

BC FERRY & MARINE WORKERS' UNION

DEAS DOCK COMPONENT BY-LAWS

1. PREFACE

The By-laws of the Deas Dock Component Executive shall not, in any way, be inconsistent with the Constitution of the BC Ferry & Marine Workers' Union.

2. NAME RECOGNITION

The Deas Dock Component shall also be referred to as the "DDC" in this document and other correspondence.

3. DEAS DOCK COMPONENT EXECUTIVE

1. Deas Dock Component President elected by referendum ballot of the DDC membership.
2. Deas Dock Component 1st Vice President elected by referendum ballot of the DDC membership.
3. Deas Dock Component 2nd Vice President elected by referendum ballot of the DDC membership.
4. Deas Dock Component 3rd Vice President elected by referendum ballot of the DDC membership.
5. Deas Dock Component Secretary-Treasurer elected by referendum ballot of the DDC membership.
6. All Deas Dock Component Shop Stewards, elected by DDC members of the designated work group, members with voice but no vote.

4. DUTIES

1. Duties of the Deas Dock Component President:

- a) Shall be the official representative of the DDC to the Provincial Executive.
- b) When he/she is present, shall convene and preside at all meetings as a chairperson.
- c) Shall assemble an agenda in conjunction with all DDC members 14 days in advance of the meeting and shall ensure that the agenda is received seven (7) days prior to the meeting.
- d) Shall draw up and be accountable for a budget for the year.
- e) The DDC President shall be one of the signing authorities of the DDC.
- f) The DDC President shall be a member, by right, of all committees of the DDC.
- g) The DDC President shall be responsible for Union activities in the DDC, including:
 - (i) Assisting Shop Stewards, as may be required, with investigation of grievances, safety conditions, etc.
 - (ii) Appointing committees, as required, and assisting with their activities.
 - (iii) Ensure that each designated work group of members elect a Shop Steward.
 - (iv) Recruiting membership as active Union members and enlisting their involvement in DDC Union activities.

- h) The DDC President shall, where required, have the authority to appoint Shop Stewards.
- i) The DDC President shall assign duties to the Component Vice Presidents and the DDC Secretary/Treasurer.

2. Duties of the Deas Dock Component Vice Presidents:

- a) In the absence of the DDC President the 1st Vice President shall assume the duties of the DDC President and continue in succession order.
- b) Assist the DDC President in his/her duties.
- c) DDC Vice Presidents shall be one of the signing authorities of the DDC.

3. Duties of the Deas Dock Component Secretary-Treasurer:

- a) The DDC Secretary-Treasurer shall keep a full impartial account of the proceedings of each meeting of the DDC. The DDC Secretary-Treasurer shall forward, upon completion of a meeting, a copy of all recorded to the Union Office within fourteen (14) days.
- b) The DDC Secretary-Treasurer shall assist the DDC President in the drawing up and administering of the DDC budget for the year.
- c) The DDC Secretary-Treasurer shall keep a full and impartial account of each monetary transaction of the DDC in a bound book and shall make it available to the DDC President upon request, and to any member of the DDC upon the request of the DDC President.
- d) The DDC Secretary-Treasurer shall be one of the signing authorities of the DDC.
- e) The DDC Secretary-Treasurer shall keep an accurate record of all revenue and expenses by the DDC and shall forward an annual report to the Provincial Executive Secretary-Treasurer.

4. Duties of Deas Dock Component Shop Stewards:

- a) Recruiting membership as active Union members and enlisting their involvement in DDC Union activities.
- b) Assisting membership with the interpretation of the current Collective Agreement.
- c) Dealing with grievances in accordance with the current Collective Agreement.
- d) Acting as an advocate for the members of the DDC.
- e) Represent their designated work group members at the DDC Executive meetings.
- f) Informing their members about General Meetings and all pertinent DDC business.

5. DEAS DOCK COMPONENT EXECUTIVE MEETINGS

- 1. The Deas Dock Component Executive shall meet monthly during refit season (September to May) or more often if deemed necessary. Emergency meetings may be scheduled by the DDC President when necessary.
- 2. The agenda for the Executive meeting is to be received by all Deas Dock Component Executive members at least seven (7) days in advance of the meeting.
- 3. Quorum for the meetings shall be three (3) of the elected members. If there is not a quorum present, the members shall not conduct any business and shall adjourn until another time and place.
- 4. In the absence of the Deas Dock Component President, the Deas Dock Component 1st Vice President shall chair the meeting and continue in succession order.

6. DDC EXECUTIVE MEETINGS ORDER OF BUSINESS

1. Call to Order
2. Attendance – Introductions if Required
3. Adoption of Minutes
4. Adoption of Agenda
5. Reports if Required
6. Unfinished Business
7. New Business
8. Good and Welfare
9. Adjournment

7. DEAS DOCK COMPONENT GENERAL MEMBERSHIP MEETINGS

1. Shall be scheduled at least 3 times a year; at the beginning of refit – September, in the middle of refit – January and at the end of refit – May, at a place to be determined by the Deas Dock Component Executive. Emergency meetings may be scheduled when necessary.
2. Three separate meeting times shall be set to accommodate “A” shift, “B” shift and office staff shift times.
3. The times and agenda for the meetings are to be posted for all DDC members at least seven (7) days in advance of the meeting.
4. If an emergency meeting is required, DDC President shall determine the time and place and notify the required persons.
5. Quorum for the meetings shall be seven (7) members, except for the meeting time to accommodate the office staff which shall be six (6), of the DDC for that meeting time. If there is not a quorum present, the members shall not conduct any business and shall adjourn until another time and place.
6. The duration of the meetings shall be determined by the DDC membership.
7. In the absence of the DDC President, the DDC 1st Vice President shall chair the meeting and continue in succession order.

8. DDC GENERAL MEMBERSHIP MEETINGS ORDER OF BUSINESS

1. Sign in on Attendance
2. Call to Order
3. Introduction of Head Table
4. Adoption of Agenda
5. Adoption of Minutes of previous meeting
6. Business arising from minutes
7. Unfinished Business
8. New Business
9. Reports if required
10. Good and Welfare
11. Adjournment

9. RULES OF PROCEDURE

The rules of procedure governing DDC Executive, general membership and committee meetings shall be those contained in “**Bournoit’s Rules of Order**”. Members present shall have one (1) vote, in the event of a tied vote, the motion fails.

In particular, the following rules of procedure shall apply:

- a) If a member, while speaking, is called to order, at the request of the Chair, take his/her seat until the question of order has been decided.
- b) Should one or more members rise to speak at the same time, the Chair shall decide who is entitled to the floor first.
- c) Any member, for informative purposes, may request a motion under discussion be re-read, except whilst member is speaking.
- d) No member shall interrupt another in his remarks except to call a point of order.
- e) A member shall not speak more than once on a question until all who wish to speak have had an opportunity to do so.
- f) Any motion presented to the Chairperson shall be the property of the Deas Dock Component Executive. Prior to conclusion of said motion, withdrawal may be made by majority vote only.
- g) Any member who, upon request from the Chair, refuses to take his seat shall be subject to suspension for the remainder of the deliberations.
- h) Speeches shall be limited to three (3) minutes.
- i) A motion to reconsider shall not be entertained unless made by a member who voted in the majority and shall require a majority vote.
- j) If a member doesn’t want the discussion to be entered in the minutes, it is necessary to go into committee until the discussion is over. This requires a motion and a seconder to go into committee and a motion and a seconder to arise from committee.
- k) If a member does not want an item dealt with at the present time, a motion can be made to table the item until a future meeting or time.
- l) If a question is called, the motion must be voted on before any other business is conducted.

10. COMMITTEES

The Deas Dock Component shall appoint members to all committees as per the Constitution of the BC Ferry & Marine Workers’ Union.

11. AMENDMENT TO BY-LAWS

1. Any Deas Dock Component member may put forward a proposed recommendation or amendment at DDC meetings.
2. A notice of proposed amendment shall be posted seven (7) days prior to DDC meetings.
3. Quorum to amend the by-laws shall be 75% of the members.

12. FINANCES

1. A budget shall be monitored by the DDC Executive.
2. There shall be a biannual written report of the financials status by the Deas Dock Component Secretary-Treasurer.
3. All expenditures, besides those required for the Deas Dock Component Executive meetings, shall require prior approval from the DDC Executive.

13. ELECTIONS

1. Nominations for DDC Executive Officers positions shall be called thirty (30) days after the election for the BCFMWU Provincial Executive and shall close after fourteen (14) days.
2. The referendum ballot of the DDC membership for DDC Executive Officers positions shall be held fourteen (14) days after the closing of the nominations.
3. When the ballots are counted, the candidates receiving the most votes shall be declared elected.
4. When an election is held and there is a tie vote, there shall be a run-off vote between the two candidates.

14. TERM OF OFFICE

1. The DDC Executive shall be elected for a three (3) year term.

15. RECALL

1. Within thirty (30) days of a written petition by a simple majority of the DDC membership for a recall of a DDC Executive member, the DDC shall have cause to call for and close nominations for the affected position and shall, within thirty (30) additional days, have a referendum ballot of the DDC membership.

16. VACANT POSITIONS

1. In the event that the Deas Dock Component Presidents position becomes vacant the position shall be filled by an appointment of the Deas Dock Component Executive pending a referendum ballot of the Deas Dock Component membership within ninety (90) days, except if the position would be filled for less than six (6) months. Anything less than six (6) months shall be filled by appointment.
2. All other vacancies shall be dealt with in the same manner.

17. TIME LOSS FOR UNION BUSINESS

1. DDC book off days, as provided by the Financial Guide (FIN-03.09) are intended to provide time off from work to hold DDC Meetings and carry out DDC union business.
2. Requests for DDC book off shall be at the direction of the DDC President and shall be made through Union headquarters. They are subject to approval by Union headquarters.

3. The DDC is entitled to a total of four (4) book off days per calendar month. At the end of a fiscal year, any unused book off days, up to a maximum of twelve (12) may be carried over into the next fiscal year. Any unused book off days in excess of twelve (12) days will be returned to the Provincial Union for general revenue.
4. Any additional book off time for DDC Union business shall require approval from the DDC Executive and shall be funded from the DDC discretionary fund.

18. ACCOUNTABILITY

1. All members of the Deas Dock Component Executive shall account for their travel time expenses and book off if requested by any member of the Deas Dock Component Executive.
2. Any member who ceases to be a member of the Deas Dock Component Executive shall return all Union belongings to the Union Office within thirty (30) days.

19. DELEGATES TO TRADES AND LABOUR COUNCILS

1. The DDC Executive shall elect delegates and alternate delegates to the Trades and Labour Councils to which they are an affiliate.
2. The delegates shall update the DDC Executive as required.