

**As approved at the General Membership Meeting (June 23, 1999) and
by the International Union (August 30, 1999)**

As Amended June 2001

As Amended June 2003

As Amended June 2009

As Amended May 2013

As Amended May 2016

U.S.W. Local 2724

BY-LAWS

ARTICLE I

This organization shall be known as United Steelworkers, Local Union 2724 (hereinafter also referred to as “this Local Union” or “the Local Union”). Nothing in these By-laws shall be construed or interpreted to alter, amend or take precedence over the United Steelworkers constitution or International By-laws.

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

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

ARTICLE II

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.

ARTICLE III

OFFICERS

Section 1. Local Executive officers of this Local shall be President, Vice President, Recording Secretary, Financial Secretary, Treasurer, Guide, two Guards and three Trustees.

Section 2. In each department (as defined in the collective agreement) the members in that department shall also elect a Department Steward.

Section 3. No member shall at the same time be a candidate for or hold more than one of the Local Executive offices named but a member can run and hold a Local Executive office as well as the Department Steward. The Local Executive officers will also be Stewards at large.

Section 4. All Union Officers and Grievance Committee members shall be elected per Article 7 of the International Constitution (officers shall be elected for a term of 3 years at the last meeting in April 1997 or other date in April decided by the membership and again every 3 years after that in April). Election shall be by a secret ballot vote, of the members in good standing. Those elected shall be installed at the May meeting and shall serve until their successors are elected, at which time all money, official records, documents, and all property belonging to the Local Union shall be turned over to such successors. An officer who retires from an enterprise serviced by the Local Union shall not be permitted to continue in office.

Section 5. A call for nominations for officers and Department Stewards shall be made at the March Membership meeting held prior to the election voting. The notice requesting nominations shall be advertised to the membership. The date of

Local Union elections for Local Union Officers and Department Stewards must be advertised at least fifteen (15) days previous to the date of election. Notice shall be mailed to members as per constitution. To be eligible to run as Steward, the candidates must have attended at least 2 membership meetings in the previous 12 months. If no one comes forward to run as the Steward the Local Executive may waive this eligibility requirement.

- Section 6.** The nominating and election process shall be arranged and conducted by the Election Committee. Local Union elections shall be conducted in accordance with the provisions of the Local Union Elections Manual adopted by the International Union. Nominations must be received by the nominating committee prior to or at the general membership meeting in March.
- Section 7.** All nominees must indicate their acceptance prior to or at the March membership meeting or have indicated their acceptance by electronic mail or signed acceptance.
- Section 8.** The size or geographic nature of some departments may require the selection of more than one Steward. Where this has been agreed to by the Local Executive, the selection of the additional steward(s) will be held following the election of the Department Steward. The Local Executive will determine the method to select the steward(s).
- Section 9.** The Department Steward will be from the department they represent unless the Local Executive determines otherwise.
- Section 10.** When it is necessary to replace a Department Steward or Steward part way through their term, the selection of a replacement will be made in a manner to be established by the Local Executive at that time.

ARTICLE IV

Section 1. Duties of Executive

- Section 1.1** Duties of President. (a) The President shall preside at all meetings of the Local Union and preserve order, and shall decide all questions of order, subject to an appeal to the Local Union. The President shall have the right to vote at all elections of Officers, and when the members are equally divided on other questions, shall have the deciding vote. (b) The President shall call special meetings by request of ten members in good standing of the Local Union. This request shall be in writing, shall state clearly the purpose of the meeting and shall be signed by those making such request. Notice of all special meetings must be given to the members of the Local Union by bulletin board posting or other reasonable means. The business of the special meeting shall be confined to the subject for which that meeting was called, and the meeting shall be conducted in accordance with the same procedures as govern regular meetings. The above provision concerning the holding of a special meeting does not require the Chair at such meeting to entertain a motion to vote on a matter which was acted upon after notice at a previous meeting. In the absence of a provision of the International Constitution or the Local Union By-laws specifying the method of voting at such meeting, the membership in attendance at such meeting shall determine the method of voting.
- (c) The President shall enforce the provisions of the International Constitution and of these By-laws and the policies and Manuals of the International Union, and shall appoint all committees not otherwise provided for and be ex officio member of all committees. The President shall perform such other duties as the Local Union may assign.
- (d) (1) In the event that a vacancy occurs in the office of Vice President, Recording Secretary, Financial Secretary, Treasurer, Guide, Guard or Trustee or in the position of Grievance Committee Member at any time during the term of office, the remaining Local Union Officers shall, by majority vote, select a successor to serve for the remainder of that term.
- (d) (2) Wherever a Local Union Officer (except President) or Grievance Committee Member, because of receipt of an extended vacation benefit or otherwise, will be unable to serve during an extended temporary period, a temporary replacement will be designated as provided in sub-paragraph (d) (4) of this section. The temporary replacement shall carry out all the duties of the office or post during such temporary period.
- (d) (3) Where the temporary vacancy is in the office of 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.

(d) (4) Where the temporary vacancy is in a Local Union Office (other than President) or in a Grievance Committee post, the Local Union Officer 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.

(d) (5) In the event of a vacancy, none of the remaining officers either alone or acting together may perform the functions of the vacant office but rather the vacancy must be filled in accordance with the provisions set forth above.

Section 1.2 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 1.3 Duties of Recording Secretary. (a) The Recording Secretary shall record the proceedings of the Local Union in a book kept for that purpose, read all papers and perform such other duties as are required by the International Constitution, these By-laws, the various Manuals and policies of the International Union, and the Local Union. The Recording Secretary shall also have custody of the Local Union Seal, and shall be responsible for any misuse of same.
(b) The Recording Secretary shall read to the Local Union communications which require attention.

Section 1.4 Duties of Financial Secretary. (a) The Financial Secretary shall receive all money due the Local union and pay the same to the Treasurer, from whom the Financial Secretary shall take a receipt. The Financial Secretary shall also keep accurately the accounts of the Local Union with its members, and shall at all times have the books open for examination by the Trustees, and perform such other duties as are required by the International Constitution, these By-laws, the various Manuals and policies of the International Union, and the Local Union. The Financial Secretary shall make out the various reports required by the International Secretary-Treasurer and forward such reports to the International Secretary-Treasurer in accordance with instructions.
(b) Should it be proved that the Financial Secretary has failed to report monthly the full membership of the Local Union as provided for in the report to the International Secretary-Treasurer and transmit the full amount of initiation fees and dues, the Financial Secretary shall be suspended from all privileges and benefits until the deficiency is made good, and shall be liable to the International Union for the full amount unpaid.
(c) The Financial Secretary shall keep a record of all transfer request forms issued and received.
(d) The Financial Secretary’s accounts shall be subject at all times to audit by the International Secretary-Treasurer.
(e) The Financial Secretary shall make a detailed financial report at least once each month at the Local Union meeting covering the receipts and expenditures of all funds of the Local Union. If the expenses of the Local Union exceed its current income or impair its reserves, the Financial Secretary is obliged to call this fact to the attention of the membership.

Section 1.5 Duties of Treasurer. (a) The Treasurer shall receive from the Financial Secretary all money collected by the Financial Secretary and shall deposit all money belonging to the Local Union in a bank designated by it. All initiation fees and dues shall be deposited in a separate bank account to be designated as a trust fund for the International Union. The Treasurer shall cause to be issued to the Financial Secretary a receipt for all money turned over to the Treasurer or deposited to the Treasurer’s credit in the regular bank account. The Treasurer shall issue a separate receipt for the amount of money turned over at any time or for such deposit made, and shall sign all cheques and have them counter-signed by the President and the Financial Secretary.
(b) The Treasurer shall keep regular and correct accounts of all money received and paid by the Treasurer, and report at each meeting the balance of cash shown by the last report, the amount received since, the total 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 of the United Steelworkers. The Treasurer shall

perform such other duties as are required by the International Constitution, these By-laws, the various Manuals and policies of the International Union, and the Local Union.

(c) All money paid out by the Local Union from its treasury must be approved by the members at the Local Union meeting. Under no circumstances shall officers or members pay bills without authorization by a Local Union meeting, nor shall the members authorize payment of any bill or incur any obligation for which funds are unavailable, nor shall the members authorize the payment of or incur a debt of any activity not in accordance with the Constitution and policies of the International Union and these By-laws. Bills charged to the Local Union should be submitted to the Recording Secretary, who in turn shall submit them to the Local Union meeting for approval.

(d) Recurring standard bills (fixed salaries which have been previously authorized, taxes - local, state and federal - rent, light, heat, etc.) may be paid by the Treasurer on a single authorization by the Local Union to pay such bills when due.

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

Section 1.6 Duties of Guide. It shall be the duty of the Guide to see that all present are entitled to remain.

Section 1.7 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 1.8 Duties of Trustees. It shall be the duty of the Trustees to have charge of the office and all property of the Local Union, subject to the direction of the Local Union. They shall audit the books and financial records of the Local Union every three months and give a report of such audit at the next regular Local Union Meeting. They shall perform such other duties as the Local Union may require.

Section 1.9 It shall be the duty of the President, Financial Secretary and Treasurer to insure that the funds and property of the Local Union are preserved, managed, invested and expended in accordance with the International Constitution, Manuals and policies and these By-laws.

Section 2. The Local Executive shall be responsible to process resolutions which have been approved by a General Membership Meeting. They will also determine what method to use when selecting members as Local 2724 representatives on committees.

Section 3. Stewards are required to attend related training courses when requested by the Local Union Executive.

Section 4. The President shall have the authority to authorize payment for lost time to conduct the affairs of the union, up to the limits approved by the membership.

Section 5. The Local Executive shall have the authority to authorize an allowance for special occasions not to exceed \$100 dollars at any one time and not to exceed \$500 per year.

ARTICLE V

MEETINGS

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

Section 2. The regular monthly general membership meeting will be held the 4th Wednesday of the month, commencing at 6 p.m. or such time that has been proposed by the Local Executive and agreed to, by a majority vote, at a regular membership meeting and adjourning not later than 10 p.m. At all regular meetings 20 minutes shall be provided for discussion of new business before normal adjournment time of 10 p.m. Any business not disposed of at that time shall be carried over

to the next meeting, subject to the provision that extension of time shall be granted by the Chairman with the approval of a 2/3 majority vote of that meeting.

The Local Executive shall convene a regular monthly meeting of the Stewards. The following should attend:

- Stewards,
- representatives of standing committees or their representative as requested by the president
- Local Executive of Local 2724

ARTICLE VI

COMMITTEES

Section 1. The negotiating committee for the renewal of the Collective Agreement between Essar Steel Algoma Inc. and Local Union 2724, United Steelworkers shall be the President, and 4 other Local Executive members selected by the Executive.

During negotiations the negotiating committee will return to the remainder of the Executive to seek approval by the majority of the Local Executive present of any proposed contract clauses or decisions. The necessary expenses to conduct all such matters pertaining to the renewal of the Collective Agreement shall be allowed by this By-law.

An itemized statement of such expenses will be reported to the membership as soon as possible after the completion of the negotiation.

Section 2. All Local 2724 Committee Representatives will report, to the Local Executive and follow the direction given by the Local Executive. The role of the Local 2724 Committee representatives is to represent Local 2724. Committee reports will be given at the membership meetings as requested by the Local Executive.

Section 3. Grievance Committee

The Grievance Committee shall consist of a Local Executive Officer selected by the Local Executive and 3 members elected in accordance with the International Constitution and the Local Union By-laws.

- a) Grievances shall not come before the Stewards or General Meetings unless they have been dealt with through the proper channels as provided in the collective agreement.
- b) If a member wishes to appeal the decision of the Grievance Committee, the member or members or their representative, who must be a member of the Local Union shall, within 30 days of the date the grievance committee send notice of their decision, submit a written notice to the President of Local Union 2724 of the appeal. This appeal shall then be dealt with at the next regular Stewards meeting. Any further appeals shall be dealt with in accordance to the International Constitution.
- c) The appeal will be dealt with only if the member or their representative is in attendance at that meeting, otherwise the appeal will be denied.

Section 4. Election Committee

The Election Committee shall consist of at least 3 members of which one shall act as election chair. The Election Committee shall be selected by the Local Executive in December prior to the election of Local Executive and the Department Steward. A separate election committee shall be selected for each election and serve for that particular election only.

The Election Committee shall conduct the election of Local Executive, the election of Department Stewards, voting on the acceptance or rejection of the Collective Agreement, or a strike vote.

A strike vote shall be either held prior to termination of the Collective Agreement, or upon break down of negotiations or at a time decided by the Local Executive. The Local Executive shall decide which vote will be taken or per legislation in effect.

The membership shall be allowed at least 48 hours to study the memorandum of settlement before a vote is held to accept or reject the new Collective Agreement unless approved otherwise by 2/3 vote of Local Executive (minimum 7 votes).

Section 5. By-Law Committee

- approval of
- a) There shall be a By-Law Committee set up consisting of 3 members selected by the Local Union Executive. The Recording Secretary shall be a member of this committee and shall act as chairperson. This committee shall be chosen by the Local Executive in June of the year the Local Executive have been installed in office, subject to the the June regular membership meeting.
 - b) The duties of this Committee shall be to meet as required to consider proposed amendments to the By-laws. The Stewards and General Membership shall be notified prior to the first reading of the By-laws. Membership may make application for By-law changes every 2 years in January. The first such opportunity for the membership to make application for By-law changes will be January 2001.
 - c) Any proposed amendments or additions to the present By-laws must be presented in writing to the By-laws Committee within 30 days of notification or they shall not be considered by the committee.
 - d) Any dispute regarding the intent of any By-law shall be submitted in writing to the By-laws Committee and shall be referred to the By-laws Committee and the Local Executive for a decision.

Section 7. Health & Safety Committee

The Local will establish a Health & Safety Committee. The Chairperson will be selected by the Local Executive. The purpose of the committee is to establish Health & Safety policies and procedures for the Local.

Section 8. Contracting Out Committee

A Contracting Out Committee consisting of three members selected by the Local Executive, one of which must be an Local Executive member of the Local, shall be established to meet with Essar Steel Algoma Inc to ensure that any contracting out issues are dealt with according to the Local 2724 contract.

Section 9. Donations Committee

A Donations Committee consisting of up to 6 Local 2724 members selected by the Local Executive and chaired by the Recording Secretary shall be established. The Committee will review requests received by the Local for donations and make recommendations to the Local Executive. The Committee will propose an annual budget for donations. The mandate of the committee shall be determined by the Local Executive.

Section 10. Job Evaluation Committee

The Local Executive shall establish a Job Evaluation Committee to meet with the Company on a regular basis to review the evaluation of jobs within the jurisdiction of Local 2724. The file of job descriptions and postings for members to view will be maintained.

Section 11. Organizing Committee

The Local Executive will establish an Organizing Committee consisting of up to 10 members selected by the Local Executive. At least 2 of the members of the Committee will be Local Executive officers of the Local.

Section 12. Human Rights Committee

The Local Executive will establish a Human Rights Committee consisting of up to 5 members selected by the Local Executive. At least one of the members of the Committee will be a Local Executive officer of the Local.

Section 13 Workplace Safety and Insurance Board (WSIB) Committee

The Local Executive will establish a WSIB Committee to deal with the Company and the WSIB on behalf of a member as requested by the member. The committee will consist of up to 3 members selected by the Local Executive, one of which must be a Local Executive member of the Local.

Section 14. All committee appointments will be reviewed annually by the Local Executive in June.

ARTICLE VII

EXPENSES AND ALLOWANCES

Section 1

Any member delegated by a special or general membership meeting to attend a convention, conference, Board meeting, or educational institute shall receive expenses and allowances as outlined in the Local 2724 travel policy as amended by the Local executive from time to time in accordance with the International Policy Governing Local Union Reimbursement for Travel Expenses for Canada.

Section 2 Local Executive Compensation

This Compensation will be effective with the Local Executive Officers and Stewards elected in April 2000. Salaries for Officers of this Local Union shall be as follows.

A. President:

President's salary scale will be set at the equivalent salary scale of the position held by the member prior to election as President. However, the minimum salary scale for the President will be set at the average salary scale of the top 5% of the members (arranged by monthly salary excluding overtime). This salary rate will be reviewed and adjusted annually.

B. Vice President and Recording Secretary:

The Vice President's and Recording Secretary's salary scale will be set at the equivalent salary scale of the position the member held prior to election as Vice President or Recording Secretary. However, the minimum salary scale for the Vice President and Recording Secretary will be set at the equivalent of the salary received by the position of an 815 position standard (Human Resources Representative level 2) as listed in the current contract.

C. Financial Secretary and Treasurer:

The Financial Secretary and Treasurer will be compensated at the rate of \$100 per month paid annually (subject to meeting the attendance requirements outlined in G.).

D. Guide, Guards, Trustees:

The Guides, Guards, and Trustees will be compensated at the rate of \$50 per month paid annually (subject to meeting the attendance requirements outlined in G.).

E. Stewards:

The stewards will be compensated at the rate of \$25 per month paid annually (subject to meeting the attendance requirements outlined in G.).

F. The Local Executive positions of President, Vice President and Recording Secretary will automatically receive any contractual benefit or salary adjustment that are negotiated in the Local 2724 CBA.

The Local Executive positions will be paid overtime at the rate of one and half times their standard rate. The overtime must be approved by the President and the related expenses approved by the membership. Out of pocket expenses incurred in the performance of their duties will be compensated. Receipts will be required for verification.

G. The annual payments to Financial Secretary, Treasurer, Guide, Guards, Trustees and Stewards will be paid in May subject to meeting the minimum attendance requirements over the previous 12 months. In order to receive the annual payment, attendance is required at 2/3 of the combined total of regularly scheduled general membership meetings and steward meetings while a Steward or 2/3 of the combined total of regularly scheduled general membership meetings, steward meetings and executive meetings while a member of the Local Executive..

Meetings which the individual was prevented from attending because of participation in Union activities, vacation, working hours, sickness which confines, death in the immediate family or jury duty shall not be counted as meetings held in determining if the individual meets the attendance requirements. It shall be the responsibility of the individual to notify the Local of their inability to attend a meeting. Such notice shall be given in advance of the scheduled meetings.

H. The Vice-President shall be paid a replacement rate of 5% above their current rate (but not to exceed the rate of the President) for each week that the Vice President replaces the President.