



CONSTITUTION AND BY-LAWS

USW LOCAL 348

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PREAMBLE

Believing that all persons have a natural right to the full enjoyment of the wealth created by their labor, and believing that such cannot be fully realized except through the united, free and democratic organization of working men and women, we do hereby unite ourselves into a Local Union to be known as United Steel Workers International Union, Local 348, which shall operate as a labor, benevolent and fraternal organization.

ARTICLE I - NAME

This organization shall be known as the United Steel Workers International Union, Local 348 (hereinafter also referred to as "this Local Union" or " the Local Union").

ARTICLE II - OBJECTS

It shall be the object of this Union to establish and maintain collective bargaining for the benefit of the workers within its jurisdiction and to conduct a never-ceasing effort to secure just compensation for the workers, reasonable hours of toil, and working conditions conducive to safety, good health and full enjoyment of life.

It shall be the further object of this Union to secure legislation safeguarding and promoting economic security and the social welfare of all workers, and to remain vigilant in the interest of preserving and extending civil rights and liberties within a free and democratic society.

ARTICLE III - ADMISSION AND MEMBERSHIP

SECTION 1. The jurisdiction of this Union shall include, but not be limited to, the atomic, petroleum, gas, coke, chemical, paper workers and allied, related and similar industries.

SECTION 2. All bona fide workers employed within the jurisdiction of the Union and all employees of this Organization shall be eligible for membership
No person shall be refused membership because of nationality, race, color, sex or religious belief. Membership is expressly denied to any individual who advocates the overthrow of the government by force or violence.

Membership in this Local Union chartered by the International Union shall also constitute membership in the International Union; however, no person shall act as or be deemed to be an agent of the International Union or any chartered or subordinate body

of the International Union, including this Local Union, because of his or her membership unless specifically authorized in writing signed by an appropriate official to so act. Any member may resign his or her membership provided all indebtedness is satisfied, and no charges are pending against such member and further provided that notice of such resignation is submitted in writing by such member to the President of the Local Union within ten days preceding contract expiration date.

SECTION 3. No membership application shall be accepted unless satisfactory arrangements are made for payment of the initiation fee, such fee to be in conformity with the International Constitution.

If an individual's application for membership is rejected by majority vote of the Local Union meeting, he shall be ineligible to apply again for a period of three months.

This Local Union shall not accept into membership any person against whom charges have been preferred, or fines or assessments levied, until he has been cleared of such charge, or has paid such fines or assessments.

SECTION 4. Monthly dues shall be determined by the Local Union, within limits set by the International Constitution. Monthly dues and initiation fees may be changed by majority vote by secret ballot of the members in good standing voting in a membership referendum conducted by secret ballot. Amendment to read at the end this section add the following language: "Union dues shall be set forth by the merger agreement of the United Steelworkers and P.A.C.E. Beginning January 1, 2011 Monthly dues shall be equal to 1.45% of member's total earnings provided that monthly dues shall not be less than five dollars (\$5.00) and provided further that dues shall not be more than 2.8 times the member's average hourly earnings, with the exception of West Rock Liberty and West Rock Blue Springs groups".

SECTION 5. Any member shall have full rights and privileges of membership until he is three months in arrears for dues, assessment or fines, at which time he shall be suspended.

When the Secretary-Treasurer becomes aware that a member becomes two (2) months in arrears of his/her dues, he/she will be advised, in writing, that unless payment is made within thirty (30) days, he/she will be suspended from membership in Local 348. All persons not in good standing in the Local Union are prohibited from participating in meetings and may attend meetings only when invited to do so by vote of the Local Union.

SECTION 6. Rules and regulations covering initiation fees, dues, per capita tax, defense fund monies, monthly financial reports, charter fees and supplies, annual audits, withdrawal and out-of-work and honorary membership and military service cards, transfers of membership, rights, and privileges of membership, and

reinstatement shall be in conformance with Article X, Sections 1 through 6 and 11 through 24 of the International Union Constitution.

The Local Union will follow uniform and non-discriminatory practices in the administration of the above rules and regulations.

Any veteran returning from military service within a period of one (1) year after discharge, shall be entitled to exemption from payment of an initiation fee upon showing his/her honorable discharge papers to Local Union authorities and no fees shall be collected for the month in which the veteran joins the Union. However, to be entitled to this exemption, the veteran must make application for membership within ninety (90) days after coming within the jurisdiction of an established Local Union.

ARTICLE IV - MEETINGS

SECTION 1. Meetings of this Local Union shall be held as designed. Failure to call a meeting at least once a month, unless specifically authorized by the International Union, shall cause forfeiture of the Local Union charter.

SECTION 2. In accordance with Section 1 of this Article, this Local Union requests specific authorization from the International Union to waive monthly meetings in favor of semiannual meetings. These meetings shall be held at the designated location on the second Thursday of May and November at 6:30 PM unless so specified in the minutes of the previous meeting.

SECTION 3. A special meeting may be called by request of ten (10) members in good standing, who shall present their request in writing to the Local Union President, or by the President of the Local Union when he/she deems it necessary. No business other than that for which the special meeting is called shall be transacted.

SECTION 4. Four (4) members in good standing shall constitute a quorum for the transaction of the Local Union's business, at regular or special meetings.

SECTION 5. The Local Union may authorize each bargaining unit or group within a unit to hold regular or special meetings, with proper notice, as may be required for them to transact such unit matters as are of special concern to the specific group.

SECTION 6. All meetings and actions of unit groups will be subject to these By-Laws, including the responsibilities of officers, the conduct of elections, the keeping of permanent minutes and the filing of proper reports to the Local Union.

Unit groups will not take any action which conflicts with either the Local Union or International Constitutions. All actions not specifically authorized, and all agreements negotiated by any unit group shall be subject to review and concurrence or non-

concurrence by the Local Union.

SECTION 7. International Officers and Staff personnel may attend Local Union meetings with the right to speak, and Local Union Officers and International Officers and Staff personnel may attend group meetings with the right to speak. Local Union members in good standing may attend other group meetings but may speak only upon consent of the majority. Only those members of a unit group shall have the right to vote.

ARTICLE V - OFFICERS AND THEIR DUTIES

SECTION 1. The Officers of Local 348 shall be a President, Vice-President, a Recording Secretary, a Secretary-Treasurer, three (3) Trustees, and one (1) Alternate Trustee, to be elected by the membership at large.

The Local Union shall be privileged to combine such offices as in the judgment of the majority of members may be necessary, except the offices of President and Secretary-Treasurer (or those persons who may be delegated to the responsibilities of these offices) shall not be combined with one another.

SECTION 2. All officers shall be elected for a term of three (3) years, except that the Executive Board may designate certain terms of office for Trustees in order that their terms of office will not expire simultaneously.

SECTION 3. The President shall be responsible for the supervision of all activities of the Local Union and shall enforce compliance with the International Constitution and the policies and programs of the International Union.

He/she shall interpret the Local Union Constitution, and By-Laws and Local Union mandates, (subject to the approval of the membership and enforced compliance therewith).

The President shall preside at all meetings and maintain order. He/she shall be entitled to vote on questions of membership and other matters voted on by secret ballot; but, as Chairperson of the meeting, he/she may cast only the deciding vote on other matters.

All matters requiring the action of the Executive Board before the next Local Membership meeting shall be submitted in written detail to the Executive Board for their consideration by the President or, in his/her absence, the acting President or Secretary-Treasurer.

The President has the power of "veto" on matters voted on by the membership. If the President does not act on an issue within seventy-two (72) hours, it shall become

effective. When vetoed, the issue must be presented to the entire membership by mailed secret ballot and the issue decided by a simple majority of the ballots returned.

SECTION 4. The Vice-President shall preside at meetings in the absence of the President. The meeting shall elect a Chairperson Pro Tem, with the Secretary-Treasurer calling the meeting to order.

SECTION 5. The Secretary-Treasurer shall have charge of the official seal and shall be responsible for the handling of all finances, reports, and correspondence relating thereto. He/She shall establish an approved accounting and record keeping system for both finances and Local Union membership rolls.

He/She shall be responsible for keeping the Local Union in compliance with the International Constitution and currently in good standing by submitting each month a report of business transacted by the Local Union to the International Secretary-Treasurer. The full report due for the preceding month must be received in the International Secretary-Treasurer's office no later than the last day of the month. This report shall be made on suitable forms provided by the International Office. He/She shall forward to the International Secretary-Treasurer and to affiliated Councils the per capita tax due without the necessity of a vote by the Local Union.

He/She shall make a report at each regular meeting of all monies received and expended and report on all official correspondence. He/She shall deposit all money in the bank or depository as directed by the Local Union. Upon approval by the membership, the Secretary-Treasurer shall pay all bills and claims by check in the order in which they have been allowed.

The Secretary-Treasurer shall make available to the Local Union Trustees and the International Staff, upon demand, his books, and records for the purpose of the audit. He/She, as well as every other person required by applicable law, shall be bonded as prescribed by the International Executive Board in amounts as fixed by the International Executive Board. Such bonds shall be procured through the International Headquarters Office and paid for by the Local Union.

He/She shall cause any necessary governmental reports to be filed.

The Secretary-Treasurer will be responsible for arranging the notification of designed parties for Union leave. He/she shall assist in negotiations, when requested by a specific company group, Workman's Committee, from within the Local Union and with the approval of the Executive Board. However, his/her participation shall be limited by the specifications of such request.

SECTION 6. The Recording Secretary shall attend all regular meetings of the Local Union, call the roll of Officers and keep a full and permanent record of the proceedings of said meetings. If he/she fails to attend a meeting, he/she must deliver or have

delivered to the meeting the books and other necessary records for the transaction of business.

It shall be the duty of the Recording Secretary to allow no person to enter the room who is not in good standing. If any member shall present him/herself without a paid-up receipt, the Recording Secretary shall report the same to the presiding officer.

If such a member is found to be in good standing, the Recording Secretary shall admit him/her. He/she shall not admit any member under the influence of alcohol.

He/she shall prepare all candidates for initiation and conduct them to the President for initiation, and to perform such other duties as the Local Union may require.

SECTION 7. It shall be the duty of the Trustees to keep watch over all monies and property of this Local Union. They shall approve the Secretary-Treasurer's reports each month. The Trustees serving during the preceding year and the newly elected Trustees shall compile or cause to be made, as soon as possible after January 1 of each year, an annual audit for the year ending December 31. This audit shall be on forms provided by the International Secretary-Treasurer and shall be submitted before February 15 of the succeeding year. In addition, the Trustees will make a quarterly audit. The report of this audit will be submitted to the President for distribution to each location.

ARTICLE VI - ELECTIONS

SECTION 1. No member of this Local Union shall be eligible to hold office who is not in good standing at the time of his/her nomination and election, and who has not been a member in good standing for a period of six (6) months immediately preceding the election. However, this limitation shall not apply to Associate Members and newly affiliated groups of less than six (6) months standing. Associate Members must begin paying full dues at the time of nomination acceptance and thereafter if they are to hold office.

Also, no member with authority to discipline or discharge fellow members may hold any elected office.

Any member in good standing may nominate candidates for office.

SECTION 2. The Local Union Executive Board may promulgate written rules for the conduct of all elections. Such rules will include the method of selecting the Election Committee and any question concerning primaries and run-off elections, methods of balloting, opening and closing of polls, validity of ballots, complete regulations covering balloting by mail and other procedures which will guarantee reasonable opportunity for the exercise of franchise and the holding of a fair and representative election.

The rules and procedures shall be subject to membership approval.

SECTION 3. The Executive Board will promulgate rules and regulations for the selection of bargaining unit officers, committeemen, and stewards subject to the approval of the membership concerned.

SECTION 4. The election of Local Officers shall be by secret ballot among the members in good standing. Not less than fifteen (15) days prior to the election, notice thereof shall be mailed to each member at his last known home address.

SECTION 5. The Financial-Secretary of the Local Union shall preserve for one (1) year the ballots and all other pertinent records of the election.

In the event that any member or group of members questions the results of an election, such question must be reduced to writing and delivered to the President of the Local within seven (7) calendar days from the time of the announcement of the election results, whereupon the President shall appoint a Special Committee for the purpose of investigation and report on their findings.

SECTION 6. Newly elected Committeemen assume their duties at the May membership meeting of the election year.

SECTION 7. All Delegates to the Convention and District Councils and other bodies with which the Local may be affiliated shall be elected by secret ballot among the members in good standing. One delegate and an alternate delegate from each bargaining unit will be elected by membership within their respective group with the rotation of attendance to conventions being established by the Executive Board.

The Local Union has designated the President and Secretary-Treasurer by virtue of their office to be standing delegates to conventions, district council or other bodies with which the Local may be affiliated, provided such election of officers is conducted by secret ballot.

SECTION 8. The filling of vacancies in elective positions occasioned by resignation, suspension, expulsion or any other cause shall be as follows:

The vice-president shall fill a vacancy of President,

The President shall appoint to fill vacancies of Vice-President and Recording Secretary which will be ratified by the membership at the next regular meeting.

An Alternate Trustee will be elected during regular elections to fill a vacancy of a Trustee.

The Local Union Executive Board shall appoint to fill a vacant President position if it remains vacant after exhausting the above progressional procedure or a vacant Secretary-Treasurer position at a regular or special meeting called for that purpose. The General Worker's Committee from the appropriate group will appoint from their membership to fill a vacant Executive Board position.

SECTION 9. No member shall appear on the Elimination or Final Ballot for more than one of the following: President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, Secretary-Treasurer, Recording Secretary, Executive Board, or Trustee.

No member shall appear on the Elimination or Final Ballot for both Convention Delegate and Alternate Convention Delegate.

ARTICLE VII - EXECUTIVE BOARD

SECTION 1. The Executive Board of Local 348, will consist of one member elected from each of the following groups: BP, InfraSource, Panhandle Energy Transfer, Magellan Pipeline, PQ Corporation, CENVEO, WestRock Liberty, WestRock Blue Springs, Enbridge, Buckeye Pipeline & Buckeye Terminal for a total of ELEVEN (11) Executive Board members. New Groups joining Local 348 will be allowed one (1) member to the Executive Board upon the completion of elections within that Group.

SECTION 2. The Executive Board shall consider all items of interest to the Local Union not specifically provided for elsewhere. They shall function as an Executive Committee and make recommendations for the good of the Local, their actions being subject to approval by the membership. They shall also act as By-Laws Committee.

SECTION 3. The Executive Board will meet twice per year in conjunction with the May Meeting and the November Meeting of the Local 348. A special meeting may be called by either the President of the Local or the Chairperson of the Executive Board by obtaining a majority of Board Members approval in writing. A majority of Executive Board Members shall constitute a quorum which is needed to conduct business.

SECTION 4. The vote on issues before the Executive Board shall be reported to the Local Union membership.

In matters that need immediate action, and a tie vote of the Executive Board occurs, the President of Local 348 shall cast the deciding vote.

In addition, the President has the power to "veto" such matters which have been passed by the Executive Board and a two-thirds (2/3) majority vote of the Executive Board would then be required to override this veto. If the President does not act on an issue within seventy-two (72) hours, it shall become effective.

SECTION 5. The Executive Board shall have authority to act for the Local Union membership between meetings.

These actions must be accompanied by a clear explanation for the action.

Matters arising between meetings that do not require action until after the next Local Membership Meeting should be submitted as a recommendation.

Matters requiring action before the next Local Membership Meeting should have a report of the reasons for these actions.

SECTION 6. The Executive Board shall select a Chairperson and Vice-Chairperson from its members. The term of office to be the same as the term of the Executive Board.

SECTION 7. The Executive Board may promulgate rules covering attendance at their meetings and make provision for replacement of those members who fail to attend meetings without a proper excuse.

SECTION 8. No Executive Board member shall hold the offices of President, Vice-President, Secretary-Treasurer, Recording Secretary, Trustee or Alternate Trustee while a member of the Executive Board.

ARTICLE VIII - EXPENDITURES

SECTION 1. No officer of this Local Union shall have the power to incur any indebtedness on its behalf or appropriate any money without authority from this Constitution and By-Laws or from the Local Union.

SECTION 2. All contributions must be approved by the Local Union. Upon approval of the membership, the Executive Board may authorize a predetermined schedule of expenditures.

SECTION 3. When a member loses time from his/her regular employment for the purpose of performing work for Local 348, he/she shall be compensated for each hour lost from his/her job at his/her regular hourly base rate, plus shift differential, if involved, but not to exceed regular daily base pay in any one day, or forty (40) hours in any one week. Except, a member working a flexible schedule shall be compensated for each hour lost at his/her regular hourly rate, plus shift differential, if involved, but not to exceed regular scheduled daily pay in any one day. However, this may exceed forty (40) hours in any one week. Lost time will not be paid for overtime outside the regular work schedule. Lost time will be paid for only the President, the Secretary-Treasurer, and the Recording Secretary to attend regular membership meetings.

SECTION 4. When a Local Union member is required to perform service away from home, he/she shall be allowed, in addition to any salary reimbursement, reasonable lodging allowance, an amount covering transportation as directed by the Local Union at the per diem rate set by United Steelworkers International. This per diem rate will mirror the International in the future to stay in accordance with their rates.

1. The approved reimbursable expenses are set forth in the Constitution and By-Laws.
2. Car rental will be considered to be approved in the Executive Board's approved expenses for a member to attend necessary and approved functions of the Local. Discretion is advised, and the Executive Board may require the expense of the car rental to be reimbursed by the member if abuse is determined.
3. One personal telephone call of reasonable duration per day.
4. Telephone calls for Union business will be approved as needed.
5. Miscellaneous expenses, such as laundry, in-house movies, bar tabs, food, etc. will not be covered. These expenses will be paid out of the allowable per day per diem.
6. Travel by private automobile will be paid at the IRS approved rate in effect.

If the cost of air travel is a more economical mode of travel, all members who chose not to fly will be reimbursed only up to the cost of the air travel. In the case of two or more members traveling in the same vehicle, the travel allowance will be paid to the owner of the vehicle which was used in the travel.

Arrangements for air travel will be made by the member, or the member can contact the Local Office to have arrangements made.

SECTION 5. Expenses for Officers who are required to attend regular membership meetings will be limited to mileage allowance, except for the President, Secretary-Treasurer, and Recording Secretary, whose expenses will be paid in accordance with Sections 3 and 4 of Article VIII.

SECTION 6. The Executive Board, with membership approval, may establish salaries for Local Union officers and employees employed by the Local Union.

SECTION 7. All bills and claims must be presented to the Secretary-Treasurer for payment. The Secretary-Treasurer is authorized by the Executive Board to pay all bills for which statements are submitted in addition to the International per capita tax and per capita tax to District, State, City, and Company Councils. Also, for lost time,

transportation, per diem, meals, phone bills. The Secretary Treasurer shall deposit all monies in the bank or depository designated by the Executive Board. All bills and claims are to be paid by check. Any questionable claims or bills will be presented to the Executive Board before payment is made.

SECTION 8. Upon the death of a retired member of the Local 348, and furthermore it has been determined that said member was in good standing of Local 348 on the last day of active employment, flowers or a memorial be furnished on the occasion of their death. Flowers or memorials will be furnished on the occasion of a death in the immediate family of any member of Local 348. Immediate family being defined as member or spouse, child of either, and parent or step-parent of either. Also, flowers or memorials will be furnished on occasion of the death of an Associate Member or spouse.

ARTICLE IX - REAL AND PERSONAL PROPERTY

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

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

SECTION 2. The President, Secretary-Treasurer, and Trustees, and their successors shall constitute a Board of Trustees for the purpose of holding title to both personal property and real estate taken in the name of United Steel Workers International Union, Local 348.

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

SECTION 3. Upon the dissolution or abandonment of the charter or function of this organization, all undisposed property, both real and personal, of this organization shall revert to and become the property of the United Steel Workers International Union to be held in trust for the benefit of the members of this Local Union for a period of six months.

If this Local Union is not re-established within said period of six months, then said property shall become the exclusive property of the United Steel Workers International

Union. However, if at any time after the expiration of

said six months such Local Union is re-established, such property or any remuneration received from the sale of such property will revert to the Local Union, provided the Local Union is re-established within a period of five years.

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

ARTICLE X - DISCIPLINE, TRIALS AND PENALTIES

SECTION 1. The Local Union is hereby empowered to provide for the forfeiture of membership of a delinquent member for the non-payment of dues without the necessity of proceeding by the filing of charges and the conduct of a trial.

SECTION 2. The Local Union may establish rules governing membership attendance at regular meetings. Small fines of \$1.00 or less may be imposed by the presiding officer to assure an orderly meeting.

SECTION 3. The Local Union shall be empowered through the proper trial procedure to fine, disqualify for eligibility to hold office for a specified period of time, suspend or expel members for violations of the Local and/or International Constitutions.

SECTION 4. The following violations are considered grounds upon which charges may be filed:

- (1) Neglect of duty or breach of the International and/or Local Union Constitution and By-Laws.
- (2) Advocating or soliciting membership in a rival organization or attempting to transfer the affiliation of any bargaining unit from the jurisdiction of the United Steel Workers International Union.
- (3) Accepting office in a rival labor organization. (Violation of this Subsection 3 shall be punishable by expulsion only and reinstatement of such person the following expulsion for this violation may be obtained only by action of the International Executive Board or International Convention.)
- (4) Providing a complete or partial membership list to persons other than those whose official business requires such a list. (Violation of this Subsection 4

shall be punishable by expulsion for six (6) months only, and such person is debarred from holding office in the organization for a period of two (2) years.)

- (5) Misappropriation or embezzlement of funds or assets of this organization.
(Violation of this Subsection 5 shall debar any person convicted of such violation from holding office thereafter.)
- (6) Tampering with ballots or interfering with the fair and proper conduct of elections.
- (7) Maliciously or falsely slandering officers or members of the UNITED STEELWORKERS.
- (8) Engaging in acts which tend to hinder the prosecution of a properly recognized and authorized strike conducted by the United Steel Workers International Union.
- (9) Instigating or engaging in a strike or work stoppage which violates a working agreement.
- (10) Engaging in conduct detrimental to the welfare and interests of the membership of the United Steel Workers International Union.

SECTION 5. Charges against a member must be made in writing and filed with a duly elected officer of the Union by a member within ninety (90) days of the time that knowledge of the alleged offense comes to such member. The officer shall cause a copy of the charges to be served upon the member accused, and such charges must be presented to the membership at a regular or special meeting called for that purpose. A majority of the members present and voting at a Union meeting thereafter shall determine whether or not charges warrant a trial, and, if so, whether the trial shall be referred to an Investigating Committee or be held before the membership as a whole. Any officer of a Local Union against whom charges have been referred by the Local Union to an Investigation Committee shall be relieved of his duties and responsibilities until a determination of the charges has been arrived at.

SECTION 6. If it is decided that the charge be referred to an Investigating Committee, the presiding officer shall appoint, subject to the approval of the membership, three (3) or five (5) members to hear the same. The member filing the charge, or the accused shall not be eligible to serve on the Investigating Committee.

SECTION 7. No evidence shall be considered by the Investigating Committee or the Union except such as shall be offered at a hearing at which the accused shall have been notified and given a reasonable opportunity to be present. The accused shall be given every reasonable opportunity to be heard and to present evidence in his defense. He may be assisted by counsel of his own choosing selected from the membership of

his Local Union, or he may waive any or all of the rights set forth herein.

SECTION 8. The Investigating Committee shall report its findings at a regular or a special meeting called for that purpose, provided the accused shall have been notified and given a reasonable opportunity to be present. Both the charge and the findings of the Investigating Committee, if any, shall be read at such meeting, and the accused shall be permitted a reasonable opportunity to argue his case before it is put to a vote of the membership, which vote may be taken at the same or subsequent meeting.

SECTION 9. Upon the conclusion of a trial or consideration of the Investigating Committee's findings, a secret ballot shall be conducted among the members present at such or subsequent meeting. The question will come on "guilty or not guilty as charged." If more than one charge is made, the vote will be taken separately as to each charge.

A two-thirds majority vote of those voting shall be necessary to convict.

If the charges or any one of them be sustained or if the accused pleads guilty, the vote shall then be taken as to the penalty, if any, unless the penalty is prescribed by either the International or Local Union Constitutions.

A reprimand or a fine (not to exceed a reasonable amount for each offense) may be imposed by a majority vote.

A three-fourths majority vote of the members voting thereon is necessary to disqualify to hold office, suspend or expel.

SECTION 10. All reasonable expenses incurred by the accused in defending himself shall be borne by the Union in the event of an acquittal, upon approval of a majority of the members present and voting thereon. Any member bringing charges against another which he fails to sustain may, by a two-thirds vote, be censured.

SECTION 11. If convicted, the accused shall have the right to appeal to the Executive Board of the International Union, provided such appeal is made within three (3) months after such conviction. If the accused is not satisfied with the decision of the Executive Board, or upon their failure to act, he shall have the right to appeal to the first Convention of the International Union after such conviction. The decision of the Executive Board shall be binding unless reversed by such Convention.

SECTION 12. The Local Union shall maintain a complete record of the trial procedures and in case of an appeal by the accused or upon request of the International President shall transmit to the International Union a complete and detailed report.

SECTION 13. In case any member of this Union shall be discharged in defense of the right of this Union, it shall be the duty of the Union to report same to the President or Executive Board, who may call a special meeting, if deemed necessary, when a full investigation shall be made. If the member has been unjustly discharged, every effort shall be made to reinstate him/her.

ARTICLE XI - LOCAL UNION COMMITTEES

SECTION 1. The President, with the approval of the Executive Board, may appoint the following Committees:

- Community Service
- Publicity and Public Relations
- Finance and Budget
- Political Education and Activity
- Occupational Health and Safety
- Resolutions
- Organizing
- Education
- Welfare
- Entertainment
- Such other Committees as deemed necessary

The President shall serve as Chairperson of all standing Committees unless otherwise provided for.

SECTION 2. If a question arises regarding the qualifications of a candidate, elected officer, or committee person as provided in ARTICLE XI, to carry out the duties of office as spelled out in ARTICLE V of the Local Union's Constitution and By-Laws, the Executive Board will make the decision as to his/her ability.

ARTICLE XII - UNIT COMMITTEES

SECTION 1. The Executive Board shall require each of its affiliated units to establish and maintain a democratic structure. Provisions will be made for the unit to hold meetings to fulfill its role in collective bargaining and related labor union activities.

SECTION 2. Each bargaining unit will establish an organization of Committee Person and/or Stewards and designate their areas of activity. The committee (s) shall be charged with the responsibility of negotiations and grievance handling as may be required by the collective bargaining agreement. Change to this organizational structure shall be subject to approval by the Executive Board.

A Committee or Stewards organization shall be selected and held responsible for

actively working to extend and further the policies and programs of the Union.

These Committees shall hold necessary meetings related to their activities and, through recommendations act as a Steering Committee for their unit groups.

The Committee will elect a President and Vice President. It shall be the President's duty to chair all meetings; the Vice President shall preside at meetings in the absence of the President.

SECTION 3. Each unit group will abide by this Constitution and assume a responsible attitude toward the affairs which fall within their jurisdiction.

SECTION 4. Records of proceedings, necessary reports and recommendations will be made readily available to the responsible Local Union officers.

SECTION 5. The Recording Secretary or designated person, of each plant or bargaining group affiliated with the Local Union, shall record the proceedings of their group meetings. Copies of the minutes of all such group meetings shall be turned over to the Recording Secretary of the Local Union and shall be submitted for approval of the Executive Board and shall become a part of the permanent record of the Local Union.

ARTICLE XIII - CONDUCT OF MEETINGS

SECTION 1. The Local Union Executive Board shall prescribe a customary agenda for the conduct of Local Union meetings. The order of business will include:

Appropriate opening ceremony.

Reading of minutes and their approval.

Reading of applications, acceptance, and initiation of new members.

Reading of bills and financial reports.

Reading of communications and Executive Board Minutes.

Unfinished business.

New business.

Good and welfare.

Adjournment.

Those items requiring membership action, such as the acceptance of reports and approval of bills and recommendations, may be voted upon at the time they are presented.

SECTION 2. Unless otherwise provided, Robert's Rules of Order will be used for the conduct of meetings.

SECTION 3. A permanent Minutes Book will be kept by the Recording Secretary which accurately reflects the business transacted at each Union meeting.

ARTICLE XIV - AMENDMENTS

SECTION 1. These By-Laws may be amended by submitting the signed proposed amendment to the President of the Local Union, the Chairperson of the Executive Board and the Secretary-Treasurer of the Local Union, for presentation to the Executive Board of the Local Union at the May or November meeting. If an amendment does not conflict with mandatory International By-Laws, the Executive Board shall submit the proposals with recommendations to the membership for a two-thirds majority vote.

All amendments or changes will be effective on January 1 of the following year after receiving approval from the International Union. Amendments or changes submitted and for which approval has not been received by January 1 will become effective on the date of approval.

All amendments, supplements, additions or deletions to this Local Union constitution and By-Laws shall become effective only after receiving approval of the International Union.

(Any addition to this Local Union Constitution and By-Laws must be in the form of either a new section or subsection under the proper Article or a new Article.) All requests for International approval must be submitted in duplicate with changes clearly indicated and signed by the Local Union officer attesting to the date of Local Union approval and bearing the Local Union seal. Space should be provided for signature of approval by the International President.

SECTION 2. Notwithstanding anything to the contrary herein, this Constitution and By-Laws and approved amendments thereto shall be subject to and shall not in any way be construed to supersede any of the provisions of the International Constitution.