



BC FERRY & MARINE WORKERS' UNION

LOCAL 8 BYLAWS

1. Preface

The Bylaws of the Local shall not, in any way, be inconsistent with the Constitution of the BC Ferry & Marine Workers' Union, hereinafter called the Constitution.

2. Name

The name of the Local shall be Local 8 of the BC Ferry & Marine Workers' Union, hereinafter called the Local.

3. Membership

- a) The Local shall consist of all Union members within the jurisdiction specified for this Local in Article 16, Section 6 of the Constitution or within such jurisdiction as is determined by the Executive pursuant to Article 16, Section 5.
- b) Any person in the Bargaining Unit and within the jurisdiction of the Local shall be eligible for membership in the Union. Application shall be made in accordance with Article 5, Section 1 and Article 16, Section 6 of the Constitution.
- c) Honourary Membership may be granted in accordance with Article 5, Section 4 of the Constitution.

4. Affiliation

A member of Local 8 may be appointed to a local or regional Labour Council where such Labour Councils are established. The Union shall pay a per capita fee in accordance with Article 3, Section 6 of the Constitution.

5. Objectives

The objectives of the Local shall be:

- a) To unite all Local members for the mutual benefit and conduct Union business in accordance with the Constitution.
- b) To maintain an efficient Shop Steward system within the Local.

6. Delegates to Convention

- a) The Local shall elect, by referendum, the number of delegates to Convention to which it is entitled under Article 8, Section 5, paragraph (b) of the Constitution.
- b) The nominees shall be ranked in order of the number of votes received. The highest-ranking nominees, corresponding to the number of delegates to which the Local is entitled, shall be declared elected.

- c) The unsuccessful nominees, ranked in order according to the number of votes received, shall be alternate delegates.

7. Resolutions

- a) All resolutions submitted shall be accordance with Article 8, Section 7 of the Constitution.
- b) Resolutions submitted by the Local shall be approved by majority vote at a regularly constituted membership meeting prior to being submitted to the Convention.

8. Local Executive

- a) The Local Executive shall consist of the following five (5) Officers:
 - 1) President
 - 2) 1st Vice President
 - 3) 2nd Vice President
 - 4) 3rd Vice President
 - 5) Recording Secretary-Treasurer
- b) The Local Executive shall also consist of the following (not regarded as Officers):
 - 1) All Shop Stewards
 - 2) Local Returning Officer

9. Election of Officers

- a) Local Officers shall be elected by referendum vote of the Local membership conducted according to the Constitution of the BC Ferry & Marine Workers' Union.
- b) If only one nomination is received for any one position, a referendum ballot shall not be held for that position and the nominee shall be declared elected.
- c) Subject to 12 below, a Local Officer vacancy shall be filled by election within sixty (60) days.
- d) Names of the elected Officers shall be reported, in writing, to the Union Office as soon as possible.

10. Nomination Form

Nomination forms shall be as follows:

NOMINATION FORM

I, _____ nominate _____
Please print name of **NOMINATOR** Please print name of **NOMINEE**

For the position of _____

For Local # or Deas Component _____ On date _____
yy/dd/mm

Signature of **Nominator** _____

I, _____
Signature of **NOMINEE**

Accept nomination to the position of _____

Witnessed by _____
PRINT SIGNATURE

This form must be presented to the Local Returning Officer on, or before, the closing date for nominations in order to ensure the nominee's eligibility for election.

11. Term of Office

The Officers of the Local shall be elected for a three (3) year term. Each term shall end upon the election of a new Officer. Nominations, voting and elections will take place in accordance with Article 14, Section 2 of the Constitution.

12. Vacancies

In the event that the position of any Officer, except that of the Returning Officer, becomes vacant, the vacancy shall be filled from among the remaining Table Officers in the order established in Section 8 of these bylaws, or if need be, by referendum ballot.

13. Duties of the Local President

- a) The Local President shall be a member of the Union Provincial Executive by right.
- b) The Local President, or a member delegated by the Local President, shall preside at all meetings of the Local.
- c) The Local President shall be a member, by right, of all committees of the Local.
- d) The Local President shall be responsible to the Executive and membership for Union activities at the Local, including:
 - 1) Ensuring that each designated group of members elects a Shop Steward.
 - 2) Assisting Shop Stewards, as may be required, with investigation of grievances, safety conditions, etc.
 - 3) Appointing committees as required and assisting with their activities.

- e) The Local President shall, where required, have authority to appoint Shop Stewards.
- f) The Local President shall assign duties to the Vice-Presidents.
- g) The Local President shall investigate any allegations made about Shop Stewards and report to the Local Executive who, in turn, may recommend appropriate actions.

14. Duties of Local Vice-Presidents

- a) In the absence of the Local President, the 1st Vice-President shall assume the duties of the President.
 - 1) In the absence of a Local Officer, the vacancy may be filled by the next senior Officer.
- b) Local Vice-Presidents shall assist the President.

15. Duties of the Local Secretary-Treasurer

- a) The Local Recording Secretary-Treasurer shall keep a full and impartial account of the proceedings of each meeting of the Local. The Local Recording Secretary-Treasurer shall forward, upon completion of a meeting, a copy of all minutes recorded to the Union office within fourteen (14) days.
- b) The Local Recording Secretary-Treasurer shall keep a full and impartial account of each monetary transaction of the Local in a bound book and shall make it available to the Local President upon request, and to any member of the Local upon the request of the Local President.
- c) The Local Recording Secretary-Treasurer shall be one of the signing authorities of the Local.
- d) The Local Recording Secretary-Treasurer shall keep an accurate record of all revenue and expenses by the Local and shall forward an annual report to the Provincial Executive Secretary-Treasurer.
- e) In the absence of the Recording Secretary-Treasurer, the Local Executive shall have the right to appoint an alternate for a period of up to two (2) months. The alternate shall be entitled to the same privileges afforded to the regular Recording Secretary-Treasurer.
- f) The Local Recording Secretary-Treasurer shall maintain an accurate record of all Local financial transactions and remit an annual statement to the Union Office.

16. Shop Stewards

Shop Stewards shall be responsible for:

- a) Processing grievances at step one.
- b) Assisting Local Officers at step two of the grievance process.
- c) Ensuring that bulletin boards are in order and up to date.
- d) Ensuring that Articles of the Collective Agreement are enforced.
- e) Ensuring that new employees are familiar with the Collective Agreement and membership requirement.

- f) Attending all Local meetings except for good and sufficient reason.
- g) A Shop Steward may be removed by a two-thirds (2/3) majority vote of non-confidence of the affected membership; such motion to be duly recorded and attested to and reported to the Local Executive for their recommendations to the appropriate body.

The Term of Office shall be concurrent with Local elections as provided for in the Constitution of the Union.

17. Local Executive Meetings

- a) Meetings to be as deemed necessary at such time and place that the Local President shall determine, or at the call of any three (3) Local Officers.
- b) Any three (3) Local Officers shall constitute a quorum.
- c) Any Local Executive member who consistently does not attend meetings of the Executive without good and sufficient reason shall forthwith cease to be a member of the Local Executive.
- d) Except in the case of special or emergency meetings, seven (7) days' notice, accompanied by agenda items, shall be given to Local Executive members.

18. Committees and Appointments

- a) The following Local committees shall be established:
 - 1) Safety
 - 2) Grievance
 - 3) Social / Good and Welfare
- b) Each Committee shall be headed by a Local Officer.
- c) The Local Executive of the General Membership meetings of the Local may appoint committees as they see fit.
- d) All appointments shall be reported to the Union office.

19. Local General Meetings

- a) The Local President shall call such meetings of the Local membership as deemed necessary but, in any event, not less than one (1) each quarter.
- b) The Local President shall call a meeting of the Local on the written request of ten (10) per cent of the Local's membership, or at the direction of the Union Executive.
- c) The meetings shall be held at such times and places as the Local President sees fit.
- d) A quorum shall be twelve (12) members in good standing, taken from all sessions of the meeting.
- e) Except in the case of special or emergency meetings, seven (7) days notice of meetings shall be given to the membership of the Local.

20. Order of Business

So far as practicable and subject to alteration by the meeting, the order of business at all meetings shall be:

- 1) Sign in on Attendance
- 2) Call to Order
- 3) Introduction of Head Table
- 4) Adoption of Agenda
- 5) Reading of Minutes of Previous Meeting
- 6) Disposition of Minutes
- 7) Business Arising from Minutes
- 8) Unfinished Business
- 9) Executive Members' Reports
- 10) Reports of Committees
- 11) Correspondence
- 12) New Business
- 13) Good and Welfare
- 14) Adjournment

21. Delegates to Trades and Labour Councils

The Local shall elect delegates and alternate delegates to the Trades and Labour Councils to which they are an affiliate.

22. Time Off for Union Business

Local book-off days, as provided by the Financial Guide (FIN-03.09) are intended to provide time off from work to hold Local meetings and carry out Local Union business. Requests for Local book-off shall be at the discretion of the Local President and shall be made through the Union Office. They are subject to approval by the Union Office.

The Local is allowed four (4) book-off days per month. Unused book-off days may be banked for future use, to a maximum of twelve (12) days.

23. Recommendations for Negotiations

Recommendations for negotiations shall be made to the Standing Bargaining Committee through the Local Committee after membership of the Local has approved such recommendations.

24. Finances

- a) Local funds shall be administered by the Local Executive.
- b) Expenses incurred by the Local shall be paid in accordance with the Financial Guide and Local financial guidelines.
- c) A Local bank account shall be maintained.

- d) Local Expenditures in excess of \$250 must be approved by a majority vote of a Local General Meeting.
- e) All expenditures of the Local shall be recorded in an account book, maintained by the Secretary-Treasurer.
- f) All cheques shall be required to be signed by any two (2) of the following Local Executive members:
 - 1) Local President
 - 2) 1st Vice-President
 - 3) 2nd Vice-President
 - 4) 3rd Vice-President
 - 5) Local Recording Secretary-Treasurer

25. Rules of Procedure

The rules of procedure governing Local Committee and Local membership meetings shall be Bourinot's Rules of Order Revised except when the rules are inconsistent with the Constitution and Bylaws or when special rules are adopted by the Local membership. In particular, the following rules of procedure shall apply:

- Rule 1** If a member, while speaking, be called to order, he shall at the request of the Chair, take his seat until the question of order has been decided.
- Rule 2** Should one, or more, members rise to speak at the same time, the Chair shall decide who is entitled to the floor.
- Rule 3** That any members, for informative purposes, may request a motion under discussion be re-read, except whilst a member is speaking.
- Rule 4** No member shall interrupt another in his remarks except it be to call a point of order.
- Rule 5** A member shall not speak more than once on a question until all who wish to speak have had an opportunity to do so.
- Rule 6** That any motion presented to the Chairman shall be the property of the Union. Prior to conclusion of said motion, withdrawal may be made by majority vote only.
- Rule 7** That any member, who upon request from the Chair, refuses to take his seat, shall be subject to suspension for the remainder of the deliberations.
- Rule 8** Speeches shall be limited to three (3) minutes.
- Rule 9** A motion to reconsider shall not be entertained unless made by a member who voted in the majority and shall receive a majority vote.

26. Oath of Office

The Union Oath of Office is:

"I, _____, do hereby sincerely pledge my word to the BC Ferry and Marine Workers' Union that I will without evasion truly and faithfully perform the duties of my Office in accordance with the laws of the Union. I will at all times advance and maintain the principles and established policies of the Union and abide by its Constitution and Bylaws. I agree upon my retirement or resignation, to turn over to the Union any documents entrusted to my care."

27. Amendments to Bylaws

- a) Amendments may be proposed by the Local Executive or a signed petition of not less than twelve (12) Local members in good standing and presented at any Local General Meeting, to be voted on at the next General Meeting.
- b) The Local Executive will discuss and put forward a recommendation. The proposed amendment will be put forward with a notice of motion at the next General Meeting and shall be passed by a legally formed quorum.
- c) A notice of proposed amendments shall be posted seven (7) days prior to a Local meeting.

28. Use of Masculine and Feminine

For purposes of clarification, when the term "he" or "she" is used, it is understood that the words "he" and "she" should apply and refer to persons of either sex.

29. Meaning of Context

This document shall not be voided by typographical or spelling errors, provided that the basic concept of the idea is correct and aligned with the Constitution of the BC Ferry & Marine Workers' Union.

30. Irregularity

An action under these Bylaws shall not be deemed invalid by reason of a defect in form, a technical irregularity or an error of procedure that does not result in a denial of natural justice.