



BC FERRY & MARINE WORKERS' UNION

LOCAL 7 BYLAWS

1. Preface

The By-laws of the Local shall not, in any way, be inconsistent with the Constitution of the BC Ferry & Marine Workers' Union, hereinafter referred to as the Union Constitution.

2. Name

The name of the Local shall be Local 7 of the BC Ferry and Marine Workers' Union.

3. Membership

- a) The Local shall consist of all Union members within the Jurisdiction specified for this Local in the Union Constitution, or within such jurisdiction as is determined by the Provincial Executive pursuant to the Union Constitution.
- 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 the Union Constitution.
- c) Associate Membership shall be granted in accordance with the Union Constitution.

4. Affiliation

A member of Local 7 may be appointed to local or regional Labour Councils where such Labour Councils are established. The Union shall pay a per capita fee in the Union Constitution as per Article 19.

5. Objectives

The objectives of the Local shall be:

- a) To unite all Local members for their mutual benefit and to conduct Union business in accordance with the Union 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 the Union Constitution.
- b) Each accredited member shall cast the same number of votes as there are delegates to be elected to the maximum numbers of delegates to which the Local is entitled to.

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 the Union Constitution.

12. Vacancies

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

13. Duties of the Local President

- a) The Local President shall be a member of the 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 of all committees of the Local by right.
- d) The Local President shall, where required, have authority to appoint a Shop Steward(s).
- e) The Local President shall be responsible to the Provincial Executive and the membership for Union activities at the Local, including:
 - i. Ensuring that each designated group of members elects a Shop Steward.
 - ii. Assisting Shop Stewards as may be required with investigation of grievances, safety conditions, etc.
 - iii. Appointing committees, as required, and assisting with their activities.
- f) The Local President shall assign duties to the Local Vice-Presidents and Recording Secretaries.
- 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.

- h) The Local President shall take one (1) month per calendar year away from Union duties. The 1st Vice-President will assume the duties of the President.

14. Duties of Local Vice-Presidents

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

15. Duties of the Local Recording Secretary-Treasurer

- a) The Local Recording Secretary-Treasurer shall keep a full and impartial account of the proceedings of each meeting of the Local in a bound minute book. 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 the proceedings of each monetary transaction of the Local in a bound book and make it available to the Local President upon request. The Local Recording Secretary-Treasurer shall be on (1) signing authority of the Local.
- c) 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 Secretary-Treasurer.
- d) In the absence of the Recording Secretary, 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.

16. Duties of Shop Stewards

Shop Stewards shall be responsible for:

- a) Processing grievances at step one.
- b) Assisting Local Officers at step two of the grievance procedure.
- 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 requirements.
- f) Attending 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.
- h) The term of Office for a Shop Steward shall be concurrent with Local elections as provided for in the Constitution of the Union.

17. Local Executive Committee Meetings

- a) Meetings to be conducted as deemed necessary at such time and place that the Local President shall determine.
- b) Any two (2) Local Officers shall constitute a quorum.

18. Committees and Appointments

- a) The following Local committees shall be established:

Safety Committee

- i. As per the Union Constitution members shall be provided with book off to attend meetings
- ii. At least one (1) member shall hold an OFA certificate.

Grievance

- i. Shall review the status of all Local grievances and report to the Local on progress and trends

Health, Welfare and Social

- i. Shall be comprised of at least three (3) members to assist with the welfare of the Local's membership.

Resolutions

- i. Shall deal with Bargaining and Constitutional resolutions.

Communications

- ii. Coordinates the phone trees
- iii. Provides New Member information
- iv. Assists with Shop Steward orientations and training
- v. Produces Local Bulletins and information packages
- vi. Oversees the Local website

- b) Each committee shall be headed by a Local Officer or designate.
- c) The Local Executive or 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. Meetings

- a) The Local President shall call such meetings of the Local membership as deemed necessary.
- b) The Local President shall call a meeting of the Local on the request of ten percent (10%) of the Local's membership, or at the direction of the Union Executive.
- c) The meetings shall be held at such times and such places as the Local Executive sees fit.
- d) A quorum shall be ten (10) members in good standing taken from all sessions of the meeting.

20. Order of Business

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

- a) Sign in on Attendance
- b) Call to Order
- c) Introductions of Head Table
- d) Adoption of Agenda
- e) Reading of Minutes of Previous Meetings
- f) Disposition of the Minutes
- g) Business Arising from Minutes
- h) Unfinished Business
- i) Executive Members' Reports
- j) Reports of Committees
- k) Correspondence
- l) New Business
- m) Good and Welfare
- n) Adjournment

21. Delegates to Trades and Labour Councils

The Local Executive 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 7 is entitled to four (4) book off days per month to conduct Union business. Unused book off days may be banked for future use, to a maximum of twelve (12) days. Requests for time off from work to carry out Union business shall be made through the Provincial Union Office and are subject to approval by the Provincial Union Office.

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 billed to the Provincial Union Office in accordance with the Union's Financial Guide.

25. Rules of Procedure

The rules of procedure governing Local Committee and Local Membership meetings shall be **Bourinot's Rules of Orders**, 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** Any member, for information 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 for it be to call to 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** Any Motion presented to the membership shall be the property of the Local. Prior to disposition of said Motion, withdrawal may be made by majority vote only.
- RULE 7** Any member who, upon a 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 two thirds (2/3) majority vote to be carried.

26. Oath of Office

The Union Oath of Office is as follows - "I, (NAME), do 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 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 Local 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 by Local Executive 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 and Marine Workers' Union.

30. Irregularity

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