 Sec. 5. No Local Union shall be en-
8 titled to representation at the Interna-
9 tional Convention unless the Financial
10 Secretary has paid to the International
11 Secretary-Treasurer all dues, initiation
12 fees and assessments collected from the
13 members.

14 Sec. 6. Any Local Union becoming
15 delinquent must comply with Section 11
16 of Article XIV and be in good standing
17 for four (4) months previous to the
18 month in which the International Con-
19 vention is held, before it will be entitled
20 to representation.

21 Sec. 7. No member shall be eligible to
22 be a delegate to an International Con-
23 vention unless (a) he shall have been in
24 continuous good standing for a period of
25 twenty-four (24) months immediately
26 preceding the International Convention;
27 or if his Local Union has been in existence
28 for less than twenty-four (24) months

1 prior to the International Convention, he
2 must have been in continuous good stand-
3 ing from the time that he joined such
4 Local Union; (b) he has attended at
5 least one-half ($\frac{1}{2}$) of the regular meet-
6 ings of his Local Union during the
7 twenty-four (24) months preceding the
8 election unless his Union activities or
9 working hours prevented such attendance;
10 and (c) he is employed in a plant or
11 mill or any other place within the juris-
12 diction of the International Union or is
13 one of the staff representatives of the
14 International Union. The International
15 Officers and the members of the Interna-
16 tional Executive Board shall be ex officio
17 delegates to all International Conven-
18 tions.

19 Sec. 8. The International Secretary-
20 Treasurer shall furnish the Local Unions
21 with credential blanks in duplicate, which
22 must be attested as required on the
23 blanks. The duplicate shall be retained by
24 the delegate and the original forwarded
25 to the International Secretary-Treasurer,
26 and no credentials shall be accepted later
27 than ten (10) days prior to the date for

1 convening the International Convention
2 without the consent of the Convention.

3 Sec. 9. The Credentials Committee shall
4 not transfer votes to any delegate unless
5 authorized by the Local Union to do so.

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

19 Sec. 11. When any delegate's creden-
20 tials are to be contested, notice of such
21 contest shall be sent to the International
22 Secretary-Treasurer not later than five
23 (5) days prior to the date for convening
24 the International Convention. Any dele-
25 gate whose credentials are contested may
26 be unseated at any time during the Inter-
27 national Convention.

1 Sec. 12. All Local Union resolutions
2 to be considered by the International
3 Convention must be adopted by the Local
4 Union and shall be sent to the Interna-
5 tional Secretary-Treasurer. They must be
6 in his hands not later than ten (10) days
7 prior to the convening of the Interna-
8 tional Convention. The International
9 Secretary-Treasurer shall submit all Local
10 Union resolutions and any recommenda-
11 tions of the International Executive Board
12 to the chairmen of the appropriate com-
13 mittees.

14 Sec. 13. Resolutions bearing on differ-
15 ent subjects must be typewritten on separ-
16 ate papers and only on one side of the
17 paper. Resolutions must be properly
18 signed by the President and Recording
19 Secretary of the Local Union and im-
20 pressed with the Local Union seal, other-
21 wise they will not be considered official.

22 Sec. 14. International Conventions shall
23 not consider internal appeals or grievan-
24 ces unless they have been previously
25 considered by the lower tribunals of the
26 organization.

27 Sec. 15. On questions coming before
28 the International Convention a roll-call

1 vote shall be taken upon a request of
 2 thirty (30) per cent of the delegates. The
 3 Secretary-Treasurer shall have a roll of
 4 accredited delegates prepared and make
 5 such other arrangements as will expedite
 6 and facilitate the calling of the roll.

Special International Conventions

7 Sec. 16. Special International Conven-
 8 tions shall be called by the International
 9 President when so instructed by the Inter-
 10 national Executive Board, or upon request
 11 of twenty-five (25) per cent of the Local
 12 Unions.

13 Sec. 17. Representation in special In-
 14 ternational Conventions shall be upon
 15 the same basis as govern regular Inter-
 16 national Conventions.

17 Sec. 18. Local Unions demanding a
 18 special International Convention must
 19 state the reason or reasons why such
 20 International Convention is desired, and
 21 it shall be the duty of the International
 22 President to state said reason or reasons
 23 in the Call for the special International
 24 Convention.

25 Sec. 19. Special International Conven-
 26 tions shall not have authority to consider

1 any matter other than that which is
 2 specifically stated in the Call for the spe-
 3 cial International Convention.

Credentials Committee

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

ARTICLE VII

Local Unions

18 Section 1. Ten (10) or more persons
 19 eligible for membership in the Interna-
 20 tional Union shall constitute a Local
 21 Union upon receipt of a charter from the
 22 International Secretary-Treasurer under
 23 the terms herein provided.

1 Sec. 2. Upon approval of the charter
 2 application by the International Officers,
 3 subject to review by the International
 4 Executive Board, the International Secre-
 5 tary-Treasurer shall issue to the appli-
 6 cants a Local Union charter which shall
 7 contain such provisions as the Interna-
 8 tional Union may require; he shall also
 9 deliver to said applicants one Local Union
 10 seal and such other initial supplies as may
 11 be necessary to conduct the affairs of the
 12 Local Union.

13 Sec. 3. No Local Union shall be dis-
 14 solved, except with the approval of the
 15 International Executive Board.

16 Sec. 4. The Local Unions shall be
 17 charged with the duty of enforcing this
 18 Constitution as affecting their member-
 19 ship.

20 The funds and property of the Local
 21 Union shall be managed, invested, ex-
 22 pended or otherwise used to implement
 23 and carry out the objects, rights, ac-
 24 tivities and responsibilities of the Local
 25 Union or the International Union, and
 26 to administer the affairs of the Local
 27 Union, in accordance with the Consti-
 28 tution and policies of the International

1 Union and the By-Laws of the Local
 2 Union.

3 Sec. 5. Local Unions may adopt, sub-
 4 ject to approval by the International
 5 Union, such by-laws and rules as do not
 6 conflict with any of the provisions of this
 7 Constitution or the policies of the Inter-
 8 national Union. Local Unions which do
 9 not adopt such by-laws shall be deemed
 10 to have adopted the standard By-Laws
 11 for Local Unions issued by the Interna-
 12 tional Union.

13 Notwithstanding any provisions of the
 14 Constitution to the contrary, the Interna-
 15 tional Executive Board shall issue rules
 16 and special by-laws governing Amalga-
 17 mated Local Unions.

18 Notwithstanding any provisions of the
 19 Constitution to the contrary, the Inter-
 20 national Executive Board shall issue special
 21 by-laws for Local Unions representing
 22 Great Lakes seamen in the lake transpor-
 23 tation industry to deal with the special
 24 needs, circumstances and conditions of
 25 members in this industry on such matters
 26 as Local Union and International Union
 27 elections, conduct of meetings, formation

1 of committees, duties of Local Union offi-
2 cers, and trial of members.

3 Sec. 6. Local Unions shall hold a gen-
4 eral membership meeting at least once
5 every month.

6 Sec. 7. All Local Unions are required
7 to affiliate with the appropriate central
8 and local bodies chartered by the Feder-
9 ation.

10 Sec. 8. All Local Union Officers and
11 Grievance Committeemen shall be elected
12 for a term of three (3) years at the last
13 meeting in June commencing June, 1973
14 by a plurality vote of the members par-
15 ticipating in a referendum vote, and shall
16 serve until their successors are elected and
17 qualified, at which time all money, official
18 records and documents, and all property
19 belonging to the Local Union shall be
20 turned over to such successors.

21 The date of Local Union elections for
22 Local Union Officers and Grievance
23 Committeemen must be advertised among
24 members at least fifteen (15) days pre-
25 vious to the date of the election by mail-
26 ing notice of the date, place and hours
27 of the election to each member in good
28 standing at his last known home address.

1 The notice must also specify the Local
2 Union offices to be filled. Nominations
3 shall be made at the immediately preced-
4 ing meeting. Notice of the nominations
5 meeting shall be given to the membership
6 at least one (1) week in advance of the
7 meeting.

8 The requirements regarding method of
9 election and notices may be modified for
10 Local Unions in Canada by the Inter-
11 national Executive Board.

12 No member shall at the same time be
13 a candidate for or hold more than one
14 of the following offices: President, Vice
15 President, Recording Secretary, Financial
16 Secretary, Treasurer, Guide, Guard, and
17 Trustee.

18 Sec. 9. No member shall be eligible for
19 election as a Local Union Officer or
20 Grievance Committeeman unless

21 (a) He shall have been in continuous
22 good standing for a period of twenty-four
23 (24) months immediately preceding the
24 election, or if his Local Union has been
25 in existence for a lesser period prior to
26 the election, he must have been in con-
27 tinuous good standing from the time that
28 he joined such Local Union; and

1 (b) He is employed in a plant or mill
2 or other place within the jurisdiction of
3 the Local Union; and

4 (c) He has attended at least one-half
5 ($\frac{1}{2}$) of the regular meetings of his Local
6 Union for thirty-six (36) months previous
7 to the June, 1973, election, unless his
8 Union activities or working hours pre-
9 vented his attendance.

10 Sec. 10. A Workmen's Compensation
11 Committee and a Safety and Health
12 Committee, under the direction of the
13 International Union or its designated
14 representative, shall be established in each
15 Local Union.

16 Sec. 11. A Civil Rights Committee,
17 under the direction of the International
18 Union or its designated representative,
19 shall be established in each Local Union
20 to implement our Union's commitment
21 to the protection and extension of civil
22 rights and liberties.

ARTICLE VIII

Duties of Local Union Officers

23 Section 1. Duties of President. The
24 President shall preside at all meetings
25 of the Local Union and preserve order.
26 He shall decide all questions of order,

1 subject to an appeal to the Local Union.
2 He shall have the right to vote at all
3 elections of officers, and when the mem-
4 bers are equally divided on other ques-
5 tions, he shall have the deciding vote. He
6 shall call special meetings by request of
7 ten (10) members in good standing of the
8 Local Union. He shall enforce the pro-
9 visions of this Constitution. He shall ap-
10 point all committees not otherwise pro-
11 vided for and be ex officio member of all
12 committees. He shall perform such other
13 duties as the Local Union may assign to
14 him.

15 In the event that a vacancy occurs in
16 any of the elected offices or in the posi-
17 tion of Grievance Committeeman prior
18 to the last year of the term of such office
19 or position, the President shall appoint
20 a member of the Local Union to fill such
21 vacancy until a successor has been elected.
22 The President shall call for a special elec-
23 tion as promptly as possible, but such
24 election shall not be held later than two
25 (2) months following the occurrence of
26 the vacancy. The date of the special elec-
27 tion shall be advertised among the mem-
28 bers at least one (1) week prior to that

1 date. Nominations shall be made at the
2 immediately preceding meeting, the date
3 of which shall also be advertised in ad-
4 vance among the members.

5 In the event that a vacancy occurs in
6 any of the elected offices or in the posi-
7 tion of Grievance Committeeman during
8 the last year of the term of such office or
9 position, the remaining Local Union Offi-
10 cers shall, by majority vote, select a
11 successor to serve for the remainder of
12 that term.

13 Sec. 2. Duties of Vice President. The
14 Vice President shall assist the President
15 in the discharge of his duties and during
16 his absence shall perform the duties of
17 the President. In the event that a vacancy
18 occurs in the office of President, the Vice
19 President shall act as President for the
20 unexpired term.

21 Sec. 3. Duties of Recording Secretary.
22 The Recording Secretary shall record the
23 proceedings of the Local Union in a book
24 kept for that purpose, read all papers and
25 perform such other duties required under
26 this Constitution and as the Local Union
27 may assign. He shall also have custody of

1 the Local Union Seal, and shall be re-
2 sponsible for any misuse of same.

3 Sec. 4. Duties of Financial Secretary.
4 The Financial Secretary shall receive all
5 money due the Local Union and pay the
6 same to the Treasurer, from whom he
7 shall take a receipt. He shall also keep
8 accurately the accounts of the Local
9 Union with its members, and shall at all
10 times have his books open for examina-
11 tion by the Auditing Committee, and per-
12 form such other duties required under
13 the Constitution and as the Local Union
14 may assign. He shall make out the various
15 reports required by the International
16 Secretary-Treasurer and forward such re-
17 ports to him in accordance with instruc-
18 tions.

19 Should it be proved that a Local Union
20 Financial Secretary has failed to report
21 monthly the full membership of the Local
22 Union as provided for in his report to the
23 International Secretary-Treasurer and
24 transmit to him the full amount of initia-
25 tion fees and dues, he shall be suspended
26 from all privileges and benefits until the
27 deficiency is made good, and he shall be

1 liable to the International Union for the
2 full amount unpaid.

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

6 His accounts shall be subject at all
7 times to audit by the International Secre-
8 tary-Treasurer.

9 Sec. 5. Duties of Treasurer. The Treas-
10 urer shall receive from the Financial
11 Secretary all money collected by him.
12 He shall deposit all money belonging to
13 the Local Union in a bank designated by
14 it. All initiation fees and dues shall be
15 deposited in a separate bank account to
16 be designated as a trust fund for the
17 International Union. He shall cause to be
18 issued to the Financial Secretary a receipt
19 for all money turned over to him or de-
20 posited to his credit in the regular bank
21 account. He shall issue a separate receipt
22 for the amount of money turned over to
23 him at any time or for such deposit made.
24 He shall sign all checks and have them
25 countersigned by the President *and* the
26 Financial Secretary. He shall keep regular
27 and correct accounts of all money re-
28 ceived and paid by him, and report at

1 each meeting the balance of cash shown
2 by the last report, the amount received
3 since, the total checks issued and author-
4 ized, and the balance remaining. His ac-
5 counts shall be open for examination by
6 the Auditing Committee at any time when
7 called upon. His books shall be subject at
8 all times to audit by the Secretary-
9 Treasurer of the United Steelworkers of
10 America. He shall perform such other
11 duties required under the Constitution
12 and as the Local Union may assign.

13 Sec. 6. It shall be the duty of the
14 President, Financial Secretary and Treas-
15 urer to insure that the funds and property
16 of the Local Union are preserved, man-
17 aged, invested and expended in accord-
18 ance with the International Constitution
19 and policies and Local Union By-Laws.

20 Sec. 7. Duties of Guide. It shall be the
21 duty of the Guide to see that all present
22 are entitled to remain.

23 Sec. 8. Duties of Guards. It shall be
24 the duty of the Guards to take charge
25 of the door and see that no one enters
26 who is not entitled to do so.

27 Sec. 9. Duties of Trustees. It shall be
28 the duty of the Trustees to have charge

1 of the hall and all property of the Local
 2 Union, subject to the direction of the
 3 Local Union, and perform such other
 4 duties as the Local Union may require.

ARTICLE IX

Suspension or Revocation of Local Union Charters

5 Section 1. In the event the Interna-
 6 tional President shall have reason to
 7 believe that any Local Union is failing to
 8 comply with any provision of the Consti-
 9 tution, or that action may be required
 10 for one of the purposes specified in the
 11 following paragraph, he may, on his own
 12 or at the request of officers or members
 13 of the Local Union, institute proceedings,
 14 with due notice of the basis therefor and
 15 of a hearing before any member or mem-
 16 bers of the International Executive Board
 17 or representative or representatives desig-
 18 nated by the International President. The
 19 Local Union shall be afforded a full and
 20 fair hearing consistent with, to the extent
 21 applicable, the procedures for conducting
 22 hearings under Article XIII. Upon the
 23 basis of the hearing the International
 24 Executive Board is authorized to render
 25 a decision, dismissing the proceedings,

1 suspending or revoking the charter of any
 2 such Local Union, or directing such other
 3 action as may be necessary to secure com-
 4 pliance with the Constitution. The Inter-
 5 national Executive Board may act at a
 6 meeting or by means of a mail or tele-
 7 graphic poll.

8 Included in the other action which the
 9 International Executive Board may direct
 10 are the removal, by it or by the Adminis-
 11 trator provided for below, of all or any
 12 of the Local Union Officers, grievance or
 13 other committeemen or stewards, and ap-
 14 pointment of an Administrator over the
 15 affairs and property of any such Local
 16 Union for any of the following purposes:
 17 (a) correcting corruption or financial
 18 malpractice, (b) assuring the perform-
 19 ance of collective bargaining agreements
 20 or other duties of a bargaining representa-
 21 tive, (c) restoring democratic procedures,
 22 or (d) otherwise carrying out the legiti-
 23 mate objects of the International Union
 24 or such Local Union.

25 If the decision of the International
 26 Executive Board on the report and recom-
 27 mendations of the hearing commission is
 28 rendered by means of a poll when it is not

1 in session, the matter shall be considered
 2 again at the next meeting of the Interna-
 3 tional Executive Board following request
 4 for such consideration by an aggrieved
 5 party provided such request is filed with
 6 the International Secretary-Treasurer
 7 within thirty (30) days after the decision
 8 is made known to the Local Union.

9 Notwithstanding anything to the con-
 10 trary herein, in case of emergency, where
 11 in the opinion of the International Presi-
 12 dent the best interests of the International
 13 Union or Local Union require, the Inter-
 14 national President is empowered to sus-
 15 pend officers of, and establish an ad-
 16 ministratorship over, the affairs and
 17 property of a Local Union prior to notice
 18 and hearing. In such cases notice shall be
 19 given and a hearing as specified above
 20 shall be conducted within sixty (60) days
 21 following the emergency action.

22 The Local Union shall be notified of
 23 the time and place of any meeting of the
 24 International Executive Board at which
 25 the Local Union's status will be con-
 26 sidered. The parties shall have the right
 27 to appear before the International Execu-
 28 tive Board at such meeting. The Interna-

1 tional Executive Board may affirm, re-
 2 verse or modify the action of the Inter-
 3 national President and shall render its
 4 decision as soon as practicable following
 5 such hearing.

6 The decision of the International Ex-
 7 ecutive Board may be appealed to the
 8 next International Convention, provided
 9 that notice of the appeal is filed with the
 10 International Secretary-Treasurer within
 11 thirty (30) days after the decision is made
 12 known to the Local Union. Pending the
 13 appeal the decision of the International
 14 Executive Board shall remain in full force
 15 and effect. The International Convention
 16 may affirm, reverse or modify the decision
 17 of the International Executive Board.

18 In the event that an Administrator is
 19 appointed for a Local Union, he shall
 20 take full charge and conduct all the
 21 affairs of the Local Union until the In-
 22 ternational Executive Board determines
 23 that the Local Union is capable of con-
 24 ducting its own affairs in conformance
 25 with the Constitution and policies of the
 26 International Union and by-laws of the
 27 Local Union. He shall have the right to
 28 demand and receive in the name of the

1 International Union, and the Local Union
 2 Officers shall have the obligation to turn
 3 over, the charter and all books, records,
 4 monies, assets and property of the Local
 5 Union, to be held in trust for the Local
 6 Union and to be used and expended only
 7 in the proper conduct of its affairs. He
 8 shall have the right to replace officers,
 9 grievance or other committeemen or stew-
 10 ards removed by the International Ex-
 11 ecutive Board or the Administrator, by
 12 appointing temporary officers, grievance
 13 or other committeemen or stewards.

14 All officers, grievance or other com-
 15 mitteemen or stewards, incumbent or
 16 temporary, shall function under the
 17 supervision, direction and control of the
 18 Administrator. The International Presi-
 19 dent shall have the right, with or without
 20 cause, to remove or replace the Adminis-
 21 trator at any time.

22 It shall be the policy of the Interna-
 23 tional Executive Board to terminate an
 24 administratorship as soon as it deems
 25 practicable under all the circumstances.
 26 When the International Executive Board
 27 determines to restore the autonomy of
 28 an administered Local Union, the Ad-

1 ministrator shall, prior to such restora-
 2 tion, be responsible for conducting an
 3 election, in accordance with the appli-
 4 cable provisions of the Constitution and
 5 policies of the International Union and
 6 by-laws of the Local Union, to fill vacant
 7 offices and other elective positions va-
 8 cated on account of removal or departure
 9 of the former elected incumbents.

10 Sec. 2. In the event a mill or plant,
 11 which constitutes the sole jurisdiction of
 12 a Local Union, is abandoned, the Inter-
 13 national Secretary-Treasurer, with the
 14 consent of the International Executive
 15 Board, may revoke the charter of said
 16 Local Union.

17 Sec. 3. In the event of a suspension of
 18 a Local Union, the members thereof and
 19 the Local Union shall not be deemed to
 20 be in good standing during the period of
 21 suspension.

22 Sec. 4. In the event that a Local Un-
 23 ion's charter is revoked, or the Local
 24 Union disbands, the charter and all books,
 25 records, monies, assets, and property shall
 26 be delivered and turned over immediately
 27 to the International Union on demand by

1 the International Secretary-Treasurer or
2 his designee.

3 Sec. 5. After a charter of a Local Union
4 has been revoked, the International Ex-
5 ecutive Board may charter a new Local
6 Union having the same jurisdiction as the
7 Local Union whose charter was revoked.
8 The members of the Local Union whose
9 charter was revoked may be readmitted
10 only by action of the International Execu-
11 tive Board.

ARTICLE X

Districts

12 Section 1. The International Union
13 shall be divided, except as may be
14 changed in accordance with Section 2
15 hereof, into the following Districts:

| District Number | District Name |
|--------------------|----------------------------|
| 1 | New England |
| 4 | Buffalo |
| 5 | Eastern Canada |
| 6 | Central and Western Canada |
| 7 | Philadelphia |
| 8 | Baltimore |
| 9 | Bethlehem |
| 15 | Homestead |
| 19 | Tarentum |

| District Number | District Name |
|--------------------|---------------------------|
| 20 | Ambridge |
| 23 | Steubenville-Wheeling |
| 26 | Youngstown |
| 27 | Canton |
| 28 | Cleveland |
| 29 | Detroit |
| 30 | Indianapolis |
| 31 | Calumet |
| 32 | Milwaukee |
| 33 | Minnesota and Iron Ranges |
| 34 | St. Louis |
| 35 | Southeastern |
| 36 | Southern |
| 37 | Texas |
| 38 | West Coast |

1 Sec. 2. The territorial boundaries of
2 the Districts have been fixed by vote of
3 the International Executive Board. The
4 International Executive Board, by a two-
5 thirds ($\frac{2}{3}$) vote, shall have the authority,
6 as conditions may require, to change the
7 boundaries of the Districts or to consoli-
8 date two or more Districts. In the event

1 of such consolidation, the Executive Board
 2 shall have the authority, by a two-thirds
 3 ($\frac{2}{3}$) vote, to determine which District
 4 Director among the consolidated Districts
 5 shall be the District Director of the
 6 single District.

7 Sec. 3. In the event the International
 8 Executive Board between International
 9 Conventions establishes a new District,
 10 it shall proceed to arrange for an election
 11 of a District Director for such new Dis-
 12 trict by a referendum vote of the mem-
 13 bers of the International Union in such
 14 new District in the same manner as a
 15 regular election.

ARTICLE XI

Membership

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

20 Sec. 2. A member shall pay his dues
 21 promptly commencing with the month
 22 during which he shall have been admitted,
 23 and he shall continue to pay all dues,
 24 assessments and fines or other obligations

1 promptly when due in order to be and
 2 remain in good standing.

3 Sec. 3. A member who has not lost
 4 good standing under other provisions of
 5 this Constitution shall be in good stand-
 6 ing if he is not more than three (3)
 7 months in arrears in any of his constitu-
 8 tional obligations, except in respect to
 9 assessments on which he shall be not more
 10 than one (1) month in arrears.

11 Sec. 4. Members who lose good stand-
 12 ing shall stand automatically expelled
 13 and devoid of all membership rights, and
 14 shall not be reinstated in good standing
 15 except upon such terms as the Local
 16 Union and the International Executive
 17 Board may decide.

18 Sec. 5. Any member who retains em-
 19 ployee status in a bargaining unit repre-
 20 sented by the International Union but
 21 who because of layoff has not, for twelve
 22 (12) continuous months, performed at
 23 least five (5) days' work in any month in
 24 such bargaining unit shall be deemed not
 25 in good standing (but not expelled) and
 26 devoid of all membership rights until such
 27 time as he is recalled or obtains employ-
 28 ment in a bargaining unit represented by

1 the International Union and resumes pay-
 2 ment of current dues, at which time he
 3 shall automatically be restored to good
 4 standing. No Local Union Officer or
 5 Grievance Committeeman shall lose good
 6 standing under this Section for the re-
 7 mainder of his term in office.

8 Sec. 6. A member not in good standing
 9 shall not be permitted to vote or to second
 10 a nomination, nominate for office, hold
 11 office, or be a candidate for office.

12 Sec. 7. A member whose membership
 13 is terminated shall have no right or inter-
 14 est in any property of the Local Union
 15 or of the International Union, including
 16 any dues, assessments or other financial
 17 obligations paid by him in advance of
 18 the effective date of such termination.

19 Sec. 8. To further organization in
 20 Canada and elsewhere, the International
 21 Executive Board, during organizational
 22 campaigns and until collective bargaining
 23 contracts are negotiated, may grant dis-
 24 pensations from payment of initiation
 25 fees, dues or other financial obligations or
 26 may reduce the amount of dues, initiation
 27 fees or other financial obligations payable
 28 by members and prospective members

1 and may determine the apportionment
 2 thereof between the International Union
 3 and Local Unions when, in its judgment,
 4 such dispensation or reduction will pro-
 5 mote the growth or interests of the Inter-
 6 national Union, and such members, meet-
 7 ing all other eligibility requirements of
 8 the Constitution, shall be regarded as be-
 9 ing members in good standing during
 10 such organizational period, for all pur-
 11 poses, any provision of this Constitution
 12 relating to initiation fees, dues and other
 13 financial obligations to the contrary not-
 14 withstanding.

ARTICLE XII

Discipline

15 Section 1. Any member may be penal-
 16 ized for committing any one or more of
 17 the following offenses: (a) violation of
 18 any of the provisions of this Constitution,
 19 any collective bargaining agreement, or
 20 by-laws or rules of the Local Union; (b)
 21 obtaining membership through fraudulent
 22 means or by misrepresentation; (c) insti-
 23 tuting, or urging, or advocating that a
 24 member of any Local Union institute ac-
 25 tion outside the Union against the Inter-

1 national Union, Local Union or any of
 2 their officers without first exhausting all
 3 remedies through the forms of appeal of
 4 the International Union; (d) advocating
 5 or attempting to bring about the with-
 6 drawal from the International Union of
 7 any Local Union or any member or group
 8 of members; (e) publishing or circulating
 9 among the membership false reports or
 10 misrepresentations; (f) working in the
 11 interest of or accepting membership in
 12 any organization dual to the International
 13 Union; (g) slandering or wilfully wrong-
 14 ing a member of the International Union;
 15 (h) using abusive language or disturbing
 16 the peace or harmony of any meeting in
 17 or around any office or meeting place of
 18 the International Union; (i) fraudulently
 19 receiving any money due the organization
 20 or misappropriating the monies of the
 21 organization; (j) using the name of the
 22 Local Union or the International Union
 23 for soliciting funds, advertising, etc., of
 24 any kind without the consent of the ap-
 25 propriate body or officer of the Interna-
 26 tional Union; (k) furnishing a complete
 27 or partial list of the membership of the
 28 International Union or of any Local

1 Union to any person or persons other
 2 than those whose official position entitles
 3 them to have such a list; (l) deliberately
 4 interfering with any official of the Inter-
 5 national Union in the discharge of his
 6 duties; (m) deliberately engaging in con-
 7 duct in violation of the responsibility of
 8 members toward the organization as an
 9 institution, and (n) deliberately interfer-
 10 ing with the performance of the organiza-
 11 tion's legal or contractual obligations.

12 Sec. 2. Any member convicted of any
 13 one or more of the above offenses may
 14 be fined, suspended, or expelled.

15 Sec. 3. If any officer of the Local
 16 Union, or delegate to an International
 17 Convention, is convicted of any one or
 18 more of the above-named offenses, he
 19 may be penalized as described above,
 20 and removed from office or position.

ARTICLE XIII

Trials of Members and Local Union Officers

21 Section 1. Any charges against a mem-
 22 ber or a Local Union officer must be first
 23 submitted in writing to the Local Union

1 of which the individual charged is a
2 member or an officer.

3 Sec. 2. Upon the submission of the
4 charges, the Recording Secretary of the
5 Local Union shall send a copy thereof
6 to the accused member at his last known
7 address, together with written notice of
8 the time and place when the hearing will
9 be held before the Trial Committee, to
10 the accused member and the member
11 preferring the charges, and said member
12 shall appear before the Trial Committee
13 on said charges; the hearing shall take
14 place no sooner than two (2) weeks and
15 no later than four (4) weeks after the
16 mailing of said notice.

17 Sec. 3. A Trial Committee shall be
18 designated in a manner to be specified
19 by the Local Union By-Laws. Neither
20 the accuser nor the accused shall be
21 eligible for membership on the Trial Com-
22 mittee.

23 Sec. 4. The Trial Committee shall re-
24 port its findings to a meeting of the Local
25 Union. The membership shall be given
26 adequate notice of the fact that the find-
27 ings will be presented at the particular

1 meeting. The Local Union shall take such
2 action on the report of the Trial Com-
3 mittee as it may deem proper and in the
4 event the accused is found guilty of the
5 charges preferred against him, shall im-
6 pose such penalties as in its judgment it
7 may deem fitting and proper.

8 Sec. 5. In the event that the accused
9 fails to appear at the hearing at the time
10 and place provided in the notice served
11 upon him and presents no reasonable ex-
12 cuse for absence, the hearing shall proceed
13 with the same force and effect as if he
14 were present.

15 Sec. 6. The accused or the accuser may
16 appeal to the International Executive
17 Board and thereafter to the next regular
18 International Convention provided that
19 he files notice of appeal with the Interna-
20 tional Secretary-Treasurer within thirty
21 (30) days after notice of the decision of
22 the Local Union or the International
23 Executive Board from which the appeal
24 is taken. The decisions of the Local Union
25 and of the International Executive Board
26 shall be given full force and effect unless
27 a stay thereof is obtained from the Inter-
28 national Executive Board. The Executive

1 Board, in its discretion, may in reversing
2 a decision order a Local Union to com-
3 pensate an individual member for any
4 loss incurred as a result of said decision.

5 Sec. 7. It shall be the duty of a mem-
6 ber to exhaust all his internal remedies
7 and appeals provided under the Constitu-
8 tion and policies of the International
9 Union and the Local Union By-Laws.

ARTICLE XIV

Finances

10 Section 1. The initiation fees shall be
11 Five Dollars (\$5.00).

12 Sec. 2. The International Executive
13 Board may grant dispensations from pay-
14 ment of initiation fees, when in its judg-
15 ment such dispensation will promote the
16 growth or interests of the International
17 Union.

18 Sec. 3. Monthly dues for each member
19 shall be an amount equal to two hours'
20 pay based upon said member's total earn-
21 ings during an appropriate reference peri-
22 od, payable in the month to which said
23 dues apply, provided that monthly dues

1 shall not be less than Five Dollars (\$5.00)
2 nor more than Ten Dollars (\$10.00), ex-
3 cept for Local Unions referred to in Sec-
4 tion 4 of this Article.

5 Sec. 4. Notwithstanding any other
6 Section of this Article, Local Unions
7 whose dues at the time of the adoption of
8 this Constitution exceeded Five Dollars
9 (\$5.00) per month may maintain such
10 differential. In such cases the dues shall
11 be computed by adding to the amount
12 required by the applicable provisions of
13 this Article the amount by which dues ex-
14 ceeded Five Dollars (\$5.00) at the time of
15 the adoption of this Article.

16 Sec. 5. The full amount of all dues
17 and initiation fees and assessments col-
18 lected by each Local Union shall be de-
19 posited by the appropriate officers of the
20 Local Union in a bank account designated
21 as a trust fund held for the International
22 Union. The officers of each Local Union
23 shall forward to the International Secre-
24 tary-Treasurer, within fifteen (15) days
25 after the close of any month, the full
26 amount of the dues and initiation fees
27 and assessments collected by such Local
28 Union.

1 Sec. 6. The International Secretary-
 2 Treasurer shall, upon receipt of any re-
 3 mittance of initiation fees, referred to in
 4 Section 1 of this Article, determine and
 5 remit to the Local Union Financial Secre-
 6 tary a per capita refund. Three Dollars
 7 (\$3.00) of each initiation fee for each
 8 member shall be retained by the Interna-
 9 tional Secretary-Treasurer and the bal-
 10 ance returned or sent to the Local Union.

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

16 (a) The first Five Dollars (\$5.00) of
 17 each monthly dues for each member shall
 18 be divided equally between the Interna-
 19 tional Union and the Local Union. Ac-
 20 cordingly, of this amount, Two Dollars
 21 and a half (\$2.50) shall be retained by
 22 the International Secretary-Treasurer,
 23 and Two Dollars and a half (\$2.50) shall
 24 be returned or sent to the Local Union
 25 Financial Secretary as a per capita re-
 26 fund.

27 (b) Amounts in excess of Five Dollars
 28 (\$5.00) per month, other than the addi-

1 tional amounts referred to in Section 4 of
 2 this Article, shall be divided equally be-
 3 tween the Strike and Defense Fund, the
 4 International Union and the Local Union.
 5 Accordingly, of this amount, one-third
 6 ($\frac{1}{3}$) shall be retained by the Interna-
 7 tional Secretary-Treasurer, one-third ($\frac{1}{3}$)
 8 shall be deposited by him in the separate
 9 Strike and Defense Fund provided for in
 10 Section 15 of this Article, and one-third
 11 ($\frac{1}{3}$) shall be returned or sent to the
 12 Local Union Financial Secretary as a
 13 per capita refund. If the amount in excess
 14 of Five Dollars (\$5.00) per month can-
 15 not be divided, as aforesaid, into three
 16 equal whole parts, the extra one cent (1c)
 17 or two cents (2c), as the case may be,
 18 shall be allocated to the Strike and De-
 19 fense Fund.

20 (c) The additional amounts referred to
 21 in Section 4 of this Article shall be re-
 22 turned or sent to the Local Union Finan-
 23 cial Secretary as a per capita refund.

24 Sec. 8. When any Local Union
 25 fails to report and remit to the Interna-
 26 tional Secretary-Treasurer the full amount
 27 of initiation fees and dues and assessments
 28 as provided for herein, said International

1 Secretary-Treasurer shall notify the Local
 2 Union President and the Recording Secretary of the Local Union of the fact, and
 3 failing to receive a satisfactory response
 4 within ten (10) days thereafter, the Local Union shall stand suspended. The International Secretary-Treasurer may publish and distribute a delinquent list of all
 5 such Local Unions so suspended.

10 Sec. 9. Local Unions placed on the
 11 delinquent list shall not be reinstated until
 12 they have filed all delinquent reports and
 13 have complied with any penalties prescribed by the International Executive Board.

16 Sec. 10. An individual member shall
 17 be entitled to exoneration from the payment of dues for any month for which he
 18 has not become entitled to five days' pay
 19 or its equivalent in wages and benefits in
 20 lieu of wages. The International Executive Board shall adopt rules and regulations governing the implementation, application and administration of this Section.

25 Sec. 11. In all cases, other than
 26 those provided in Section 10 of this Article, and Article XI, Section 8, where
 27 Local Unions desire exoneration from the
 28

1 payment of dues or initiation fees for certain of their members, the request for
 2 exoneration must be signed by the Local
 3 Union President, the Local Union Financial Secretary, and the Local Union Recording Secretary, and approved by the
 4 District Director and the International
 5 Secretary-Treasurer.

9 Sec. 12. When exoneration is granted, the request on the required report
 10 must be renewed each month.

12 Sec. 13. Local Union Presidents, Financial Secretaries and Treasurers shall
 13 be bonded in amounts to be determined
 14 by the International Executive Board.
 15 Such bonds shall be obtained by the
 16 International Secretary-Treasurer. Clerks
 17 employed by a Local Union and handling
 18 finances in any way must be bonded by
 19 the Local Union through arrangement
 20 with the International Secretary-Treasurer.
 21
 22

23 Sec. 14. The International Executive Board on request of a Local Union
 24 shall have the power to make special arrangements with respect to the dues schedules established in this Article where
 25
 26
 27
 28

1 unusual circumstances justify such ar-
2 rangements.

3 Sec. 15. The International Secre-
4 tary-Treasurer shall cause to be estab-
5 lished a separate Strike and Defense
6 Fund, to be financed in the manner pro-
7 vided in this Article. The depositing and
8 investment of the monies in this Fund
9 shall be in accordance with Article IV,
10 Section 13. Expenditures from the Fund
11 shall be determined by the International
12 President and International Secretary-
13 Treasurer, subject to the review of the
14 International Executive Board. With-
15 drawals from the Fund shall require the
16 signatures of the International President
17 and the International Secretary-Treasurer.

ARTICLE XV

Transfer Certificates

18 Section 1. A Local Union in good
19 standing may issue to a member in good
20 standing a "transfer request" transferring
21 his membership to another Local Union.
22 All transfer request forms must be ob-
23 tained from the International Secretary-
24 Treasurer by the Local Union Financial
25 Secretary.

1 Sec. 2. All members must immediately
2 transfer to the Local Union having juris-
3 diction over the mill or factory at which
4 they are employed.

5 Sec. 3. Transfer requests issued in vio-
6 lation of this Article shall be invalid.

7 Sec. 4. The International Secretary-
8 Treasurer may issue transfer requests to
9 the members of any Local Union which
10 is being disbanded in accordance with
11 the provisions of this Constitution.

ARTICLE XVI

Strikes

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

ARTICLE XVII

Contracts

14 Section 1. The International Union
15 shall be the contracting party in all col-
16 lective bargaining agreements and all such
17 agreements shall be signed by the Inter-
18 national Officers.

19 Sec. 2. Where check-off clauses are con-
20 tained in collective bargaining agree-
21 ments, they shall provide that the Com-

1 pany shall make the check payable to
2 and be sent to the International Secre-
3 tary-Treasurer.

4 Sec. 3. The International Union and
5 the Local Union to which the member
6 belongs shall act exclusively as his agent
7 to represent him in the presentation,
8 maintenance, adjustment, and settlement
9 of all grievances and other matters relat-
10 ing to terms and conditions of employ-
11 ment or arising out of the employer-em-
12 ployee relationship.

13 Sec. 4. No officer, member, representa-
14 tive, or agent of the International Union
15 or of any Local Union or of any sub-
16 ordinate body of the International Union
17 shall have the power or authority to coun-
18 sel, cause, initiate, participate in, or rati-
19 fy any action which constitutes a breach
20 of any collective bargaining contract duly
21 entered into.

22 Sec. 5. No Local Union or other sub-
23 ordinate body, and no officer, agent, rep-
24 resentative, or member thereof shall have
25 the power or authority to represent, act
26 for, commit, or bind the International
27 Union in any matter except upon express
28 authority having been granted therefor by

1 this Constitution or in writing by the
2 International President or the Interna-
3 tional Executive Board.

ARTICLE XVIII

Effective Date

4 This Constitution shall become effec-
5 tive immediately upon its adoption at the
6 Constitutional Convention on October 1,
7 1970.

ARTICLE XIX

Amendments

8 This Constitution may be amended by
9 majority vote at the International Con-
10 vention, provided that no amendment
11 shall have the effect of shortening the
12 term of any of the offices specified in
13 Article IV, Section 2, before the expira-
14 tion of such term.

MANUAL

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 brothers 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 of America.

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, COMPREHENSIVE 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. He should report to each meeting the money he has received *from all sources*, such as rebates from the International Office and other monies turned over to him 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 to him checks with what he actually received and that the Recording Secretary records the amount in his 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. Chairman or secretary of the 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 of the Local Union (Article VII, Section 4; Article VIII, Section 6). 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.

INITIATION OF NEW MEMBERS

President—Raise your right hand.

“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 of America; never to discriminate against a fellow worker on account of creed, color, or nationality; 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.

“That I will not reveal to any employer or his agent the name of anyone who is

a member of our Union. That I will assist all members of our organization to obtain the highest wages possible for their work; that I will not accept a brother's job who is idle for advancing the interests of the Union or seeking better remuneration for his labor; and, as the steel workers of the entire country are competitors in the labor world, I promise to cease work at any time I am called upon by the organization to do so. And I further promise to help and assist all brothers in adversity, and to have all steel workers join our Union that we may all be able to enjoy the fruits of our labor; that I will never knowingly wrong a brother or see him wronged, if I can prevent it.

"To all this I pledge my honor to observe and keep as long as life remains, or until I am absolved by the United Steelworkers of America."

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 of

America. 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 man devoid of principle and destitute of honor.

BURIAL SERVICE

FRIENDS, NEIGHBORS AND BROTHERS:

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. With bowed heads and saddened hearts we have followed his 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 had any, we are eager to forget. We have known him, he was one of us, and our hearts grieve at his 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 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 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

widow 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. 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.

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