

**BYLAWS**  
**FOR THE SWARTZ BAY OFFICERS' COMPONENT, LOCAL 18**  
**OF THE B.C. FERRY & MARINE WORKERS' UNION**

**1. PREFACE**

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

**2. NAME**

The name of the Local shall be Swartz Bay Ships' Officers' Component (also known as Local 18) of the B.C. Ferry & Marine Workers' Union.

**3. MEMBERSHIP**

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

**4. AFFILIATION**

A member of Local 18 may be appointed to a local or regional Labour Council where such Labour Councils are established. The Union shall pay a per capita fee in accordance with Article 3, Section 6 (b).

**5. OBJECTIVES**

The objectives of the Local shall be:

- a) To unite all Local members for their mutual benefit and conduct Union business in accordance with the Constitution.
- b) To maintain an efficient Ships' Officer Representative system within the Local.

**6. DELEGATES TO CONVENTION**

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

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

**7. RESOLUTIONS**

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

**8. ELECTION OF OFFICERS**

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

**9. TERM OF OFFICE**

The Officers of the Local shall be elected for a three year term. Each term shall end upon the election of a new Officer. Nominations, voting and elections will take place after the B.C. Ferry & Marine Workers' Union Triennial Constitutional Convention.

**10. LOCAL EXECUTIVE**

The Local Executive shall consist of at least two (2) members of the following positions:

- ◆ President
- ◆ 1<sup>st</sup> Vice President
- ◆ 2<sup>nd</sup> Vice President
- ◆ Recording Secretary/Treasurer

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**11. LOCAL EXECUTIVE MEETINGS**

- a) Meetings are to be held as deemed necessary, at such time and place that the President shall determine.
- b) Any two (2) Local Officers shall constitute a quorum.
- c) Any Local Executive member who does not attend meetings of the Executive without good and sufficient reason shall forthwith cease to be a member of the Local Executive.
- d) Except in the case of special or emergency meetings, seven (7) days notice, accompanied by agenda items, shall be given to Local Executive members.

**12. COMMITTEES AND APPOINTMENTS**

- a) The following Local committees shall be established:
  - ◆ Safety
  - ◆ Grievance
  - ◆ Health, Welfare and Social
- b) Each committee shall be headed by a Local Officer.
- 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.

**13. GENERAL MEETINGS**

- a) The Local Chairperson shall call such meetings of the local membership as deemed necessary, but not less than quarterly.
- b) The Local Chairperson shall call a meeting of the Local on the request of ten percent (10%) of the Local membership, or at the direction of the Union Executive.
- c) The meetings shall be held at such times and at such place as the President sees fit.
- d) A quorum shall be four (4) members in good standing, taken from all sessions of the meeting.

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**14. ORDER OF BUSINESS**

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

1. Sign in on attendance
2. Call to Order
3. Introductions of head table, if required
4. Adoption of Agenda
5. Reading of Minutes of the Previous Meeting
6. Disposition of the Minutes
7. Business Arising from the Minutes
8. Unfinished Business
9. Executive Members' Reports
10. Reports of Committees
11. Correspondence
12. New Business
13. Good and Welfare
14. Adjournment

**15. DELEGATES TO TRADES AND LABOUR COUNCILS**

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

**16. TIME OFF FOR UNION BUSINESS**

Requests for time off from work to carry out Union business shall be made through Union Headquarters and are subject to approval by Union Headquarters.

**17. RECOMMENDATIONS FOR NEGOTIATIONS**

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

**18. FINANCES**

- a) Local funds shall be administered by the Local Executive.
- b) Expenses incurred by the Local shall be billed to the Union Headquarters in accordance with the Financial Guide.

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- c) Signing authority for Local funds will be the President or the Recording Secretary/Treasurer.

**19. RULES OF PROCEDURE**

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

- RULE 1 If a member, while speaking, be called to order, he shall, at the request of the Chair, take his seat until the question of order has been decided.
- RULE 2 Should one, or more, members rise to speak at the same time, the Chair shall decide who is entitled to the floor.
- RULE 3 Any members, for informative purposes, may request a motion under discussion be re-read, except whilst a member is speaking.
- RULE 4 No member shall interrupt another in his remarks except it be to call a point of order.
- RULE 5 A member shall not speak more than once on a question until all who wish to speak have had an opportunity to do so.
- RULE 6 Any motion presented to the Chairperson shall be the property of the Local. Prior to conclusion 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 majority vote.

**20. OATH OF OFFICE**

The Union oath of Office is as follows:

"I, \_\_\_\_\_, do hereby sincerely pledge by word to the B.C. Ferry & Marine Workers' Union that I will, without evasion, truly and faithfully perform

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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.”

**21. 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 to any Local General meeting, to be voted on at the next General meeting.
- b) The Local Executive may 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 the Local Executive shall be posted seven (7) days prior to a Local meeting.

**22. 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.

**23. 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 B.C. Ferry & Marine Workers' Union.

**24. IRREGULARITY**

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

These bylaws were passed at the October 4, 2006 SOC Executive meeting.

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