

Approved by Executive,

to be Approved by
Membership (when sent out
to Membership
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changes in scrip)

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to send
to Union
1/83
meeting

All Members covered by the certification who were members of the local Association as of October 1, 1974, will continue as members of the Local Association.

All employees covered by the certification and employed by the University prior to October 1, 1974, but who were not members of the Local Association at that time will not be required to join the Local Association.

F. Election of Officers

1. A Nominee for any office must be a member in good standing of the Local Association.

A Nominee during the period ^{of} election, shall not be eligible for office if

- (a) such person has been found guilty of any of the offences outlined in Section 0, Discipline of these By-Laws;
- (b) such person has applied for a job on campus out of the bargaining unit or who has accepted a temporary promotion out of the bargaining unit;
- (c) such person is in arrears of three months or more in the payment of union dues and/or assessments. This does not apply to members who are unemployed, on leave of absence without pay, or to members dismissed by the employer; the latter shall maintain their status as members in good standing until legal procedures available to achieve reinstatement in their position have been exhausted.

BY-LAWS CHANGES

E. Election of Officers (continued)

D. Membership

In accordance with the collective agreement with the University of B.C., membership in the Local Association shall be a condition of employment at UBC.

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All employees covered by the certification and employed by the University prior to October 1, 1974, but who were not members of the Local Association at that time will not be required to join the Local Association.

sent to Union meeting

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F. Election of Officers (continued)

2. Nominations for Local Association President and Vice-President shall commence at the regular monthly membership meeting in November. Nominations from the floor will be called for. Other nominations will be accepted in writing at the Union Office, signed by the nominator(s). At the December meeting all candidates will be asked if they will stand. To be considered as candidates, those not present must have given their acceptance in writing prior to the meeting. Following the November meeting, the candidate(s), whether the position they are standing for is being contested or not, must submit their platforms or programs to the Local Trustees for publication. The candidate(s) platforms plus a notice of election will be made available to the membership at least fourteen (14) days prior to the election date.

A mail referendum shall be conducted to fill the above positions. The person receiving the largest number of votes in an election shall stand elected. Where one person only is nominated for the position, her/his name shall go on the ballot with a "YES," "NO" or "ABSTAIN" beside it; a majority of "YES" votes shall be necessary for election.

The election of the Local Association Membership Secretary, two Local Trustees and two Provincial Representatives shall be conducted in the same manner as above if more than one candidate is standing for office. If only one candidate is running, such person shall be elected by acclamation at the December membership meeting.

No member may be allowed to stand for election to more than one office.

3. The two Local Association Trustees shall be responsible for the fair conduct of the balloting in all Local Association elections. In the event that a Trustee is running for office and is therefore not available to act as a returning officer, the Local Association shall appoint a returning officer accordingly. No member running for office shall be eligible to act as a returning officer in that election. Each candidate will be allowed one (1) scrutineer at the ballot count.
4. Any protest alleging "unfair ballot" or other irregularity must be presented in writing to the Secretary-Treasurer of the Local Association within seven (7) days of the elections. Upon receipt of such protest the Local Association Executive shall meet and if the protest is upheld another secret-ballot vote shall be conducted at the next two-hour general membership meeting. All ballots and voting lists shall be held for a reasonable period after the election. A motion to destroy the ballots shall be in order at a subsequent Local Association membership meeting.

F. Election of Officers (continued)

5. Each of the Divisions shall hold a November election meeting of all members within the Division for the purpose of electing one member who shall be the Division Executive Representative to serve as a member of the Local Association Executive, a member to serve as a member of the Grievance Committee, a member to serve in the Action and Publicity Committee, a member to serve in the Communications Committee. Each Division may also elect a member to serve as Education Director for the Division, a member to serve as Newsletter Director for the Division, and a member to serve as Membership Director for the Division; these last three to work in collaboration with the Division Executive Representative, and shall be Executive alternates.

The Division election meeting shall be called with at least fifteen (15) days notice. The quorum for each Division's November meeting shall be fifteen (15) of the members within that Division.

At this election meeting, the candidate(s) to Division Executive Representative should state their platform or program of action and answer questions in this regard. Elections should then take place by secret-ballot vote by those members present.

In the event that a Division Executive Representative or Division Representative to a committee is recalled or resigns, a By-election to fill the vacancy will take place following the same procedure as for the November election. The procedure shall be the same as the one outlined to elect other Division representatives.

6. As is.

7. Nominations for delegates to the Provincial Association's Annual Convention shall open ninety days prior to the announced date of the Convention. Candidates will run on platforms which reflect views on issues to be discussed at the Convention. The delegates shall be elected by secret-ballot vote at a general membership meeting which shall follow the publication of these platforms and the notice of elections, and which shall take place no later than a month before the Provincial Convention. The delegates shall be elected according to 14(c) of the Provincial Constitution as has been outlined.

G. DUTIES OF LOCAL ASSOCIATION OFFICERS AND COMMITTEES (continued)

F. Election of Officers (continued)

- 8. Each office or group of from 5 to 20 members shall elect one steward, elections to be held at least annually. The division Executive Representative shall be responsible for keeping a current membership list of all offices or groups, within the Division, and for ensuring that each group is represented by a steward, and where there is no Division Executive Representative the Union Organizer shall be responsible for keeping a current membership list of all offices or groups within the Divisions, and for endeavouring that each group is represented by a steward.
- 9. No candidate may be elected to any office who is not present at the nominating meeting unless written consent to serve in the office if elected is received by the officer presiding over the meeting at the time of the nomination or received by the Union Office--prior to the meeting for closing nominations.

G. DUTIES OF LOCAL ASSOCIATION OFFICERS AND COMMITTEES

*sent to Feb/83
union meeting*

- 4. Membership Secretary
- 8. Division Executive Representatives

The Membership Sec. shall be responsible for doing the twice weekly orientation of new members.

Shall be responsible for maintaining the organization of their Divisions, assisted by the Union Organizer. They call Division meetings. A Division newsletter may be published whenever necessary. They keep their Division informed of Union issues and take their Division members' opinions and concerns to the Executive.

With the help of the Union Organizer shall be responsible for maintaining their Division's Shop Steward structure; they shall ensure that their Divisions are represented in every committee of the Union.

- 9. Committee Chairpersons

They shall call the meetings of their committees' and co-ordinate their work in between meetings. They are responsible for educating new committee members in their duties.

G. DUTIES OF LOCAL ASSOCIATION OFFICERS AND COMMITTEES (continued)

10. Local Association Representatives to the Provincial Association

The Local Association representatives to the Provincial Executive shall be members of the Local Executive, shall be responsible for informing the membership of the activities of the Provincial Association, shall represent members of the Local Association to the Provincial Association and shall convey the Local Executive's decisions to the Provincial. Further, the representatives shall ensure communication between: 1. Local Association Executive; 2. Provincial Association Executive; 3. Local Association membership meetings; and 4. Local Association and Provincial Association newsletters.

11. Executive Committee

Provides leadership for the Union in between membership meetings according to the Objectives of our Association as outlined in Section B of the Local By-Laws and Section 2 of the Provincial Association Constitution.

12. Communications Committee

Shall be responsible for all communications, including a monthly local Association Newsletter. The Newsletter shall consist of all signed articles submitted by union members with the exception of articles that may be libelous. The Committee is also responsible for publishing notices of meetings, and communication of important decisions to the membership.

13. Contract Committee

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Shall be responsible for researching and presenting contract proposals to the membership for discussion; for negotiating with the University on behalf of the Local Association; and for reporting to the Local Association Executive and the membership.

14. Action and Publicity Committee

Upon Executive approval, this Committee shall make public through leaflets, articles, news releases, conferences, rallies, demonstrations, etc. the University's violations of the Contract, the problems facing the Union, the University's position during contract negotiations, and other related matters.

*Fell/83
union
meeting*

G. DUTIES OF LOCAL ASSOCIATION OFFICERS AND COMMITTEES (continued)

15. Strike Committee

Two months prior to the expiry of the contract, the Action and Publicity Committee, the Executive and the Contract Committee will become the Strike Committee. This Committee shall work out a strike strategy and implement it under the direction of the membership.

16. Grievance Committee

Shall be responsible for ensuring the rights of individual members on the job are respected and for representing the interests of individual members with respect to their working conditions. The work of this committee shall include the processing of grievances from Step 3; educating the membership regarding the Contract; informing the membership of the most important grievances through general membership meetings and the newsletter and assisting the Union Organizer in maintaining the shop steward structure.

17. Working Conditions Committee

Shall be responsible for investigating the working conditions of members on occupational health and safety issues and the effects of the implementation of new technology on the health and well-being of members. ~~Any representation on the University Accident and Fire Prevention (Safety) Committee and on Building Design Committees shall be selected from the members of this committee.~~ The committee shall select a chairperson who shall serve on the local executive.

President's Advisory Committee etc!

*Fall 83
union meeting*

The elected officers shall normally assume their duties of office within seven (7) days after the results of the balloting have been announced, unless a protest is lodged under Section F.4 above.

The President, Vice-President and the Secretary-Treasurer have signing authority for the Local and any two of them must sign a cheque for disbursement of funds. Application for Certification, and other legal documents shall be signed by the Local Association President and Secretary-Treasurer. The signing officers shall be empowered to sign leases for the rental of equipment which in their

G. DUTIES OF LOCAL ASSOCIATION OFFICERS AND COMMITTEES (continued)

- H. Where a Local Association exists, applications for membership must be made to the Local Association.
- I. opinion are essential for the conduct of the business of the Union or to maintain equipment which the Union owns (subject to pre-determined restrictions).
- J. Should any picket line appear on campus as a result of a labour dispute, the Executive shall send a letter to the University advising them that the Union recognizes the picket line as bona fide.
- K. Any Provincial Council member or Local Association Officer, or any member designated by either of them, shall have the authority to accept any application for membership by affixing her/his signature on the application form in the space so provided, thereby giving such applicant membership status.
- L. Each person signing an application for membership and paying the initiation fee will thereby agree to comply with the aims and principles and policies of the Provincial Association.
- M. The initiation fee of this Provincial Association shall be one dollar (\$1.00) for each person wishing to become a member except in the case where laws or regulations require a lesser or larger initiation fee, in which case the provisions of the laws and regulations shall apply instead and in place of the constitutional requirements. The initiation fee collected by a chartered Local Association shall remain with that Local Association.
- N. Any member failing to pay her/his dues for a period exceeding three months while working within a bargaining unit shall be automatically suspended. The foregoing does not apply to members of a unit until they have signed their first collective agreement and implemented a regular system of dues collection nor does it apply to members on leave from a bargaining unit position. If re-initiated after suspension, a member must pay an assessment of \$5.00 (or \$10.00) or her/his back dues, whichever is less.
- O. When a member becomes unemployed she/he shall retain full membership rights for a period of one hundred and seventy-five (175) days from her/his last payment of dues to a Local Association.
- P. Any member in good standing may transfer from one Local to another without being required to re-apply for membership to the Union.

SECTION 4: MEMBERSHIP

Provincial
Constitution

- A. Membership shall be open to full and part-time employees coming under this jurisdiction.
- B. Where a Local Association exists, application for membership must be made to the Local Association.
- C. Where no Local Association has been chartered, employees must join as Headquarters Members of the Provincial Association. The Provincial Association shall assist such members in joining or forming a Local Association as soon as possible thereafter. Applications for Headquarters Membership shall be made to the Provincial Council. In the Organization period prior to certification a member will be considered to be in good standing if she/he has paid the one dollar (\$1.00) initiation fee to the Provincial Association.
- D. Any Provincial Council member or Local Association Officer, or any member designated by either of them, shall have the authority to accept any application for membership, by affixing her/his signature on the application form in the space so provided, thereby giving such applicant membership status.
- E. Each person signing an application for membership and paying the initiation fee will thereby agree to comply with the aims and principles and policies of the Provincial Association.
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- H. When a member becomes unemployed she/he shall retain full membership rights for a period of two hundred and seventy-five (275) from her/his last payment of dues to a Local Association.
- I. Any member in good standing may transfer from one Local to another without being required to re-apply for membership in the Union. When