



**PUBLIC AND PRIVATE
WORKERS OF CANADA**

LOCAL 9

Prince George, B.C.

BY-LAWS

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ARTICLE I - PURPOSE

Section A

The purpose of this local shall be to promote and protect the social, physical and economic welfare of its members, to bargain collectively and in good faith with the employers of its members in the best interest of its membership.

No individual local member or group of local members shall bargain outside of the certified bargaining unit.

Section B (20-09-10)

In accordance with the National Constitution Section 2, the masculine gender, where used in these by-laws, is for convenience only and is not intended to exclude female members from provision herein. Wherever the masculine or singular is used, the same shall be construed as meaning feminine or plural unless otherwise stated.

ARTICLE II - JURISDICTION

Section A

Jurisdiction shall be as outlined in Section III of the National Constitution of the Public and Private Workers of Canada.

Section B (9-12-10)

- a) Local Nine shall be the exclusive bargaining agent for each certified unit under its jurisdiction.
- b) Each certified unit, or unit of Local Nine, shall be that group of members as defined by its negotiated contract with its employer.

ARTICLE III - MEMBERSHIP

Section A

Application for membership in a local union shall be made in writing on an approved form and may be accepted from the applicant by a local officer or his designate only.

Section B

All applications for membership shall be subject to approval by the local union.

ARTICLE IV - INITIATION FEES AND DUES

Section A (2-4-68)

Prior to certification being granted, initiation fees shall be waived.

Section B (10-10-68)

The initiation fee for new members of a certified unit shall be \$10.00. The initiation fee for new members hired on or after 15 August 1968 shall be \$2.00 upon presentation of a withdrawal card or substantiation of good standing, from any other union.

Section C (14-06-07)

The monthly membership dues of this local shall be 1.4% of gross wages with reimbursement of 1/3 of annual dues paid, to a maximum of \$250.00 to members attending 50% of the available regular scheduled general meetings. However, dues in an uncertified unit shall be \$2.00 per member until the unit is certified.

Section D (10-4-69)

The monthly membership dues of sub-locals affiliated Local No. 9 shall be \$2.00.

Section E (10-4-69)

Sub-locals affiliated to Local No. 9 shall maintain a separate financial structure.

Section F

The local union shall have the right to levy on its members, for special purposes, such assessments as may be determined by a two-thirds majority vote of the members at a membership meeting, providing notice of assessment has been posted for at least seven (7) days prior to the vote.

Section G

All fines and assessments shall be charged against members as regular dues and must be paid within the time specified to protect a member's standing. Such assessment must be paid before regular dues can be accepted, and must be enforced as outlined in the labour agreement.

ARTICLE V - LOCAL OFFICERS

Section A (14-6-07)

The officers of the local shall include the following:

- President
- Vice-President
- Second Vice-President
- Recording Secretary
- Corresponding Secretary
- Financial Secretary
- Treasurer
- Four (4) Trustees
- Two (2) Wardens or Guards

Section B

The offices of Recording Secretary and Corresponding Secretary may be amalgamated at the Local's discretion.

Section C

The offices of Financial Secretary and Treasurer may be amalgamated at the Local's discretion.

Section D

The President shall be a member Ex-Officio of all committees within the local.

ARTICLE V - AMENDED - OFFICERS' DUTIES

Section A PRESIDENT (09-12-10)

- a) Is the head of the local union with general responsibilities for the activities of Local Nine and shall preside at all meetings unless he has a valid reason and shall see that all other officers perform their duties in a manner satisfactory to the membership. He shall enforce the constitution, laws, rules and customs of the local, decide all questions of order subject to an appeal of the local, cast the deciding vote and to perform such other duties as appertaining to this office or which may, from time to time, be delegated to him by the local. He acts as liaison to all certified units of the Local and represents Local Nine at arbitration cases for the individual certified units. The President shall be the chair of the bargaining committees of all units. The President shall assist the National Office with organizing.

Section B FIRST VICE-PRESIDENT

He shall assist the President in the discharge of his office, fill his place in his absence, and have such other duties as are customarily incident to his office. He shall be Chairman of the Standing Committee.

Section C 2ND VICE-PRESIDENT (14-6-07)

He shall assist the First Vice-President in the discharge of his duties. He shall assist National Office in organizing. He shall also be the chairman of the chemical plant committee.

Section D RECORDING SECRETARY

He shall keep the minutes of each meeting.

Section E CORRESPONDING SECRETARY (9-9-04)

He shall read all correspondence and documents, issue notices for the calling of meetings, notify the National Secretary Treasurer of all newly elected Officers. He shall keep a file of all correspondence and incoming communications. He shall be responsible for the safe-keeping of the Local's seal and shall insure that it is used only as appropriate. He shall write all correspondence as instructed by the president, Executive Board and Local. In the absence of the president and Vice President, he shall call the meeting to order and a Chairman Pro Tempore shall be elected by the local union. He shall also be the Local Office Manager. He shall serve as the Local's Privacy Officer.

Section F TREASURER (10-2-94)

He shall receive and be responsible for all incoming monies. He shall be responsible for all outgoing monies. He shall keep a correct account of all monies received and spent. He shall make no disbursements without the approval of the local union. He shall make a monthly financial report and have his ledger audited yearly.

Section G FINANCIAL SECRETARY (10-2-94)

He shall be responsible for keeping a correct financial account of each member, together with name and address of each. He shall report at each meeting, all new members. He shall also keep a correct account of all members in good standing, of all admissions, rejections, deaths, resignations, expulsions, suspensions and withdrawals.

Section H TRUSTEES

(09-12-10)

- a) **Financial:** Trustees shall have supervision over all funds and property of the local union, subject to such instructions as they may receive from time to time from the local union. They shall see that the signing officers are bonded. They shall see that the Treasurer deposits all monies in such bank that the local union decides and that he also deposits all bonds, notes or other securities in a safety deposit box in said bank. They shall instruct the officers of the bank to pay no money nor cash any bonds, notes or securities on account of the local union except on an order or a cheque signed by the signing officers. They shall examine the bank books monthly and see that all monies have been properly deposited and at the close of each quarter, secure verification by the bank of the entries therein. They shall see that the local union's books are audited annually by a Chartered Accountant or a Certified General Accountant approved by the local union. They shall ensure that any units handling their own monies comply with the above means of supervision and audits.
- b) **Order:** Trustees shall have the power to summon any officer or member to explain the condition of his records or any discrepancy that may appear therein and any officer or member so summoned shall be required to turn over to the Trustees all papers, records, books and property belonging to the local union demanded by them.
- c) **Elections:** Trustees shall be responsible for the conducting of all elections and referendum balloting at all certified units:
1. At least one trustee or designate, with the assistance of a member of the unit acting as scrutineer, shall be present for such elections. No member running for office will act as scrutineer.
 2. Trustees will ensure the list of nominations for that unit's officers are separate from the nominations for the Local's Table Officer positions and ensure the appropriate number of each ballot are printed.
 3. With the help of unit scrutineers and/or office staff, Trustees will ensure the voting lists are correct for each unit, and that each member of a unit is accorded a single vote.
 4. The Trustees or designates will control the security of the ballot boxes, ballots and voting lists during elections, and lock said boxes.

Section I GUARDS (09-12-10)

It shall be the duty of the guards to take charge of the doors at meetings to see that all present are entitled to remain, to introduce candidates and attend to visiting members at regular membership meetings. They shall not permit the entrance of any unauthorized person or persons, nor any person under the influence of intoxicating liquor. They shall assist the chairman in preserving order and shall remove from the meeting any person so ordered by the chairman. It is the responsibility of units holding general meetings to have guards for those meetings.

ARTICLE VI - TERMS OF OFFICE AND ELECTIONS

Section A

With the exception of the Trustees, all terms of office shall be for a period of one year or until their successors are elected.

Section B (09-12-10)

With the exception of newly organized locals, plants or units, a nominee must have been in good standing for a period of one year immediately preceding acceptance of nomination. Regardless, members running for the position of President or Vice President shall have been members in good standing of a certified unit of Local Nine for a period of at least one year prior to accepting said nomination.

Section C (09-12-10)

Nominations of Local Officers and Pulp Unit Wage Delegates shall commence at the regular monthly meeting in October and close at the regular monthly meeting of the following month. There shall be enough notice given so that any member from a certified unit running for local office has time to post a resume or biography for ten (10) days prior to the election. These should include their names, union experience and place of employment.

Section D (09-12-10)

1. Each Unit will elect its own bargaining committee for contract talks with its employer. The President of the Local will act as Chair for that committee and the Unit Chair shall be a member of said committee.
2. Unit Wage Delegates will be elected on an as required basis except as in Section C

Section E (09-12-10)

Elections shall be held by referendum ballot and will be held at the earliest possible date. A minimum of two days and a maximum of four days shall be set aside for balloting within each certified unit. Elections for officers from all units must be completed within three weeks of commencing the vote.

Section F (09-12-10)

Initially, one Trustee will be elected to serve one year, one Trustee will serve two years, one Trustee to serve three years, and one Trustee to serve four years. Subsequently, one Trustee to be elected each following year for a term of four years. The elected members receiving the greatest plurality in the initial election will serve for the four year term. The elected member receiving the next greatest number of votes will serve the three year term. The elected member receiving the third highest number of votes shall serve the two year term. The elected member receiving the least number of votes shall serve the one year term.

Section G (09-12-10)

Any executive member who absents himself from three (3) consecutive meetings (executive or general) without reasonable excuse may be suspended or his office declared vacant by the local union.

Section H (09-12-10)

In the event of a recall, death or resignation of a local officer, his successor shall be elected by a referendum ballot.

Section I (09-12-10)

Before nomination of absent members can be accepted, signed notice of their willingness to stand for office must be presented to the President.

Section J (09-12-10)

Committee members will stand for nomination and election at the regular general meeting in January. Interim committee members will be nominated and elected at a regular general meeting.

Section K (09-12-10)

Members must be in good standing to cast a vote in any election.

Section L (09-12-10)

Any officer who shall resign, be recalled, or for any reason, cease to hold office, shall immediately upon termination of his position as officer, turn over to the local union all property of the local union in his possession.

Section M (10-2-94)

Terms of office shall commence the first of January for officers of the local and wage delegates, and the first of February for all others.

Section N (09-12-10)

When appropriate, election polls will be open at the union office, or designated site, for the appropriate hours on election days to ensure members on all shifts are afforded an opportunity to vote.

Section O (09-12-10)

Advance voting for Local Officers elections shall take place the week prior to the regular elections dates. Advance polls shall be open from 11:00 am to 1:00 pm at the union office or designated site for one (1) day, to be specified on the election notice.

Section P (09-12-10)

The unit Chair shall appoint a member of the certified unit in good standing as scrutineer for elections within that unit. The appointee shall not be running for office in those elections.

Section Q (12-12-12)

Each unit of the local shall send one member to the annual convention as an observer unless that unit has a member elected as a convention delegate.

ARTICLE VII - MEETINGS

Section A

Regular membership meetings shall be held at least once monthly.

Section B

A special membership meeting may be called by the President or the local executive or by petition of twenty-five (25) members. Six (6) members of the executive board shall constitute a quorum at any executive board meeting.

Section C (9-4-00)

Twenty (20) members of the local shall constitute a quorum at any membership meeting.

Section D

Meetings will be conducted in accordance with Roberts Rules of Order.

Section E (14/8/08)

Regular membership meetings shall be held on the second Wednesday of each month (except under unusual circumstances) beginning at 7:30 p.m. and ending at 10:00 p.m. Meetings may be extended beyond 10:00 p.m. by a majority vote of the members present.

Section F

There shall be a minimum of two (2) executive meetings each month. One executive meeting will be held on the Tuesday prior to the regular general meeting. One executive meeting will be held on the fourth Tuesday of the month.

Section G

The agenda of regular general meetings, if possible, will be posted in the mills seven (7) days prior to the meetings.

Section H (8-2-01)

There shall be two (2) meetings per year of the Local Officers, Wage Delegates, Committee Chairs or designates, Chief Shop Steward or Deputy, and National Executive Board Member or alternate.

These meetings shall take place over one (1) full work day and topics discussed shall be the directions, policy and unity of the Local. Other topics will be discussed as deemed necessary.

Section I (10-4-03)

New members are required to attend a regular general meeting within 90 days of the commencement of their employment.

Section J (10-4-03)

Attendance at meetings of the local is restricted to members of the local, National Officers as required by the National Constitution and such guests whose admittance has been approved by a majority vote of the members present.

ARTICLE VIII - FINANCES

Section A (10-5-84)

The signing officers of the local shall be the President, Vice-President, Financial Secretary and Treasurer. All cheques drawn on the local's account shall be signed by any two (2) of these signing officers.

Section B (10-5-84)

All signing officers shall be bonded in the amount decided upon by the local union, by a recognized surety company approved by the local union.

Section C (12-2-76)

Each money item in excess of \$1000.00 will be posted in the mills for seven (7) days prior to the regular or special general meeting, at which it will be decided on.

Section D (13-9-01)

The executive board may authorize payment of all operational expenses of the local but otherwise is restricted to a maximum expenditure of \$1000.00 per month. This amount will be reported at the next general meeting.

Section E

The President will sanction lost time, per diem, travel expenses, and long distance phone calls between meetings.

ARTICLE IX - SHOP STEWARDS

Section A

The local union shall maintain a Shop Steward structure. Every member shall be represented by a Shop Steward to whom he may direct grievances in his department for redress and otherwise seek help that the union may be able to give.

Section B

Shop Stewards shall be elected, wherever possible by the members they represent.

Section C

It shall be the responsibility of the executive board to appoint a Shop Steward when a vacancy has been determined and the members concerned have not elected a Shop Steward within fourteen (14) days.

Section D (13-2-86)

The Shop Stewards will hold regular monthly meetings and in December of each year will elect two assistant Chief Shop Stewards, one from Intercon and one from PG Pulp. The Chief Shop Steward shall be elected by the membership in December.

Section E

The Shop Stewards will be responsible for signing up all new members in the areas they represent and advise the members on all activities and procedures of the local.

Section F

The Shop Stewards shall have a copy of the National Constitution, Local By-laws, and Joint Labour Agreement at all times and see that there are no violations of any of these.

Section G

No member can hold office of Shop Steward if not in good standing in his local.

Section H

The Shop Steward may be relieved of his position by the executive board or the Local President for failure to perform his duties subject to approval of the next regular general meeting.

ARTICLE X - ASSESSMENTS (9-12-04)

Section B (13-5-99)

The local union shall establish and maintain a separate fund known as the Defence Fund. Revenue from this fund shall be derived by adding one (1) times base rate to the monthly membership dues as set out in Article IV, Section C.

When the Defence Fund reaches \$500,000.00, one (1) times base rate shall be reduced from monthly membership dues until the amount of the fund falls to \$100,000.00, at which time the monthly membership dues shall again be increased by one (1) times base rate until \$500,000.00 is reached.

The local executive board shall be responsible for the administration of the Defence Fund. The amount of assistance payable from the Defence Fund to individual members or locals idled by strike or lockout shall be determined by the local executive board. Monies from the Defence Fund may also be used to maintain the local office during a strike or lockout.

Detailed accounts of all payments made from and to the Defence Fund by the local executive board shall be reported at the regular monthly membership meetings.

ARTICLE XI - AMENDMENTS

Local union by-laws may be amended by a two-thirds majority vote at any meeting provided that notice of motion giving details of the amendment has been posted at least seven (7) day prior to the vote. All provisions of all chartered local union by-laws not contained herein shall be of no effect until approved in writing by the national executive board. The National constitution shall take precedence over these by-laws.

ARTICLE XII - EXECUTIVE BOARD MEMBERS (8-3-01)

The executive board shall consist of the officers of the local as listed in Article V, Section (A), the National Executive Board member, National Executive Board Alternate, the Chief Shop Steward and Deputy Chief Shop Stewards, all Committee members, Wage Delegates and Convention Delegates.

ARTICLE XIII - SALARIES AND EXPENSES

Section A

Should the local require any of its members to transact union business, necessitating loss of time from their regular working shift, then such members shall be paid their regular working rate for the time lost. There shall be no compensation for the loss of overtime, with the exception of the Sunday Letter.

Section B (9-14-16)

Should the Local require any of its members to travel outside their town of employment to transact Local business he shall be allowed reasonable hotel expenses, plus a per diem of ninety dollars (\$90.00) in addition to his wages and travel expenses, to and from his destination. The per diem value to be reviewed by January 31st, every three years. Part days shall have a prorated per diem paid as laid out in Section D below. Extended medical coverage will be provided out of province. The member requiring such coverage will arrange for same.

Section C (9-12-11)

Should a member elect to use their own vehicle in the transaction of union business, mileage will be paid at the rate paid by the PPWC - National Office. Travel by means other than public carrier will be the responsibility of the member for insurance coverage and damage.

Section D (9-12-11)

Members officially representing the local where no lodging expenses are incurred shall receive prorated per diem of: Breakfast – 20% of full day per diem, Lunch – 30% of full day per diem, Supper – 50% of full day per diem. Where meals are supplied by the local for in-town meetings, partial per diems shall not be paid.

Section E (13-10-88)

An expense voucher must be submitted, at least bi-weekly, for reimbursement.

ARTICLE XIV - IN MEMORIAM

Section A

When a member of this local dies, the President, as the first order of business at the first following meeting, calls all members to their feet and they shall stand with bowed heads for one (1) minute in respect for their departed fellow member. The charter of the local shall be draped for a period of thirty (30) days, and a message of sympathy sent to the next of kin.

Section B (12-10-95)

This local shall have representation at local funerals of all deceased members. Such representation, to be appointed by the President. A wreath shall be sent, the cost not to exceed three (3) times base rate. In lieu of a wreath and at the request of next of kin, a donation may be made to a charitable or non-profit organization of their choice. The donation not to exceed three (3) times base rate.

Section C (14-8-86)

The President, when necessary, will make all arrangements for the disposition of a deceased member in good standing, who is without provisions for same.

Section D (14-8-86)

An amount of two thousand five hundred dollars (\$2500.00) shall be paid from general funds to the beneficiary designated on the appropriate form.

Section E (14-8-86)

Should the beneficiary be in question, the recipient shall be the decision of the executive board.

Section F (09-12-10)

An assessment shall be placed against the Local's full membership as soon as practicable, as a percentage of each member's unit base rate, approximating the amount of the death benefit.

ARTICLE XV - RETIRED MEMBERS

Section A

All retired members shall be granted the full privileges of active members except the right to vote and to hold office. They shall pay no dues.

ARTICLE XVI - GRIEVANCES

Section A

Once a grievance has been submitted and an answer received, the further conduct of the grievance becomes the responsibility of the executive board.

Section B

For a grievance to be taken to arbitration, a majority vote of a general meeting shall be required.

ARTICLE XVII - DISCIPLINE

Section A

The local union has a right to discipline any member for a violation of the National constitution, local by-laws, decisions for regular or special membership meetings, or the working rules, only after a fair hearing and a majority vote at the local meeting.

Section B

The accused shall have all rights to the National constitution (Discipline, Section 148)

Section C

No person shall work in excess of 16 hours straight or more than 16 hours in a 24 hour period. If doing so, they shall be fined the wages in excess of 16 hours.

Section D

The executive board shall have the power to summon in writing, any member of the local to appear before it, or before any committee, subject to Section 148 of the National constitution, refusal to obey this summons will result in a fine of not more than \$50 nor less than \$5.

ARTICLE XVIII - MEMBER SERVICES (13-9-01)

Section A

It is the intention of the local to promote the social interaction of its membership by holding an annual Christmas Dinner and Dance.

Section B

It is the intention of the local to celebrate the achievements of workers by holding an annual family picnic on the first Monday in September (Labour Day).

Section C

At each monthly general meeting, a draw will be held, of members in attendance, for a jacket bearing the local's crest.

Section D

At each monthly shop stewards' meeting, a draw will be held, of stewards in attendance, for a hat bearing the local's crest.

Section E

The local shall bear the cost of a television rental for any members or retired member confined to a short term care facility (eg. Hospital, Hospice, Rehab Clinic) for the duration of their stay.

Section F (15-6-09)

The local shall provide to members on long term disability, as of November 30th of each year, a \$100 grocery voucher. When a member retires while on LTD, they shall continue to receive the \$100.00 grocery voucher after retirement, to be reviewed every three (3) years.

Section G

Local 9 shall establish an Education Fund for the purpose of paying for educational opportunities that are deemed appropriate and beneficial to Local 9 and the general membership.

Monies for the fund shall be provided from employer contributions as negotiated.

Section H (13-5-04)

It is the intention of the Local to promote the social interaction of its membership by holding an annual golf tournament.

Section I (16-03-16)

a) Local 9 shall make available 3 (three) \$1500 financial awards to students who are enrolled in full time classes of a post-secondary institution in Canada. These awards are open to all students in any program of study; academic, technical, arts or the trades, who are members, or the spouse, dependant, or grandchild of a member of PPWC Local 9.

b) To be considered for the award an applicant must write a short essay on the benefits of unionism.

c) A committee will be struck in house, to decide upon the recipients of the awards.

d) One of the awards to be given will be in honour of long-time Local President Len Shankel, and will be known as the Len Shankel Continuing Education Award.

Section J (11-11-04)

Local 9 shall annually donate two bursaries of \$1500 each to students attending the University of North British Columbia. Open to all students enrolled in any program of study at UNBC who are members, or the spouse, son, daughter or grandchild of a member of PPWC Local 9.

Section K (31-03-14)

The Local shall purchase and lay a wreath in memoriam each Remembrance Day and National Day of Mourning for Injured Workers.

Section L (11-08-05)

At each monthly general meeting, a draw will be held, of members in attendance, for one pair of dance tickets to the annual Christmas Dinner and Dance. No member's name shall be drawn more than once in each calendar year.

Section M (16-03-16)

This section deleted.

AMENDMENTS TO LOCAL 9 BY-LAWS

Amendment to Article IV, Sub-section c	22 April 1968
Amendment to Article III, Sub-section c	22 April 1968
Amendment to Article VI, Sub-section a	22 April 1968
Amendment to Article VI, Sub-section c	22 April 1968
Amendment to Article IV, Sub-section b	10 October 1968
Amendment to Article IV, Sub-section c	13 March 1969
Amendment to Article IV, Sub-section d	10 April 1969
Amendment to Article IV, Sub-section d	10 April 1969
Amendment to Article IV, Sub-section c.....	9 May 1969
Amendment to Article V, Sub-section a	9 November 1972
Amendment to Article VI, Sub-section a	9 November 1972
Amendment to Article XIII, Sub-section b.....	14 February 1974
Amendment to Article XIV, Sub-section b.....	12 September 1974
Amendment to Article IV, Sub-section c	12 June 1975
Amendment to Article XIII, Sub-section b.....	February 1976
Amendment to Article XIII, Sub-section c.....	12 February 1976
Amendment to Article VIII, Sub-section c.....	12 February 1976
Amendment to Article VIII, Sub-section d.....	12 February 1976
Amendment to Article XIII, Sub-section c.....	10 December 1981
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