

## CHAPTERS AND STEWARD COUNCILS

The individual Chapters shall be delegated such authority as deemed necessary by the Executive Board of Local Union 320.

That authority shall consist of:

1. Nominating and electing the Chapter Officers for their own chapter as provided for in the Local Union Bylaws:
2. Setting times and dates for Chapter meetings (and in accordance with the International Constitution, must hold at least three (3) meetings per year);
3. Establishing and maintaining a Steward's Council composed of all the Stewards in the bargaining unit.
  - (a) Each Stewards Council in each Chapter shall regularly report to the Local Union Office, on all matters, relating to Labor Relations and/or the Membership, and;
  - (b) Upon completion of the primary steps in the Agreement grievance procedure, the Stewards Council shall forward the grievance form to the Union Office for further processing.
4. Any other authority which is approved by the Executive Board, and does not conflict with the provisions of the International Constitution or the Local Union Bylaws.

Each Chapter shall be issued a letter of purpose, outlining the structure of the Chapter, providing for the elections of Officers and appointment of Stewards and the general rules

of procedure approved by the Executive Board of Local Union 320, for that particular Chapter.

To be eligible to be issued such an authorization, a Chapter must have at least twenty-five (25) working members.

The Chapter Officers are responsible for performing such duties as directed by the Local Union Executive Board and any action or policy of Chapter Officers is subject to review and disposition by the Local Union Executive Board.

Chapters of thirty (30) members or more should have the following officers elected once a year for one year terms by vote of members at Special Meeting for that purpose.

#### CHAIRPERSON

#### RECORDING SECRETARY – CHIEF STEWARD

Each Chapter should meet not less than three (3) times a year. (A regular schedule should be adopted by the Chapter and notice given the Union Office).

Each Chapter shall have Steward's Council, comprised of all the Stewards in the Chapter. Each Chapter Steward's Council should meet monthly with the Local Union Business Agent at time scheduled by the Union Office.

A Special Steward's Council meeting for all the stewards in the Local Union 320 shall be held at least three (3) times a year.

The rules of order normally used in General Membership Meetings will apply to Chapter Meetings.

Reports and/or minutes of the Chapter Meetings, Chapter Steward's Council Meetings and General Steward's Council Meetings will be kept and provided to the Local Union 320 Office for filing.

The duties of the Chairperson (chapter President) in each Chapter shall be:

1. act as Chairman at all Chapter Meetings;
2. represent the Chapter at all Labor-Management Meetings and in negotiations for contracts;
3. perform such other duties as directed by the Local Union 320 Executive Board.

The duties of the Recording Secretary in each Chapter shall be:

1. record the minutes of each meeting of the chapter;
2. record the minutes of each Labor/Management meeting;
3. handle general correspondence for the chapter.

The duties of the Chief Steward shall be:

1. assist the other Stewards of his/her Chapter in processing grievances;
2. participate in all Labor/Management Meetings in their Chapter;
3. perform such other duties as they are directed by the Executive Board of Local Union 320.

The Stewards in each chapter shall handle grievances at their respective locations and if no settlement is reached at the Step of the grievance process where they represent the Union, they will at once forward the grievance to the Chief Steward.

The Chief Steward will assure that a copy of all grievances are sent to the Local Union 320 office as soon as he/she received them. The Chief Steward will work in conjunction with the Steward in each case in processing grievances at the appropriate steps as required by the Labor Agreement.

If a grievance is not settled or withdrawn by the grievant at the Steps handled by the Chief Steward, the Local Union 320 office will be notified and given a written recommendation by the Chief Steward in regard to processing the case.

In accordance with Local Union 320 Bylaws, the Executive Board of Local Union 320 shall have final authority to determine if a grievance should be withdrawn or arbitrated.

## LOCAL 320 STEWARD DUTIES

Pursuant to the Union's duty to fairly represent members as the exclusive bargaining representative under the National Labor Relations Act and the S.E.I.U By-laws and Constitution, the following guidelines are established for all Shop Stewards, Chief Shop Stewards, Business Representatives and Organizers.

1. Any member in good standing may file a grievance against an action of or a dispute with their Employer.
2. In handling grievance a Steward should;
  - (a) Inform members of their rights under the Agreement
    1. In case of discharge
    2. In case of disciplinary action
    3. In case of the incapacity of a member (inform family member)
  - (a) In areas of the Agreement other than those listed above the Steward should wait for the member to raise the issue.
  - (b) In all cases, both those raised by the Steward and by the Member, the Steward shall inform the member of the time requirements of the grievance procedure.
3. All grievances will be processed as follows;

The Stewards in each Chapter shall handle grievances at their respective locations if no settlement is reached at the Step of the Grievance process where they represent the union, they will at once forward the grievance to the Chief Steward.

Individual chapters upon the consent of the members may upon permission of the local  
320 Executive Board amend or modify this by-law