

**Sheet Metal Workers'  
International Association,  
Local Union No. 8**

**BY-LAWS  
(Inclusive of Work Rules)**

**REVISED 2011**

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**PREAMBLE:**

We, members of Local Union No. 8, realizing the necessity of improving our trade and industry, protecting our jurisdiction granted in our International Constitution and furthering the welfare and interests of ourselves and our families, hereby mutually pledge ourselves to support the Principles, Rules and By-Laws, hereinafter set forth, to the end that each of us may benefit through our joint efforts.

The masculine gender is used throughout these By-Laws for convenience only and by no means is intended to exclude female workers from the provisions herein. Wherever, the masculine or singular is used, the same shall be construed as meaning the feminine or plural unless, otherwise specifically stated.

**ARTICLE 1.**

**NAME OF UNION:**

This Union shall be known as Local Union No. 8, Sheet Metal Workers' International Association.

**ARTICLE 2.**

**LOCATION OF OFFICE AND  
TERRITORIAL JURISDICTION:**

- A. The Head Office of Local Union No. 8 shall be located in Edmonton, Alberta.
- B. The territorial Jurisdiction granted to Local Union No. 8 shall be defined as the Province of Alberta and the territory of the District of MacKenzie.(now called Northwest Territories)

**ARTICLE 3.**

**TRADE'S JURISDICTION:**

The Trade's Jurisdiction of Local Union No. 8 is set forth in Section 5 (a) to 5 (ii) of Article 1 of the International Constitution and Ritual and may be briefly described thusly:

- A. Sheet Metal Work: The manufacture, fabrication, assembly, handling, erection, installation, dismantling, reconditioning, adjustment, alteration, repair and servicing of all ferrous or non-ferrous sheet metal

work and all other materials in lieu thereof and all airveyor systems and air handling systems regardless of material used, including all equipment and all reinforcements in connection therewith. The testing and balancing of all air, hydronic, electrical and sound equipment and duct work. The preparation of all shop and field sketches used in fabrication and erection, including those taken from original architectural and engineering drawings or sketches, and all aspects of layout and pattern making in accord with traditional trade practice. All other work included in the jurisdictional claims of the Sheet Metal Workers' International Association.

- B. Roofing: The building or laying of all forms of "built-up" or flat deck roofs and all insulation in connection thereto, the laying and covering of all steep or similar roof frames with "utilized" materials such as tile, slate, asbestos, wood shingles, wood shakes and composition shingles, etc., the application of roof and deck waterproofing with plastic coatings, etc., the damp and waterproofing of floors, foundations, pipes, tanks, etc., with such materials as pitch, tar, plastic, asphalt and handling of all materials and equipment, relevant to the above, in the shop or on the jobsite.
- C. Production Work: Any and all production and manufacturing work associated with the foregoing.

#### **ARTICLE 4.** **MEETINGS:**

- A. Local Union No. 8 General meeting shall consist of three (3) meetings:  
One (1) held in Edmonton every Tuesday and One (1) held in Calgary on every Thursday of the third week of each month and One (1) held in Fort McMurray monthly unless cancelled by a motion and/or decision of the membership. Meetings to be called to order at 7:30 P.M. and the Fort McMurray meeting at 8:00 P.M.  
  
Area meetings shall be held twice yearly in Red Deer and Lethbridge.
- B. A Quorum shall consist of ten (10) good standing members at each general meeting and five (5) at each

area meeting.

- C. Special general meetings may be called by the President of Local Union No. 8 in compliance with Article 10, Section 6 (a) of the International Constitution and Ritual. Note: Standing motion - No meetings to be held in the months of July and August unless special called meetings are required.
- D. No notice of meetings (regular) shall be sent to members unless a membership vote has been taken and passed to stop mailing pre-stamped meeting calendars to the membership and then only by decision of the Local or its Executive Board.

## **ARTICLE 5.**

### **GENERAL STRUCTURE OF THE UNION:**

Local Union No. 8 shall be a composite Local, composed of:

- A. Journeymen Sheet Metal Workers, Apprentices and Welders.
- B. Journeymen Roofers and Apprentices, who shall comprise that section known as Local Union No. 8 Roofers, Damp and Waterproofers Section.
- C. Journeymen Architectural Sheet Metal Workers and Apprentices (Sheeters, Deckers and Cladders).
- D. Metal, Plastic and Miscellaneous Production, Manufacturing, Fabricating and Services Workers and other Allied Workers shall comprise that section known as Local Union No. 8, Production Section.
- E. Other Sections of the Union, composed of specific groups of workers, may be created as the need arises.

## **ARTICLE 6.**

### **GOVERNMENT:**

- A. The highest level of Government of this Local Union shall be the General Membership Meetings.
- B. The Business Manager shall be empowered to conduct the affairs of the Local Union, subject to the decisions of the General meetings.

- C. The Executive Board shall be composed of the President, Vice-President, Recording Secretary, Financial Secretary-Treasurer and equal numbers, at large, from the Southern and Northern part of the Province.
- D. Executive Board Members shall be expected to attend all Executive Boards Meetings and all Regular General Meetings in their area, in accordance with Article 12, Section 11 (a) of the International Constitution and Ritual.
- E. The Business Manager and Business Representative shall attend all Executive Board Meetings and shall have full voice but shall not be an Executive Board Member and therefore have no vote, unless they hold dual positions.
- F. Executive Board Members shall receive eighty-five dollars (\$125.00) per meeting attended.  
Recording Secretary/alternate shall receive sixty \$100.00 honorarium for recording minutes of the General Meetings Edmonton/Calgary providing he is not a full time paid officer of the local.
- G. Executive Board Meetings shall be held in Red Deer or as duly directed by the President.
- H. Other Officers of the Local shall be in accordance with the International Constitution and Ritual.
- I. The Local's Trustees, composed of three (3) members, shall have overall scrutiny of the Local's funds and property. This committee shall act independently of all other Boards and Committees and shall make quarterly reports directly or through the Financial Secretary-Treasurer.  
At the time the Union Trustees are elected a Fourth (4th), Alternate Trustee, shall be elected and shall serve when any of the Trustees are incapacitated.
- J. The Union Trustees shall be compensated in the amount of eighty-five dollars (\$125.00) for each quarterly meeting attended.
- K. Election and terms of office shall be in accordance with the International Constitution and Ritual.
- L. General Elections shall be conducted in accordance

with Article 12 of the International Constitution and Ritual.

- M. Elections on Trusteed Plans: The Trustees shall be elected in compliance with the respective Plan's Trust Deed. The same conditions shall apply to Trustees as per Article 22 .B - Delegates.
- N. All per diems and honorariums shall be adjusted annually, utilizing the Consumer Price Index (Alberta) percentage rates for the previous calendar year and shall be effective each January 1, commencing in 2012.

## **ARTICLE 7**

### **APPLICATION FOR MEMBERSHIP:**

- A. All Journeymen Sheet Metal Workers and Roofers, making application for membership in Local Union No. 8 shall be required to possess an Alberta Provincial Tradesman's Qualification certificate or an Inter-Provincial Ticket (Red Seal).

All Journeymen Sheet Metal Workers and Roofers, in possession of a Tradesman's Qualification Certificate from another Province must apply and write the Alberta Tradesman's Qualification Examination within a period of one (1) year or the first qualification certificate class available.

This section need not apply to those members employed as Production, Architectural Sheet Metal Workers (Sheeters and Deckers), Steep Roofers or Waterproofers. It is understood, however, that such non-ticketed Journeymen shall be required to pass such trade tests as the Union may set from time to time.

## **ARTICLE 8.**

### **INITIATION FEES AND DUES:**

All Initiation Fees and Monthly Dues structures shall be set by the Union, from time to time, in compliance with Article 10, Section 2 of the International Constitution and Ritual.

**ARTICLE 9.**  
**PAYMENT OF DUES:**

- A. Dues shall be paid in advance. Any member more than two (2) months in arrears shall stand Suspended.
- B. Members are reminded that payment of dues and keeping up-to-date is their responsibility SOLELY. No notice need be given. CHECK YOUR RECEIPTS.
- C. In order to quakify for the accident insurance benefit of the international. (MINIMUM \$7.500: MAXIMUM \$20.000 US FUNDS) the initiation fee must be complete and the monthly dues of the members MUST be paid in advance for the month in which his claim accrues. Protect your family or dependents – PAY IN ADVANCE.

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**ARTICLE 10.**  
**DUTIES OF MEMBERS AND INITIATES:**

- A. The duties of all members and initiates shall be to abide by the Constitution and By-Laws of this Union, to respect and work according to their Collective Agree ment, to attend and take part in Union Meetings and activities for the good of the entire body and to behave in a fraternal fashion with other Union Members. Each member and initiate shall take particular note of the Working Rules which are an integral part of these By-Laws.
- B. An initiate Member shall be any newly signed mem ber of the Local, who upon notice, shall attend the COMET/Heritage course. (The Local shall hold quar terly COMET/Heritage course meetings to accom- modte Initiate Members and the general member ship.)



- C. Initiated apprentices attending Apprenticeship annual school (i.e. SAIT or NAIT) shall receive a \$500.00 book credit, provided their dues payments are paid up to and including the month the school term ends and they have attended two membership meetings in the one year period prior to applying for the book credit.  
Note: Dues in transit shall not be taken into account.  
An apprentice shall be eligible for only one book credit for each year of training classification.

## **ARTICLE 11.**

### APPRENTICES:

All Apprentices shall be governed by Article 23 of the International Constitution and Ritual.

## **ARTICLE 12.**

### OFFICERS AND BUSINESS REPRESENTATIVES:

- A. The Officers and Representatives of the Local hold positions of Trust and Honour and shall always conduct themselves in a manner commensurate with the best interests of the Local.
- B. It shall be the duty of the Business Representative to be familiar with all Agreements and be prepared to deal with members and initiates from any section, to conduct the day-to-day affairs of the Union and to make regular reports to the General Meeting and Area Meetings of the Union on all matters of interest and importance since the previous meetings.
- C. The Business Manager shall exercise overall control of the day-to-day administration of the Union's affairs.
- D. The Business Manager and Business Representatives salaries and conditions shall be set or reviewed by the Local's Executive Board, from time to time and always within consideration of the Financial Stability of the Local. If any changes are to be made in regards to salaries, conditions or benefits, they must first be approved by the General Membership.

**ARTICLE 13.**  
**LOCAL UNION FUNDS:**

The receiving, saving, administration and disbursement of the Local Union's Funds shall be considered a high trust of the Officers of Local Union No. 8 and shall be governed by Article 10, Section 13, of the International Constitution and Ritual.

**ARTICLE 14.**  
**JOURNEYMAN'S TOOLS:**

All Journeyman Sheet Metal Workers, Sheeters/Deckers, Roofers and other Journeymen, in different sections of the trade, shall possess, in good condition, such tools as may be determined from time to time by decision of the Union or Collective Agreement(s).

**ARTICLE 15.**  
**STEWARDS:**

- A. All shops, plants and jobs shall have a Steward(s), as determined by the Local Union, and shall be appointed as per Article 15, Section 1, of the International Constitution and Ritual.
- B. The duties of Stewards shall be to represent their fellow workers in relation to the Employer, to report on job conditions and violations of Rules and Collective Agreements, to care for injured workmen, to check composition of crews, to act as Safety and/or Camp Committeeman, where required, to act in the preliminary stages of possible grievances, to check and pay particular attention to the protection of the Trade's Jurisdiction.
- C. Any and all members shall be prepared to perform the duties of Steward, to the best of their ability, when requested by the Local Union.
- D. Should any Steward be discharged or discriminated against for defending the Agreements and/or the International Constitution and Ritual and/or By-Laws of the Union, he shall be supported to the fullest extent by his fellow workers and/or crew members. The Representative shall be called on to assist in rectifying the situation.

- E. All shop Stewards, prior to appointment, shall have completed. (or be registered for) the COMET/Heritage Course, Local 8 Shop Steward Course and the Leadership for safety Excellence Course. (This will ensure our Stewards are well-informed and able to liaison for both the members and the contractors.)

#### **ARTICLE 16.**

##### **DISABLED OR OLDER MEMBERS:**

Should any member of this Local become disabled, through sickness or accident, or be of the age where he cannot command the minimum rate of wages, after consideration of his condition his wage rate may be adjusted by the Executive Board, subject to his own approval.

#### **ARTICLE 17.**

##### **ETHICS:**

- A. No member or initiate shall take part in, or condone, unethical conduct or work practices that reflect dis credit to the Trade.
- B. Members and Initiates shall resist pressure to hurt the customer by shady work practices such as "under gauging", use of shoddy material, etc.
- C. Put positively, that the member or initiate should ever upgrade his skill and ability to practice "good work manship and Unionism".

#### **ARTICLE 18.**

##### **SECTIONAL RULES:**

All sections shall be authorized to enact such Sectional Rules as they deem necessary, within the confines and scope, not contrary to these By-Laws of Local Union No. 8 or the International Constitution and Ritual, subject to recommendation of the Executive Board and approval by the General Membership.

**ARTICLE 19.**  
**MISCELLANEOUS FINANCIAL:**

- A. The regular, necessary and routine expenditures of the Union shall not require repeated specific approval of either the Union or the Executive Board in accordance with the International Constitution, Article 10, Section 14.
- B. The Business Manager shall be empowered to make specific expenditures up to the sum of one thousand five hundred dollars (\$1500.00) for the proper management of the Union, subject to Article 10, Section 14 of the Constitution and Ritual.
- C. The Treasury and other bank accounts of the Union shall have three (3) signing officers, two (2) of which shall be required for Financial Withdrawals. These Officers shall be the President, Vice-President, Business Manager/Financial Secretary-Treasurer.

**ARTICLE 20.**

**STANDARD AGREEMENT VOTES:**

All votes on such Agreement(s) shall be by secret ballot at all general and area meetings, unless required by Provincial Law to be otherwise.

A "Secret Ballot" shall mean the same criteria as laid out in Article 12, Section 6 (b) of the International Constitution and Ritual.

The procedure for mail-out ballots shall be outlined in the local 8 Office Policy Manual.

**ARTICLE 21.**  
**HIRING AND DISPATCH PROCEDURE:**

- A. An unemployed member or applicant member of Local No. 8 must register on the Out-Of-Work list; Name, Phone Number and Classification and any other relevant information (i.e. email, training certificates, ect)
- B. Classification means: Journeyman, Apprenticeship Period, Roofer, Apprenticeship Period, Sheeter and Decker, Apprenticeship/Trainee Period, Production Worker, Air Balance Technician, etc.
- C. A person knowingly providing the wrong classification(s) will not be issued a Referral Slip and will be required to go to the bottom of the list in his correct classification. A member who has a change in his classification **MUST** contact the appropriate Local Union Office immediately.
- D. All members and applicant members are advised that Employment Insurance Commission has a guaranteed right to access our hiring records.
- E. All members and initiates, when laid off, shall register with a Union Office, stating name category, phone number, last employer and availability for work. Unemployed members must re-register thereafter – once a week, in person, by email, or by phone, at their area Hiring Hall in order to retain their position on the out of work list. Failure to re-register weekly will result in removal from the list. If re-registered after removal from the list, the name will be placed at the bottom of the out-of-work list. Only **unemployed** members are eligible to register on the out-of-work list.
- F. Apprentices or Members can register on the Out-Of-work book when going to school or Annual Holidays and will not have to call in every week while in school or on Annual Holidays, but **MUST** report prior to and on completion of school or date of return from annual holidays.
- G. Members registered on the Out-Of-Work list who become suspended, or otherwise terminate membership, shall be removed from the Out-of-Work list and shall be required to re-register on the bottom of the list after payment of the appropriate fee and/or dues.

- H. All calls received before 3:00 PM will be put on the callout line and posted on the web site.  
Anyone registered on the out of work books must post in (in person or by phone) with dispatch before 9:30 am quoting ID number the job/jobs requesting in order of priority.

Anyone not posting in will no be considered for dispatch. (Speak clearly and leave a contact number when posting in on the recording).

To qualify for the dispatch you must hold all required tickets. You must be allegeable for the site and contractor and camp to receive a dispatch.

- I. No job solicitation is allowed for any jobs on the callout. Anyone in violation of soliciting a callout job will forfeit the job.

All solicitation will be listed as name hires on the man power request submitted to the union by the contractor.

- J. • Members will be dispatched between 9:30 am and 12:00am; no calls will be received by dispatch at this time. Should the job call not be filled by an out-of-work member, the posting will be open to qualified travelers and permit workers after 1:00 PM daily.
- K. • Any Member receiving a dispatch that requires a Drug and Alcohol pre access test must schedule the test in a reasonable amount of time. (or attend appointment scheduled by the contractor). The test may take up to (3) hours.

If a test is not scheduled within 24 hours of dispatch by the member, (or completed at the time scheduled by the contractor) the dispatch will be voided. The Member may loose hire hall privileges and placed at the bottom of OWL.

To reinstate hire hall privileges member shall submit a statement to be reviewed by the manager and entered in his/her file.

- L. • Any member receiving a dispatch that requires a Drug and Alcohol pre access test and fails the test or fails to attend his scheduled appointment(no show/inconclusive) shall lose hiring hall privileges.

- M. If a member is unavailable to be contacted, after four (4) calls, he shall be removed from the Out-Of-Work list and he must re-register in person or by phone. It is the responsibility of each member to check on his availability with the hiring hall. Members working Non-Union will be removed from the Out-Of-Work list.
- N. A member has the right to one (1) refusal. If he refuses a second (2nd) time, he is removed from the Out-Of-Work list and must re-register at the bottom of the list.

- O. (a.) All members working Short Term jobs - one hundred and twenty (120) regular working hours or less - will not lose their place on the Out-Of-Work list.
- (b.) Short term calls shall be divided equally among Out-Of-Work members in numerical order and job classification.
- P. Personal Job Solicitation is recognized provided that, in accordance with our By-Laws and/or Agreements, the member obtains a Referral slip and is in good standing.
- Q. Members entering or re-entering Local Union No. 8, by Withdrawal Cards or Transfer Cards, or new members will be registered on the Out-Of-Work list and be dispatched in order when his/her name comes up.  
Such members will not be allowed to solicit their own job until they have been dispatched, in order, or have waited a period not to exceed six (6) months.
- R. Unemployed Red Deer Area members shall register in the Edmonton Area Hiring Hall and all calls received for workmen, in the Red Deer Area, regardless of which Hiring Hall received this call, shall be put through to the Edmonton Area Hiring Hall.
- S. The By-Laws of Sheet Metal Workers' International Association, Local Union No. 8, shall be amended, to incorporate changes in the Hiring Hall Procedures, where applicable and appropriate.
- T. The Hiring Hall Procedure and By-Laws, pertaining to Hiring Hall Procedures, shall be adhered to on a Provincial basis.

## **ARTICLE 22.**

### **DELEGATES:**

- A. All Delegates to Conventions shall be elected, in accordance with Article 7, Section 3 of the International Constitution and Ritual, at General Meetings except those automatic Delegates as outlined in the International Constitution and Ritual of Sheet Metal Workers' International Association and the Canadian



### Council By-Laws.

- B. Delegates or Committee members shall be compensated at his respective rate of pay and benefits while serving Local Union No. 8 during regular working hours.

Delegates or Committee Members working or traveling outside their regular workweek shall be given an honorarium of \$85.00 per day.

- C. There shall be no compensation to any members for evening meetings.

### **ARTICLE 23.** **WORKING RULES:**

- A. All members and initiates shall carry their current monthly receipt. A current monthly receipt that is no more than two (2) months out-of-date is, in effect, a membership card.
- B. All members and initiates shall show official dues receipts upon request of a Steward, Business Representative or any other member or initiate who tenders his own receipt.
- C. All members and initiates starting work shall report to the Steward showing receipts and dispatch slip.
- D. No member or initiate shall work with Non-Union men, or men that have no clearance from the Local. All such persons shall be reported, by the member or initiate, to the Union Office.
- E. All members and initiates, when laid off, shall register in person with the Union Office, (outside of Edmonton and Calgary by phone), stating name, category, phone number, last employer and availability for work.
- F. Prior to commencing employment, all members and initiates SHALL OBTAIN AN OFFICIAL DISPATCH/ REFERRAL SLIP.
- G. No member or initiate shall subcontract or "lump" work from an Employer.
- H. No member or initiate shall work with Non-Union material without specific clearance from the Union.
- I. All Apprentices working on a jobsite shall be under

the direct supervision of a Journeyman of their trade, except in their senior year.

- J. All members and initiates shall insist on receiving and shall receive all the due wages and benefits of their classification as outlined in the Collective Agreement, under which they work, and be prepared to prove it.
- K. Repetitious Welders, aside from regular Trade Welders, at no time shall be allowed to function as "substitute" Sheet Metal Workers in violation of the Trade Qualification Regulations in the shop. Only Trade Welders are allowed on jobsites.
- L. No member or initiate shall work for an employer who has no Collective Agreement with this Local unless with approval of the Union.
- M. No member or initiate shall supply, to the employer on the job, any tools or equipment other than what is commonly considered standard hand tools.
- N. No member or initiate shall use his vehicle for the transport of the employer's tools, materials or equipment and upon request, by the Steward or Business Representatives, shall produce a Registration for said vehicle.
- O. Members and initiates working on jobsites shall report jurisdictional violations, by other Trades, to the Union Office.
- P. There shall be no loitering around jobs or shops in anticipation of work.
- Q. Foremen, members of Local No. 8, shall do their duties as best they can in relation to their employer (directing, expediting the work, etc.), but shall in no way violate the Collective Agreement or hamper, in any way, the lawful and proper rights and duties of any member, initiate or Steward. They will use respect in dealing with the men at all times.
- R. All members and initiates shall respect and observe the Safety Regulations of the Occupational Health and Safety Act for the proper protection of themselves and their fellow workers.
- S. Members and initiates shall maintain reasonable fra-

ternal relationships with all members and initiates in all shops and job-sites.

Violation of any of the foregoing, or the committing of any misconduct as outlined in Article 17, Section 1, of the International Constitution and Ritual, shall subject the violator to charge and subsequent trial as outlined in Article 18 of the International Constitution and Ritual.

**ARTICLE 24.**  
**GRIEVANCES:**

- A. All members and initiates shall have the right to present grievances to their Steward or Representative.
- B. All grievances shall be presented in writing to the Business Representative.
- C. A grievance shall be presented within a reasonable period of time of the alleged incident in accordance with the applicable Collective Agreement.

**ARTICLE 25.**  
**TRIALS AND FINES:**

The fine shall be set by the Trial Board in compliance with the International Constitution and Ritual.

**ARTICLE 26.**  
**NOTICE OF MOTION:**

A Notice of Motion must be presented in writing, read three (3) times and the membership notified before the third (3rd) reading, discussion and resolution.

**ARTICLE 27. REVISION**  
**OF BY-LAWS:**

- A. These By-Laws of Local Union No. 8 shall be brought before a Committee, appointed by the President, for the purpose of study after the adjournment of each General Convention of the International Association.

- B. They shall be revised to comply with Constitutional changes, by majority vote of the Union Meeting, following proper Notice of Motion and shall be submitted for scrutiny and approval by the General Secretary-Treasurer, in accordance with Article 10, Section 5, of the International Constitution and Ritual.

Copies of the Constitution are available at the Union Office on request.

### **GUIDANCE TO MEMBERSHIP:**

1. It is the duty of and in the interest of the membership to defend and maintain Trade Jurisdiction.
2. Stewards shall act in the preliminary stages of a dispute, discussing the matter with the Steward(s) of the contending Trade(s).
3. There shall be no stoppage of work by the membership of this Local in regard to jurisdictional problems.
4. Remain calm, cool and polite to all fellow unionists and involved contractors, but firm when right.
5. Where OTHERS are doing the work and it appears to be OURS - project our claim to the other people and/or Contractors. Inform the Steward or Business Representative.
6. Where it is obvious that it is NOT our work - respect the other fellow. He also is a Trade Unionist, or should be.
7. Where we are doing the work and others claim, or where the work is obviously OURS or where it is debatable:
  - (a.) Hold and maintain the work.
  - (b.) Insist our Contractors do likewise.
  - (c.) Do not stop or approve stoppage of work by anyone.
  - (d.) Do not yield to improper pressure or threats.
  - (e.) Protest any attempted unilateral re-assignment of work.
  - (f.) Inform the contending Trade that they should contact their own Representative on the matter.
8. Inform your Business Representative in all cases by

letter or phone.

9. Your Representative will discuss the matter with other parties concerned and try to arrange a settlement. This may be based on past practice, trade practice, decisions and agreements of record and, if necessary or expedient, on an appeal to what is known as the Jurisdictional Assignment Plan or other Boards or their successors.
10. **Remember**, our best argument is the skill, stability and ability of our people.

### **SELECTION AND DUTIES OF STEWARDS:**

1. A good Steward is the key to a good Union Shop.
2. All members should be prepared to act as Steward, when required.
3. All Shops and Crews should definitely have Stewards.
4. The appointed Steward should request a Steward's Card from the Representative.
5. Stewards should always act in a firm, polite and calm manner. The best Steward is he that is neither "weak" nor "belligerent". Reflect credit on the Trade.
6. Stewards shall:
  - (a.) Insist on compliance with the Agreement by both the membership and employers.
  - (b.) Handle grievances involving Agreement Clauses, Social Legislation, etc. in the preliminary stage.
  - (c.) Watch for violators of Trade Jurisdiction and handle disputes arising from this.
  - (d.) Act as Safety Delegate or Camp Committeeman where required.

- (e.) Check the cards (receipts) periodically of his own crew and those of other sheet metal and roofing crews on the jobsite.
- (f.) Care for injured workmen in the case of an accident.
- (g.) Police the use of the Union Label.
- (h.) Report his findings to the Business Representatives or the General Meeting.

7. **Finally and Most Important**, the membership of this Union shall support the Steward fully in the performance of his lawful duties that are in conformity with the foregoing.

### **REMINDERS AND GENERAL INFORMATION:**

**YCHJR LOCAL UNION OFFICES:**

EDMONTON, ALTA.           #204,10544 - 106 St. N.W.,  
Edmonton, Alberta. T5H 2X6  
Phone: (780) 426-3375  
Fax:(780)426-1694 Toll Free: 1-800-262-9083

CALGARY, ALTA.           Bay 10,3610-29 Street N.E.,  
Calgary, Alberta. T1Y5Z7  
Phone:(403)250-1060  
Fax: (403) 250-1061

HEALTH AND WF.I .FARE PLAN ADMINISTRATION:

Coughlin & Associates Ltd. #100,175 Hargrave St.,  
Winnipeg, Manitoba. R3C 3R6  
Toll Free: 1-800-461-0679

RETIREMENT PLAN ADMINISTRATION:-----

Alberta Sheet Metal Workers'  
Retirement Trust Fund,   4990 - 93 Ave. N.W.,  
Edmonton, Alberta. T6B 2L6  
Phone:(780)466-1999  
Fax: (780) 466-2095  
Toll Free: 1-800-642-3881

**MOVING OR LEAVING LOCAL #8:**

When moving to another Jurisdiction: GET A TRANSFER CARD.

When leaving Trade for prolonged period: GET A WITHDRAWAL CARD.

**These two (2) points could save you time and money in the long run!**

**CHANGES OF ADDRESS:** Please notify Union, Health & Welfare and Retirement Offices immediately.

**CHANGES OF BENEFICIARY/ADDITIONS TO FAMILY:** Please notify Union, Health & Welfare and Retirement Offices immediately.

**QUESTIONS ON HEALTH & WELFARE PLAN OR CLAIMS FOR DENTAL. PRESCRIPTION DRUGS. ETC:** Please notify the Health & Welfare Office.

**PROBLEMS WITH INCORRECT OR SHORTAGE OF HOURS ON PAY OR OTHER WORKING CONDITIONS:** Please notify Union Office immediately.

### **ORDER OF BUSINESS OF LOCAL UNION MEETINGS:**

1. Call the meeting to order.
2. Warden instructed to take charge of the door.  
Conductor instructed to make sure all present are Union Members.
3. Reading of the minutes of previous meetings.
4. Applications and Initiations of new members.
5. Balloting on candidates.
6. Communications and Bills.
7. Report by Financial Secretary and Business Manager.
8. Reports by Officers, Representatives and Stewards.
9. Installation of Officers (Election).
10. Reports of Delegates and Committees.
11. Unfinished Business.
12. New Business.
13. Good and Welfare.
14. Adjournment.