

THE ASSOCIATION OF UNIVERSITY & COLLEGE EMPLOYEES

February 28, 1974.

The Labour Relations Board,
1620 West 8th Avenue,
Vancouver, B.C.

Dear Sirs:

Re: Application for Certification of Local #3
Notre Dame University

Attached you will find the following:

1. Application for Certification Form 2 (in duplicate)
2. Photostatic copy of First Organizational Meeting minutes
3. Photostatic copy of Local #3 Charter
4. Photostatic copy of Local #3 By-Laws as presented by the By-Laws Committee to the Charter Meeting
5. List of amendments to the By-Laws as passed at the Charter Meeting of February 22, 1974

For further information:

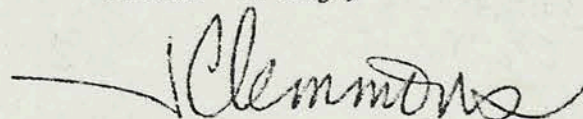
Lynne Bowness (Local #3 President)

[REDACTED]
Nelson, B.C.
[REDACTED]

Jennifer Clemmons (Provincial AUCE President)

[REDACTED]
Vancouver, B.C.
[REDACTED] (work: 228 4573)

Yours truly,



Jennifer Clemmons
Provincial President, AUCE

FIRST ORGANIZATIONAL MEETING - Held on 16 February 1974 - 4:12 p.m.
[REDACTED], Nelson, B.C.

PRESENT: Shirley Bonney Peggy Nowlin Sigrid Shepard
Lynne Bowness Shari Phillips Yvette Loffler
Bruno Campese Jeanette Poty
Rosina Lorusso Penny Stedile.

Lynne Bowness was elected Chairperson, Yvette Loffler, Secretary.

Sigrid Shepard commented on the purpose of the Organizational Meeting. She stated that since the support staff at Notre Dame University of Nelson are not organized, an attempt should be made to organize these workers into the Association of University and College Employees.

MOVED by Yvette Loffler, SECONDED by Shari Phillips: That it is the consensus of this meeting that the headquarters members of AUCE present should apply to the AUCE Provincial Executive to be granted a charter in the name of AUCE Local #3 (NDU) for the purpose of organizing Notre Dame University of Nelson support staff who are currently non-organized. CARRIED UNANIMOUSLY.

MOVED by Sigrid Shepard, SECONDED by Bruno Campese: That we send a letter to Katherine Walters, Secretary-Treasurer of the Provincial AUCE to apply for a Charter to be granted to the Local #3 of AUCE Notre Dame University of Nelson. CARRIED UNANIMOUSLY.

MOVED by Shirley Bonney, SECONDED by Yvette Loffler: That, subject to the granting of the Local #3 (NDU) Charter by the AUCE Provincial Executive, the Charter Meeting of Local #3 (NDU) should be held 22 February 1974.

CARRIED UNANIMOUSLY.

MOVED by Shirley Bonney, SECONDED by Jeanette Poty: That a committee of three (3) be appointed to draft the By-Laws for the Proposed AUCE Local #3.

CARRIED UNANIMOUSLY.

The Chairperson asked for a motion to adjourn the meeting.

MOVED by Sigrid Shepard, SECONDED by Penny Stedile: That the meeting be adjourned.

CARRIED UNANIMOUSLY.

The Meeting adjourned at 5:40 p.m.

Respectfully submitted,

Lynne Bowness

Lynne Bowness, President.

Yvette Loffler

Yvette Loffler, Secretary.

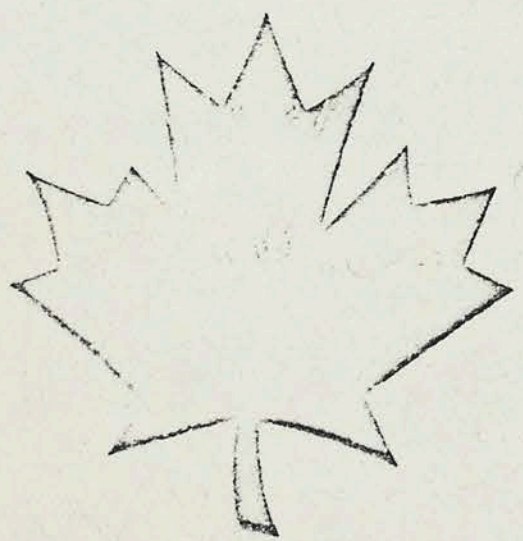
KNOW YE BY THESE PRESENTS

That The Association of University and College
Employees a Canadian Labour Union, having
for its purpose the improvement of the standards of living for the
workers coming under its jurisdiction, doth grant this charter to
Local # 3 (Notre Dame University)

This charter to remain in full force and effect as long as
Local # 3 aforesaid and its members shall abide by the
laws and constitution of The Association of
University and College Employees and always
subject to the provisions of the constitution of The Association
of University and College Employees

IN WITNESS WHEREOF

The Association of University and College
Employees has caused to be affixed to this charter, the
signature of its President and its Secretary-Treasurer
this 20th day of February A.D. 19 74.



J. Clemmons

President

Katherine Walters

Secretary-Treasurer

Association of University
and College Employees

LOCAL #3 (NDU) BY-LAWS

- A. NAME: This Local Association shall be known by name as "The Association of University and College Employees Local #3" and shall hereinafter be referred to as the "Local Association".
- B. OBJECTIVES: The objectives of the Local Association shall be the same as those of the Association of University and College Employees as provided in Section 2 of the Provincial Association Constitution.
- C. JURISDICTION: The jurisdiction of this Local Association shall include but not be limited to all full-time and part-time clerical, technical and service workers at Notre Dame University of Nelson.
- D. MEMBERSHIP:
- 1) Members of the Local Association comprise the following two categories:
 - a) Active Association Members: all employees of the University as described in Article C above and who, in addition, have applied to join the Association and whose application for membership has been accepted by an authorized representative as provided for in Article D2 below. Active Association members who are on approved leave of absence from the University shall retain their membership rights during their period of leave, provided they pay Association dues as approved by the General Membership;
 - b) Contributing Non-Association Members: all employees of the University as described in Article C (above) but who have not applied and/or who do not wish to join the Association but are required to pay Association dues and levies as provided for in the Local Association By-Laws.
 - 2) Application for membership in the Local Association shall be made in writing and may be accepted from the applicant by a Local Association Officer or designated authority. Each person signing an application for membership and paying the initiation fee will thereby agree to comply with the aims, principles, and policies of the Provincial Association. Upon acceptance of such application according to Section 4.D of the Provincial Association Constitution, the applicant shall be entitled to full membership status. The initiation fee of this Local Association shall be one dollar (\$1.00) for each person wishing to become a member except in the case where the laws or regulations of the Province or the laws or regulations of the Federal government require a lesser or larger initiation fee, in which case the provisions of the laws and regulations shall apply, instead of and in place of the By-Law requirement. When a member becomes unemployed she/he shall retain full membership rights without paying per capita tax for a period of ninety (90) days from her/his last per capita tax payment. Members unemployed for more than ninety (90) days from their last per capita tax payment, and members employed but not working in bargaining units, may maintain membership rights by paying not less than the per capita tax each month. After payment of such per capita tax, membership will only lapse if the per capita tax is more than three (3) months in arrears. The foregoing does not apply to members of a unit pending certification.
- E. LOCAL ASSOCIATION EXECUTIVE: The Table Officers of the Local Association shall include the following: President, Vice-President, Secretary, Treasurer and two Trustees. The executive will also include the Chairperson of the Grievance Committee, Chairperson of the Contract Committee, Chairperson of the Communications Committee, and the Chief Steward.

Any Division not already represented by one or more of the above Executive Officers, shall elect a representative to serve on the Executive as a member-at-large. This shall be done at the October election meeting as provided in section F5.

F. ELECTION OF OFFICERS:

1. A nominee for any office must be a member in good standing of the Local Association.
2. The nomination of Local Association Table Officers shall commence at the regular monthly meeting in September and close at the regular monthly meeting in October. Annual elections of Local Association Table Officers shall be by referendum ballot vote. At least fourteen (14) days prior notice of the election shall be given to the membership. The person receiving the largest number of votes in any election shall stand elected.
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 Executive shall appoint a returning officer accordingly. No member running for office shall be eligible to act as a returning officer in that election.
4. Any protest alleging "unfair ballot" or other irregularity must be presented in writing to the Secretary of the Local Association within seven (7) days of the results of the balloting being announced. Upon receipt of such protest the Local Association Executive shall meet and if the protest is upheld another ballot shall be conducted. All ballots and voting lists shall be held by the Trustees for a reasonable period after the election. A motion to destroy the ballots shall be in order at a subsequent Local Association membership meeting following the election.
5. Each Division shall hold an October election meeting for the purpose of electing one steward who shall serve on the Grievance Committee, one steward who shall serve on the Contract Committee, one steward who shall serve on the Communications Committee. The quorum for each Division's October election meeting shall be one-third of the members within that Division. In the event that Division representative to a Committee is recalled or resigns, a By-election to fill the vacancy will take place at a meeting of the members within the Division, by secret ballot vote, following two weeks notice.
6. The Grievance Committee, Contract Committee and Communications Committee shall each elect from among their members a Chairperson to serve on the Local Association Executive. The stewards shall meet annually in October to elect from among themselves a Chief Steward, who shall serve on the Local Association Executive.
7. The election of Local Association representatives to the Provincial Executive shall be held at the same time and in the same manner as the election of the Local Association Table Officers. The Local Association's member of the Provincial Constitution and Resolutions Committee shall be elected at a Local Association membership meeting prior to the Provincial Association Annual Convention.
8. There shall be five (5) Divisions composed of the members of the following offices:
 - 1) Administration Offices
 - 2) Business and Departmental Offices
 - 3) Libraries
 - 4) Food Services
 - 5) Maintenance
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 presented

to the officer presiding over that meeting at the time of nomination.

G. DUTIES OF LOCAL ASSOCIATION OFFICERS AND COMMITTEES:

1. The Local Association President shall preside at all meetings of the Local Association and of the Local Association Executive, and shall be a member ex-officio of all Committees and of all Divisions, and shall be responsible for coordination between the Committees and Divisions and the Executive.
2. The Vice-President shall assist the President, and shall assume the authority and duties of the President in her/his absence.
3. The Secretary shall be responsible for taking accurate minutes of meetings of the Local Association and of the Local Association Executive and for making available to the Communications Committee all pertinent decisions. She/he shall be responsible for all official correspondence as directed by the Local Association membership or by the Local Association Executive.
4. The Treasurer shall maintain accurately and properly such bookkeeping system as shall be set up under the instruction of the Local Association Executive. She/he shall present financial statements to each membership meeting, and shall circulate an audited financial report to the Local Association and Provincial Association Executives by January 1 of each year. This report shall be read at the January membership meeting.
5. 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.
6. All cheques issued by the Local Association shall require the signature of the Treasurer and one of the following: President, Vice-President or Secretary. Application for certification and other legal documents shall be signed by the Local Association President and Secretary.
7. The Communications Committee shall be responsible for all communications, including a Local Association Newsletter, notices of meetings, and communication of important decisions to the membership.
8. The Contract Committee 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.
9. The 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 in respect to their working conditions.
10. No agreements shall be entered into by a Local Association Officer or Committee member which change any terms or provisions of an existing labor agreement unless approval has been granted for such action by the membership of the bargaining unit concerned.

H. VACANCIES IN LOCAL ASSOCIATION TABLE OFFICERS POSITIONS:

1. Any Local Association Officer will have her/his office declared vacant if she/he misses three (3) consecutive executive meetings without reasonable excuse.
2. By-elections shall be called by the Trustees when an office becomes vacant unless such office becomes vacant within two months of the opening of annual elections in which case the office shall remain vacant until the annual elections are held. By-elections shall be held by secret ballot at any Local Association membership meeting where the membership has received two weeks written notice.

I. RECALL:

1. Any steward may be recalled at any time by a majority vote of the members of the office or group which that steward represents. Vacancies shall be filled by election within seven (7) days.

2. A Division representative on a Committee may be recalled by a majority vote at a Division Meeting. Any such vacancy will be filled by secret ballot election at a Division Meeting within two weeks.
3. The Chief Steward may be recalled by a majority vote of a meeting of all stewards, or by the Local Association membership according to the procedure for recall of Table Officers. In the case of recall of the Chief Steward, the stewards shall meet within two weeks to elect a new Chief Steward.
4. Any Table Officer may be recalled by referendum ballot of the Local Association membership, according to the following procedures:
 - (a) Following receipt of a petition for recall signed by 25% of the Local Association membership, stating the specific complaints against the Officer, the Local Association Executive shall send written notice to all the membership including a copy of the petition and a brief answer written by the Officer concerned, and announcing a Local Association membership meeting to discuss the recall. This notice shall be made approximately two weeks prior to the meeting. At that meeting, the Officer and/or a member appointed by her/him shall have a right to speak, in answer to the petition.
 - (b) The referendum for recall shall be held prior to the next membership meeting but no sooner than two weeks. The ballot shall be carried out by the Trustees in the usual manner.
 - (c) The Officer will be recalled if the motion for recall is approved by a majority of votes cast.

J. MEETINGS:

1. Any member in good standing of the Local Association shall have the right to attend any meeting, including Executive and Committee meetings, in which case the member shall have voice at the discretion of the Chair, but no vote.
2. General Membership Meetings of the Local Association shall be held on a regular basis, preferably monthly, but in no case less than quarterly. Notice of the precise date, time and place of each meeting shall be given to the membership at least one week prior to the meeting. Special membership meetings may be held at any time by the call of the President or the Local Executive, by petition of 5 members of the Local Association, or by decision of a regular monthly meeting. Notice for such special meetings must be posted in a conspicuous place at least three days prior to such a meeting. Except where otherwise stated, the quorum for business at any membership meeting shall be 25% of the members.
3. The Local Association Executive shall meet at least monthly at the call of the President or of any four members of the Executive. The quorum for business at any Local Association Executive meeting shall be a majority of the members of the executive, and a majority of votes cast on any matter shall be decisive.
4. Meetings of Committees shall be at the call of the Chairperson of the Committee, of the President, or of any three members of the Committee concerned. The quorum for business of any Committee shall be a majority of its members, and a majority of votes cast on any matter shall be decisive.
5. The membership within a Division may decide to hold Division Meetings on a regular basis. The quorum for business at these meetings shall be 1/3 of the members of the Division involved.
6. The annual fiscal meeting of the Local Association shall be the January membership meeting. At this meeting a Projected Budget shall be presented, debated and approved. Any major change in the categories, priorities, and amounts outlined in the budget in the ensuing year must be reported to and receive the approval of a membership meeting for which notice of the budgetary decisions to be made has been given to the membership.

K. DUES AND FINANCES:

1. Monthly dues shall be as recommended by the Executive Committee and approved by the General Membership.
2. Dues are payable on a monthly basis through payroll deduction.
3. The Local Association shall have the right to levy on its members for special purposes, one assessment per year of a maximum of five dollars, which must be approved by a 2/3 majority vote of the members at a Local Association membership meeting, provided notice of the vote has been given at least fourteen (14) days prior to the meeting. Further assessments require approval by a referendum vote.
4. All monies in the hands of the Treasurer shall be deposited in the name of the Local Association, and a complete record of all monies received and paid out shall be kept. The Trustees shall be responsible for inspecting the financial records of the Local Association.

L. APPROVAL OF CONTRACTS: Any collective agreement must be approved by a majority of votes cast in a referendum of the membership in the bargaining unit concerned. The referendum shall be held in conjunction with a series of meetings to discuss the collective agreement, held at times and places such as to give all members concerned an opportunity to attend before they vote.

M. STRIKES AND LOCKOUTS: A bargaining unit shall not strike without the approval of the membership. Voting shall be by secret ballot and a majority of votes cast shall be necessary for a strike to take place.

N. DISCIPLINE: Any member of the Local Association shall have the right to prefer charges against any other member of the Local Association according to Section 17 of the Provincial Association Constitution. Charges can be preferred against any member who:

1. Violates any provision of the Provincial Constitution and/or Local Association By-Laws.
2. Obtains membership through fraudulent means or by misrepresentation.
3. Fraudulently receives or misappropriates any property of the Provincial Association or Local Association.
4. Acts in collusion with the employer with a view to injuring the Provincial Association or Local Association or impeding the implementation of any policy of the Provincial Association or Local Association.
5. Fails to act in accordance with any decision of regular or special membership meetings of the Local Association.

O. PROCEDURE:

1. Except as otherwise provided in these Local Association By-Laws or the Provincial Association Constitution, Bourinot's Rules of Order shall govern the conduct of all Local Association meetings and Local Association Executive meetings.
2. Any of these By-Laws may be amended by a majority vote at a Local Association membership meeting provided that notice of motion of the amendments has been posted at least seven days prior to the vote. Any amendments to these By-Laws shall only become effective upon approval by the Provincial Association Executive.

P. ORGANIZATIONAL YEAR:

1. Charter Meeting: The method of election of Local Association Table Officers shall be determined by the members at the Charter Meeting. The quorum shall be a majority or those members applying for charter.
2. A Chief Steward and Contract Officer shall be elected by secret ballot vote at a Local Association membership meeting.

3. During the Organizational Year, Division stewards will be elected when possible by all members within the Division. Proper elections of stewards and Committees will be held as soon as possible after certification. Until then, Committees and their membership will be as determined by Local Association membership meetings.
4. In the organizing period prior to certification, a member will be considered to be in good standing if she/he has paid the \$1.00 initiation fee.
5. The quorum for business at membership meetings during the Organizing year shall be ten (10) members.

Lynne Bouness

Gretta Loffler

Mary J. Hestuff

Peggy Nowlin

Penny Skelb

Bludys Anderson

Elbickina Di Giacomo

Jeanette Cate

Rita Campese

Doris Anderson

Leslie Hall

Shari Phillips

Mike Koorlatoff

Margaret W. J.

Sigrid M. Shepard

Jean Mackie

Gene Anderson

Bruno Campese

Margaret Ross

At the Charter Meeting of Local #3 (NDU) held February 22, 1974, the following were passed as amendments to the Local #3 By-Laws reported by the By-Laws Committee:

- (C) JURISDICTION: "library" added after the word "clerical".
- (D) MEMBERSHIP: Item D.1 deleted.
- (E) LOCAL ASSOCIATION EXECUTIVE: "Chairperson of the Communications Committee, and the Chief Steward" deleted.
- (F) ELECTION OF OFFICERS: "one steward who shall serve on the Communications Committee" deleted. "one steward who shall serve on the Contract Committee" changed to "one member who shall serve on the Contract Committee". (Item F.5)

Item F.6 to read "The Grievance Committee and Contract Committee shall each elect from among their members a Chairperson to serve on the Local Association Executive."

- (G) DUTIES OF LOCAL ASSOCIATION OFFICERS AND COMMITTEES: In Item G.3 delete "and for making available to the Communications Committee all pertinent decisions".

Item G.7 deleted.

- (I) RECALL: Item I.1 to read "Any steward or committee member may be recalled at any time by a majority vote of the members of the division which that steward or committee member would represent. Any such vacancy will be filled by secret ballot election at a Division Meeting within two weeks".

Item I.2 deleted. Item I.3 deleted.

- (J) MEETINGS: Added Item J.7 to read "There shall be no salaried officers or staff unless it is so established by the January monthly membership meeting, which shall also determine the salaries of same, provided those salaries do not exceed the highest salary paid to members at N.D.U. During strike or lock-out, any salaried officers shall not receive more than the strike benefits paid to other members. Any officer or steward temporarily working on the legitimate business of the Local Association shall be paid at her/his regular job rate for any time lost from her/his job.

- (K) DUES AND FINANCES: Item K.1 to read "Monthly dues shall be \$4.50 for each member of the Local Association. Dues can only be changed by majority of votes cast in a referendum ballot of the Local Association membership."

Item K.2 deleted.

- (M) STRIKES AND LOCKOUTS: "secret ballot" changed to "referendum secret ballot vote".

- (P) ORGANIZATIONAL YEAR: Item P.2 deleted.

Item P.3 to read "During the organizational period, Division stewards and Committee members will be elected when possible by all members within the Division. Proper elections of stewards and Committees will be held as soon as possible after certification. Until then, Committees and their membership will be as determined by Local Association membership meetings."

In Item P.5, "Year" changed to "Period".

For Departmental use only

"LABOUR CODE OF BRITISH
COLUMBIA ACT"

Labour Relations Board

APPLICATION FOR CERTIFICATION

1. Correct name, address and telephone number of applicant trade union: (1)

ASSOCIATION OF UNIVERSITY AND COLLEGE EMPLOYEES, LOCAL #3
c/o Yvette Loffler, [REDACTED], Nelson, British Columbia
 Telephone: Business: 352-2241
 Residence: [REDACTED]

- 2.(A) Correct name, address and telephone number of employer(s):

NOTRE DAME UNIVERSITY OF NELSON
820 - 10th Street, Nelson, British Columbia, telephone: 352-2241
V1L 3C7

- (B) Address at which employer's records can be inspected if different from above.

same

3. General nature of employer's business:
- University

4. Description of the unit for which applicant seeks certification:

Clerical, library, Technical and
Services employees except student assistants

- 5.(A) Number of employees in the proposed bargaining unit:
- 38

- (B) Number of employees claimed to be members in good standing of the applicant trade union.

28

6. Additional information that the applicant thinks will be of assistance to the Board, including the locations where the employees in the proposed unit are working:

Employees work at Notre Dame University of Nelson
1) Administration offices 2) Business and Departmental Offices
3) Food Services 4) Libraries 5) Maintenance

7. The applicant ~~does~~/does not request that a pre-hearing representation vote be taken in this matter among the employees in such voting constituency as the Board determines. (2)
8. The applicant trade union hereby makes application to be certified by the Labour Relations Board as the bargaining agent of the employees in the bargaining unit described in Section 4 above.

Made and signed on behalf of the applicant trade union this 26 day of February, 1974, by:

ASSOCIATION OF UNIVERSITY AND COLLEGE EMPLOYEES, LOCAL #3
Name of trade union

Lynne Bowness
Signature (see Note 3)
Lynne Bowness

Yvette Loffler
Signature (see Note 3)
Yvette Loffler

President
Office held

Secretary
Office held

[Redacted]
Address

[Redacted]
Address

NOTES

1. Where the applicant is a council of trade unions it must also give the name and address of each constituent union.
2. This application will be processed without a pre-hearing representation vote being taken, unless the applicant clearly indicates that it DOES request a pre-hearing representation vote by striking out the words "does not" in paragraph 7.
3. Name of signing officer is to be typed or printed below the signature.
4. If the applicant wishes this application to be expedited it may deliver:
 - a) this application by hand to the offices of the Labour Relations Board at 1620 West 8th Ave., Vancouver, B.C.
 - b) all evidence it may have relating to membership in good standing of employees in the applicant trade union, and any other evidence that the Labour Relations Board deems relevant.
 - c) a separate statement in writing marked "confidential" of the number of employees who are members in good standing of the applicant union.

REGISTERED
FEB 27 1974