



USW LOCAL 1998
BY-LAWS
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ARTICLE I – Name

Nothing in these By-Laws shall be construed or interpreted to alter, amend or take precedence over the Constitution of the United Steelworkers or the By-Laws for Local Unions of the United Steelworkers.

This organization shall be known as United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union (to be known in short as the “United Steelworkers” and by the acronym “USW”) Local Union 1998 (thereinafter also referred to as “this Amalgamated Local Union” or “this Local Union” or “the Local Union”).

ARTICLE II – Objects

First. To unite in this Amalgamated Local Union, regardless of race, ancestry, place of origin, sex, creed, colour, ethnic origin, marital status, family status, political affiliation, citizenship, sexual orientation, disability, gender identification and any other grounds as defined in the Ontario Human Rights Code, all working persons who are members of the United Steelworkers (hereinafter referred to as the “International Union”) and who are within the jurisdiction of this Amalgamated Local Union.

Second. To establish, through collective bargaining, improved compensation and conditions of employment for members of the Amalgamated Local Union, the International Union, and workers everywhere regardless of type of work or place of work.

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

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

ARTICLE III – Eligibility

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

Section 2. Persons having supervisory power shall be eligible for membership subject to the terms established by the International Executive Board and the collective agreements of this Amalgamated Local Union where these collective agreements are consistent with the terms established by the International Executive Board.

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

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

ARTICLE IV - Officers, Chief Stewards and Unit Positions - Elections and Vacancies

Section 1(a). Officers of this Local Union shall be: President, Vice President, Recording Secretary, Financial Secretary, Treasurer, Guide, two (2) Guards, and three (3) Trustees. No member shall at the same time be a candidate for or hold more than one of the offices.

Section 1(b). The Executive Committee of this Amalgamated Local Union shall consist of the Officers of this Amalgamated Local Union, and the Unit Presidents of the bargaining units for the Casuals, Victoria University, University of Toronto Schools, and the University of St. Michael's College who shall be elected by the members of their respective bargaining units.

Section 2. In addition to the Local Union Officers, there shall be the following Unit positions: one (1) Unit President, one (1) Unit Secretary, and no less than one Unit Grievor. A member may hold more than one of these positions.

Section 3(a). Local Union Officers and Chief Stewards shall be elected for a term of three years at the last General Membership Meeting in April 2018 and every three years following or on such day and/or at such other hours in April 2018 and every three years following as the membership shall determine and which will enable all members who so desire to vote.

Election shall be by a plurality vote of the members in good standing participating in a secret ballot vote which may include a vote conducted by electronic means. Those elected in April 2018 and every three years following shall be installed at the first General Membership Meeting in May 2018 and every three years following and shall serve until their successors are elected and qualified, at which time all money, official records and documents, and all property belonging to the Local Union shall be turned over to such successors.

Section 3(b). Persons occupying Unit positions shall be elected for a term of three years within the same timeframe as the Local Union Officers but by a plurality vote of the members in their respective Units, who are in good standing, participating in a secret ballot vote which may include a vote conducted by electronic means. Persons occupying Unit positions shall be installed at the first General Membership Meeting in May 2018 and every three years following and shall serve until their successors are elected and qualified, at which

time all official records and documents, and all property belonging to the Unit of the Local Union shall be turned over to their successors.

In any case in which only one eligible member has been nominated for a Local Union office or Unit position and that member has indicated acceptance of the nomination within the time limits and in the manner prescribed by the approved By-Laws or rules of the Local Union, no election need be held for that office or Unit position, and the member who has been so nominated shall be deemed elected.

Section 3(c). An Officer who retires from an enterprise serviced by the Local Union shall not be permitted to continue in office.

Section 4. Nominations for the Unit positions named in Section 2 of this Article shall be made at the Unit meeting immediately preceding the election unless some other date, time and place is selected by the Local Union Officers in consultation with the Unit Officials. Notice of the nominations meetings for Unit position shall be given to the membership and reported to the Executive Committee at least one (1) month in advance of the meeting.

The date of Local Union elections for Local Union Officers, Unit positions, and Chief Stewards must be advertised among members at least fifteen (15) days previous to the date of the election by mailing or emailing notice of the date, place and hours of the election to each member in good standing at the member's last known work address and/or email address. The notice must also specify the Local Union offices and Unit positions to be filled. Nominations for Local Union offices and Chief Stewards shall be made at the immediately preceding General Membership Meeting. However, where a Local Union or a Unit holds two meetings in each month, nominations may be made at the last meeting in the month proceeding the month in which the election is held.

Section 5. No member shall be eligible for election as Local Union Officer in any regular election or election to fill a vacancy unless:

Section 5(a). The member shall have been in continuous good standing for a period of 24 months immediately preceding the month in which the election is held; and

Section 5(b). The member is employed in an enterprise, public or private, or other place within the jurisdiction of the Local Union; and

Section 5(c). The member shall have attended at least one-third (1/3) of the General Membership Meetings held by the member's Local Union during the twenty-four (24) month period immediately preceding the month in which the election is to be held.

Meetings which a member was prevented from attending because of such member's Union activities, working hours, service in the armed forces of Canada, sickness¹ which confines, bereavement², or jury duty, shall not

¹ Any member who claims inability to attend a local meeting because of a sickness which confined must notify the Recording Secretary of the Local Union with proof of sickness which confines within one month of such meeting; otherwise the meetings will be counted as a meeting held in determining such member's eligibility under this section.

² For the purpose of these By-Laws, bereavement is defined as: in the event of the death of a spouse or same-sex partner, children (including step-children), grandchildren, parents, parents-in-law, siblings (including step-brother and step-sister), brother-in-law,

be counted as meetings held in determining such member's eligibility under this Section; provided that the member shall have the burden of proving inability to attend for one of the prescribed reasons, in accordance with procedures specified in the Local Union Elections Manual.

Section 6. No member shall be eligible for election to a Unit position unless:

Section 6(a). The member shall have been in continuous good standing for a period of 24 months immediately preceding the month in which the election is held. (If the member's Unit has been in existence or affiliated with the Local Union for a lesser period prior to the election, the member must have been in continuous good standing from the time the member became a member within such Unit); and

Section 6(b). The member is employed in an enterprise, public or private, or other place within the jurisdiction of the Local Union; and

Section 6(c). In order to be eligible for election to a Unit position in any regular election or election to fill a vacancy, the member has satisfied the Local Union meeting attendance requirements of Article VII Section 10 of the International Constitution, or, if unable to satisfy Local Union meeting attendance requirements, must satisfy the Unit meeting attendance requirements by having attended at least one-third (1/3) of the regularly scheduled meetings of the member's Unit, if the member's Unit has regularly scheduled meetings, during the twenty-four (24) month period immediately preceding the month in which the election is to be held.

Section 6(d). Meetings which a member was prevented from attending because of such member's Union activities, working hours, service in the armed forces of Canada, sickness³ which confines, bereavement⁴, or jury duty, shall not be counted as meetings held in determining such member's eligibility under this Section; provided that the member shall have the burden of proving inability to attend for one of the prescribed reasons, in accordance with procedures specified in the Local Union Elections Manual.

Section 7(a). Local Union and Unit elections shall be conducted in accordance with the provisions of the Local Union Elections Manual adopted by the International Union.

Section 7(b). When possible, elections shall not be held during July or August, but, if necessary to hold such election during July or August, it will be held in as timely a manner as possible. This applies to all Unit elections, Local Union Executive and Chief Steward elections, and elections for the Negotiation Committee.

Section 7(c). A tellers committee shall be struck for each election. Release time shall be provided for the tellers for training, set-up of the polling stations, execution of the election process, and all time required to count the ballots.

sister-in-law, and grandparents, or in the event of the death of a person whose relationship is not defined above, the impact of which is comparable to that of a death in the immediate family (e.g. a close friend).

³ Any member who claims inability to attend a local meeting because of a sickness which confined must notify the Recording Secretary of the Local Union with proof of sickness which confines within one month of such meeting; otherwise the meetings will be counted as a meeting held in determining such member's eligibility under this section.

⁴ For the purpose of these By-Laws, bereavement is defined as: in the event of the death of a spouse or same-sex partner, children (including step-children), grandchildren, parents, parents-in-law, siblings (including step-brother and step-sister), brother-in-law, sister-in-law, and grandparents, or in the event of the death of a person whose relationship is not defined above, the impact of which is comparable to that of a death in the immediate family (e.g. a close friend).

Section 7(d). Eligible voting members must produce a valid Local 1998 Membership Card or other appropriate form of identification preferably with a photo before they cast their vote at the polling station.

Section 7(e). A member designated by a candidate to act as an observer for a candidate in a particular Local Union election shall so indicate in person to the Tellers of that Local Union election prior to the election.

Section 7(f). Number of polling stations required should be reviewed and adjusted based on the numbers of members voting at each location while ensuring reasonable access for all members.

Section 7(g). All polling stations should have the necessary materials including sealed ballots, signs, pens and pencils, tape, alphabetical voters list (including personnel numbers). A checklist of items shall be included in each kit.

Section 7(h). Tellers can campaign for a specific candidate(s) but must adhere to Part VI of the International Elections Manual and not campaign at the polls or during the hours of the election.

Section 8. Vacancies in the Office of the Local Union President, Vice President, Financial Secretary, Recording Secretary, Treasurer, Trustee, Guide or Guard shall be filled in accordance with the following:

Section 8(a). If a vacancy occurs in the office of the Local Union President, the Vice President shall become President for the balance of the term of office.

Section 8(b). If a vacancy occurs in the office of the Vice-President, Financial Secretary, Recording Secretary, Treasurer, Trustee, Guide or Guard during the term of office, an election shall be held following the eligibility rules as laid down in the International Constitution. Elections shall be by secret ballot vote, which may include a vote conducted by electronic means. If a vacancy in the office of Financial Secretary, Treasurer, Trustee, Guide or Guard occurs during the last six months of office, however the remaining Local Union Officers may, by majority vote, select a temporary replacement for the balance of the term. This election should also be held in accordance with Article IV, Section 7 (a-h) where applicable.

Section 8(c). If a vacancy occurs in the office of Chief Steward, an election may be held following the eligibility rules as laid down in the International Constitution. Elections shall be by secret ballot vote, which may include a vote conducted by electronic means. Local Union Officers may, by majority vote, select a temporary replacement for the balance of the term.

Section 8(d). Wherever a Local Union Officer (except President), Chief Steward or Unit Grievor because of receipt of an extended vacation benefit or otherwise, will be unable to serve during an extended temporary period, a temporary replacement will be designated as provided in sub-paragraph 8(e) of this section. The temporary replacement shall carry out all the duties of the office or post during the temporary period.

Section 8(e). Where the temporary vacancy is in the office of the Local Union President, the Vice President shall assume the duties of the President including the authority to be one of the signatories to cheques, and shall be known as "Temporary Acting President." When the temporary period has ended, the "Temporary Acting President" shall revert to the position of Vice President.

Section 8(f). Where the temporary vacancy is in a Local Union Office (other than President), Chief Steward or Unit Grievor the Local Union Officers shall, by majority vote, select a “Temporary Acting” replacement. Temporary Acting Treasurers and Financial Secretaries shall be authorized, during the temporary period of their service, to be signatories to cheques. A replacement shall serve only until the temporary period is ended.

Section 8(g). In the event a vacancy (other than a temporary vacancy) occurs at any time in a Unit position during the term of office an election shall be held at a unit membership meeting. Eligibility rules laid down in the International Constitution and these bylaws shall apply. Elections shall be by secret ballot which may include a vote conducted by electronic means. If the vacancy occurs during the last six months of office, however, the remaining Unit officials (not including the Unit Grievor(s)) together with the local Union officers may by majority vote select a temporary replacement from that unit to service the balance of the term. The election referred to above should also be held in accordance with Article IV, Section 7 (a-h) where applicable.

Section 8(h). Where a temporary vacancy occurs in a Unit position, a “Temporary Acting” replacement shall be selected by majority vote of the Unit President, the Unit Secretary and the Local Union Officers.

ARTICLE V – Duties of Officers

Section 1. Duties of President.

Section 1(a). The President shall preside at all meetings of the Local Union and preserve order, and shall decide all questions of order, subject to an appeal to the Local Union. The President shall have the right to vote at all elections of Officers, and when the members are equally divided on other questions, shall have the deciding vote.

Section 1(b). The President shall call special meetings by request of ten (10) members in good standing of the Local Union. This request shall be in writing, shall state clearly the purpose of the meeting and shall be signed by those making such request. Two (2) weeks’ notice of all special meetings must be given to the members of the Local Union by means and methods regularly used by the Local Union. The business of the special meeting shall be confined to the subject for which that meeting was called, and the meeting shall be conducted in accordance with the same procedures as govern regular meetings. The above provision concerning the holding of a special meeting does not require the Chair at such meeting to entertain a motion to vote on a matter which was acted upon after notice at a previous meeting. In the absence of a provision of the International Constitution of the Local Union By-Laws specifying the method of voting at such meetings, the membership in attendance at such meeting shall determine the method of voting.

Section 1(c). The President shall enforce the provisions of the International Constitution and of these By-Laws and the policies and Manuals of the International Union, and shall appoint all committees not otherwise provided for, and be ex officio member of all committees. The President shall perform such other duties as the Local Union may assign.

Section 2. Duties of Vice President.

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

Section 3. Duties of Recording Secretary

Section 3(a). The Recording Secretary shall record the proceedings of the Local Union in a book kept for that purpose, read all papers and perform such other duties as are required by the International Constitution, these By-Laws, the various Manuals and policies of the International Union, and the Local Union. The Recording Secretary shall also have custody of the Local Union Seal, and shall be responsible for any misuse of same.

Section 3(b). The Recording Secretary shall read to the Local Union communications which require attention.

Section 4. Duties of Financial Secretary

Section 4(a). The Financial Secretary shall receive all money due the Local Union and pay the same to the Treasurer.

Section 4(b). The Financial Secretary shall also keep accurately the accounts of the Local Union with its members, and shall at all times have the books open for examination by the Trustees, and perform such other duties as are required by the International Constitution, these By-Laws, the various Manuals and policies of the International Union, and the Local Union. Members may view the books by appointment only.

Section 4(c). The Financial Secretary shall make out the various reports required by the International Secretary-Treasurer and forward such reports to the International Secretary-Treasurer in accordance with his or her instructions.

Section 4(d). Should it be proved that the Financial Secretary has failed to report monthly the full membership of the Local Union as provided for in the report to the International Secretary-Treasurer and transmit the full amount of initiation fees and dues, the Financial Secretary shall be suspended from all privileges and benefits until the deficiency is made good, and shall be liable to the International Union for the full amount unpaid.

Section 4(e). The Financial Secretary shall keep a record of all transfer request forms issued and received.

Section 4(f). The Financial Secretary's accounts shall be subject at all times to audit by the International Secretary-Treasurer.

Section 4(g). The Financial Secretary shall make a detailed financial report at least once each month at the General Membership Meeting covering the receipts and expenditures of all funds of the Local Union. If the expenses of the Local Union exceed its current income or impair its reserves, the Financial Secretary is obliged to call this fact to the attention of the membership.

Section 4(h). The Financial Secretary shall prepare an annual budget for the Executive, to be presented to the General Membership Meeting in February for approval. The Financial Secretary shall prepare and present to the membership, budget updates on a quarterly basis. In an election year the budget referred to above may be only for the first four (4) months, allowing the newly elected Financial Secretary an opportunity to present a budget for the remaining year.

Section 4(i). Recurring standard bills (fixed salaries which have been previously authorized, taxes – municipal, provincial and federal – rent, electricity, heat, newsletter, etc.) may be paid by the Financial Secretary on a single annual authorization by the Local union to pay such bills when due.

Section 5. Duties of Treasurer

Section 5(a). The Treasurer shall receive from the Financial Secretary, for review, all monthly reports of money received by the Local Union and verify that it has been deposited in the Local Union’s designated bank account. All initiation fees and dues shall be deposited in a separate bank account to be designated as a trust fund for the International Union.

Section 5(b). The four signing officers of the Local are the President, Vice-President, Treasurer and Financial Secretary, and three (3) out of the four (4) of their signatures must appear on all the Local’s cheques and one of the three should be the President if available.

Section 5(c). The Treasurer shall keep regular and correct accounts of all money received and paid by the Financial Secretary, and report at each meeting the balance of deposits shown by the last report, the amount received since, the total cheques issued and authorized, and the balance remaining. The Treasurer’s accounts shall be open for examination by the Trustees at any time when called upon. The Treasurer’s books shall be subject at all times to audit by the International Secretary-Treasurer. Members may view the books by appointment only. The Treasurer shall perform such other duties as are required by the International Constitution, these By-Laws, the various Manuals and policies of the International Union, and the Local Union.

Section 5(d). All money paid out by the Local Union from its treasury must be approved by the members at a General Membership Meeting. Under no circumstances shall Officers or members pay bills without authorization from the membership at a General Membership Meeting, nor shall the members authorize payment of any bill or incur any obligation for which funds are unavailable, nor shall the members authorize the payment of or incur a debt for any activity not in accordance with the Constitution and policies of the International Union and these By-Laws. It is the obligation of the duly appointed signing officers to sign all cheques for expenses which have been approved by the members at a General Membership Meeting in a timely manner. Bills charged to the Local Union will be presented to the membership for review at the next General Membership Meeting.

Section 5(e). Under no circumstances shall any of the dues collected by the Local Union be spent before being sent to the International Secretary-Treasurer.

Section 6. Duties of Guide

It shall be the duty of the Guide to see that all members present are entitled to remain, and will ask that all present sign the attendance book.

Section 7. Duties of Guards

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

Section 8. Duties of Trustees

It shall be the duty of the Trustees to have charge of all property of the Local Union, subject to the direction of the Local Union. They shall audit the books and financial records of the Local Union every three months and give a report of such audit at the next General Membership Meeting. They shall perform such other duties as the Local Union may require.

Section 9. Duties of Unit Officials

Section 9(a). Unit President. It shall be the duty of the Unit President to preside at all meetings of the Unit; to decide all questions of order, subject to appeal to the Local Union; and, consistent with the provisions of these By-Laws and the Manuals, policies and Constitution of the International Union, to perform such other duties as the Unit of the Local Union may assign.

Section 9(b). Unit Secretary. It shall be the duty of the Unit Secretary to record the attendance and the proceedings of the Unit in books kept for that purpose, to read all papers and to perform such other duties, consistent with these By-Laws and the Manuals, policies and Constitution of the International Union, as the Unit or the Local Union may assign.

Section 9(c). Unit Grievor(s). It shall be the duty of the Unit Grievor(s) to process complaints and grievances within their respective Units and in accordance with the appropriate collective bargaining agreement and, consistent with these By-Laws and the Manuals, policies and Constitution of the International Union, to perform such other duties as the Unit or the Local Union may assign.

Section 10. General Duties

Section 10(a). The Local Union shall enforce the International Constitution, the various International Manuals and policies, and these By-Laws, as affecting its membership. The funds and property of the Local Union shall be managed, invested, expended or otherwise used to implement and carry out the objects, rights, activities and responsibility of the Local Union or the International Union, and to administer the affairs of the Local Union, in accordance with the Constitution, Manuals and policies of the International Union and these By-Laws.

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

Section 10(c). Any Local Union Officer who is absent from three consecutive Executive Meetings without a reasonable excuse (absence due to Union business, working hours, vacation or illness or other excusable

absence as per the Elections Manual) shall be subject to a trial in accordance with these By-Laws and, if found guilty, may be removed from office and a successor chosen in accordance with these By-Laws.

Section 10(d). No Local Union Officer shall conduct any business for personal gain or otherwise with a company, person, or entity which may conflict with the interest or responsibilities of his/her office. If any Local Union Officer, Chief Steward, Unit Grievor or Steward has a conflict of interest in a complaint or grievance related to a personal, family or professional relationship with a manager, s/he shall declare it and recuse him/herself from the process.

Section 10(e). Organizing. In order to encourage the organization and affiliation of unorganized workers who may be placed within the jurisdiction of this Amalgamated Local Union, this Amalgamated Local Union may engage in organizing activity upon the express authorization of the Director in the District in which this Local Union is situated and subject to such terms and conditions as the District Director and the International President may impose.⁵

ARTICLE VI – Compensation for Services

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

Section 2. The Local will pay expenses for the union cell phone plans approved by the Executive Committee for members in full-time release positions who require their phone for union business. The Local will pay on a pro-rated basis expenses of members in full-time release positions for their personal cellphone plans who require their phone for union business and approved by the Executive Committee. If they are out of the country on union business, the amount may be adjusted to the most economical option that provides the necessary coverage during that period of time.

Section 3. All tax requirements shall be complied with.

Section 4. In the event of an official strike, the salaries and per diems of all striking Local 1998 members working in the Local Office shall cease during the duration of the strike. However, strike pay will be paid in accordance with the Strike Fund.

Section 5(a). Payment or reimbursement for expenses for legitimate Local Union business shall be paid in accordance with these by-laws, the USW Constitution and all other USW Manuals and policies. Members shall submit receipts for expenses to the Financial Secretary for payment.

Section 5(b). Authorized transportation costs by means of a private vehicle will be paid the kilometre rate in accordance with the rate set by the International Union. Mileage will be paid up to the equivalent of an economy airfare.

⁵ In order to facilitate the recruiting and unionizing of workers in the Canadian provinces and in the federal jurisdiction, each local union, where provincial or federal law or the practice of any provincial labour board or court or of the federal labour board requires to the local union to be the applicant for certification, shall have an organizing committee consisting of the President, the Vice President and a staff representative assigned to organizing. This committee may authorize the filing of an application for certification with the applicable labour board or court on behalf of the local union and may take any steps deemed appropriate to insure that the certification proceedings are successfully completed. If necessary, the organizing committee may hold a meeting by conference call.

Section 5(c). Transportation costs for authorized trips on Local Union business shall be paid by the Local Union.

Section 5(d). When on authorized union business, the Local Union will pay the member's hotel bill, and travel expenses upon presentation of the original receipts to the Financial Secretary.

Section 5(e). Travel by train will be by economy fare plus transportation costs to and from the train station. Air travel will be by economy fare plus transportation to and from the airport. A maximum of one checked baggage charge, unless already included, per flight will be reimbursed for airline travel. Excess or overweight baggage charges will not be reimbursable.

Section 5(f). A Local member who is required to travel to another community on authorized union business, conference or convention which requires him or her to remain overnight shall be paid a per diem as set by the International Union for meals and other expenses, plus the cost of hotel accommodation for each night he or she is required to remain in that community or for the number of days the local Union instructs him or her to spend on such business. The per diem for the day of return is reduced, as set by the International Union.

Section 5(g). Members of the Local Union who are in the United States on Union business shall receive the equivalent of the per diem amount in Canadian funds, based on the current exchange rate with US funds for each full day so engaged, provided that such member is required to stay overnight.

Section 5(h). Where registration fees to conferences, conventions or schools include accommodation and meals, the local Union member shall be paid out of pocket expenses of \$17.00 in Canadian funds or if in the United States, \$20.00 U.S. funds.

Section 6(a). If a union member is on Local Union business and is prevented from taking his/her regular meal, he/she will be reimbursed up to \$20.00 upon presentation of the receipt to the Financial Secretary. These expenses are not to include the cost of alcoholic beverages.

Section 6(b). When an elected or appointed delegate is attending a convention, conference or course, the local will pay up to a maximum of \$75.00 per child per day provided receipts are submitted confirming the expense. Child care costs that would normally occur had the delegate been at his/her workplace or child care provided by a spouse or companion will not be reimbursed. Any request for childcare other than those covered by this bylaw must be submitted in advance to the Executive Committee for their approval.

Section 7. Travel insurance shall be paid for by the Local for any member or other official local union delegate traveling on authorized union business outside of Canada if the member or other official local union delegate is not covered by the University's benefit package for travel insurance. The amount of travel insurance paid for by the union will be equal to that provided for by the University's benefit package.

Section 8(a). Any member who serves as a teller for a unit, local or international union election, strike vote or a collective agreement ratification vote, shall have their release time paid for by the Local.

Section 8(b). Any member who serves as a teller for a unit, local or international union election, strike vote or a collective agreement ratification vote, and whose teller duties are not completed until 7:00 p.m. or after, shall be provided with a taxi chit. A Teller shall be eligible for the day off following the election if they were present for the complete vote count and if the count finishes after 7 pm.

Section 8(c) The Local Union will provide meals for tellers carrying out their duties during Elections. If necessary, Section 6(a) will apply.

Section 9. On the day of the General Membership Meeting, refreshments will be provided. Such costs not to exceed \$400.00 for each meeting, except for release time meetings, when such costs shall not exceed \$500.00.

Section 10. Members and Union Officers must submit Lost Time and Expense Vouchers within six weeks of when the expense was incurred.

Section 11. Each full-time release position shall be brought to the membership for approval on an annual basis.

Section 12(a). No payment for lost time shall be made to any member for time spent on union business for any hours outside of the members' regular and normal working hours. Lost time shall not be paid for any overtime or accumulated hours. All requests for time away from work to perform union business shall be approved and authorized by the Local Executive Committee prior to the beginning of the lost time to be eligible for reimbursement from the Local Union.

Section 12(b). Lost time and expenses shall not be paid for a member who does not attend the event, assigned by the Local.

Section 13. The following provisions apply for lost time for members of the Casual Unit:

Section 13(a). If a casual member misses a shift to work on pre-authorized, Local union business, either at the Local union office or at an official scheduled meeting site, s/he will be paid her/his regular hourly rate for the number of missed hours.

Section 13(b). If the union business occurs at the time the member is not scheduled to work, the member will be paid the "white paper rate" for the exact number of hours worked on union business Monday to Friday between 9 am to 5 pm. The white paper rate must be used sparingly and only if the meeting cannot be scheduled at another time when the member would be able to utilize the lost time policy.

Section 13(c). The white paper rate must be pre-authorized by both the President and Financial Secretary and the member to be paid at the lowest entry level rate of pay, provincial minimum hourly wage rate, or fifteen (15) dollars an hour, whichever is greater.

Section 13(d). All "white paper" time must be reported at the next membership meeting and the meeting minutes must note the name of person, amount paid, number of hours and reason why it was authorized and paid.

Section 13(e). All payments are applicable to Revenue Canada tax withholding and union dues must be deducted and remitted.

Section 14. Whenever possible, the Local makes a priority of using members on release time, however the Local shall have the authority to employ paid staff, based on the recommendation of the Executive and prior

approval of the membership by vote at a membership meeting. All positions longer than three months will be posted. The Executive Board shall hire any paid workers and the membership will be informed of the decision. The terms and conditions of their employment shall be determined by the collective agreement between the Local Union and the union representing the staff.

Section 15. The President (or his/her designate) shall supervise all personnel working for the Local Union, subject to the approval of the Executive Board and the Local membership.

ARTICLE VII – Local Staffing

Section 1. The Executive shall determine the titles and job descriptions of members on full-time release and report them to the membership. These will be evaluated according to the SES/U job evaluation system.

All job evaluations must be supervised by a person who has no conflict of interest for the position(s) being evaluated. All such conflict of interest, as it arises, must be declared and such person must recuse themselves from supervising the job evaluation process.

Section 2. The Executive will take the results of the job evaluation under consideration and may recommend to the membership that said position(s) will be compensated at the evaluated level for that budget year.

Section 3. When the member returns to their position in the University, they will revert to their original pay band.

Section 4. If the member's rate of pay in the university is above the pay band set for the union position, they will continue to receive their regular pay from the university.

ARTICLE VIII – Meetings

Section 1(a). This Amalgamated Local Union shall hold a membership meeting at least once every month at a time and place set by the local executive. Notice of meetings shall be sent to members at least one week in advance.

Section 1(b). This Amalgamated Local Union will endeavor to communicate in real time by way of electronic means (e.g. teleconferencing or video conferencing) to the Mississauga campus (UTM) and the Scarborough campus (UTSC). Once per calendar year, the President will preside at a membership meeting from UTSC and UTM.

Section 2. Each Unit of this Amalgamated Local Union shall hold regularly scheduled membership meetings, as determined by the Unit, but in any event not less than once per year. The Unit President must notify the Executive of the dates of Unit meetings. Any officer of this Local Union and any officer or authorized representative of the International Union may attend to report at any Unit meetings.

ARTICLE VIX – Membership

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

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

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

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

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

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

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

ARTICLE X - Discipline

Section 1. Any member may be penalized for committing any one or more of the following offenses; (a) violation of any of the provisions of the International Constitution or of these By-Laws, any collective bargaining agreement, or rule of the Local Union; (b) obtaining membership through fraudulent means or by misrepresentation; (c) instituting, or urging, or advocating that a member of any Local Union institute action outside the Union against the International Union, Local Union or any of their officers without first exhausting all remedies through the forms of appeal of the International Union; (d) advocating or attempting to bring about the withdrawal from the International Union of any Local Union or any member or group of members; (e) publishing or circulating among the membership false reports or misrepresentations; (f) working in the interest of or accepting membership in any organization dual to the International Union; (g) slandering or willfully wronging a member of the International Union; (h) using abusive language or disturbing the peace or harmony of any meeting in or around any office or meeting place of the International Union; (i) fraudulently

receiving any money due the organization or misappropriating the monies of the organization; (j) using the name of the Local Union or the International Union for soliciting funds, advertising, etc., of any kind without the consent of the appropriate body or officer of the International Union; (k) furnishing a complete or partial list of the membership of the International Union or Local Union to any person or persons other than those whose official position entitles them to have such a list; (l) deliberately interfering with any official of the International Union in the discharge of that official's duties; (m) deliberately engaging in conduct in violation of the responsibility of members toward the organization as an institution, and (n) deliberately interfering with the performance of the organization's legal or contractual obligations.

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

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

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

ARTICLE XI – Trials of Members and Local Union Officers

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

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

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

Section 3. A separate Trial Committee composed of five members shall be appointed by the Local Union President, subject to the approval of the Local Union membership, for each individual trial, and shall be given the responsibility of conducting such trial provided that in the case of multiple related charges the same Trial Committee may be appointed to try all such charges and may consolidate them into one hearing. If the appointments are not approved by the Local Union membership, the Local Union members at the meeting shall approve alternative appointments or elect the Trial Committee. Neither the accuser nor the accused shall be eligible for membership on the Trial Committee. If the accused member or the accuser is an Officer of the

Local Union, such person shall not participate in the designation of the membership of the Trial Committee. No one shall be eligible to serve as a member of the Trial Committee who is a witness to the facts alleged to constitute a violation or who has a personal interest in the outcome of the Trial.

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

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

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

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

Section 7. The Trial Committee shall record minutes of its meetings and proceedings, and these minutes, together with any documents submitted, shall constitute the official record of the Trial Committee.

Section 8. A member placed on trial shall be permitted representation by a representative of the member's own choice, who shall be a member of the International Union; such representative, however, shall be required to abide by the trial procedure as established by the Trial Committee and as provided in these By-Laws. The same procedure shall be available to the person filing the charges.

Section 9. The Trial Committee, upon completion of the hearing upon the evidence and argument, shall go into closed session to determine the verdict and penalty. The Trial Committee shall prepare a report in writing, stating the facts briefly as it found them, and its conclusions and recommendations. A majority vote of the members of the Trial Committee shall be required to find the accused guilty.

Section 10. In case the accused is found guilty, the Trial Committee may recommend that the accused be reprimanded; assessed a fine; assessed a fine with automatic suspension and removal from office or position or expulsion in the event of the failure of the accused to pay the fine within a specified time; suspended or

removed from office or position in the Local Union; or suspended or expelled from membership in the International Union; or otherwise appropriately disciplined.

Section 11. The Trial Committee shall submit its written report to the Local Union within two (2) weeks following completion of the hearing. At the same time a copy of the report shall be mailed to the International Secretary-Treasurer of the International Union and to the accuser and the accused by the Trial Committee.

Section 12. The Local Union Officers may convene a special meeting of the membership to consider the report of the Trial Committee. In such event the notice of the membership meeting shall inform the members that the report of the Trial Committee will be presented at such special meeting. Notice of such special meeting must also be given to the accused members(s) and accuser(s).

Section 13. In the event the report of the Trial Committee is to be presented to the next General Membership Meeting of the Local Union, the membership must be advised by special notice that the report of the Trial Committee will be considered at such General Membership Meeting.

Section 14. The meeting at which the report of the Trial Committee shall be considered shall not be held earlier than one week or later than four weeks following the submission of the report of the Trial Committee to the Local Union.

Section 15. At the meeting of the Local Union, the Trial Committee shall present its written report. The report of the Trial Committee shall become effective only upon approval by a majority vote of the members present at the General Membership Meeting. The General Membership Meeting may approve or reject the report of the Trial Committee, modify the report in any respect or order a new trial.

Section 16. The accused member shall be afforded full opportunity to present to the General Membership Meeting the accused member's position on all matters bearing upon the trial and the report of the Trial Committee.

Section 17. A report of the Local Union's decision shall be forwarded immediately to the International Secretary-Treasurer of the International Union by the Recording Secretary.

Section 18. A copy of the decision of the Local Union shall be forwarded by certified or registered mail to the accused member and to the person who originally filed the charges by the Recording Secretary. The accused or the accuser may appeal from the decision of the Local Union to the International Executive Board and thereafter to the next regular International Convention, provided that such person files notice of appeal with the International Secretary-Treasurer within thirty days after the mailing of the notice of the decision of the Local Union or the International Executive Board from which the appeal is taken. On appeals, the International Executive Board or such body as it designates -- either itself or through a Commission or other mechanism -- affords all parties the opportunity to present all arguments and facts whether or not presented in the proceedings at the Local Union level. Decisions on such appeals are based on the evidence presented in the appeal. The International Executive Board shall not, in making its decision, be limited to the arguments or testimony presented at the earlier stages in the proceedings and shall be permitted to cure by its appeal proceedings procedural defects, which may have occurred at earlier stages in the proceedings.

Section 19. The decisions of the Local Union and of the International Executive Board shall be given full force and effect unless a stay thereof is obtained from the International Executive Board.

Section 20. It shall be the duty of a member to exhaust all internal remedies and appeals provided under the Constitution and policies of the International Union and these By-Laws.

ARTICLE XII – Notification to Employers Regarding Status of Members

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

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

ARTICLE XIII – Finances

Section 1. The initiation fee shall be Ten Dollars.

Section 2. Monthly dues for a member shall be an amount equal to 1.45% of said member's total earning during the month provided that monthly dues shall not be less than five dollars (\$5.00) and provided further that monthly dues shall not be more than 2.8 times the member's average hourly earnings. For lump sum payments, dues shall be calculated separately by applying the 1.45% to such payments. The International Executive Board shall issue appropriate interpretive rulings.

Section 3. The full amount of all dues and initiation fees and assessments collected by the Local Union shall be deposited by the appropriate Officers of the Local Union in a bank account designated as a trust fund held for the International Union. The Officers of the Local Union shall forward to the International Secretary-Treasurer, within fifteen days after the close of any month, the full amount of the dues and initiation fees and assessments collected by the Local Union.

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

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

Section 6. In all cases, other than the one provided in Section 5 of this Article, where the Local Union desires exoneration from the payment of dues or initiation fees for certain of its members, the request for

exoneration must be signed by the Local Union President, the Local Union Financial Secretary and the Local Union Recording Secretary, and approved by the District Director and the International Secretary-Treasurer.

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

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

ARTICLE XIV – Delegates to International Convention

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

Section 1(a). Is employed in an enterprise, public or private, or any other place within the jurisdiction of the International Union or is one of the staff representatives of the International Union;

Section 1(b). Shall have been in continuous good standing for a period of twenty-four (24) months immediately preceding the International Convention; and

Section 1(c). has attended at least one-third (1/3) of the General Membership Meetings held by the member's Local Union during the twenty-four (24) month period immediately preceding the month in which the delegate election is to be held.

Section 1(d). Meetings which a member was prevented from attending because of such member's Union activities, working hours, service in the armed forces of Canada, sickness which confines, bereavement, or jury duty, shall not be counted as meetings held in determining such member's eligibility under this Section; provided that the member shall have the burden of proving inability to attend for one of the prescribed reasons, in accordance with procedures specified in the Local Union Elections Manual.

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

Section 3. The Local Union may choose to have the Local Union President, if nominated at the General Membership Meeting, elected separately as a delegate by acclamation. In such event, the President shall be a delegate if approved by a majority of the members voting. Other delegates shall be elected from among the nominees by a plurality vote of the members voting.

ARTICLE XV – Other Delegates at Events

Section 1: The Local shall consider members as possible delegates to represent the Local at conventions, conferences, or other events where specific officials, officers, or representatives are not prescribed by these by-laws or the International Constitution.⁶

Section 2. Delegates shall be asked to provide a report to the Local on their experience while representing the Local at events. Such reports must be shared with the membership.

ARTICLE XVI – Committees

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

Section 2. A Human Rights Committee, under the direction of the International Union or its designated representative, shall be established in the Local Union to implement our Union's commitment to the protection and extension of civil rights and liberties.

Section 3. To further our commitment to activism, leadership development and greater understanding of gender issues in our Local Union a Women's Committee shall be established.

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

In order to facilitate the recruiting and unionizing of workers in the Canadian provinces and in the federal jurisdiction, each local union, where provincial or federal law or the practice of any provincial labour board or court or of the federal labour board requires to the local union to be the applicant for certification, shall have an organizing committee consisting of the President, the Vice President and a staff representative assigned to organizing. This committee may authorize the filing of an application for certification with the applicable labour board or court on behalf of the local union and may take any steps deemed appropriate to ensure that the certification proceedings are successfully completed. If necessary, the organizing committee may hold a meeting by conference call.

Section 5. All Local 1998 Committees shall hold elections for Committee Co- Chairs within 3 months after the Local general elections. By-elections will be held as needed.

⁶ This is aimed at striking a balance between those who are selected to attend conferences, conventions (except those where executive members are absolutely required to attend) between executive members and members of the union.

ARTICLE XVII – Transfer Certificates

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

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

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

ARTICLE XVIII – Strikes

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

ARTICLE XIX – Order of Business for General Membership Meetings

1. Call meeting to order
2. Roll Call
3. Approval of the Agenda
4. Approval of the Minutes
5. Reading of Communications
6. Report of the Officers
7. Report of Staff Representative
8. New Business
9. Standing Committee Reports
10. Toronto and York Region Labour Council Report
11. Good and Welfare
12. Adjournment

ARTICLE XX – Effective Date

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

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

ARTICLE XXI – Additions and Amendments to Additions

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

1. Any addition or amendment to an addition to the standard By-Laws approved by the International Union must be in the form of either a new Subsection under the proper Section, a new Section under the proper Article, or a new Article.
2. All additions and amendments to additions to the standard By-Laws must not conflict with such standard By-laws and must be submitted to the International Union for approval. Such additions shall become effective only after approval by the International Union.
3. Proposed additions or amendments to additions must be submitted in writing and read at two consecutive General Membership Meetings and passed by two-thirds (2/3) majority vote of the membership present at the next General Membership Meeting. The subject matter of such additions or amendments to additions must be advertised to the membership through bulletin board or other medium prior to the meeting at which the vote thereon is to be taken. Such additions or amendments to additions shall become effective only after approval by the International Union.

ARTICLE XXI – Good and Welfare

Section 1

Section 1(a). In the event of the death of a member or a member's spouse or same-sex partner, child or parent, retired member or retired member's spouse or same-sex partner, an appropriate remembrance (flowers, fruit basket, donation to a registered charity of the deceased's family's choice, etc.) to a value not exceeding one hundred (\$100) plus applicable taxes and delivery charges, may be sent by the Executive Committee.

Section 1(b). The President or his/her appointee may attend the funeral of any deceased member or their spouse/partner on behalf of the Local.

Section 2.

Section 2(a). Any member of the Local Union who is hospitalized, getting married, having a baby, or who has adopted a child, may be sent flowers or a fruit basket, the cost not to exceed \$100.00 plus applicable taxes and delivery charges.

Section 2(b). The President, Financial Secretary, or her/his designate shall order flowers or gift baskets on behalf of the Local.

Section 3 A token of appreciation from the Local Union will be given to any member retiring from the University. The gift can be either a Steelworkers watch or a Steelworkers jacket.

Section 4. The local will pay the membership fee for the first year for a retired member of the local to Steelworkers' Organization of Active Retirees (S.O.A.R.)