



# **CONSTITUTION AND BY-LAWS**

*as Adopted and Amended up to November 6, 2014*

## **PREAMBLE**

We, the Municipal Employees of West Vancouver, believing it to be a natural right of those who toil, to enjoy to the fullest extent the wealth created by our labour and appreciating the very great benefits to be derived through uniting for mutual protection and advancement, do hereby adopt the following rules for the government of this Association.

*The adoption of this Constitution repeals the previous Constitution and all amendments made prior to this date.*

# CONTENTS

<u>Section</u>	<u>Page</u>
Constitution .....	1
1. Meetings .....	3
2. Order of Business .....	3
3. Quorum .....	4
4. Nomination of Officers .....	4
5. Eligibility for Nomination .....	5
6. Nomination for More than One Office .....	5
7. Election of Officers .....	5
8. Officers and Executive of the Association .....	6
9. Signing Officers .....	6
10. Standing Committees .....	7
11. Duties of Officers .....	7
11.1 President .....	7
11.2 Vice-President .....	7
11.3 Secretary .....	8
11.4 Treasurer .....	8
11.5 Trustees .....	8
11.6 Warden .....	9
11.7 Executive Member(s)-at-Large.....	9
12. Positions Declared Vacant .....	9
13. Absence of Officers .....	9
14. Business Manager and Business Agent .....	9

<u>Section</u>	<u>Page</u>
<b>General:</b>	
15. Bargaining Committee .....	10
16. Rules of Procedure .....	11
17. Reports of Committees .....	11
18. Contracts and Agreements .....	11
19. Initiation Fees, Dues and Assessments .....	11
20. Application for Membership .....	12
21. Majority Necessary in Voting on Application for Membership .....	12
22. Amending Constitution and By-laws .....	12
23. Fees and Expenses .....	13
24. Delegate Expenses .....	13
25. Remuneration .....	13
26. Penalties .....	14
27. Members Entitled to Hearing .....	14
28. Charges Against any Member or Members to be in Writing .....	14
29. Obligation of Members .....	15
30. Obligation of Officers .....	15
31. Parliamentary Rules .....	15
32. Motions .....	15
33. Debate .....	16
34. Voting .....	17
35. The Seal .....	17
<i>Index</i> .....	18

# CONSTITUTION

## ARTICLE I

The name of this Organization shall be the "West Vancouver Municipal Employees' Association".

## ARTICLE II

Its membership shall be comprised of employees of the District of West Vancouver and such other employees of Boards and other Municipal bodies related thereto, who may be deemed eligible for membership.

## ARTICLE III

The objectives of the Association shall be:

- a. To obtain and maintain reasonable working conditions and a just and reasonable scale of wages, salaries and benefits for its members.
- b. To cooperate with the Municipal Council, Boards and other Municipal bodies related thereto in maintaining a just, impartial and efficient public service.
- c. To promote and develop sociability between its members.

## ARTICLE IV — Definitions

Membership: Shall be comprised of employees of the District of West Vancouver and such employees of Boards and other Municipal bodies related thereto and who are not employed in positions that are exempt. They will be eligible for membership under the following conditions:

- a. if he/she signs an application for membership card;
- b. if he/she undertakes to comply with the Constitution policies and By-laws of the Association;
- c. if he/she pays the initiation fee, subject to Section 19.4;
- d. if he/she is accepted by the Association.

Member in Good Standing - Loss of Status: A member shall no longer be a member in good standing of the Association when:

- a. such member has been suspended from membership in accordance with the provisions of Section 26.1;
- b. such member is replacing an exempt employee on a temporary basis;
- c. such member ceases to be an employee of the District of West Vancouver, Boards or other Municipal bodies related thereto.

Notwithstanding (c) above, a member in good standing dismissed by the employer shall, provided he/she has met the other requirements, maintain his/her status as member in good standing until all avenues of appeal against a decision of the employer to discharge have been exhausted or a decision has been made by the Association Executive not to proceed or not proceed any further.

The Association Executive may allow a person who is not or who is no longer an employee to become or remain a member in good standing of the Association.

The Association Executive may waive payments of membership fees and/or any assessments of any member on strike or lockout for the duration of the strike or lockout.

Bargaining Unit: Shall include those employees who are members of the Association employed by the Corporation of the District of West Vancouver, West Vancouver Memorial Library Board, West Vancouver Police Board, and School District of West Vancouver.

Group: Means part of a bargaining unit identified on the basis of job duties and collective bargaining interests. The membership, by resolution, may establish, alter or abolish a group.

## 1. **Meetings**

- 1.1 The Annual General Meeting shall be called in April on the first Monday of each year, and other regular meetings shall be held on the first Monday in February, the first Tuesday in June, the first Wednesday in September and the first Thursday in November unless designated by special notice to the members and subject to regular meetings being suspended by majority of the members present at any previous meetings. Any special meetings will be called at the direction of the President as per Article 11.1.
- 1.2 Members who do not attend a minimum of one (1) General Meeting per year (April to March) will be required to pay an assessment of \$25. A seven (7) month grace period to the attendance requirement above will be granted to any new member initiated September 1<sup>st</sup> or later of the previous year (the member will be excused from paying this assessment.). Anyone making less than \$50 net pay on the paycheque from which the assessment is deducted will be exempted from said assessment.
- 1.3 A grace period of ten minutes will be allotted at the start of the meeting for late arrivals, after that time, the doors will be locked and the attendance binder will be closed. A member must attend the entire meeting in order to win the door prize at the end of the meeting and have the meeting count towards their assessment exemption.
- 1.4 A printed agenda shall be given to all shop stewards two (2) weeks prior to every General Meeting, with copies available to all members. Notices of Motion will be printed and distributed at least two (2) weeks prior to the meeting at which the motion(s) are to be presented.
- 1.5 No member will be admitted to a meeting unless he or she shows his or her membership card or verification on the current active member roster (to be available at the meeting) takes place.
- 1.6 In the absence of the President and both Vice-Presidents, the Executive shall appoint a Chair from the Executive present at that meeting.

## 2. **Order of Business**

The order of business shall be as follows:

1. Meeting Called to Order
2. Roll Call of Officers

3. Reading and/or Approval of Minutes of Previous Meeting
4. Communications
5. Application for Membership
6. Reports of Officers, Delegates and Committees
7. Treasurer's Report
8. Unfinished Business
9. New Business
10. Good and Welfare
11. Nomination, Election and Installation of Officers (Annual General Meeting only, or as per By-law 12.2)
12. Adjournment

### **3. Quorum**

- 3.1 Ten (10) members present at a regular or Annual General Membership meeting and in good standing shall constitute a quorum.
- 3.2 A quorum at an Executive Board meeting is constituted when more than half (1/2) of the Executive Board members are in attendance.
- 3.3 Membership meetings shall normally be called to order at 5:15 p.m. and shall in due course adjourn by 7:00 p.m., unless a motion for an extension of time is duly moved, seconded and passed. These times shall not prevail where circumstances make a morning or afternoon meeting necessary.

### **4. Nomination of Officers**

- 4.1 At the regular meeting preceding the Annual General Meeting, a list of officers to be nominated at such meeting, and the offices for which they shall be nominated for election shall be announced, and nominations to fill said offices shall then be made. Any absent member nominated must signify his or her acceptance of nomination for the office in writing up until 21 calendar days before the AGM, otherwise such nominations will not be accepted.

Nominations will also be accepted by the Association office up until 21 calendar days before the Annual General Meeting and the nominations must be accompanied by a written acceptance of nomination from the person nominated.

Persons nominated must be eligible under Section 5.1 of the Association's Constitution and By-laws.



Notice of the Annual General Meeting shall have attached to it the names of all members nominated for the various offices.

The Notice of the Annual General Meeting and the attachment shall be sent to all members at least 14 days before the date set for the Annual General Meeting.

Nominations will NOT be permitted from the floor at the Annual General Meeting.

**5. Eligibility for Nomination**

- 5.1 To be eligible for nomination for any Executive office it is necessary to be a member for two years and to have attended at least 50 per cent of the meetings during the current year.

There being no nominations of a qualifying member for a particular position, the above requirement regarding 50 per cent attendance at meetings during the past year may be waived by the Executive Board.

**6. Nomination for More than One Office**

- 6.1 A member may be nominated for one or more offices but may only stand for one office. The member has up until 21 calendar days before the Annual General Meeting to declare for which office he/she will stand.

**7. Election of Officers**

- 7.1 The election of officers shall take place at the Annual General Meeting. Voting shall be by secret ballot and the candidate receiving the highest number of votes is elected. In the event there is only one (1) candidate running for a vacant position, a vote will not be required and the candidate shall be acclaimed to that position.

The installation of officer(s) shall take place ten (10) calendar days following the AGM.

In the event of a tie for a position, a tie-breaking vote involving those candidates will be held two weeks subsequent to the AGM. Any such vote will include an advance poll.

- 7.2 Members who are unable to attend the Annual General Meeting due to shift work or holiday will be eligible to vote at the Advance Poll and the procedure set out will be followed.

1. The advance poll shall be held at the Association office from 10:00 a.m. to 4:30 p.m. on the Thursday preceding the April Annual General Meeting.
2. The Association Office shall prepare a list of members working their regular shift the night of the Annual General Meeting.
3. Ballots shall be printed listing the candidates for each office in alphabetical order beginning with the office of President.
4. Each eligible member shall sign opposite their name on the eligible list before being given a ballot.
5. Ballots will be placed in a sealed ballot box and counted upon completion of balloting at the Annual General Meeting.

## **8. Officers and Executive of the Association**

- 8.1 The officers of this Association shall consist of the President, two Vice-Presidents, the Secretary, the Treasurer, the Warden, three Trustees, and as many Executive Members at Large as required under Article 8.1, paragraph 2. All Officers shall serve for a period of two years or until their successors are elected except the Trustees who will serve for three (3) years.

Each certified bargaining unit of the Association must have a representative on the Executive. A certified bargaining unit not having a member in one of the above positions will elect one person, to be known as the Executive Member at Large, to sit on the Executive. These officers and representatives, except the Trustees, will constitute the Executive.

- 8.2 The Executive shall meet once each month to carry out general business, with the exception of July and December, or as may be determined by the Executive. These meetings may and can be attended by any Association member upon request, unless it is a closed meeting.

## **9. Signing Officers**

- 9.1 Any two of the following officers shall be authorized to sign cheques - the President, the 1st Vice- President, the Secretary, and the Treasurer - and all official documents shall be signed by the President and the Treasurer.

## 10. Standing Committees

- 10.1 The Grievance Committee shall consist of the Business Manager/Agent and/or President or their appointee and two representatives of the group involved.
- 10.2 Shop Stewards will be elected by each group within the organization. The Shop Stewards' Committee will meet with the President or appointee and the Business Manager/Agent to discuss grievances, problems, and other matters of concern to them. The Committee will report to the Executive through the Business Manager/Agent. Meeting dates to be at the call of the Chair.
- 10.3 The Constitution Committee shall consist of one (1) representative from each certified bargaining unit, plus the Business Manager/Agent and President or appointee, a quorum being five (5) to meet once a year, if required, to examine the *Constitution and By-laws*, to examine proposals for change, and to propose changes as per By-law 22.1.

## 11. Duties Of Officers

### 11.1 President

The President shall preside at all regular and special meetings of the Association; call special meetings if so requested by ten (10) members in good standing; appoint all committees not otherwise provided for, and perform such other and further duties as may of right pertain to his/her office. It shall also be his/her duty to see that all other officers perform their duties strictly in accordance with the By-laws and Constitution.

The President shall be empowered to name an alternate to the Bargaining Committee so that representation will be provided for the groups (units) involved and to fill any temporary vacancy if considered necessary.

### 11.2 Vice-President

The Vice-President shall, in the absence of the President, preside over the meetings of the Association and assume all the duties and obligations of the President. First Vice-President to take precedence.

The First Vice-President shall accompany and assist the President in his/her duties so as to obtain first-hand knowledge of the running of the President's Office.

### 11.3 Secretary

The Secretary shall keep a correct, full, and impartial account of the proceedings of each meeting of the Association, ascertain that all applications for membership are properly filled out, and notify each applicant of the acceptance or rejection of his or her application for membership in the Association. In cases of the rejection of an application for membership, the Secretary shall return the fee accompanying any such application. The Secretary shall also attend to all the correspondence of the Association, and call roll of officers at each meeting. The Secretary is to keep one copy of the Constitution and By-laws up to date at all times.

### 11.4 Treasurer

The Treasurer shall keep regular accounts, receipts and vouchers regarding all financial transactions between the Association and other parties, and shall deposit all funds received in such Chartered Bank or Banks or other recognized and approved financial institutions as the Executive may direct to the credit of the Association. The Treasurer shall prepare an annual financial statement at the end of the fiscal year for report to the Association; and present interim reports when so instructed by the Executive. The Treasurer shall keep on file receipts for all expenditures made and shall submit to the Trustees the books and vouchers of the Association whenever required to do so.

### 11.5 Trustees

There shall be three Trustees who shall have general supervision over the property of the Association subject to such instructions as they may from time to time receive from the Executive. They shall audit the books of the Association bi-annually to see that all bills are promptly paid. The Trustees shall also perform other and further duties as the Association may direct and the Constitution provide. There shall be three Trustees elected at the first election; the one receiving the highest number of votes shall hold office for three years from the date of such election; the one receiving the second highest number of votes shall hold office for two years; and the one receiving the next highest number of votes shall hold office for one year. In each year succeeding the first election, there shall be elected one Trustee to fill the place of the Trustee whose term of office then expires so as to maintain the full complement of Trustees as required by

this section and such Trustees as elected each succeeding year after the first election, shall hold office for three years from the date of his/her election.

#### 11.6 Warden

The Warden shall take charge of the entrance door at all meetings of the Association, shall report to the Chair the presence of anyone not known to be a member, and he/she shall prevent any member not in good standing or non-members from entering the meeting unless otherwise directed by the meeting. The Warden shall keep a record of all members attending meetings, and shall permit no one to retire from the meeting who has not obtained permission from the Chair to do so. The Warden shall perform further duties as the Association may direct.

#### 11.7 Executive Member(s) at Large

Executive Members at Large shall be required to assist in the affairs of the Association as directed by the President or Executive Board.

### **12. Positions Declared Vacant**

12.1 In the event of any officer failing to answer the roll call for not less than three consecutive Executive meetings, without having an acceptable reason to offer for his/her absence, this office shall be declared vacant by the Executive.

12.2 Any office declared vacant for any reason shall be filled at the next General Membership meeting by a majority vote of the members present.

### **13. Absence of Officers**

13.1 During the temporary absence of any officer, the Executive Board may appoint a member to act in his/her stead.

### **14. Business Manager and Business Agent**

14.1 The Business Manager shall manage the Association Office in accordance with the direction set by the Executive and membership. The Business Manager and Business Agent shall attend all general and special membership meetings, grievances, and other meetings as required by the membership, Executive and By-laws. The Business Manager/Agent shall attend to all controversies between the

Association and employers as provided for in the various collective agreements, or at the direction of the President, Executive or membership, and attend to the affairs of the Association.

The Business Manager and Business Agent shall report his/her activities to the membership and Executive.

The Executive shall review annually the routines and performance of the Business Manager and Business Agent, unless such review is called for by 50% (fifty per cent) plus one of an Executive or General Membership meeting.

- 14.2 If the position of Business Manager/Agent is vacant, the Executive is hereby empowered to appoint/hire such person(s) as are deemed necessary to attend to the daily affairs of the Association. Until such time as the position of Business Manager/Agent is filled/reinstated, the Executive shall review the performance of said person(s) on an annual basis.

## **GENERAL**

### **15. Bargaining Committee**

- 15.1 In bargaining with Boards and other Civic Bodies enrolled under the certification of the West Vancouver Municipal Employees' Association, the Bargaining Committees shall consist of the Business Manager and Business Agent and either the President, Vice-President or Secretary, together with the shop stewards and/or other employee representatives from the bargaining units concerned. It is mandatory that each group has a representative on the Bargaining Committee.

There shall be no more than five (5) groups in a bargaining unit.

The President shall be empowered to name an alternative to the Bargaining Committee to fill any temporary vacancy, if considered necessary.

Upon signing the memorandum of agreement for a proposed new collective agreement, the Bargaining Committee shall consult with each group in the bargaining unit affected prior to a ratification vote.

- 15.2 At no time can a member alter existing terms and conditions, or negotiate his/her own agreement with the District of West Vancouver, Boards, or other Municipal Bodies related hereto.

**16. Rules of Procedure**

16.1 The Rules of Procedure in debate not herein provided for shall be governed by and in accordance with the rules laid down in *Bourinot's Rules of Order*. One copy will be retained at the Association office, and one copy will be provided to the Association President.

**17. Reports of Committees**

17.1 All Committees shall perform the duties assigned to them within the time specified, and shall report the results of their efforts back to the Executive of the Association.

17.2 The Executive will report to the membership by providing copies of the minutes at the General Meeting and/or by the Secretary reading such minutes aloud, if so requested. Matters of a confidential or sensitive nature will not be included in these minutes, including the names of grievors and the details of negotiations.

**18. Contracts and Agreements**

18.1 Members must honour all contracts negotiated between the Association and the Municipal Council, Boards and other Municipal bodies where Union shop, closed shop or Union maintenance clauses are inserted in agreements between the Association and the Municipal Council, Boards and other Municipal bodies.

**19. Initiation Fees, Dues and Assessments**

19.1 Initiation Fees, Dues and Assessments will be collected through a written assignment to the Municipal Council, Boards or other Civic bodies.

19.2 The Initiation Fee shall be determined at any meeting where notice thereof has been given.

19.3 The monthly dues and assessments shall be determined at any meeting of the Association where notice thereof has been given. Any dues or assessments set at any meeting of the Association and not altered at any later meeting, shall remain in full force and effect until so altered.

The monthly dues and assessments shall be stated in Section 19.4 of the Constitution.

- 19.4 All members of the Association shall be assessed dues on a monthly basis, as 1.5% of gross earnings for that month.

In addition, an initiation fee shall be assessed for each new member at \$50.

Dues shall only be assessed upon wages/salary earned for work performed. No dues shall be assessed on pay-out of fringe benefits.

- 19.5 Meeting attendance assessment – see Article 1.2.

**20. Application for Membership**

- 20.1 Any person employed by the Corporation of the District of West Vancouver, Boards, and other Civic Bodies under the jurisdiction of the Association shall become a member of the Association, by filling out the regular application card and check-off form and signing his or her name thereto and after such application has been submitted, it shall be filed.

**21. Majority Necessary in Voting on Applications for Membership**

- 21.1 When an applicant is reported on by the Executive, the President shall ask whether there are any reasons known to exist why the applicant should not be admitted to membership. If no objections are stated, the Association shall proceed to vote, and a majority of the members in good standing present and voting shall elect.

**22. Amending Constitution and By-laws**

The following procedure shall be followed to amend the Constitution and By-laws:

- 22.1 A written Notice of Motion shall be read into the Minutes of the Association at any General Meeting. The motion shall then be discussed, debated and voted at the next scheduled General Meeting.



**23. Fees and Expenses**

- 23.1 Should the occasion arise that legal counsel is needed for the protection of any member in the performance of his/her regular duties on behalf of the Association, then the Executive is empowered to act.
- 23.2 Members of regularly constituted committees shall, if required to attend special committee meetings, be reimbursed reasonable out of pocket expenses.
- 23.3 The maximum amount of monies to be expended for charitable purposes by resolution of the membership shall not exceed 5% (five per cent) of the gross balance in the bank account of the Association in any one fiscal year.
- 23.4 Ordinary expenses connected with the business of the Association, including grievances, salaries, and office expenses need only be approved by the Executive; all other expenditures will be by approval of the membership. No motion will be entertained that will reduce the Association's current balance by more than 50% or savings by more than 20% without a Notice of Motion being given at the General Meeting prior to the motion being presented. Other expenditures are as stated in the By-laws.

**24. Delegate Expenses**

- 24.1 The per diem rate for delegates attending conventions shall be struck in the amount of \$25 local and \$50 out of town, plus accommodation and travel.
- 24.2 Members or delegates attending meetings, other than conventions, outside the Greater Vancouver area shall require at least four members of the Executive to authorize expenditure of said trip.

**25. Remuneration**

- 25.1 The monthly annual stipend for all Executive Board positions shall be determined by the membership at the Annual General Meeting in April, when necessary.
- 25.2 Members of the Bargaining Committee other than the President, 1st Vice-President, Secretary and Treasurer shall receive \$15 for each meeting attended while negotiating a new contract.

- 25.3 Two attendance prizes of \$100 shall be awarded at each regular meeting of the Association and shall be conducted in the following manner:

Members attending the regular meeting will sign the attendance book where their name will be assigned a number. During the regular business of the meeting two numbers will be drawn and the two prizes of \$100 awarded the attending members whose names correspond with the number drawn. No Executive Board member may claim an attendance prize.

**26. Penalties**

- 26.1 Non-compliance with By-laws and resolutions may result in a member being fined, reprimanded, suspended or expelled.
- 26.2 When, in the opinion of the Executive, a member fails to comply with the By-laws or the spirit of the Constitution, it may recommend to a regular meeting that an impartial hearing be held.
- 26.3 No member shall cross any legal picket line, except as authorized by the Executive, or in a perceived emergency in which human life is jeopardized.

**27. Members Entitled to Hearing**

- 27.1 Every member of this Association shall be entitled to a fair and impartial hearing by a committee of five appointed from the floor for all offences involving a fine, reprimand, suspension or expulsion.

**28. Charges Against any Member or Members to be in Writing**

- 28.1 Charges made against any member must be submitted in writing and specify the particulars of the grievance or grievances against such member, and be signed by the member or members preferring the charge. The Secretary shall give the accused a copy of the charge or charges at least 10 (ten) days prior to the hearing to enable the member to prepare his defence. Should the accused refuse to appear at the time and place fixed for the hearing, the member may be fined, reprimanded, suspended or expelled, as a majority of the members of the regular meeting may decide.

**29. Obligation of Members**

"If accepted, I agree that I will abide by the provisions of the Constitution of the Association and further, agree to conform to the rules and By-laws of the Association;

"That I will make every possible effort to attend the meetings and will pay all dues and assessments levied in accordance with the By-laws;

"That I will be orderly at its meetings, respectful in words and actions, charitable in judgement of my fellow members and will never wrong a fellow member or see him/her wronged if in my power to prevent."

**30. Obligation of Officers**

"I,....., sincerely promise that I will truly and faithfully, and to the best of my ability, perform the duties of my office for the ensuing term as prescribed in the Constitution and By-laws of this Association, and will at all times endeavour, both by my counsel and example, to promote the harmony and preserve the dignity of its sessions.

"I further promise that, at the close of my official term, I will promptly deliver any monies or property of the Association in my possession to my successor in office."

**31. Parliamentary Rules**

31.1 On motion, the regular order of business may be suspended by a vote of the meeting at any time to dispose of any urgent business.

31.2 All resignations of officers must be submitted in writing.

31.3 Any conversation which is calculated to disturb a member while speaking, or hinder the transaction of business, shall be deemed a violation of order.

31.4 All questions of a Parliamentary nature, not provided for in these rules, shall be decided by Bourinot's Rules of Order.

**32. Motions**

32.1 A motion, to be entertained by the Presiding Officer, must be seconded and the Mover and the Secunder must rise and be recognized by the Chair.

- 32.2 In presenting a motion, a brief statement of its objects may be made, but no discussion of its merits shall be permitted until the question has been stated by the Chair.
- 32.3 A member who has made a motion can withdraw it by consent of its Seconder, providing it has not been debated. A motion, once debated, can be withdrawn only by unanimous consent.
- 32.4 A motion to amend, or to amend an amendment, shall be in order but no motion to amend an amendment to an amendment shall be permitted. No amendment, or amendment to an amendment, which is a direct negative of the resolution shall be in order.
- 32.5 When a question has been put, no motion shall be in order except (1) to adjourn, (2) the previous question, (3) to lay on the table, (4) to postpone for a definite time, (5) to refer, (6) to amend, which motions shall have precedence in the order named. The first three of these shall be decided without debate.
- 32.7 All voting on Constitutional Amendments and By-law changes shall be by majority vote required for passage.

**33. Debate**

- 33.1 A motion shall not be subject to debate until it has been stated by the Chair.
- 33.2 When a member wishes the floor, he/she shall rise and respectfully address the Chair and, if recognized by the Chair, he/she shall be entitled to the floor.
- 33.3 If two or more members rise to speak at the same time, the Chair shall decide which is entitled to the floor.
- 33.4 Each member, when speaking, shall confine himself/herself to the question under debate, and avoid all personal, indecorous, or sarcastic language.
- 33.5 No member shall interrupt another while speaking, except to a point of order, and he/she shall definitely state the point, and the Chair shall decide the same without debate.
- 33.6 If a member, while speaking, be called to order, he/she shall take his/her seat until the point of order is decided, when, if decided in order, he/she may proceed.

- 33.7 If any member shall feel himself/herself personally aggrieved from the decision of the Chair, he/she may appeal to the meeting from the decision.
- 33.8 When an appeal is made from the decision of the Chair, said appeal shall be stated by the Chairman of the meeting in these words: "Shall the decision of the Chair be sustained as the decision of this meeting?" The member will then have the right to state the grounds of his/her appeal, and the Chair will give the reason for this decision; thereupon the meeting shall proceed to vote on the appeal without further debate.
- 33.9 No member shall speak more than once on the same subject, until all the members desiring the floor have spoken, and shall speak no more than twice without unanimous consent, nor more than five minutes at any one time.
- 33.10 The Presiding Officer shall vacate the Chair when desiring to speak on any subject, and the Vice-President shall take the Chair.

**34. Voting**

- 34.1 All motions required for the routine order of business of general membership meetings shall be voted on by the members present at these meetings, so long as those present constitute a quorum as defined in Section 3.1.

**35. The Seal**

- 35.1 The corporate seal of the Association and Building Society shall be under the custody of the Business Manager and shall not be affixed to any document except in the presence of the President and the Business Manager, or any other member of the Executive authorized by the President.

# INDEX

## A

Absence of Officers.....	9
Advance Poll.....	5
Amending Constitution and By-laws.....	12
Annual General Meeting.....	3
Application for Membership.....	12
Assessment (meeting) .....	3
Assessments .....	11
Attendance Prizes.....	14

## B

Bargaining Committee.....	10
<i>Bargaining Unit</i> .....	2
Business Agent.....	9
Business Manager.....	9

## C

Charges Against any Member or Members to be in Writing.....	14
Constitution and By-laws.....	See Amending ...
Constitution Committee.....	7
Contracts and Agreements.....	11

## D

Debate .....	16
Definitions.....	1
Bargaining Unit .....	1
Group.....	1
Member in Good Standing - Loss of Status.....	1
Membership .....	1
Delegate Expenses .....	13
Door Prizes.....	See Attendance Prizes
Dues .....	11
Duties Of Officers	
Executive Member(s) At Large .....	7
President.....	7
Secretary.....	7
Treasurer .....	7
Trustees.....	7
Vice-President.....	7
Warden .....	7

## E

Election of Officers.....	5
Eligibility for Nomination.....	5
Executive Member(s) at Large ...	9
Executive of the Association .....	6
Expenses.....	See Delegate Expenses
Expenses and Fees .....	13

## F

Fees and Expenses .....	13
-------------------------	----

## G

Grievance Committee .....	7
<i>Group</i> .....	2

## H

Hearing. See Members Entitled to Hearing	
--	--

## I

Initiation Fees, Dues and Assessments.....	11
--	----

## M

Majority Necessary in Voting on Applications for Membership	12
Meeting Assessment .....	3
Meetings.....	3
<i>Member in Good Standing - Loss of Status</i> .....	2
Members Entitled to Hearing....	14
Members' Obligation .....	15
Membership .....	1
Motions.....	15

## N

Nomination (eligibility) .....	5
Nomination for More than One Office .....	5
Nomination of Officers .....	4

## O

Objects of the Association.....	1
Obligation of Members.....	15
Obligation of Officers .....	15

Officers (election) .....	5	Secretary .....	8
Officers (nomination) .....	4	Shop Stewards' Committee.....	7
Officers and Executive of the Association.....	6	Signing Officers .....	6
Officers' Obligation .....	15	Standing Committees	
Order of Business .....	3	Constitution Committee .....	7
<b>P</b>		Grievance Committee .....	7
Parliamentary Rules.....	15	Shop Stewards' Committee ...	7
Penalties .....	14	<b>T</b>	
Positions Declared Vacant .....	9	Treasurer.....	8
President.....	7	Trustees .....	8
<b>Q</b>		<b>V</b>	
Quorum.....	4	Vacant Positions .....	9
<b>R</b>		Vice-President .....	7
Remuneration .....	13	Voting .....	17
Reports of Committees .....	11	Voting on Applications for Membership .....	12
Rules of Procedure .....	11	<b>W</b>	
<b>S</b>		Warden.....	9
Seal .....	17		