

# BY-LAWS



REVISED 2014

**STANDARD LOCAL UNION BY-LAWS SEPTEMBER 2004  
MERGER WITH STEELWORKERS  
AND AMENDMENTS**

**DATE 2014 Revised**

**ARTICLE X - STANDARD LOCAL UNION BY-LAWS**

**Section 1:** The Standard Local Union By-Laws of the International Union are an integral part of the International Constitution and shall be enforced in every Local Union. Local Unions may adopt additional provisions which shall not be inconsistent with the International Constitution, and shall be added to Section 14 of the By-Laws only after such amendments have first had proper notice to amend at a regular Local Union meeting; second, had approval at the next regular meeting or specially called meeting for this purpose and; third, receive final approval of the International Executive Board.

**Section 2:** Local Unions shall properly fill in all blank spaces in the Standard Local Union By-Laws and submit them to the International Secretary Treasurer.

**Section 3: Preamble**

This organization shall be known as U.S.W. Local 1-424. The object of this Local Union shall be to organize all working men and women in recognition of industrial diversification, conglomerate employers, and other modern business developments. No employees shall be exempt from the jurisdiction of this union except by decision of the International Executive Board.

**Section 4: Officers and Trustees**

- a) The elected officers of this Local Union shall be a President, Vice President or Vice Presidents, Recording Secretary and Financial Secretary.
- b) There shall also be elected a Conductor and Warden.
- c) The above named officers (Sec. (a)), together with the Conductor and Warden shall be elected for a term of four years. (Not to exceed four years unless the law provides for a lesser term.)
- d) There shall be three Trustees who shall serve for terms of four years each, elected in such a manner that the term of one Trustee shall expire on the date of election of the Local Officers. (The term for trustees shall not exceed nine (9) years.)

## **Section 5: Duties of Officers**

### **President**

The President shall preside at all meetings of the Local Union, preserve order and enforce the Local By-Laws and the Constitution of the International Union.

The President shall decide all points of order, subject to an appeal to the meeting.

The President shall cast the deciding vote in case of a tie.

The President shall sign all cheques, credentials and legal documents of the Local Union.

The President and/or Business Agent shall be responsible for keeping Stewards and Committees active. The President shall be responsible for having all vacancies promptly filled in accordance with Local Union procedure and the International Constitution.

### **Vice Presidents**

The Vice Presidents shall assist the President in the discharge of his/her duties.

In the absence of the President, one of the Vice Presidents may be authorized to countersign cheques issued by the Financial Secretary.

The First Vice-President shall, in the temporary absence of the President, service in his/her place. In the temporary absence of the President and the First Vice President, the Second Vice President shall serve in the capacity of President. In Local Unions having a Third Vice President, the same procedure shall be followed.

### **Financial Secretary**

The Financial Secretary shall keep the financial records of the Local Union. He/she shall maintain membership records and shall forward per capita and membership reports to the International Union as prescribed by the International Constitution. He/she shall present a written monthly financial statement at regular meetings of the Local Union showing all funds and financial transactions of the Local Union.

He/she shall submit to the Trustees and Auditor's for a regular audit an account with receipts and provisions for inspection of vouchers for all monies received and expended and all bills receivable and payable.

He/she shall receive and deposit all funds of the Local Union in the bank recommended by the Trustees. He/she shall pay all bills and current expenses, and shall maintain in safekeeping an inventory of all property of the Local Union.

He/she shall issue, or cause to be issued, all official Local Union notices pertaining to the meetings and business of the Local Union. He/she shall conduct the official correspondence of the Local Union, and he/she shall preserve all documents and communications arising from official business.

He/she shall sign all cheques drawn on Local Union funds. The Local Seal shall be in his/her custody and he/she shall be responsible for misuse of same.

### **Recording Secretary**

The Recording Secretary shall keep a true and correct record of the proceedings at all meetings of the Local Union Executive Board and the general Local Union Meetings.

### **Warden**

The duties of the Warden shall be to guard the door and determine that each member is in good standing as the member enters the meetings of the Local Union.

### **Conductor**

The Conductor shall act as Sergeant-At-Arms during meetings of the Local Union and shall conduct candidates through the initiation ceremonies and perform such other duties as the Local Union may direct.

### **Section 6: Trustees**

It shall be the duty of the Trustees to exercise general supervision over the property of the Union, subject to such instructions as they may receive from the Local Union. All real estate and property of the Local Union shall be registered and/or recorded and the Officers and Trustees shall be responsible for safekeeping.

The Trustees shall examine the books of the Local Union furnished them under duties of the Financial Secretary.

### **Section 7: Vacancies**

- a) In the temporary absence of an officer or committee member, the President shall appoint a member to officiate pro tem.
- b) In the event the Office of President becomes vacant, the First Vice President shall automatically succeed to that office. The Second Vice President shall automatically succeed to the office of First Vice President if for any reason that office becomes vacant. Failure or refusal of the Vice Presidents to accept succession as provided above shall constitute automatic vacancy of his/her office.

- c) The President shall fill, by appointment, all vacancies occurring in any offices for the duration of the un-expired term, subject to confirmation by the Executive Board and ratification by the Local Union Meeting.
- d) Local Union Officers or Shop Committee members, who are absent from three consecutive meetings without a legitimate excuse, shall be subject to having his/her office declared vacant. Such action may be taken in the third meeting by the presiding officer.

Local Union Officers or Shop Committee Members so removed shall have the right to appeal to the membership in a regular meeting of the Local Union.

### **Section 8: Executive Board**

The Local Union Executive Board shall consist of all the officers (Section 4(a) and (b)). The Local Union shall by official action enlarge the Executive Board to give more adequate representation to the membership. The number of Executive Board Members (minimum of seven) shall be spelled out in Section 14 of this Article and they must be nominated and elected.

### **Section 9: Duties of Shop Stewards and Committees**

There shall be elected Shop Stewards and/or Plant and Safety Committees in each operation under jurisdiction of the Local Union.

The duties of the Shop Stewards and/or Plant Committees shall be to protect the interest of the Union on the job; to see that all Working Agreements are properly enforced; and to be familiar with and promote the policies and programs of the International and Local Union on the job. They shall process each issue brought to their attention promptly in accordance with Local Union procedure.

### **Section 10: Meetings**

- a) There shall be regular meetings of the membership held at a time and place and in such manner as established by the Local Union.
- b) Special meetings shall be called by the President upon instructions of the Executive Board or upon a petition of twenty percent (20%) of the Local Union membership.
- c) Notice of special meetings shall be posted as far in advance as possible and shall state the purpose, time and place of the meeting.

No subject matter other than stated in the notice can be acted on by the membership present at the special meeting.

- d) A quorum for a Local Union meeting shall be twenty (20) members.

- e) Delegates to conventions and other meetings or central bodies shall be elected at the Local Union meeting by secret ballot after proper notice to the membership.
- f) Union meetings shall be conducted in accordance with "Robert's Rules of Order" where they do not conflict with these By-laws or the International Constitution.
- g) In the absence of both the President and Vice President, the Recording Secretary shall call the meeting to order and the Local Union shall elect a chair pro tem.

**Section 11: Initiation Fees, Dues and Assessments**

- a) The Initiation Fee shall be equal to the regular monthly dues (\$10.00 minimum). The maximum Initiation Fee shall not exceed 3 ½ times the monthly dues.
- b) No Local Union shall establish monthly dues of less than \$6.50 per month and shall be due on the first of each month. (See By-Law 19(b)).
- c) Any increase in dues above the minimum amount and any levy of assessments may be made only by a majority vote of those voting by referendum ballot for such purpose, or a formula may be adopted that will provide for the collecting or adjusting of Local Union dues. In such cases, the Local Union shall:
  - (1) Adopt such formula by a majority vote of those voting in a referendum ballot election.
  - (2) Where the formula establishes an automatic change, the membership of the Local Union must be notified during the month prior to the month in which the new rate is to be effective.
  - (3) Any change in the dues rate must be reported to the International Union at the same time the Local Union membership is notified.
  - (4) Any change in dues formula must be by a majority vote by referendum ballot for such purpose.

Any member becoming three (3) months in arrears for the non-payment of dues or assessments shall be suspended from membership and shall at any time subsequent from the date of suspension acquire membership in the Union by paying the regular initiation fees set by the Local Union plus the current month's dues.

- d) Any formula adopted for the collecting or adjusting of Local Union dues shall be added to Section 14 (General Provisions) of the Standard Local Union By-Laws.

## **Section 12: Nominations, Election and Voting Procedure**

- a) A member must be present at the time of nomination unless absent on official business of the Union, or his/her absence is accepted by the Local Union. The nominee must have been a member in good standing in accordance with Article VI, Section 3.

The nominee must be employed in or around the industry. The Local Union must make a determination as to the eligibility of each nominee prior to the time that nominations are closed.

- b) Nominations for Local Union Officers are to be held in April, election in May and June, and installations in July. In case an elected officer fails to appear for installation within two regular meetings, thereafter the office must be declared vacant, except when excused by the Local Union.
- c) The election of all officers shall be by referendum ballot. The Balloting Committee shall normally consist of fourteen (14) members except where enlarged or reduced to comply with the conditions of any given election. Assistance may be furnished to the Balloting Committee where such assistance is acceptable to the committee and conforms to International and Local Union election rules that apply. Said committee shall have charge of the election; they shall count all ballots cast and report the results to the Local Union. All ballots shall be preserved until the committee's report is accepted and the officers installed. No rule or constitutional provision may be interpreted to prevent any and all members from observing any and all phases of the election as long as they do not interfere in the election.
- d) (1) Write-ins shall not be permitted on a referendum ballot for election of officers. If there is no opposition to any office, then no referendum ballot shall be sent out. Where there is only one nominee for a position, that name shall not appear on the ballot and the Local Union Meeting shall declare the nominee elected.
- (2) When more than two (2) nominees are nominated for more than one office, the Local Union shall use one of the following methods:
- (a) The members shall ballot on the nominees eliminating at each ballot the one receiving the least vote. No member will be allowed to vote for more than one candidate for each office on each ballot. Balloting shall be by secret ballot until the two names remain. These two names shall be submitted to the membership by referendum.
- (b) By Local Union action, a referendum may be submitted to the membership when there are more than two (2) nominees for a specific office, and if no candidate receives a majority of votes cast in a referendum for an office, a runoff election of the two highest contenders for such office shall take place. The runoff election shall be conducted in the same manner as the

regular election.

- (3) While the Local Union Meeting shall declare the unopposed nominees elected, all elected Local Union Officers shall be installed in accordance with the provisions of paragraph (b) of this Article.
- (4) Prior notice will be given in such a manner that the membership will be notified of the time and place of voting.

### **Section 13: Charges, Trials and Appeals**

All action in respect to charges, trials and appeals by Local Unions shall be conducted in accordance with Article XIII of the International Constitution.

### **Section 14: General Provisions**

- a) An audit of all financial records shall be made at least once each year, by a competent accountant. Signed copies of the annual audit shall be filed with the International Union.
- b) Local Union Officers and others entrusted with the finances of the Union must be bonded in accordance with the provisions of Article XIV, Section 13, of the International Constitution.
- c) The Local Union shall have authority to employ salaried representatives whenever and wherever the Local may decide necessary. The Executive Board shall hire full time salaried representatives. The President shall supervise all personnel working for the Local Union, subject to the approval of the Executive Board and the Local Annual Meeting.
- d) The program for negotiations shall be decided by majority of votes cast by the membership.  
Decision on proposed terms of settlement shall be by majority of votes cast by the membership.  
No strike can be called except with approval of a majority of votes cast by the membership.
- e) A Local Union may sponsor a Retiree Club and may appoint or elect a delegate to meetings of the Retiree Club. A Retiree Club may also be allowed to send one non-voting delegate to meetings of the Local Union. Joint ad hoc committees may be established to deal with problems of mutual concern of the members of the Local Union and the Retiree Club. They shall be affiliated with senior citizens' organizations that are approved by the Canadian Labour Congress.
- f) The Local Union Executive Board has the authority to submit emergency resolutions to the International Convention regarding events that occur after the Local 1-424 Meeting, and which are in the best interest of the Local Union.



## **Section 15: Local Union By-Laws**

- 1) Local Unions having jurisdictions covering large geographical areas and with acute problems of travel and administration may submit By-Laws which contain provisions for delegated Local Union meetings for approval by the International Executive Board. The criteria under which these meetings are permissible shall be established by the International Executive Board, consistent with the terms of the International Constitution.
- 2) The By-Laws shall provide for at least annual delegated meetings with provisions for calling additional meetings during the year. The calling of additional delegated meetings during the year shall either be by official action of the Local Executive Board, or by a petition signed by a number of members in good standing of the Local Union equal to the number of delegates attending the last previously held delegated meeting. The petition must be signed by members from a majority of the membership.
- 3) Nomination and election of delegates will be conducted in accordance with the procedures of the International Constitution.
- 4) In addition to elected delegates, members in good standing may attend delegated meetings with voice and vote. Local Unions may use a roll call vote procedure, but must first submit this matter for approval by referendum ballot to all of the Local Union membership. On questions going before delegated meetings, the delegates may be permitted to vote the membership they represent. Other members present at the meeting shall be permitted one (1) vote.

## **EXECUTIVE BOARD**

- 5) The Local Executive Board shall be representative of the membership by allocating the Board Members so they not only represent a certain geographical area, but also a reasonable portion of the total membership of the Local Union.

- 6) The Local Executive Board shall execute the instructions of the delegated meetings, and between meetings shall have the power to direct the workings of the Local Union. Action taken by the Executive Board may be modified, or reversed, by delegated meetings, providing they do not conflict with the Local By-Laws or International Constitution.
- 7) Any member of the Local Union in good standing shall be entitled to attend the meetings of the Local Executive Board as an observer with voice but without vote. The member shall be permitted to bring to the Board any subject matter of concern on Local Union affairs, but not to interfere in the proceedings of the Board or to prohibit the Board from going into executive session for reasonable periods of time. Executive Board Meetings shall be held not less than once in every calendar quarter.

### **CHARGES, TRIALS AND APPEALS**

- 8) Charges, Trials and Appeals shall be conducted in accordance with Article XIII of the International Constitution.

### **NOMINATION AND ELECTION OF OFFICERS**

- 9) Nomination for officers shall take place at annual delegated meetings. Any member of the Local Union in good standing may make or accept nomination for office in accordance with Article V, Section 13, of the International Constitution. The Local Union must make a determination as to eligibility of each nominee prior to the time that nominations are closed.

### **APPEALS OF ELECTION**

- 10) Appeals of elections at the Local level shall be made in the following manner:

An appeal of a Local Union election would be first to the Local Executive Board, second to the Director, and third to the International Convention, whose decision would be final.

All materials supporting an appeal must be submitted to the body appealed to within ten (10) days of the certification of election. Any evidence of fraud or violation of rules must be submitted in writing.

### **PURPOSE**

- 11) The organization shall also promote the utmost efforts of the membership toward furtherance of progressive legislation designed to best advance the social and political welfare of all working people in the Community.

## **JURISDICTION**

- 12 a) The Boundaries of this Local Union shall be that area, within the part of British Columbia commencing at a point where the 53rd North Latitude intersects the British Columbia-Alberta Border; thence in a Northerly direction along the said Border to the 60th North Latitude; thence due West to the 127th West Longitude; thence due South to the 55th North Latitude; thence due West to the 128th West Longitude; thence due South to the 54th North Latitude; thence in a South-easterly direction in a straight line to Lindquist Peak; thence in a southerly direction along the Western boundary of Tweedsmuir Park to the 53rd North Latitude; thence due East to the 125th West Longitude; thence due South to 52.30 North Latitude; thence due East in a straight line to the boundary of Wells Gray Provincial Park; thence in a Northerly direction following the Western boundary of the said park to its Northern end; thence in a straight line to Mount Robson; thence due East to the point of commencement.
- b) Local headquarters shall be established in the centre of the Local's jurisdiction, namely, the City of Prince George, British Columbia.

## **ANNUAL DELEGATED MEMBERSHIP MEETING**

- 13 a) The Annual delegated meeting of Local 1-424 shall be held in the month of April in Prince George.
- b) The Financial Secretary shall send out the call for the Annual Meeting to all operations in the Local Union together with credential blanks and alternate credential blanks in duplicate for the number of Delegates entitled to expenses, no less than ninety (90) days prior to the meeting date.
- c) Credentials and resolutions must be returned to the Local Union Office no later than forty-five (45) days prior to the Annual Delegated Meeting.
- d) The Financial Secretary shall send copies of all resolutions to be dealt with at the meeting to all elected delegates no later than thirty (30) days prior to the Annual Delegated Meeting.
- e) Delegates to the Local Union Delegated Meeting must be elected at official meetings of the operations after the meeting call has been received and has been read to the meeting. The Plant Secretary shall give notice to the membership at a reasonable time in advance, stating that delegates are to be elected at a meeting on a certain date. No meeting other than the one called in accordance here within shall be recognized as an official meeting for the election of Delegates. Nominees receiving the highest number of votes of the members present shall be declared elected.

- f) i) Representation to Annual Meeting: One (1) delegate for the first fifty (50) members or less in the operation and one (1) delegate for each additional fifty (50) members or major fraction thereof.
- ii) New operations with less than 50 members shall be entitled to two (2) delegates for the first year of certification.
- g) In addition to elected delegates, all members in good standing in the Local Union may attend the Annual Meeting with voice and vote.
- h) On questions going before Delegated Meetings, the delegates may be permitted to vote the membership they represent. Other members present at the Meetings shall be permitted one vote.
- i) Special Delegated Meetings: Additional Delegated Meetings may be called during the year by either official action of the Local Executive Board, or by petition signed by a number of members of the Local Union in good standing equal to the number of delegates attending the last previously held Delegated Meeting. The petition must be signed by members from a majority of the operations.
- j) Representation to Special Meetings: One Delegate for the first fifty (50) members or less in the operation and one (1) additional delegate for each additional fifty (50) members or major fraction thereof.
- k) The Local Union shall hold two Annual Education Seminars in Prince George in October, one for Plant Committee Members and Job Stewards and one for Safety Committee Members.
- l) Representation to the Annual Plant Committee and Safety Seminars: Two (2) delegates for the first fifty (50) members or less in an operation and one (1) additional delegate for each additional two hundred (200) members or major fraction thereof.

## **EXECUTIVE BOARD**

- 14) The Local Union Executive Board shall be set up to include the following:
  - a) The elected Officers, (Section 4(a) and (b)).
  - b) Board members and alternate board members shall be elected biennially in the month of March at their operations on the basis of one Board Member and one alternate board member from each operation with more than twenty five (25) members, based on the previous twelve (12) month membership average. For the purpose of defining operation as proposed herein, an operation shall mean a company's operation or operations located at a common site. Once elected, that Board Member and alternate board member shall continue to hold office for the balance of their term, provided the operation remains viable.

- c) The Executive Board of the Local Union shall meet not less often than every three (3) months in Prince George to carry out administration functions of the Local, as prescribed by the policy and program of the organization.
- d) The Executive Board of the Local Union shall meet on either Monday or in the case of other scheduled meetings on Friday in Prince George to carry out administration functions of the Local as prescribed by the policy and program of the organization.
- e) Any members of the Local Union in good standing shall be entitled to attend the meetings of the Local Executive Board as an observer with voice, but without vote. He/she shall be permitted to bring to the Board any subject matter of concern on Local Union affairs, but not to interfere in the proceedings of the Board or to prohibit the Board from going into executive sessions for reasonable periods of time.
- f) The Executive Board members elected in March shall be installed at the first Executive Board meeting after the Annual Delegated Meeting.

## **OFFICERS AND STAFF**

- 15 a) The Local President shall be a full-time paid Officer devoting his time to the affairs of the Union, executing the instructions of the Local Union Meetings, and the Local Executive Board and shall be responsible for general supervision over all functions of the Local Union.
- b) The Local Union shall condense the Business Agents' reports and submit a detailed report of all staff activities to each Executive Board Meeting.
- c) The First Vice President and the Financial Secretary shall be a full time paid Officer who shall act in the capacity of a Local Union Business Agent.
- d) The number of Vice Presidents in the Local Union shall be three (3).
- e) The Wood Council Executive Member shall be the Local Union President and the alternate Member shall be the Local Union's Financial Secretary or the Vice President.
- f) The duties of salaried representatives shall be to organize the unorganized, to keep the organized in good standing with the Local Union. They shall submit a detailed weekly report to the Local Union President if requested. They shall assist in conducting such correspondence as arises in connection with their activities.
- g) Salaries of Local representatives shall be those established by the Executive Board, subject to approval of the Local Union.
- h) Members elected, appointed or hired to full time positions working for the Local Union shall establish their home in an area to be established by the Local Union Executive Board, where he/she can best service the needs of the membership.
- i) Members elected, appointed or hired to full time positions working for the Local Union shall be paid necessary moving expenses to the place determined by the Local Union Executive Board.
- j) Full time members leaving the employ of the Local Union shall be paid necessary moving expenses back to the area where he or she lived before going to work for the Local Union.

## **ELECTION OF OFFICERS**

- 16a) Nominations for Local Officers and Trustees shall be made every fourth year at a regularly called Annual Meeting to be held in the month of April ,up until the year 2015.

- b) When more than two nominees are nominated for one office, the Annual Meeting shall ballot on the nominees by secret ballot, eliminating at each ballot the one receiving the least votes until only two remain. The two remaining nominees shall be submitted to the membership by referendum ballot except that no ballot will be sent to the membership if only one nominee remains for each office, in which event nomination will constitute election. When referendums are being conducted, the names shall be rotated.
- c) A referendum ballot shall be conducted in conformity with the regulations for a International Ballot and be submitted to the membership not more than fifteen (15) days after the conclusion of the Annual Meeting, and shall be taken, concluded and counted by the 30th day of June.
- d) The Balloting Committee shall report its findings to the next Executive Board Meeting.
- e) The results of the election shall be certified by the Executive Board. The results of all the polls shall be tabulated and a detailed report forwarded to each operation.
- f) The Officers shall be installed at the July Executive Board Meeting.
- g) The term of office shall be four (4) years.

#### **WAGES AND EXPENSE ALLOWANCE**

- 17a) Any member of the Local Union who is on authorized leave of absence in order to attend conventions, conferences, seminars, meetings, called by the Local Union shall be paid their regular category rate in the Collective Agreement. Lost time wages will only be paid for time actually lost from work, based on a regular five (5) day weekly work schedule. In addition, they shall receive expense allowance not to exceed three time (3x) the Northern Forest Industry's (C.O.N.I.F.E.R.) base rate per diem, thirty (30) days after ratification, plus hotel, when they are away from their normal place of residence on official business of the Local Union which necessitates an overnight stay."
- b) When on authorized Local Union business within the Local Union boundaries, which does not necessitate an overnight stay, expenses shall be paid on presentation of a voucher for same, maximum 1/3 of the daily per diem.
- c) Local Union Officers, Trustees and Executive Board members shall receive the daily per diem while in attendance at meetings called by the Local Union.
- d) Fifty cents (\$0.50) per kilometre shall be paid to delegates, officers and members who are requested to use their automobiles for transportation purposes on behalf of the Union upon receipt of a voucher for same.
- e) Business Agents who operate their own automobiles for the business of the Union on a monthly basis shall receive, in addition to payment for mileage, \$175.00 per month to

defray insurance and depreciation.

- f) Transportation shall be paid for or provided by the Local Union for all Executive Board members attending Executive Board meetings, and to all elected delegates attending Annual or Membership meetings.
- g) Delegates must pool transportation wherever possible.
- h) When duly elected delegates attend conventions or meetings and return home before their leave of absence expires, they shall not return to work during the leave of absence and that per diem shall not be paid for any days other than those actually spent away from their place of residence.
- i) Delegates wishing to bring their spouse to conventions will be permitted to do so with the Local Union supplying necessary hotel accommodations. Transportation for spouse will be provided only when delegates are travelling by automobile.
- j) All delegates attending conventions, conferences, seminars and meetings, and who do not attend sessions as scheduled, shall refund the Local Union wages, per diem and other expenses collected for the period of their absence, unless just cause has been proven by the delegate.

## **BALLOTING**

- 18a) The Local Union shall elect a Balloting Committee of fourteen (14) members and four (4) alternates, their term of office shall be two (2) years, seven (7) members and two (2) alternates to be elected each year. Any member of the Local Union in good standing shall be eligible to serve as a member of the Balloting Committee
  - b) The Local Balloting Committee shall prepare and post notices for the voting. Such notices to be posted in the operation at least two (2) days in advance of said vote. An open list of balloting dates, times and specific places of voting for every operation shall be posted on the Local Union notice board in the Local Union office at least two (2) days in advance of the Balloting Committee balloting said operation.
  - c) The Balloting Committee shall be in charge of conducting the ballot and shall be responsible for the safekeeping of all balloting material and preparation of a detailed report on the ballot.
  - d) The Local Union Financial Secretary shall be charged with the responsibility of supplying all material needed by the Balloting Committee to carry out their duties.
  - e)
    - 1. The Balloting Committee or sufficient members thereof, shall supervise the voting procedure at each polling station.
    - 2. The ballot box must be empty and locked when voting commences.
    - 3. Voters must sign stub before receiving ballot.



4. When eligible voters have voted or the closing hour has arrived, the Committee shall deposit all used and unused balloting material into a special envelope provided.

5. The Balloting Committee and members of the operation shall sign the envelope across the seal and affix scotch tape over the signatures.
  6. The Balloting Committee shall deliver the balloting material to the Local Officers as soon as possible after the closing of the polling station, and the Local Union shall provide a place of safekeeping.
  7. The counting and tabulating of the ballots shall be done upon completion of the balloting, at a time designated by the Local Union.
- f) The Balloting Committee shall report its findings to the next Executive Board Meeting.
  - g) The results of the election shall be certified by the Executive Board. The results of all the polls shall be tabulated and a detailed report forwarded to each operation.
  - h) Referendum balloting for purposes other than Local Union elections may be conducted by the Business Agent.
  - i) The International Constitution, Article XV, shall apply in all instances where these Balloting rules do not cover situations that may arise during the taking of a Referendum Ballot.

#### **MISCELLANEOUS**

- 19a) The amount of dues payable shall be adjusted on September 1st of each year to conform to the base rate in the standard C.O.N.I.F.E.R. Agreement.
- b) The monthly dues payable shall be equivalent to two and one quarter (2 1/4) hours pay at the members rate up to a maximum of two and one quarter (2 1/4) hours at the Forest Industry base rate per month, plus all assessments, and shall be payable on the first of each month.
- c) Delegates to the U.S.W. Conferences shall be elected annually at the Annual Delegated Meeting in April.
- d) Delegates to conventions shall be allotted on the basis for the best possible representation of the Local Union as a whole. The basis of the representation for the Local shall be decided by the Membership Meeting at which delegates are to be elected prior to such election.
- e) The Plant Committee shall have the right to remove, with valid reason, inactive Job Stewards from the Job Stewards list, subject to appeal to the Local Union Executive Board.
- f) 1. There shall be a Plant Committee elected in each operation and the Plant Committee shall consist of Chairperson, 1st Vice Chairperson, 2nd Vice Chairperson, 3rd Vice Chairperson, Recording Secretary, Warden and Conductor. The above named Plant Committee shall be elected on a bi-annual basis. Nominations for Plant Committee

shall take place at a Membership meeting in March, unless the conditions dictate that the election be postponed because of lay-off, etc. Where there is more than one nominee standing for election for a position on the Plant Committee, a referendum ballot in line with the International Constitution shall be conducted of all members in good standing in the operation, and this duly elected committee may also serve as the grievance committee in the operation for their term of office.

2. For the purpose of conducting Plant Committee elections at individual operations, a balloting committee will be elected at a general membership meeting of the operation prior to the balloting for the Plant Committee.
3. a) Safety Chairperson shall be elected on a bi-annual basis. Nominations for Safety Chairperson shall take place at a Membership Meeting in March unless the conditions dictate that the election be postponed because of layoff, etc. Where there is more than one nominee standing for election of Safety Chairperson, a referendum ballot in line with the International Constitution shall be conducted of all members in good standing in the operation.
- b) Safety Committee Members shall be elected on a bi-annual basis. Nominations for Safety Committee Members shall take place at a Membership Meeting in March, unless the conditions dictate that the election be postponed because of lay-off, etc. Each operation will have a minimum of four (4) Safety Committee Members elected at this meeting. Where there are more than the required number standing for election to the Safety Committee, a referendum ballot in line with the International Constitution shall be conducted of all members in good standing in the operation. In the event that all positions are not filled or a position becomes vacant during the term, the Safety Chairperson will appoint someone to fill the vacant position.

## **BY-LAW AMENDMENTS**

- 20a) These By-Laws may be amended at any time by initiative hereinbefore provided.
- b) These By-Laws may be amended at the Annual Delegated Meeting by majority action of the delegates.
- c) Amendments adopted at the Annual Delegated Meeting shall not be finalized until sixty (60) days from the close of the Annual Delegated Meeting, and such proposed changes shall be published on the "Website" and copies of such proposed By-Law changes shall be sent to each operation within ten (10) days after the close of the Annual Delegated Meeting. Any time within this specified sixty (60) day period, the membership, through their operation, may petition the Local Union Financial Secretary to initiate a referendum on any amendment adopted by the Annual Delegated Meeting.

*BYLAWS OF THE DEATH BENEFIT AND BENEVOLENT FUND*

If the Local Union Financial Secretary receives a number of petitions representative of one third (1/3) of the total Local Union Membership, he/she shall proceed with the referendum.

For the purpose of this section, the total membership of the Local Union shall be the same in number as that used to compute representation to the last Annual Delegated Meeting. The Ballots shall be postmarked for return not later than one hundred (100) days following the close of the Annual Delegated Meeting. All such proposed amendments shall be submitted to the Annual Delegated Meeting by Resolution.

Copies of the By-Laws shall be provided for each member of the Local Union upon request. There shall be 4 copies of the By-Laws sent to each operation along with the call and delegate forms for the Annual Delegated Meeting.

**BY-LAWS OF THE DEATH BENEFIT AND BENEVOLENT FUND OF  
U.S.W. LOCAL 1-424, AFFILIATED WITH C.L.C.**

**INTERPRETATION**

In the following By-Laws, the words "Local Union" shall mean U.S.W. Local 1-424, Affiliated with C.L.C., and the words "Member" or "Members" shall mean a member or members of the U.S.W. Local 1-424, Affiliated with the C.L.C.

**Section 1:**

There shall be created and maintained a Fund to be known as a "Death Benefit and Benevolent Fund".

Forty cents (\$.40) out of every month's membership dues shall be paid into this fund until such time as the Fund reaches \$10,000.00 at which time payments to the Fund shall be discontinued until such time as the Fund falls to \$6,000.00 at which time payments to the Fund shall be reinstated.

**Section 2:**

Said Fund shall be kept in a separate account from all other accounts maintained by this Local Union. All disbursements or payments from said Fund must be made by cheque drawn on said Fund and signed by the authorized signing officers of the Local Union.

**Section 3:**

The following shall be deemed Members in "Good Standing" for the purpose of eligibility to benefits under the Death Benefit Fund:

- a) Members who have their current dues paid up into U.S.W., Local 1-424, in accordance with the International Constitution and the Local Union By-Laws as authorized by the

International Executive Board, or who have been exonerated from the payment of dues by the Local Union in accordance with the International Constitution.

- b) Those members who are working in the area of the Local Union's jurisdiction or who, during periods of unemployment, are carried on the payroll in any operation under contract to the Local Union.
- c) A member who has transferred into the Local Union from some other Local of I.W.A. Canada and who has paid one month's dues to the Local Union.
- d) A new Member of the Local Union who has transferred from some other Union, providing such transfer has been accepted by the Local Union, and providing dues have been paid either by cash or by signing of a check-off form that has been submitted to his employer and remitted to the office of U.S.W. Local 1-424, Affiliated with the C.L.C.
- e) A Member who has been re-admitted to membership in the Local Union by presentation of a U.S.W. Retirement Card and has paid dues since re-admittance.

#### Section 4:

All Members and/or beneficiaries of the Members who have been granted retirement cards or Members who have transferred to another Local of U.S.W., or have discontinued paying dues to this Local Union without exoneration being granted by the Local Union, shall not be entitled to any benefits as set forth herein and all monies paid into the Death Benefit and Benevolent Fund by said members shall be forfeit to the Death Benefit and Benevolent Fund, until such time as said Members are again in good standing of U.S.W. Local 1-424.

#### Section 5:

In the case of a question concerning a Member's good standing for the purpose of determining eligibility of benefits from the Death Benefit and Benevolent Fund, the Table Officers of this Local Union shall make the decision, subject to endorsement by the Executive Board of the Local Union.

#### Section 6:

In the event of the death of a Member eligible to benefits under the Death Benefit and Benevolent Fund, the sum of \$1000.00 will be paid to the beneficiary on receipt of proper notice. The beneficiary must make a claim within sixty (60) days from the death of the Member. The Local Union may require from the beneficiary documents attesting to the death of the Member, and is not required to pay the beneficiary unless such documents are produced. Such documents to include either a Death Certificate or a sworn statement of the attending physician.

#### Section 7:

Unless the beneficiary has been specifically named beforehand, the wife or husband of the

*BYLAWS OF THE DEATH BENEFIT AND BENEVOLENT FUND*

deceased Member will be deemed to be the beneficiary or in case of the death of a Member who is single, the parent will be deemed the beneficiary, and in those cases not named in the foregoing, payment shall be made to the person who is responsible for the funeral arrangements, but no payment shall be made to any society or the Workers' Compensation Board. In all cases not included in the foregoing, the Table Officers will decide who the beneficiary should be.

Section 8:

The Fund shall become effective May 1st, 1972, and no payments shall be made from the fund prior to July 1st, 1972.

Section 9:

All payments to members or beneficiaries made under Section 8 of these By-Laws can only be paid out of the Death Benefit and Benevolent Fund and in the event that the Fund is depleted, no payment can be made out of any other Fund of U.S.W, Local 1-424. In the event that an eligible Member dies while the Fund is depleted, this Local Union will not be required to pay the beneficiary until, and if, the fund is large enough in the opinion of the Local Executive to warrant doing so.

Section 10:

In the event of a member getting into serious financial difficulties through no fault of his/her own, through loss of his/her home and/or possessions by fire, the member may apply to the Local Union for assistance from the Benevolent Fund.

Section 11:

Payments made to any individual cannot exceed \$500.00 for any one claim under Section 10.

Section 12:

Any Member of U.S.W. Local 1-424, eligible for benefits from this fund who is hospitalized and confined to bed shall be supplied with a rental television while hospitalized, provided that television rental service is available and that the individual is able to benefit from such service.

Section 13:

Application for financial assistance from this Fund must be made in writing to the Local Union Executive Board, whose decision on the amount payable on each claim will be final and binding.

Section 14:

All necessary expenses incurred in the operation and administration of the Death Benefit and Benevolent Fund will be borne by the Fund itself and no costs incurred in the management of the Fund will be charged against any other fund of this Local Union.

Section 15:

The Death Benefit and Benevolent Fund By-Laws may be amended or revised only by majority vote at a Annual Delegated Membership Meeting. Said amendments must be made in writing and read at least one preceding meeting before being acted upon.

**CONSTITUTION OF THE  
NORTHERN INTERIOR WOODWORKERS HOLDING SOCIETY**

- 1) The name of the Society is the “Northern Interior Woodworkers Holding Society”.
- 2) The objects of the Society are:
  - a) To purchase, lease or otherwise acquire land and personal property for the benefit of the membership of the Society.
  - b) To manage, administer and operate land, personal property, boats or vessels acquired by the Society.
  - c) To enter into contracts, leases or contracts of sale covering such land or personal property acquired by the Society upon such terms as may be advantageous to the membership from time to time.
  - d) To hold raise or acquire money or other assets for the benefit of the membership and to invest, dispose of or otherwise deal with such money or assets in the interest of the membership.
- 3) The operations of the Society are to be carried on in the Northern Interior of British Columbia, in an area generally bounded on the West by the Cascade Mountains, in the North by the Provincial boundary, on the East by the Alberta Border and on the South by a line passing near Williams Lake, which area is more particularly defined in the By-Laws of U.S.W. Local 1-424.

**BY-LAWS OF THE N.I.W.H.S.**

**MEMBERSHIP**

- 1) Northern Interior Woodworkers Holding Society (hereinafter referred to as the “Society”) shall be composed of the members in good standing from time to time of U.S.W .Local 1-424, Affiliated with the C.L.C.
- 2) If any question arises as to whether a person is in good standing in the said Local 1-424, it should be decided by the Certificate of the Financial Secretary of the said Local 1-424, whose decision shall be final.
- 3) There shall be no membership fee payable, unless established by extra ordinary resolution of the Society.
- 4) A member shall be disqualified from membership upon ceasing to be a member in good standing of U.S.W .Local 1-424, Affiliated with the C.L.C.





## **MEETINGS**

### **General Meeting:**

- 1) The first general meeting shall be held within eleven (11) months from the date of incorporation, at such time and place as the Directors may determine.
- 2) A general meeting shall thereafter be held at least once a year in the month of April, which shall be the annual meeting. Such meeting shall be held at such time and place as the Directors shall determine.
- 3) At annual meetings there shall be considered the financial position of the Society, the acts of the Directors and such other business as may be brought before the meeting.
- 4) The Directors may, whenever they think fit, call a special general meeting of the Society.
- 5) Seven (7) days notice of every general or special meeting shall be given to the membership through notices mailed to individuals or published in a conspicuous place in the office of the Society, or in camps and mills where members work or reside.
- 6) No business shall be transacted at any general meeting unless ten (10) members are present in person at the time when the meeting proceeds to business.
- 7) The President, or failing him, the First Vice-President, shall preside as Chairman at every general meeting.
- 8) The order of business at a general meeting shall, according to circumstances, be as follows:
  - a) Meeting to be called to order,
  - b) Notice convening meeting to be read,
  - c) Minutes of preceding meeting to be read and disposed of,
  - d) Business arising out of Minutes,
  - e) Reports of standing and special committees,
  - f) Reports of Directors and Auditors,
  - g) Election of Directors and Auditors,
  - h) Special business, Unfinished business,
  - i) New business.
- 9) The general membership meetings may be meetings of all the members of the Society, but from time to time may be so arranged by the Directors to be delegate meetings with delegates appointed by the membership throughout the area covered by the Society, in accordance with the By-Laws of U.S.W. Local 1-424.

## **VOTING**

- 1) Every member present in person at a general or special meeting shall have one (1) vote.
- 2) The Chairman at a general meeting shall have a casting vote.
- 3) No member shall vote by proxy.
- 4) No decision of a general or special meeting of the Society shall be valid unless concurred in by a majority of the Directors.
- 5) The executive may, in its discretion, refer any decision of an annual or other general meeting to the membership for approval or rejection by referendum ballot, and in such case the decision upon such referendum shall be final.

## **DIRECTORS**

- 1) The Directors of the Society shall consist of a President, three Vice Presidents, a Financial Secretary, a conductor and a Warden.
- 2) The President, elected from time to time, of U.S.W , Local 1-424, Affiliated with the C.L.C. shall be, by virtue of his office, the President of the Society so long as he holds such office; similarly, the three Vice-Presidents, Financial Secretary, Recording Secretary, Conductor and Warden, from time to time, of the said Local, shall hold the same respective positions in the Society during their terms of office.
- 3) The first Directors and Officers shall be the persons appointed by the subscribers to the Constitution and shall hold office until the first general meeting.
- 4) Every member must be a member of the Society in good standing.
- 5) The affairs of the Society shall be managed by the directors, who may exercise all its powers, subject to the Act and these By-Laws.
- 6) The Directors may delegate any of their powers to committees consisting of such member or members of the Society as they think fit. Any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations that may be imposed on them by the Directors.
- 7) The Directors shall cause minutes to be made in books provided for the purposes:
  - a) of all appointments of Officers made by them,
  - b) of the names of the directors present at each meeting of Directors or committees,
  - c) of resolutions and proceedings at all meetings of the Society, the Directors or any Committee.

*BY-LAWS OF THE NORTHERN INTERIOR WOODWORKERS HOLDING SOCIETY*

- 8) The Directors shall cause proper registers of the members and directors to be kept at the registered office and shall, in all other respects, duly comply with the “Societies Act” or any statutory modification thereof for the time being in force.
- 9) The meetings of the Directors shall be held at such time and place as they may determine, and the quorum necessary for the transaction of business may be fixed by the Directors, and unless so fixed, shall be three.
- 10) The Directors may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit. Questions arising at any meetings shall be decided by the majority of votes. In case of an equality of votes, the Chairman shall have a second casting vote. The President and/or the Financial Secretary may, at any time, summon a meeting of the Directors.
- 11) A resolution signed by all Directors shall have the same force and effect as if passed at a duly constituted meeting of the Directors.

**DUTIES OF OFFICERS**

- 1) The President shall preside at all meetings of the society and of the Directors. He shall be ex-officio a member of all Committees of the Society and of the Directors, and shall carry out all other duties which usually fall to the Office of President.
- 2) The First Vice-President shall assume and discharge the duties of the President during his absence and shall perform such other duties as are delegated to him by the President and the Directors.
- 3) The Recording Secretary shall prepare and have custody of the Minutes of all meetings of the Society and of the Directors and of all other books and records, other than financial, and shall conduct all correspondence on behalf of the Society and the Directors and shall assume and discharge such other duties as may be prescribed by these By-Laws, or by resolution of the Society or the Directors.
- 4) The Financial Secretary shall take charge of and be responsible for the funds of the Society, shall keep the accounts of the Society, and shall prepare statements of income and expenditure and of assets and liabilities as may be required from time to time by these By-laws or by the Directors or Auditors (if any). The Financial Secretary shall sign all cheques in company with such other Officer or Officers as may be determined by the Directors and shall perform such other duties as may be prescribed by these By-laws, or by resolution of the Society or the Directors.
- 5) The Directors may combine the duties of Recording Secretary in one of the two Officers from time to time as they think fit.

## **FINANCIAL**

- 1) The Directors may, at their discretion, raise or borrow or secure the payment of money for the purpose of the Society, but no debentures shall be issued nor shall the amount at any one time owing in respect of money so raised, borrowed or secured, exceed the sum of \$500.00 without the sanction of an extraordinary resolution.
- 2) The Directors shall cause true accounts to be kept:
  - a) of all sums of money received and expended and the matters in respect of which such receipts and expenditures occur; and,
  - b) of the assets and liabilities of the Society.
- 3) The books of account shall be kept at the registered office of the Society and may, for temporary purposes, be kept at such other place or places as the Directors think fit, and shall, at all reasonable times, be open to the inspection of the Directors and members.
- 4) The Accountant of the Society (if any) shall be appointed by the Directors.
- 5) At every annual meeting, the Directors shall cause to be laid before the Society a statement of income and expenditures and of assets and liabilities prepared by the Directors for the period to the 30th day of November last preceding, and shall cause to be read their report and the Accountant's report thereon (if any), all of which shall be open to inspection by any member.

## **THE SEAL**

- 1) The seal of the Society shall not be affixed to any instrument except by the authority of a resolution of the Directors or of the Society and in the presence of the President and the Secretary or such other person as the Directors may appoint for the purpose; and these two shall sign every instrument to which the seal of the Society is so affixed in their presence.
- 2) The Directors shall provide for the safe custody of the Seal of the Society, which shall be deposited at its registered office.

## **NOTICES**

Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice, and unless the contrary is proved, shall be deemed to have been effected at the time at which the letter would be delivered in the ordinary course of post.

**ALTERATION OF BY-LAWS**

These By-laws may only be altered, repealed, or added to, by an extraordinary resolution which shall be passed by a three-fourths (3/4) majority of such members entitled to vote as are present in person at a general meeting, of which notice specifying the intention to propose the resolution as an extraordinary resolution has been duly given.

**INSPECTION**

The books and records of the Society may be inspected by members in good standing at the time and place of any meeting, or at the office of the Society upon giving forty-eight (48) hours notice in writing to the Secretary.

**U.S.W, LOCAL 1-424, SCHOLARSHIP**

- 1) Scholarships will be awarded yearly, in the amount of \$1,000.00 each. One scholarship will be awarded to a graduating Grade XII student from each school district within the boundaries of the Local Union. Said student will register in the following year at any University, University Transfer College Course or Technical School in British Columbia, or such other University, Technical School or educational institution as agreed to by the Selection Committee.
- 2) If, in any year, no applicant qualifies in a particular school district, the extra money will be held in trust until the following year, when additional scholarships will be made available.
- 3) Payment of a scholarship can be postponed on medical grounds only.

**Eligibility**

- 1) An applicant must be a member (as per the International Constitution) of, or a son or daughter of a member, or a son or daughter of a retired or deceased member (as per the International Constitution at time of death) or legal ward or annuitant of a member of U.S.W. Local 1-424.
- 2) The payment will be made in two instalments; one instalment in each term to the institution of his/her choice.
- 3) The successful applicant must complete a full school year at the Institution he/she attends, or the Committee may request a refund.

**Applicants will be judged on the basis of:**

- 1) Demonstrated scholastic ability as determined by inspection of school marks at the Senior Secondary School level.
- 2) Such other qualities as indicate special achievement or promise.
- 3) In the case of a tie, the Selection Committee's decision will be final.

Application forms are available from senior high schools within the boundaries of U.S.W. Local 1-424