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**SHOP 1281**  
*Allied Trades Council-*  
**STEWARDS  
GUIDE**

**ALLIED TRADES COUNCIL**

# SHOP STEWARDS GUIDE

Prepared Under Supervision of  
GEORGE BARASCH



**ALLIED TRADES COUNCIL**

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Harmony with your fellow employees  
and Management helps foster healthy  
Union-Management relationship.

## INTRODUCTION

The importance of a shop steward has increased very greatly during the past few years. We have discovered by hard experience that seven out of every ten of Labor-Management cases that arise in the plant, shop or store are settled right on the floor or in the shop where they occur. Principally, this means that the average run of the mill dispute is settled amicably between the union representative and management. The shop steward is the gear wheel between the worker and management in their day to day relationships.

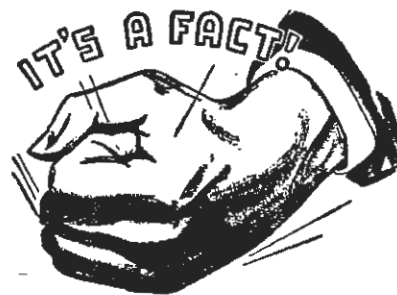
This makes it clear that harmonious working relations in the industry rests primarily with those men and women engaged in actual production and in immediate supervision. The shop steward from the standpoint of organized labor is the key man in this set-up.

The principles and recommendations set forth in the "Shop Steward's Guide" are by no means the last word, neither do they answer all the questions that may confront the shop steward in his role as intermediary or advisor in every day

plant problems. They were never intended for that. They are presented however, in recognition of the importance of the shop steward to both Labor and Industry and in the hopes of making his work a little lighter and possibly more enjoyable, and it is in that spirit that this booklet is dedicated to the men and women who serve as shop stewards.

GEORGE BARASCH  
President

## Greetings, Stewards



You are now a trusted member of Labor's 'shock-troopers.' The Steward, as time and experience have proven, is the backbone, trouble-shooter, — the minute-

man of the Union. He holds a key position in the Labor Movement. He is truly a pillar in the structure of Organized Labor. He is the first line of defense against possible violation of the contract. He is the Union at work in its most basic role.

A big job, you say! We heartily agree. A tough job? Yes, that too. What's more it's a job that requires a great deal of time and lots of patience. And to top it off it's likely as not a thankless job. Frankly, there is little glamour in being a steward. But it's a job that has to be done. The tougher the going, the better a good steward likes it. That's the stuff of which good stewards are made. It's now up to you to demonstrate that you have what it takes.

## What It Takes

Generally, you have two main jobs:

1. To build a strong Union in your shop.
2. Getting for your fellow employees the fairest and best possible conditions within the framework of our Union Agreement.

## You Need A Strong Union

If you are going to carry out your second objective of handling grievances effectively, you must have a strong Union behind you. Your attitude and the effort you put into your job is what counts towards making the Union powerful and popular with the workers in your plant. The spirit will come about by the example you set. Enthusiasm and sincerity are contagious. You can always sell better what you believe in yourself.

**SPREAD UNIONISM OF THE FINEST SORT!** Be sure your methods as well as your goals are democratic. Actions speak louder than words.



**Good members make  
a strong union.**

## The Shop Steward's Credo

The steward must possess certain essential qualifications. See if you can make the following yours:

1. Show consideration for your fellow worker and the foreman, both are human.
2. Be true to yourself and present all facts honestly.
3. Investigate all facts before presenting the grievance.
4. Be fair in all your dealings. Defend your fellow employee with all your might when he is right. Be frank and honest to tell him that he is wrong when he is in error.
5. Be accurate in reporting and referring to facts.
6. Don't put off handling today's grievances until tomorrow. Many mountains are created out of mole hills.
7. Be business-like and jot down all points of grievances.
8. Be cool, calm and collected. Name calling gets you nowhere and only creates unnecessary hardfeeling. Remember, when you lose your head you've lost your cause.
9. Loyalty to the Union is one of the most trusted responsibilities of a steward as it is from the Union that you obtain your strength and authority.

10. Be diplomatic. Never "rub" it in, even when you hold all the "aces." Next time the other fellow may hold all the "trump" cards.

### Make The Contract Work



Collective Bargaining—like the proverbial woman's work—is never done. Like Ol' Man River it just keeps rollin' along. Negotiating the contract is but one step in the

process. Making it work is equally important. The best Union contract, like the best law is of little value unless it is enforced. The twin keys to enforcement are the Union and the steward—a strong Union, and capable alert stewards.

### How To Build Your Union

You represent the Union at all times. To the average man or woman in your department you are the Union. What each one thinks about the Union and the kind of support he gives it depends a great deal on you and what kind of a steward you are.

### The New Employee

Greet new workers, help to make them feel at home. You can do this in a number of ways. Here are a few suggestions:

1. Introduce them to all the members in the plant, shop or store.
2. Invite them to meet the Union officers at the earliest opportunity.
3. Help them to understand and appreciate the Union—what it is—how it functions—the part it plays in raising wages, improving conditions to the point at which they find them.



Learn to know every one and treat them courteously.



Think for yourself. Don't be influenced

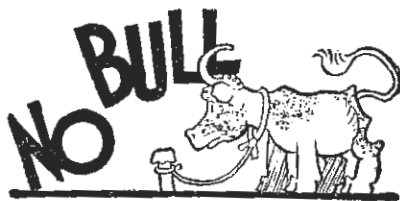
4. Point out what membership in the Union means to them.
5. Explain to them how grievances are handled.
6. Let them know you are always ready to answer questions.

Use honey and not vinegar with the new employee. A man who is forced to do something against his will may do it but he needs a hammer held over his head continually to make him do it. Convince a man that it is to his best interests as well as those of the group to do what is suggested without strong-armed policing to keep them in line and you have a model Union member and a 100% Union booster. See if you can't make every employee in your plant a convinced and enthusiastic Union member.

### Talk Union

Stewards make the Union. Build well. Give your fellow employees the facts, but make it "peppy."

"Joe" may have joined the Union because he had to in order to get his job, because the other workers belong or because he had a vague idea it was to his advantage. In a friendly way, explain to the new member the Union's program and benefits, the operation of the shop steward system and the rights of an employee who is a Union member.



**Tell the truth. State the facts.**

### The Departing Employee

Wish all members of your shop well when they leave and thank them for the part they played in the Union's program. Explain to them the value of a Withdrawal Card and urge them to take out such a card for their own benefit and protection. If they do, it might also be taken as a parting expression of good-will toward the Union. Withdrawal Cards are free of charge.

### Dues

There is the unpleasant matter of collecting dues, if there's no check-off system in your plant.

Of course, the more interested Union members are, the more willing they will be to pay up each month.

You'll probably find you will have a much easier time of this if you have a stated time and place when you will collect dues. Get them into the habit of going at the stated time and place so that you won't have to be running after each one separately.

You must explain it to the members that in accepting a Union card one assumes many duties and obligations as well as the privileges and benefits. The obligations cannot be separated from the privileges. Just like a one-way street



comes to an end so must any action which is based solely upon receiving privileges and benefits without assuming the duties and obligations.

One of the duties of the Union member is the payment of dues regardless of how little or how much it may be. A Union, like any other organization, has expenses. It has offices to maintain, business representatives' salaries, strike expenses, lawyer's and accountaint's fees, rent, organization expenses, etc., all of which must come out of the membership dues.

Unlike large corporations very few Unions have large reserves and should any member shirk the responsibility in paying dues it necessarily weakens the Union which will be reflected in your pay envelope at the next contract negotiations.

Remember! Information about the Union is available to your Company. Your Employer watches very carefully to ascertain whether the Union financial state-

ment is adequate to carry on an extensive and powerful campaign. You must remember it and carry these facts across to all the members that payment of dues must be prompt.

## BEAR DOWN



Unions give benefits and privileges and members must assume obligations and duties.

If the Union asks for additions in revenue it is not because they want to, but because it is imperative to carry additional burdens.

The best Union is not necessarily the Union which has the lowest dues. Dues are never more than a fraction of a percentage of your pay. The greater the confidence the members have in the Union, the greater the results that the Union can obtain.

In a sort of way, you can look upon dues as an insurance premium.

It is insurance against the loss of your job.



If the members don't meet their obligations everyone winds up behind the eight ball.



It is an insurance against depressed conditions.  
It is insurance that you will continue to obtain increased benefits.

It is insurance that you will obtain better working conditions.

It is insurance that you earn more money as the years go by.

Nothing in this world has ever been devised and gives so much for so little as the payment of Union dues.

### Nip It In The Bud



Seeing potential grievances before they arise is the importance of keeping your fellow employees informed of changes in the shop which will affect them. When a change is being made, it is a good plan to have

a department or Union Meeting and explain to your men before hand what's going to happen, how it will affect them and find out how they feel about it and what they want to do about it.

### Harmony And Unity

In order to build a stronger and more effective Union you must have a united front in your rela-

tions with the management. Make it understood how important it is for the worker to come to you with their complaints and grievances, rather than griping among themselves or going to the foreman without your knowledge. "Apple polishing" with the foreman in an effort to get ahead on one's own will cause discontentment among other employees.

### Be A Diplomat



You must be the kind of a person to whom a fellow employee feels able to come to with any sort of problem. He must feel he'll

Judge each problem carefully. Don't render decisions unless you have all the information.

always get a sympathetic, understanding listener who is always willing to try and work out something with him. You may have to tell your fellow employee that he is in the wrong and that he has no just complaint. However, there are firm and yet diplomatic ways of explaining this so that you can keep his confidence.

Whenever you are in doubt, don't hesitate to call the Union. They have experienced labor

relations specialist, accountants, labor lawyers, insurance advisors, etc., who can effectively tackle a problem and give you the advice you need.

There is something that cannot be forgotten or passed over. Your Employer has rights and you and your fellow employees must be fair, responsible Union members. You have to live up to the terms of your Union Agreement. It is up to you, the shop steward, to help the Union in matters



**For additional advice  
and help call Union  
office.**

of discipline. Unnecessary case of absenteeism, soldiering on the job or wild-cat strikes cannot be condoned. The Union, as a party to the Labor Contract, is responsible to see to it that its part is kept up. Violations of the Contract by the Union are just as serious as Employer violations. Whenever a situation arises where the Union's fair dealing with the Employer are in jeopardy due to inconsiderate employees, it is your duty to ferret out the reasons for such situations and to do everything that you can to remedy them. Talk it over with the workers involved—and again discuss it with Management and the Union.

## Union Publications

When Union publications, newspapers or bulletins arrive at your plant they always contain an extremely important message. Great care should be taken to see that they are distributed to each member. A good shop steward retains a few in reserve for those members who are ill or who were not present the day that the Union publications were delivered. These bulletins are printed at a great expense because a situation has arisen which must be explained to every member so that he may understand and discuss intelligently matters which are of great importance to him.



If you see a member who does not read the Union publications try to talk to him. Find out why he does not read them and try to show him the importance of doing it. The Union cannot afford the luxury of a daily newspaper. Information can only be conveyed to the members in small and compact form.

Whenever you see the "Unity News," the official publication of the Allied Trades Council, you can



rest assured that it contains a very important message to all the members.

Get in the habit of reading it to

be well informed. Get all your fellow employees into the habit of reading it so that they too may be well informed on topics which affect their livelihood and every day life.

### Union Emblem

All official forms, publications, letters and Union cards contain the following Union emblem:



**ALLIED TRADES COUNCIL**

Learn to recognize this emblem. Whenever you

see anyone with the above emblem greet him. Introduce yourself. He is a brother member. Get to know as many members as you can. Your problem is their problem.

### Pitfalls To Be Avoided

In this strained and unsettled economic world strange things and even stranger ideologies have arisen; Communism and other "isms". These neurotic followers usually get a hold in a small, insignificant labor organization. They live and exist by raiding and disrupting bona fide Unions. You will find them in great numbers in the C.I.O., having made their inroads in that organization in the early days of its formative state. Their general principle is not to build unionism, but to use labor unions to create revolutionary and subversive political parties. They don't care for the good-will or welfare of the average worker. Their prime purpose is to make capital out of the misery of the worker. When they call strikes, they do so primarily to obtain publicity; they instigate riots and fights so that they may be publicized and attract misinformed sympathizers.



Good stewards  
must learn how  
to say "No."

Now and then they have tried to make inroads by approaching Union members and discrediting the achievement of the organization. This is their first line of attack for their unscrupulous methods. The best medicine for them is to refuse to enter into any conversation. However, should one of them persist in annoying you, call the Union at once. Once the Union is notified, they will never again return for they can't face the truth. They exist merely on misinformation and lies. The best offense at all times is the truth.



Promises are cheap.  
Results are what  
count.

## Strikes

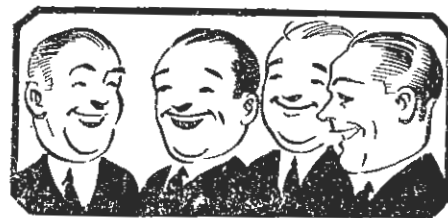


There is no substitute for experience.

and final weapon in Labor-Management relationship. Always exhaust every possible amicable settlement before advising to strike.

## Executive Board

Your Executive Board is the governing body of the Union. It has complete control and is in charge of the members in the organization. It is com-



Executive Board is composed of experienced shop stewards. Your participation is invited.

posed of shop stewards who have been elected by the general membership and who give their time and effort for the creation and maintenance of better unionism.

At the present time, the Executive Board consists of thirteen members who meet every last Tuesday of the month at the Union Headquarters. As a shop steward, you are invited to attend these Meetings as an observer and become more familiar with internal affairs of the organization. Letters for permission to attend should be ad-

## Abide By Your Contract

Your Contract provides for a method of handling all grievances. As shop steward, it is your duty to attempt to adjust all disputes as they arise. If you can't do so you must notify the Union immediately.

You will always find some workers who feel that they can get farther ahead by going straight to the boss or foreman. This weakens the whole collective bargaining set-up. If you have one of those fellows in your plant, set him straight. Explain to him why it is important to follow the rules of the game like the rest of his fellow employees. A contract does not belong to any one worker. It is the property of all the workers in the plant, as Union members, and should be handled by a representative of all the workers. There should be no private grievances, private deals or private arrangements. That is the beginning of the end of all good Union conditions.



Everyone must do a days work for a days pay.

## What Is A Grievance?

When a worker comes to you with a complaint, listen to his story. See whether the alleged griev-

ance violates the contract or whether the worker has been treated unfairly by some action of the Company. That is how you can decide whether it is a just grievance and whether you should take up the management's time as well as your own. Remember, every gripe is not a grievance. A

**Act on all grievances quickly.** A good rule to follow is that when you are in doubt in borderline cases, give the benefit to your fellow employee. You are his representative and not an impartial judge. On the other hand, if you are continually taking up gripes which are not justified your Union will lose "face" with management. If you continue to cry "wolf" when there is no wolf, after a while you will find that the management will not give you or the Union serious consideration when a real grievance arises and thus many a justified dispute which could have been settled in the plant will have to be taken to long outdrawn arbitrations.

Lots of people have chips on their shoulders. Don't ignore them. Talk with the griper. Try to obtain harmony. However, stick to your ground



and take time to explain fully to the complaining workers why they do not have a real grievance. If you feel that you can't make a final decision, call the Union.

Once you have decided that your fellow employee has a justified grievance and have agreed to take it up with your Employer don't make rash promises about the results you are going to obtain. Tell him you will do your best and then keep him fully informed as to what is taking place.

## Grievance Procedure

The handling of grievances for your fellow employees is probably a continual headache to you. However, it is always the heart of the Union's collective bargaining system with management. When the Negotiating Committee has the new contract completed and signed, your work has just begun. The contract tells you the terms and conditions of your employment. It is up to you to see that it is adhered to.

Every day some grievances arise on the job. Even in plants where the relationship between the employees



**Grievances may give you a headache, but learn to handle them coolly.**

and the Employer is good, grievances may arise due to misunderstandings, incorrect application of policy by the management or worker, faulty interpretation of the Contract by either side or



**Don't be swayed  
by loud talk or  
emotional demon-  
strations.**

some act of discrimination or favoritism. Often a grievance occurs because of personality conflicts; a couple of workers don't get along or a worker finds a foreman's jokes or innuendos annoying. These are not grievances technically. However, it is to the best interest of both the worker and management that steps be taken to iron them out.

## OUR BIG EVENT

### Union Dances

Once a year, usually during the first few months of the year, the Allied Trades Council sponsors its annual dance and entertainment which is held exclusively for the members and their friends. Thousands upon thousands turn out to witness the greatest array of Hollywood and Broadway talent ever assembled under one roof. No Broadway show could afford to be as lavish and daring



Our annual affair is a huge social success. No expense is spared to make this the most enjoyable event of the year.

as the revues presented by the Union. It is the event of the season that the old-timers in the Union look forward to annually as no expense is spared to bring the finest performers in the entertainment world to our members.



Our dance is an opportunity to renew old acquaintances, make new ones and have a good time.

In order to defray part of the expense for this gigantic undertaking during the months of October, November and December the dues are increased by one dollar. This is done in accordance with the Constitution and By-Laws and upon the direction of the Executive Board. All tickets are distributed to the members two weeks prior to the dance.

It is not enough that a member pays. It is more important that he attend the affair and help celebrate the achievement of the previous year. Remember! No one is too young or too old to enjoy a good time.

# DISCRIMINATION HAS NO PLACE IN OUR UNION

## Racial Discrimination

One of the high points of social legislation was marked in New York State with the enactment into law of the Ives Quinn Bill hitting at discrimination in employment on the ground of race, color, creed or national origin. This Bill had the wholehearted support of labor Unions throughout the nation,

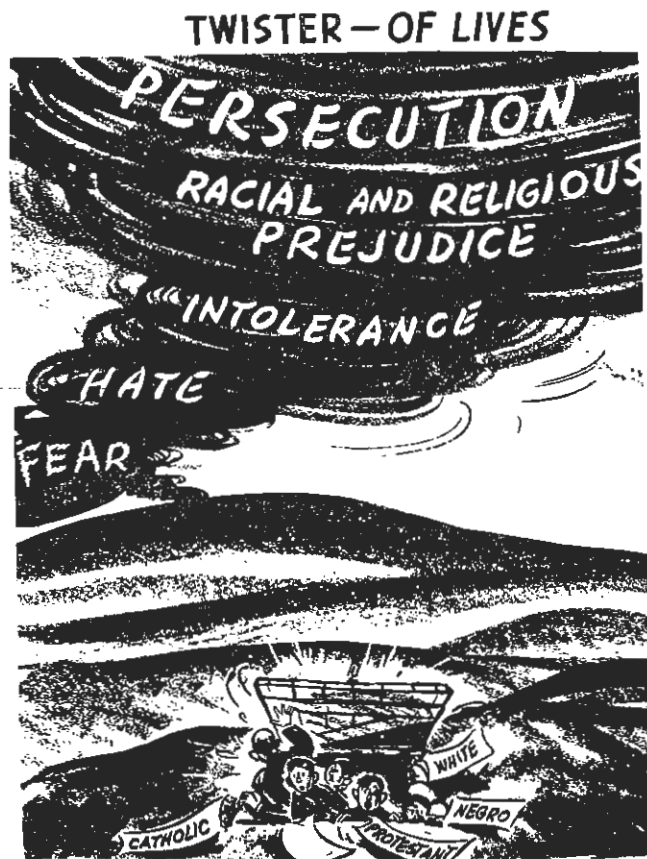


Get smart! Discrimination is only a means to cause disruption in order to break down our high standards.

and only upon their insistence was it finally enacted into law. The following acts are made unlawful in the State of New York:

1. An employer may not discriminate in hir-

nation in employment on the ground of race, color, creed or national origin. This Bill had the wholehearted support of labor Unions throughout the nation,



BEWARE!! NO ONE IS SAFE.



ing, firing or working conditions because of race, color, creed or national origin.

2. No employer or agency may advertise for workers on the basis of race, color, creed or national origin.
3. No person whether Employer or employee, may discriminate to get others to discriminate in the field of employment. The Allied Trades Council has always advocated equality and has battled discrimination due to the fact that its officers and members realize that racial discrimination was only the beginning and that lower wages, insecurity, less benefits and Union busting was the end.

### Common Property



**Keep in touch with the Union.**

The Contract is the property of the entire Union. It is the "law of the land." It must be enforced with vigor and dignity. The Steward stands first in the line of enforcement. In that position he must keep his feet on the ground and his

### Steward's Check List For Handling Grievance

- |  | DONE                     | NOT DONE                 |
|--|--------------------------|--------------------------|
| 1. Know your contract—Abide by its rules. ....                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Know your workers and their jobs. ....                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Handle problems before they are magnified into grievances. .... | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Submit only just grievances to management. ....                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Get all the facts to support your grievance case. ....          | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Keep written records of grievances. ....                        | <input type="checkbox"/> | <input type="checkbox"/> |



**Know what you want to do and don't let anyone confuse you.**

7. Settle grievances on the basis of their merits—No horse-trading. .... ☐ ☐
8. Protect workers by retro-active agreements. .... ☐ ☐
9. Keep a united Union front in bargaining. .... ☐ ☐
10. Maintain a positive, friendly relationship with management. .... ☐ ☐
11. Strive for a satisfactory settlement in the first stage of grievance procedure. If possible, don't stall but forward the grievance for handling as the next step. .... ☐ ☐
12. Follow through to be sure a decision is speedily reached.... ☐ ☐

**YOUR UNION IS  
A BULWARK OF  
OUR DEMOCRACY  
AND WILL SAFEGUARD  
AMERICAN PROSPERITY**

## **The Worker and the Law**

There are various phases of the law with which all stewards should become acquainted in order to advise the co-workers in the plant, among them being workmen's compensation, unemployment insurance, social security and wages and hours. A word of caution to be followed is never give advice unless you are sure. When you are in doubt call the legal department of the Union or have your co-worker consult his personal attorney.

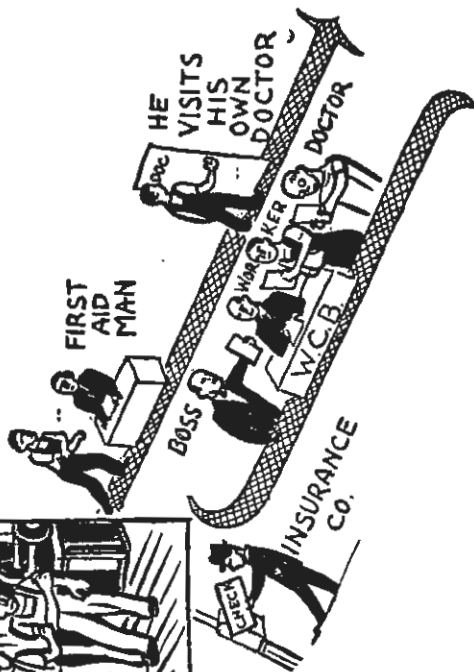
## **Workmen's Compensation**



**Don't wait. Report all accidents immediately if you want to derive full benefits.**

If you are hurt on the job it is important that you report every accident, no matter how slight the injury, to your foreman or directly to your Employer. As soon as you have received first aid, fill out a Compensation Claim form and send it to the Labor Department, Workmen's Compensation Board, 80 Center Street, New York City. If your Employer does not have the necessary forms, you can obtain them

# HOW LAW WORKS



COMPENSATION PROTECTS YOU.

by writing directly. You are entitled to choose your own Doctor to treat you. If anyone interferes with this right, report it to the Union. You do not have to sign any statements for insurance company representatives in order to receive compensation. In order to receive the maximum benefits under which you are entitled, it is imperative that you keep receipts for fares, medicines, crutches and appliances, as you are entitled to receive reimbursement for these expenses from the Insurance Company.

The size of your weekly compensation benefit will depend upon the money you earned the year before the accident. The law stipulates that you are to receive  $\frac{2}{3}$  of your average weekly wages but not more than \$28.00 or less than \$12.00 per week while you are totally incapacitated.

Compensation will not be paid for the first seven days of your injury if you return to work before the end of 35 days. If the injury keeps you from work more than 35 days you will receive compensation for the first week as well.

Should you be left with a permanent injury, you are entitled to compensation for this permanent loss in a lump sum, according to a schedule affixed by the State. You will receive this sum even if you return to work within a few weeks after the injury. The fact that you may belong to a fraternal benefit society or carry other insurance will not prevent you from receiving compensation.

## Unemployment Insurance

If you lose your job, you must do the following immediately:

1. File a claim for benefits and at the same time register for a job at the nearest unemployment office.



### Memorize Your Social Security Number

2. Your social security number is the key to unemployment and social security benefits. Keep your card in a safe place. Make a memo of your number.

3. If you are interviewed at the local office of the Claims Bureau you will receive an identification booklet. Do not forget to report on the days entered in the booklet as long as you are unemployed, unless you have a very good reason not to.
4. You are entitled to jobless benefits as a matter of right. You must not be in need nor are you required to cash your bonds in order to receive benefits.

## State Unemployment Insurance

In New York State the scale of benefits you will receive will amount to about half of your weekly wages but not more than \$21.00 a week or less than \$10.00 a week. The actual amount received will depend on your earnings in covered employments during the past year.

Unemployment is now measured in New York State in days. Today you receive benefits for each day of unemployment. Under the plan each week begins on Monday and ends the following Sunday. For every day of unemployment over 3 days you are given credit for an effective day of unemployment. When you have accumulated 4 of these days, you are entitled to a benefit check. Naturally if you are totally unemployed you will accumulate 4 effective days each week and will

IMPORTANT!!!



You won't receive employment insurance benefits unless you file your claim and register for work. Don't put it off until to-morrow. Do it to-day.

receive a benefit check at the end of the week. If you work just one day a week, and you are unemployed six days you will receive credit for 3 days unemployment. If you work 2 days you will receive credit for 2 days unemployment, etc. In this way you will be receiving credit for days of unemployment even though you get a certain amount of work each week provided that you do not earn \$24.00 or more for such part time in any week.

## Social Security

There are two types of principal benefits provided by the law:

**Retirement Benefits**—If you are qualified on reaching the age of 65, you become entitled to



Social security retirement benefits is not charity. It represents the payments millions of workers make every pay day. It is an insurance annuity.



Go to your local social security office for information.

fits and to go on working. You will not receive benefits for any month in which you earn \$15.00 or more. By filing your claim, however, you will be freezing your monthly benefits, otherwise if after the age of 65 your monthly earnings are lower than you received formerly the lower earnings will be figured in with your higher earnings and will tend to bring down your benefits. While you are drawing benefits your wife and children may also be receiving benefits based on your earnings. Your wife will get benefits if she is 65 or over.

**Survivor's Benefits**—If a wage earner dies before he reaches 65, his children would receive monthly benefits until they reach 16 or 18, if they go to school, and his widow will also receive benefits as long as the children remain in her care

monthly benefits checks for the rest of your life. If you do not wish to retire when you reach 65 it might still be advisable for you to file a claim for bene-

fits and are under the age limits, or if she is 65 or over. If the worker dies and does not leave a widow or children, his parents may claim monthly checks when they are 65 or over.

## Wage and Hour Law

While your Union generally signs contracts guaranteeing time and one half and in some cases, double time for workers working overtime, the Federal Law only covers employees engaged in interstate commerce or in the production of goods for such commerce. The law does not cover executives, professional employees, employees engaged in retail selling or servicing within the State and outside salesmen.



## Power To Protect

Labor-Management relations are too important to be taken for granted or left to chance. A worker might be too timid to make a complaint about his pay, his job, or other conditions of employment. In such a case the Steward should never hesitate to speak up for his fellow worker.

Then again, a worker may not know he has a grievance. In that case it is an injustice to the member and a wrong to the Union if the Steward knows that a grievance exists but does nothing about it.

Like the District Attorney the Steward is bound by duty to enforce the Law (the Contract) and protect the rights of those he represents. The responsibility is just as binding if a Steward discovers that the Contract is being violated as if a worker brings him a grievance.

If a grievance is allowed to go unchecked, it may grow into a practice hard to suppress.

Get into the habit of nipping all disturbances before they get out of hand.



**Always inform members of what is going on.**

## Always Boost Your Union

The Allied Trades Council was born and conceived with the good will and confidence of the membership. It has made great progress. Its mem-



**A happy union-membership relationship is important for your happiness and prosperity.**

bership is constantly on the increase. It has achieved sensational benefits for its members. It can do more with your support and cooperation.

Always say a good word for the Allied Trades Council. See that others do the same. If you hear anybody knocking the Union, stop him short. There is no reason for it. The eyes and ears of your Company are everywhere in search of any dissension. If the unjustified criticism is permitted to continue it is bound to reflect at the next negotiation of your contract.

More than anything else in the world the Union wants and needs the good will and confidence of the members. Happy and contented members make good workers and good citizens and a strong Union. Help build the Union by saying a good word at every opportunity.

### Horse Sense

One final note. After all the rules have been mastered and every possible suggestion made, it is well to bear in mind that in collective bargaining nothing can possibly take the place of good will and confidence. There is no substitute for sound judgement and plain common horse sense.



Use plain common horse sense to create greatest harmony.

### The Steward's Song

By V. R. Chapman



Unhappy is the Steward's lot,  
He gets no credit here below.  
Each day that dawns he must arise  
And hark to countless tales of woe.  
The bosses like to lie in wait,  
To catch the Steward in a trap;  
They laugh with wild unholy glee  
To see the Steward take the rap.  
Whoever holds the Steward's job  
Becomes, perforce, a dirty crook;  
The Brothers watch his every move  
And weigh his acts against "The Book."  
Whatever happens that is good  
Is merely luck, and nothing more;  
But when the luck has petered out  
The Steward's dumber than before.  
The Stewards pass beyond the vale,  
As pass, at last, the bad and good,  
(Where even bosses stand the test,  
As fire is wont to test the wood.)  
I think a Voice shall whisper then:  
"Fear not, for all with you is well;  
Come, enter into Brotherhood:  
You've had about enough of hell."



## Steward's Check List of Main Duties In Helping Build His Union



Done Not Done

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. Get new members .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Make every member a one hundred per cent unionist  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Get the fairest and best possible adjustment of wages and conditions for the workers within the framework of your contract ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Be sure workers as well as management live up to the terms of the Agreement .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Keep your Local Union informed of conditions in your shop and plant .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Give assistance to your local Union officers when requested ....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Work through your Union and use your vote and social action to gain desired conditions for workers.....                          | <input type="checkbox"/> | <input type="checkbox"/> |

## HARMONY



**The First Word  
and Ultimate Goal  
in Labor Relations**

Extracts from the  
**CONSTITUTION  
AND BY-LAWS**  
OF THE  
**Allied Trades Council**



## **ALLIED TRADES COUNCIL**

(An unincorporated association of seven or more members)

### **PREAMBLE:**

It is unalterable fact that the purpose of a labor union are three fold; to increase wages, to have its members work a minimum of hours, and to improve working conditions of the worker. To those tasks, this Council wholeheartedly and anxiously lends itself. There are other deeprooted fundamentals in fraternal organizations. We must devote our efforts to organize the unorganized, educate those whose prejudices are founded upon propaganda dispelled by the forces of reaction. Our course, simple and clear, is chartered. Following the paths of truth and righteousness with rudder firm and strong we will enter the harbor of accomplishment and victory for the worker. Cooperation of all workers in the industry over which we have prepared action in this worthiest of all efforts being achieved, the attainment of our common good is inevitable.

### **OBJECTS:**

The objects of this Council is to unite all persons employed in industries, to cultivate friendship, to assist each other to secure employment, to reduce the hours of daily work, to secure adequate pay for their labor and services to establish a weekly pay day, to furnish aid in cases of death or permanent disability, and by proper means to elevate their

moral, intellectual and social conditions, negotiate, enter into, make, perform, carry out, and by legal means enforce contracts of every sort and kind relative to hours of service or labor, wages and working conditions, with any person, firm, association, or corporation employing members of this Council or others similarly employed, to print, publish, conduct, circulate, sell, distribute and deliver official papers, magazines, and journals of this Council; to purchase, take or lease or in exchange, hire and otherwise acquire, sell and convey any real or personal property, and any rights or privileges which this Council may think necessary and convenient, all or any, for the purpose of its business; to do any or all of the things in this certificate expressed and set forth in the preamble herein to the same extent and as fully as natural persons are now or may hereafter by law be permitted to do so.

**NAME:** ALLIED TRADES COUNCIL

**JURISDICTION:**

Sec. 2. The Council shall have jurisdiction over all industries it may organize in whatever City or State it may deem proper, provided, however, it does not interfere with existing charters of the International; and such additional jurisdiction as the International may assign to it.

**OFFICERS:**

Sec. 3 The officers of this organization shall consist of a president, vice president, secretary treasurer, recorder and three trustees.

**EXECUTIVE BOARD:**

Sec. 4 The officers enumerated above and member business representatives and organizers shall constitute the Executive Board.

## **ELIGIBILITY AND ELECTION OF OFFICERS:**

Sec. 5 Any member who has been in continuous good standing in the Union for at least two years and an American citizen may be nominated, except as hereinafter limited, for any office within the gift of the Council.

Sec. 6 The term of all elective officers shall be five (5) years.

The term of all appointed officers may be terminated immediately by the President upon giving registered notice at the last address known.

Sec. 7 Nomination for all officers shall be held at a regular meeting of the last week in September of election year, and elections, by secret ballot according to the Australian system shall be held the following October, except that by a unanimous vote of all members present at any general meeting during the months of September or October of election year, both nomination and election of officers may be held the same time, in which event, a committee of five (5) members, appointed by the President, shall supervise the election.

Sec. 8 In the interest of better leadership, the President, at the direction of the Executive Board, may appoint an Election Committee of five members who must notify the general membership at least thirty days prior to any nominations, that anyone desiring to run for any major office must submit a statement at least ten days preceding the general meeting in September, attesting to the candidate's honesty, sincerity, good character and experience. No member may be nominated who has not filed such statement with the Election Committee within the time specified. Official blanks may be obtained at Council headquarters upon request. The Election Committee may formulate and enforce all rules governing nominations, shall have the power to reject any candidate for lack of experience or otherwise, and it shall cease to exist ten days after election day. In the

event that there is no opposing candidates for office, then, in that event, the Election Committee shall declare such unopposed officer, or officers nominated for an additional term or terms.

#### **DUTIES OF THE PRESIDENT:**

Sec. 9a. It shall be the duty of the President to take charge of all books, papers, funds, assets, property and effects of the Council. He shall conduct all business of the Council, enter into, make, perform, carry out and enforce all contracts; purchase, lease, exchange, or acquire, sell and convey any real or personal property, or perform any other acts which, in his opinion, he shall deem necessary for the proper conduct of the Council. He shall collect all monies due the Council, and shall deposit all funds in a responsible bank, in his name as President of the Council. He shall have the right to incur all debts and to pay bills by checks, and he shall present to the auditor receipts, or receipted checks, for all disbursements.

b. The president shall have the power to decide all questions of law and regulate any controversy or difficulty that may arise between members and officers, preside at and conduct trials involving officers and members; render judgment accordingly, subject to appeal to the Executive Board, whose decision shall be final unless reversed by the membership.

c. He shall appoint and fix salaries for all organizers, assistants, office help and business agents and shall direct and have general supervision over the same.

d. He shall, with the approval of the Executive Board, fix salaries and expenses for all elected officials, which may be increased or decreased from time to time.

e. He shall be the chairman of the Executive Board

and the official delegate to all central bodies and conventions as required by the American Federation of Labor, etc.

#### **DUTIES OF THE VICE PRESIDENT:**

Sec. 10. In the absence of the President, the Vice President shall preside at meetings, or in case of death, or resignation he shall automatically assume the office of President until the next election, which shall be held within sixty days.

#### **DUTIES OF THE SECRETARY TREASURER:**

Sec. 11. The Secretary Treasurer shall receive all monies paid into the Council and immediately make record of same in books kept by him for that purpose. He shall keep a correct account of the financial standing of all members with their full names and residence as well as their places of employment. He shall keep a record of any and all monies paid out by the organization. He shall file a bond as security with the Board of Trustees of the Council such amount as shall be fixed by the Executive Board. Any expense in securing of the bond shall be borne by the Council.

He shall attend all meetings of the Council and of the Executive Board and keep accurate minutes thereof. He shall, at the end of his term of office, turn over to his successor in office, all books, property and other belongings of the Council in his keeping. His records shall be open for inspection by the Executive Board or the President, and they shall be kept at the office of the Council. He shall perform all other duties as the Executive Board may direct.

#### **RECORDER:**

Sec. 12. The Recorder shall have charge of the seal and affix the same on all legal orders and documents and

perform such other duties as the Executive Board may direct.

#### **TRUSTEES:**

Sec. 13. The Trustees, with the consent of the Executive Board, shall have the right to examine all books and records of the Council, and shall serve as members of the auditing committee of the Council, in the absence of a certified public accountant.

#### **DUTIES OF THE EXECUTIVE BOARD:**

Sec. 14a The Executive Board shall have general supervision over the membership, regulate its conduct, and shall have the power to fine, suspend or expel any member for violation of this Constitution.

b. The Executive Board shall have the power to levy assessments upon the general membership for any social function, charitable or special purposes as may be necessary or proper.

c. The Executive Board shall attend special meetings when called upon by the President, help organize, recommend changes, assist in devising ways and means to formulate a stronger organization.

d. They shall act as a trial board and shall be unbiased and impartial in all trials.

e. The Executive Board shall hold meetings once a month.

f. Should any officer of this Council fail to attend three consecutive meetings, his office shall be declared vacant by the President. The President shall appoint then a member to fill the vacancy until the next regular election.

g. The Executive Board may formulate and enforce such rules and regulations as may be necessary, provided, however, it does not contradict or nullify any part of this Constitution.

h. Any powers, rights or duties not specifically delegated to any officer and necessary for the conduct and well being of the Council is hereby delegated to the Executive Board. Should any dispute arise as to the interpretation and effect of this provision, the matter may be submitted to the membership at the next general meeting for final disposition.

#### **DUTIES OF COMMITTEES:**

Sec. 16. All committees shall be appointed by the President, such committees shall perform the duties assigned to them within the time specified and shall report in writing, and no person shall be exempt from a committee when called upon.

#### **VACANCIES:**

Sec. 16. All vacancies occurring as a result of death, resignation or removal shall be filled by the President until the next election.

#### **QUORUM:**

Sec. 17. No less than seven members shall constitute a quorum to transact any Council business.

#### **MEMBERSHIP:**

Sec. 18. All applications for membership shall be made on blanks furnished by the Council which shall be referred to the Executive Board for approval. All applications not

approved within ten days after filing may be considered rejected for cause and are therefore not eligible for membership in the Council.

#### **INITIATION:**

Sec. 19. All initiation fees for new members shall be fixed in groups or in individual cases by the Executive Board as may be required from time to time.

#### **DUES:**

Sec. 20 The dues of the Union shall be two dollars (\$2.00) a month, or as may be changed thereafter by the Executive Board.

#### **UNION BOOKS:**

Sec. 21 Upon payment of initiation fee and of the first month's dues a member shall be entitled to an official Union Book signed by the President or the Secretary Treasurer. All Union Books shall remain the property of the Council and any member suspended shall surrender same to a representative of the Council on demand.

#### **STRIKES:**

Sec. 22. No strike may be called unless requested by at least fifty percent of the members involved, or upon approval of the Executive Board.

#### **CONTRACTS:**

Sec. 23. A Contract covering conditions of employment, deduction of dues and assessments by the Employer for the benefit of the Council, grievances, arbitration, dismissals, or any other matter, may be negotiated by any authorized representative of the Council, but no contract shall become effective unless and until signed or countersigned by the President.

#### **SUSPENSIONS:**

Sec. 25. Any officer or member suspended for any cause prescribed by this Constitution shall forfeit immediately all rights and privileges within the gift of the Council, including the right of being employed under a Union contract.

#### **UNITS:**

Sec. 26. The Executive Board may set up chartered divisions, or groups or locals in accordance with industry or territory under the supervision of the Council, with such rights and powers as may be delegated to them by the Executive Board.

#### **SHOP STEWARDS:**

Sec. 27 Shop Stewards shall be elected by a majority vote of the members employed in their respective places. He shall remain Shop Steward during the term of the agreement. He shall examine the dues books of each member once a month. He shall see that all members shall pay their dues and in the event of laxity in payments of the members he shall report same to officers of the Council immediately.

When a member has a complaint, he must report to the Steward whose duty it is to take the matter to the employer, hear and decide both sides of the case. If the employer refuses to comply with the decision of the Steward, notify the officials to the Council at once.

In order to remove a Steward from office, charges must be preferred against him in writing, and said charges must be proven at a hearing. Charges may be for violation of his obligation or some act in connection with the organization which would unfit him as steward. Shop Stewards are prohibited from calling strikes without the consent of the Council.

## **MISDEMEANERS AND PENALTIES:**

Sec. 28. Upon a five day notice of trial, the Executive Board sitting in joint session with all officers and by a three-quarter vote of officers present, may fine, suspend or expel:-

a. Any officer or member of the Council who shall violate any provisions of the Constitution and laws of the Council or who violates his, her, or its obligation or performs any acts of insubordination against the authority of the Council.

b. Any officer or member who endeavors to create dissension among the members or work against the interest and harmony of the Council or who advocates or encourages division of the funds, or supports or becomes a member of any dual or other organization which is antagonistic to the principal and purpose of the Council and/or the American Federation of Labor, or embezzles the funds of any Local Union, District Council or International.

c. Any officer or member who is guilty of improper conduct, wrongs a fellow member, or defrauds him, or commits an offense discreditable to the Council.

d. Any officer or member who slanders, or defames the character of any member or officer of the Council or violates the trade rules of the locality in which he or she is working, or fraudulently receives or attempts to mis-apply monies of the Council of any member or candidate intrusted to him for payment.

e. Any officer or member who furnishes a list of membership of the Council or plant to any person outside of the Council.

f. Any officer or committeeman who neglects or fails to perform any reasonable duty required of him by any elected officer.

g. Any officer or member who swears, attests, signs or answers falsely any document on record with the Council.

h. Any officer who borrows money, exchanges checks, or enters into any other financial obligations to or with any employer.

## **APPEALS:**

Sec. 29. Any member or officer who has been fined or suspended, or expelled, and upon compliance with the decision of the Executive Board, may request in writing that he be given an opportunity to appeal his case before a Trial Committee composed of five members appointed by the President. Such a request must be received at Council headquarters not later than fifteen days after official notice of fine or suspension or expulsion has been given.

Any member or officer whose fine or expulsion has been upheld by the Trial Committee may further appeal to the membership in the following manner:

1. A detailed brief, stating and pleading all exception to any ruling or judgements.
2. The brief shall be brought to the attention of the general membership at a general meeting in the presence of the accused.
3. A majority vote by the membership upholding any conviction shall be final and binding.

All papers, documents and briefs submitted, must have a notarized affidavit as to the truth of their written or printed statement.

## **EMERGENCIES:**

Sec. 30. Should any member or officer perform any act which tends toward dual unionism, or encourages a breach of contract with any employer, or engages in any similar action which threatens the security of the Council, such

member or officer may be suspended summarily by the President pending trial. This provision shall supersede section twenty-eight.

#### **GRIEVANCES:**

Sec. 31. Any member having any complaint or grievance whatsoever shall call it to the attention of his local delegate. In the event that such complaint or grievance is not attended to the satisfaction of the complainant, he shall bring it in writing to the attention of the Executive Board for action.

#### **PARLIAMENTARY RULES:**

Sec. 32. Meetings shall be called regularly by the President. All meetings of the Council shall be conducted, under rules formulated by the Executive Board, or Roberts Rules of Order.

Sec. 33. The Council, represented by duly elected officers, is hereby empowered to commence any legal action in the state or Federal Courts in behalf of any of its members or group of members.

#### **AMENDMENTS:**

Sec. 34. All amendments to the Constitution, or a modification or repeal of any part of it, shall first be submitted to a committee appointed by the Executive Board for investigation or approval. It shall then be submitted to a referendum vote, a two-thirds majority of all members shall constitute a final approval. This Constitution may be amended also by a unanimous vote of all members present at a regular general meeting:

## **ADDENDA**

#### **MEMBERS IN ARREARS:**

Sec. 24. Any member thirty days in arrears for dues, fines or assessments shall automatically stand suspended without further notice and may be reinstated only upon application to the Executive Board.



Printed in the  
United States of America  
under Union conditions  
on Union made paper

~~246~~ 246—The CASLON PRESS, Inc.,  
797 Broadway, B'klyn, N. Y.