



IAM&AW
DISTRICT LODGE 725
&
AFFILIATED LOCAL LODGES

RULES GOVERNING THE ELIGIBILITY, SELECTION, DUTIES AND RESPONSIBILITIES OF IN-PLANT UNION REPRESENTATIVES AND ALTERNATE REPRESENTATIVES.

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ABBREVIATIONS

THE FOLLOWING ABBREVIATIONS, WHEN USED IN THE DISTRICT 725 AND AFFILIATED LOCAL LODGES, STEWARD PROCEDURES AND POLICY, HAVE THESE MEANINGS:

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| AFL-CIO | AMERICAN FEDERATION OF LABOR AND CONGRESS OF INDUSTRIAL ORGANIZATIONS |
| BR | BUSINESS REPRESENTATIVE |
| DL | DISTRICT LODGE |
| GL | GRAND LODGE |
| IAM | INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS |
| LL | LOCAL LODGE |
| LL'S | LOCAL LODGES |
| P/DBR | PRESIDENT/DIRECTING BUSINESS REPRESENTATIVE |

STEWARD PROCEDURES & POLICY

ARTICLE I: ELIGIBILITY FOR SELECTION OF IN-PLANT UNION REPRESENTATIVES OR ALTERNATE UNION REPRESENTATIVE:

Section 1. Jurisdiction: Local Lodges affiliated with District Lodge 725:

- A. Whose Bylaws contain specific provisions governing stewards, eligibility, election and term shall remain intact and in full force and shall prevail over District Lodge 725 Steward Procedures and Policy.
- B. Whose Bylaws contain no specific provisions governing stewards, eligibility, election and term shall adhere to District Lodge 725 Steward Procedures and Policy.
- C. Except in the appointment of a Union Representative or Alternate Union Representative for a union representative jurisdiction newly included within a bargaining unit, a Union Representative candidate must have been a member in continuous good standing, as defined in the IAM&AW Constitution, for at least ninety (90) days prior to his/her appointment or election.
- D. The Union Representative shall be a full time regular employee of the Company and employed in the area in which the Union Representative is permanently assigned work.
- E. Any candidate for Union Representative, who is not at the time a Union Representative, must be a member in good standing and must have attended at least 50% of his/her regular or special called local lodge meetings for the one (1) year period preceding the month of nominations.
- F. Any candidate for Union Representative who is at the time a Union Representative, must have attended 50% of his/her regular and special called Union Representative meetings during the one (1) year period preceding the month of nominations.
- G. Excused absence by a Business Representative will be considered as acceptable under the requirements in Section E. and Section F. All absence requests must be received in writing on a form provided by District 725 no later than 30 days following the scheduled meeting.

Section 2. **Authority:** These procedures shall be established by the authority of the Delegate Body of District Lodge 725 and the IAM.

Section 3. **Amended or Modify:** These procedures may be amended or modified by a majority vote of the District Lodge 725 Delegate Body.

NOTE: These rules will take effect upon the completion of the current Representative's (Steward's) current term, as contained in the Local Lodge Bylaws or the District Lodge 725 Steward Rules.

ARTICLE II: METHOD OF SELECTION

Section 1. Except in cases of vacancies and newly created Union Representative districts, Union Representative districts, Union Representative elections shall be scheduled by the District Business Office every other year during a four (4) month period. The Business Office shall prepare notices for posting on Union bulletin boards during the month of February calling for nominations during a ten (10) working day period in the month of March. An incumbent Union Representative shall automatically be a candidate, without having to be nominated, providing they meet the requirements of Article I, Section F. above. If no nominations are made, the incumbent Union Representative shall be considered elected until the next election. Elections, if necessary, shall take place as scheduled by the Business Office during the months of April and May. Notices shall be posted on the appropriate bulletin boards at least fifteen (15) working days prior to the election, stating the date, time, location and the Union Representative's jurisdiction or area of responsibility. Elections shall be held by secret ballot at the designated polling place. If current Collective Bargaining Agreements conflict with the preceding, the provisions of the Collective Bargaining Agreement shall apply. No absentee ballots are to be used in Union Representative elections. **NOTE:** Nominations must be submitted in writing on a form supplied by the District. Nomination forms must be either hand delivered to the Business Office or mailed by certified mail, return receipt requested, and must be postmarked no later than the date of the close of nominations in order to be valid.

(1) In the event of an election, the candidate receiving the highest number of votes shall be declared elected. In the case of a tie vote, a run-off election shall be held between those candidates receiving the same number of votes.

Section 2. Any vacancy occurring in a Union Representative jurisdiction shall be filled as follows: If there is an Alternate Union Representative in the Union

Representative's area, he/she shall be appointed Union Representative. If there is no Alternate Union Representative, the Business Representative shall appoint a Union Representative. In either case, notices of the appointment, together with a call for nominations, shall be posted in accordance with Article II, Section 1. on the appropriate bulletin boards within thirty (30) calendar days following such appointment. If no nominations are received within the time allotted, the appointed Union Representative shall be declared elected for the remainder of the unexpired term.

Section 3. An Alternate Union Representative shall be selected by each Union representative within thirty (30) calendar days of appointment or election. The Union Representative shall notify the Business Office of the appointment on the appropriate notification form.

NOTE: These rules will take effect upon the completion of the current Representative's (Steward's) current term, as contained in the Local Lodge Bylaws or the District Lodge 725 Steward Rules.

ARTICLE III: DUTIES

Section 1. The duties of a Union Representative and Alternate Union Representative shall be:

1. To be under the direction of their assigned Business Representative.
2. To introduce themselves and the Union to all members new to his/her jurisdiction or area of responsibility.
3. To organize non-Union employees in the shop.
4. To facilitate and conduct face-to-face discussion on subjects which are important to the Union.
5. To promote the ideals of strong democratic Unionism in the shop and to inform members of their rights and obligations as members of the IAM&AW.
6. To inform new employees of shop conditions, dues rates, rates of pay and other benefits within the scope of their Collective Bargaining

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ARTICLE III. DUTIES

Agreement as well as to inform members of Union official's names, the location of the Union hall and the date, time and location of their local lodge meetings.

7. To be alert for any and all violations of Collective Bargaining Agreements within the scope of District Lodge 725, State or Federal Laws and to call to the attention of affected members, said violations.
8. To represent to the best of his/her ability, without discrimination of any kind, all employees in his/her jurisdiction or area of responsibility
9. To attend all Union Representative's meetings, regular or special called, and his/her local lodge meeting, etc., except when excused due to illness, vacation or other acceptable reason, as submitted in writing on a form provided by the Business Office.
10. To file grievances or complaints, where applicable, on behalf of employees he/she represents when requested to do so, in accordance with defined District policies governing the grievance procedure.
11. To be factual and accurate in all reports to his/her fellow members and Representatives and to attempt to dispel any rumor that may be detrimental to the best interests of the IAM&AW.
12. To assist in distribution of papers, handbills and other Union literature, when requested to do so by the Business Office.
13. To make every effort to unite the membership and maintain unity in order that the best relations prevail for the purpose of collective bargaining and contract enforcement.

ARTICLE IV: REMOVAL OF IN-PLANT UNION REPRESENTATIVE

Section 1. A Union Representative may be removed or suspended from his/her duties by the District President and Directing Business Representative or by his/her designee (i.e., designated Representative) for the following reasons (and will, at the time of removal or suspension, be furnished a statement of the reason for removal or suspension):

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ARTICLE IV: REMOVAL OF IN-PLANT UNION REPRESENTATIVE

1. A recommendation of suspension by a Business Representative.
2. Upon submission to the Business Office of a petition containing specific and valid reasons requesting removal that has been signed by a majority of the Union members represented by a Union Representative. These petitions may only be signed at the Business Office and shall be completed within two (2) weeks after presentation at the Business office by the originator of the petition. (NOTE: No petition circulated in the plant will serve as a basis for the removal of a Union Representative). Special provisions will be made for outlying plants wherein members may individually mail into the Business Office a request for Union Representative removal and such requests shall be joined together and treated as a petition for removal.
3. Upon conviction, under the trial procedure as set forth in the IAM&AW Constitution, of "Conduct Unbecoming a Member" or "Conduct Unbecoming a Union Representative," in either of which cases, removal from his/her post of Union Representative has been included in the assessed penalty.
4. Unexcused absence from two (2) consecutive regularly scheduled Union Representative meetings or unexcused absence from two (2) out of any three (3) regular or special call local lodge meetings. (Excused absence as defined by the IAM Constitution).

Section 2. Before being removed, the Union Representative may be suspended for thirty (30) calendar days and no action canceling his/her position will be taken during this period. This period of time is allotted for an appeal to the decision to remove or suspend. Appeals must be in writing and received by a District Area Office which shall forward such appeal to the P/DBR for action.

Section 3. Whenever it becomes necessary to reduce the number of Union Representatives in order to maintain the proper ratio per Collective Bargaining Agreement with the employer, an election shall be held to determine which of the affected Union Representatives is to be retained. If the Collective Bargaining Agreement contains a conflicting procedure, the Collective Bargaining Agreement shall take precedence.

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ARTICLE IV: REMOVAL OF UNION REPRESENTATIVE

Section 4. Alternate Union Representatives may be removed at any time by the Union Representative for whom he/she is Alternate upon written notification to the Business office. Alternate Union Representatives may be removed by a Business Representative upon written notification to the President and Directing Business Representative.

Section 5. Union Representatives shall be removed from their position according to Article L. Section 6 of the IAM&AW Constitution, "Conduct Unbecoming a Union Representative."

Section 6. Any Union Representative removed under these provisions shall not be eligible to serve as Union Representative for one (1) year from date of removal.