

NOTE TO MEMBERS

The Executive Board is recommending the adoption of the Bylaws as amended below. The changes and additions are highlighted in bold print. Explanations are in italics. Many of the changes are meant to bring our bylaws into conformity with the International Constitution. Others reflect the fact that the Local has grown over the years. We now represent members in 16 different Bargaining Units.

BYLAWS

OF

THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 942

PREAMBLE:

These By-Laws are designed to give proper balance to the Administration of the Union.

Duties and responsibilities of elected officers and members of committees should be as widely dispersed as possible. It should not be left to the willing few to have to serve in multiple capacities. In other words, duties should be shared by the many rather than the few. While various committees have been designated as "standing committees", this does not preclude the possibility of special committees being established from time to time as may be required and necessary. In order to improve and maintain the social and economic welfare of its members without regard to color, race or creed, to promote efficiency in employment and to give clear evidence of its recognition of the unity of organized labor, this Union has been formed and does now establish these By-Laws for its government.

ARTICLE 1: ORGANIZATION NAME

1.01 This organization shall be known as the International Union of Operating Engineers, Local 942 with headquarters in Charlottetown, Prince Edward Island.

ARTICLE 2: PRINCIPLES AND OBJECTIVES

2.01 To unite all the unorganized employees appropriate for representation by this Local under the governing Constitution and By-laws in a single democratic organization capable of acting on their behalf.

Explanation: Deleted reference to the "general hospitals".

2.02 To provide a voluntary collective bargaining process, standards of compensation and other conditions of employment that are at the very least comparable to those provided to other organized employees and to protect the rights and interests of all employees in this organization in all matters connected with employer and employee relations.

Explanation: Deleted reference to “hospital employees”.

2.03 To practice charity whenever possible, without injury to the Union or its members.

ARTICLE 3: AFFILIATION

3.01 This organization may affiliate with any other organization as it may determine from time to time, provided such affiliation shall be in accordance with **the Constitution** and is not contrary to these By-Laws.

Explanation: Added reference to “constitution”.

ARTICLE 4: MEMBERSHIP

4.01 The membership of this Union shall be composed of permanent **full-time** and part-time, casual and temporary employees. Any employee employed by **Health PEI** or in any classification or field of work that may be covered by the jurisdiction of the International Union of Operating Engineers, Local 942, shall be eligible for membership in this Union, provided he or she is not specifically disqualified by the rules of this Union, or by non-compliance with them, or is not specifically disqualified by the constitution of the International Union of Operating Engineers.

Explanation: Housekeeping changes

4.02 Honorary membership may be conferred on anyone who the Union feels is deserving of such membership. Honorary membership shall not entitle the holder to a voice or vote.

4.03 The Union shall have the authority to establish initiation fees, monthly dues, and other assessments as may be deemed necessary provided each has been approved by secret ballot by a majority of members in good standing present at a regular meeting or a special meeting called for that purpose. Notice of such action must be given to the membership at least **15 days** prior to the date these matters are to be voted on.

Explanation: Constitution requires 15 days. By-laws previously required 7 days.

4.04 A member in good standing shall be someone who is not in arrears of dues or assessments to the Union. Any member who has not paid their current dues or assessments as required by these By-Laws within 30 days after they become due and payable, may upon vote of the local union, be barred from meetings or removed from committees or both, or suspended from the membership.

Explanation: Change needed in order to conform with constitution. By-laws previously provided that a suspension would follow after three months in arrears.

4.05 All members shall be issued with a membership card, approved by the Executive Board as evidence of their membership in the organization.

4.06 Every member of this organization is deemed to agree to abide by and to be bound by the provisions of these By-Laws, upon applying for membership in this organization or continuing his membership in this organization.

4.07 In the event of death of a Union member, a death benefit of one hundred dollars (\$100.00) will be paid to the member's estate.

4.08 *Explanation: Deleted. The good-standing of hospital employees is already captured at article 4.04.*

ARTICLE 5: OFFICERS

5.01 The officers of this Union shall consist of **the President/Business Manager**, Vice-President, Treasurer, **Recording/Financial Secretary**, three trustees, **a conductor and a guard**.

Explanation: List of Table officers is amended to conform with the constitution.

5.02 In the event that any Office or **Unit Representative** position becomes vacant, **the Business Manager/President, Vice-President, Recording/Financial Secretary and Treasurer** shall meet no later than 30 days from the date of the vacancy, **and by a majority vote**, elect **a member** to fill said vacancy for the unexpired term. **Failing to do so, the vacant position shall be filled by a vote of the members present at the next general membership meeting, and in the case of a Unit Representative, at the next district meeting where the vacancy has occurred.**

Explanation: Change needed to conform with the constitution. By-laws were previously silent on what was to occur if the chief executive failed to appoint a replacement.

ARTICLE 6: ELECTIONS

6.01 **The Officers** and Unit Representatives shall be nominated at regular monthly **district** meetings prior to the election, **but no earlier than a May meeting preceding the election**. Should an election be necessary, it shall be held **during the month of August by mail referendum** conducted by secret ballot among the general membership. Newly elected Officers and Unit Representatives shall be installed at **the first regular meeting in September**.

Explanation: Changes needed to conform with the constitution. The election of the officers will no longer be staggered. Elections were previously held at the annual meeting. Mail-in ballot will ensure greater participation.

6.02 Unit Representatives shall be elected by the members employed within the particular district where they are running. Should a member be employed in more than one district, he shall be entitled to vote in only one district.

Explanation: The geographical areas are maintained but the reference to the Health Regions is deleted as IUOE members working for other Employers, may also run for election.

6.03 No person shall be elected or appointed as an Officer or Unit Representative who is not a member in good standing **for one year preceding the month of nominations as well as a member of the organization for at least two years prior to the election**.

Explanation: Addition needed to conform with the constitution.

6.04 The Recording Secretary will notify each candidate of his nomination to office and the candidate must return an acceptance of the nomination which must be received by the Recording-Secretary within ten days of the date when the candidate was notified of the notification.

Explanation: Part of the election process set out in the constitution.

6.05 All terms of office of the Union shall be for a period of three (3) years.

Explanation: Changes required to conform with the constitution. By-laws previously established a one year term for Unit Representatives

6.06 Provided they are still eligible to run for office, all officers and Unit Representatives shall be entitled to run for re-election unless dismissed from office.

Explanation: Housekeeping change.

6.07 The office of any officer who fails to discharge the duties of his office for **four successive meetings may** be declared vacant **by a majority vote of the membership in good standing**. In the case of a Unit Representative, the position may be declared vacant **by a majority vote of the membership in good standing within the particular district**.

Explanation: Changes required in order to conform with the Constitution. The bylaws previously stated that a position was automatically declared vacant after missing three meetings. The membership would now vote on it.

6.08 Impeachment procedures may be initiated by a two-thirds vote of the total membership.

ARTICLE 7: DUTIES OF OFFICERS

7.01 President/Business Manager – These offices shall be combined and held by one member. **He or she** shall function as the Chief Executive Officer of the Union. **He or she shall appoint any and all representatives, agents, and assistants who shall work directly under his or her supervision.**

Explanation: The position of Business Manager was established in accordance with the constitution due to the number of staff. The duties of the Business Manager are established by the constitution.

Notwithstanding Article 6.03, because of the special burdens and heavy responsibilities imposed on the President/Business Manager of a local union, no member shall be eligible for election to, be elected to, nor hold of the office of President/Business Manager, unless he or she shall have been continuously in good standing in the local union electing him for a period of two years preceding of the month of nominations, in addition to fulfilling the qualifications for other local offices.

Explanation: This is a new provision which conforms with the constitution.

The President/Business Manager shall exercise supervision over its affairs, sign all official documents, preside at all meetings of the Union, preserve order and enforce the By-Laws.

The President/Business Manager shall announce the results of all votes, **shall have the power to call special meetings**, shall have a vote on all matters, including the election of officers, and in the case of a tie vote, have the right to cast the deciding ballot.

Explanation: The bylaws previously required a request from an Executive Board member or ten union members.

The President/Business Manager shall sign all orders on the treasury for such money as shall, by these By-Laws, or by motion at a meeting, be ordered paid; sign all cheques and drafts on bank or credit union **accounts** and perform such other duties as required.

Explanation: Housekeeping change.

The President/Business Manager shall be allowed **on a monthly basis, the** necessary funds to reimburse him/her, any officers **or unit representatives** for expenses incurred on behalf of the Union, upon submission of signed vouchers.

Explanation: Previously limited to \$30 per month.

The President/Business Manager shall have first preference in representing the Union at any convention, conference, etc., **and with respect to the international union's general convention, by virtue of election to office, shall serve as a delegate to that convention, with other delegates to which the Local is entitled and chooses to send in compliance with the constitution.**

Explanation: The bylaws were previously silent in regards to the General Convention.

The President/Business Manager shall act as ex-officio **on** all committees of the International Union of Operating Engineers, Local 942.

Explanation: Housekeeping change

7.02 Vice-President - It shall be the duty of the Vice-President, in the absence of the President/Business Manager, to preside and to perform all duties pertaining to that Office, and to render such assistance as may be required; and in such case of vacancy in the Office of the President/Business Manager, to act in that capacity until the vacancy is filled. At all times the Vice-President is the second officer of the Union.

7.03 Recording/Financial Secretary - These offices shall be combined and held by one member. He or she shall keep full and accurate account of all proceedings of all meetings; shall record all motions, with the movers' and seconders' names, in the record book or minute book of the Union and shall fulfill other secretarial duties as directed by the President/Business Manager.

Explanation: The constitution requires both of these offices in addition to the Treasurer. In order to limit the number of table officers and to have a manageable number attending the monthly executive board meetings, these two positions are being combined.

The **Recording/Financial Secretary** shall file a copy of all letters sent out and shall keep on file all communications. He or she shall prepare all circulars and notices for issuance to the members and pass same on to the membership. He or she shall have books and papers ready at all times on reasonable notice for the Auditor and Trustees. He or she shall preside over meetings in the absence of both the President/Business Manager and Vice-President. He or she shall be empowered, with the approval of the President/Business Manager, to employ such stenographic or other assistance as he/she finds necessary, such assistance to be paid for out of Union funds.

Explanation: The bylaws previously required the secretary to answer all correspondence. Most correspondence is actually sent through the Business Manager and Union Staff.

The Recording/Financial Secretary shall receive all monies and all funds paid to the local union; pay all funds received to the Treasurer upon receiving the Treasurer's receipt therefore; keep the correct financial account of each member together with the name and address of each; make a monthly report to the General Secretary-Treasurer of all admissions, deaths, resignations, expulsions and suspensions; and such other duties as required by the Constitution.

Explanation: This new wording is required by the constitution. It adds an additional layer of protection.

7.04 Treasurer - The Treasurer shall receive and hold funds collected from all sources by the Financial Secretary, give a receipt for same, announce the total receipt and disbursements at each regular meeting of the Executive. All monies received by the Treasurer shall be deposited in the name of the Union in a bank or banks designated by the Union. The Treasurer shall pay all bills authorized for payment by the Union, through voucher duly signed by the President/Business Manager and the Recording/Financial Secretary and keep a correct record of both receipts and disbursements and such records as required by his office.

Explanation: See article 7.03.

The Treasurer shall co-sign all orders on the treasury for such money as shall by these By-Laws, or by motion at a meeting, be ordered paid; co-sign all cheques and drafts on bank or credit union **accounts** and perform such other duties as required.

Explanation: Housekeeping change.

The Treasurer shall facilitate having the books of the Union inspected when called upon by the Trustees or Auditor or such other parties as are entrusted to do this work as required The Treasurer shall furnish all requested documents to them and shall assist the Trustees or **Auditor** as needed.

Explanation: Bylaws previously only provided for semi-annual inspection. Reference to "auditor" added.

The Treasurer **and any other officer, employee or representative of the local** who handles funds or other property shall be bonded **in such amount and as otherwise required by law. The expense of such bond shall be paid by the local union. Any officer** who cannot qualify for a bond, shall immediately be disqualified from office and the Union shall proceed with the election of his replacement.

Explanation: Previously limited to \$500 and the language only made reference to the treasurer.

7.05 **Unit Representatives – These Representatives are also elected members of the Executive Board.** They shall police the existing contract and ensure that the members' rights are observed and that the obligations of the members are met. The Representatives shall ensure that the Executive Board is made aware of any problems that arise and the manner in which they are handling them. The Representatives shall make sure that notices are posted in the **worksites** and that the members are made aware of any meetings of the Union and shall do everything possible to ensure a good turnout at such meetings.

Shop Stewards - The shop stewards have all the same duties and responsibilities as the Unit Representatives except that they are not members of the Executive Board.

Explanation: Previous reference to hospitals was deleted. Housekeeping and clarification changes.

7.06 Trustees - Any stocks, bonds, securities, office furniture and equipment, titles or deeds to property that may at any time be owned by the Union shall be inspected at least once annually by the trustees and a report of their findings shall be included in their annual report.

Explanation: Deleted reference to previous duties that are ordinarily performed by the Auditor.

ARTICLE 8: DISTRICT ADMINISTRATION FORM OF GOVERNMENT

8.01 The Local shall proceed under a district administration form of government. There shall be five **districts** known as the Queens Region, East Prince Region, West Prince Region, Southern Kings Region and Eastern Kings Region.

Explanation: The form of governance was not previously specified in bylaws. The “districts” are what were formerly known as the “health regions”.

8.02 Regular monthly meetings shall be held in each district. Its authority shall be limited to making recommendations to the Local Union and as otherwise permitted by these Bylaws and the Constitution. Such meetings may be dispensed with during the months of July and August.

Explanation: Although held regularly, unit meetings were not previously spelled out in the Bylaws.

ARTICLE 9: EXECUTIVE BOARD

9.01 The Executive Board of the Union shall consist of a President/Business Manager, Vice-President, Treasurer, **Recording/Financial-Secretary** and not less than **twelve** other board members, including: two Unit Representatives from the West Prince Region, three Unit Representatives from the East Prince Region, four Unit Representatives from the Queens Region, one Unit Representative from the Eastern Kings Region, one Unit Representative from the Southern Kings **Region and, in order to ensure that at least one of the Unit Representative sitting on the Executive Board is from the Hoisting and Portable jurisdiction, there shall be one additional Unit Representative elected solely by the Hoisting and Portable members from all five Regions.**

Explanation: The Executive Board is being increased by one representative to ensure representation from the Hoisting and Portable Bargaining Units.

9.02 The Executive Board of the Union shall be the governing body between **General** Meetings. It shall take such action and render such decisions and instructions of General and Special Meetings of the Union and to enforce the provisions of the By-Laws, and the provisions of any and all collective agreements that may be in force and effect between the Union and the Employers.

Explanation: Housekeeping change.

9.03 Subject to the amendment of these Bylaws, the Executive Board may be expanded to allow representation for groups or units not already covered by Article 9.01 that could join Local 942.

ARTICLE 10: HONORARIUMS

10.01 Honorariums shall be paid to the following officers at the following rates but are not to be paid before such officers are in office for a period of seven months.

President/Business Manager	\$1000.00 per annum
Vice-President	\$400.00 per annum
Treasurer	\$450.00 per annum
Recording/Financial Secretary	\$450.00 per annum
Representatives	\$300.00 per annum
Trustees	\$100.00 per annum
Shop Stewards	\$100.00 per annum

ARTICLE 11: COMMITTEES

11.01 The Executive Board may establish the following committees and such other committees as may be permitted by the Constitution.

1. Election Committee
2. Education Committee
3. By-Law Committee

11.02 The Negotiating Committee(s) shall be appointed by the President/Business Manager.

Explanation: To conform with the constitution.

11.03 Monies to be expended by the above mentioned or any other committee must be approved by the Executive Board and reported in the Annual Report of the Treasurer.

11.04 Negotiating Committee – They shall be comprised of **the requisite number of members specified by the applicable Collective Agreement**. The President/Business Manager shall be the Chairperson. At any time, a committee may request a Business Representative to attend negotiating sessions and provisions will be made to arrange it. The Negotiating Committee shall direct all preparations for negotiating Collective Agreements and shall endeavor to affect a new Collective Agreement before the expiry of the current agreement.

Explanation: We have multiple collective agreements, each permitting a different number of members to sit on the negotiating committee.

11.05 Education Committee - **Shall consist of at least three (3) members of the Executive Board, one of whom shall act as Chairperson**. This committee shall endeavor to provide ways and means for education of the membership which will benefit the Union.

Explanation: Specifies that they are members of the Executive. They would be more familiar with the issues that are brought to the Board regarding the Education Fund.

11.06 By-Laws Committee - **Shall consist of three (3) members of the Executive Board, one of whom shall act as Chairperson**. This shall be a standing committee that will review the By-Laws **every five years** and as the need arises. The committee shall endeavor to keep the By-Laws consistent with the workings of the Union and shall present recommended changes to the Annual Meeting or a Special Meeting called for that purpose, for approval of the membership.

Explanation: Same as article 11.05. A periodic review of the bylaws will now be mandatory.

11.07 The Chairperson of each committee shall provide written reports of all activities to the Executive Board.

ARTICLE 12: REVENUE AND EXPENDITURE

12.01 The revenue of the Union shall be derived from initiation fees, monthly dues, assessments and such other means as are not inconsistent with the By-Laws.

12.02 The Treasurer may invest surplus funds in types of investments authorized by law for trust funds. In doing so, he or she must have prior approval of the Local Union and **only upon the written order of the President/Business Manager and the Recording/Financial Secretary**. The Trustees of the Union shall be the Trustees of the fund. All the funds shall be maintained in the name of the International Union of Operating Engineers, Local 942.

Explanation: Additional protection.

12.03 The payment of per capita tax, initiation fees and any other obligation owed by the International Union of Operating Engineers Local 942 or any other body to which the Union is affiliated, may be paid with authorization from the regular Executive Board meeting but a report on same shall be read at the regular meetings and the Annual Meeting.

ARTICLE 13: AUDIT

13.01 The local union shall employ an independent accountant for the purpose of auditing its accounts annually. The results of these audits will be reported directly to the Executive Board. The exact timing of these audits shall be determined by the Board.

Explanation: Although we have an annual audit, this was not a requirement of the existing Bylaws.

ARTICLE 14: BYLAWS

14.01 The local union, reserves the right to make laws and rules to govern its own members, providing that they conform to the Constitution of the International Union.

14.02 In the event that any article contained in these bylaws is at variance with or in contravention of provincial legislation or the Constitution, laws, rules, rituals or obligations of the International Union, it shall be deemed null and void. All other provisions shall remain in effect.

Explanation: Previously captured in preamble.

14.03 These bylaws may be amended by recommendation of the executive board and/or the bylaw committee and ratified by a majority vote of voting members at a general meeting; at a special meeting called for that purpose; or in a mail-in referendum of the membership. However, after adoption by the local union, such amendments must be approved by the General President of the International Union.

Explanation: Provision for amending bylaws. Not included in existing bylaws.

14.04 Any changes in substance or form required to be made in the Local Union's bylaws by virtue of the change properly made to the Constitution of this International Union, shall be made without necessitating a membership vote. Such automatic changes cannot go beyond those occasioned by the changes made to the Constitution.

Explanation: Provides for the automatic amendment of our Bylaws in the event of any future amendments to the constitution.

14.05 The provisions of these bylaws shall come into effect and supersede any previous bylaws adopted by the local union upon their approval by the General President.

Explanation: Once approved, these bylaws would prevail over any previous bylaws.

ARTICLE 15: CONFIDENTIALITY

15.01 The local Union shall respect the privacy of members and shall safeguard any personal or private information which members provide to the local union for business purposes. Personal or private information concerning a member shall not be disclosed outside local union nor shall it be shared with other members except where:

- a) such information is provided to the International Union for business purposes;**
- b) such information is provided to an insurance company or group insurance plan administrator for the purpose of a group insurance plan;**
- c) disclosure of such information is required by law; or**
- d) the member concerned has expressly authorized the local union to disclose such information to an outside source.**

Explanation: New provision to safeguard the privacy of members.

15.02 For the purpose of this article, “personal or private information” means a member’s mailing address, home telephone number, birth date, social insurance number, and other such information about the member which is not public.

Explanation: See article 15.01

ARTICLE 16: MEETINGS

16.01 The Executive Board of the Union shall meet at least once a month and more often when necessary, except during the months of July and August when such meetings may be suspended. A quorum for an Executive Board meeting shall be a simple majority.

Explanation: Re-worded without changing significance.

16.02 Only the Executive Board members present at meetings shall have the right to vote and the rule of one person-one vote shall apply.

Explanation: Re-worded without changing significance.

16.03 Special meetings may be called by **the President/Business Manager or by a majority of the following officers: Vice President, Recording /Financial-Secretary, Treasurer or upon written request by one-third of the members in good standing of the Local Union.** Such requests shall specifically state the purpose for such meeting and no other business shall be transacted.

Explanation: Process for calling meeting. Changed to conform with the Constitution.

16.04 The Union shall hold **two** regular meetings of the general membership per year, in November and May respectively. The **November meeting** shall be designated as the “Annual Meeting” at which all of the annual financial and committee reports shall be read and any other business pertinent to the Union shall be dealt with.

Explanation: clarification.

16.05 Unless otherwise specified herein, notice of meetings shall be given to all members at least seven (7) days in advance.

16.06 A quorum for all special and general meetings shall consist of a simple majority of the Executive Board plus twenty-five union members **in good-standing** who are in attendance.

Explanation: clarification

16.07 Voting privileges shall be restricted to members in good standing who are in attendance at the **special and general** meetings.

Explanation: Clarification.

ARTICLE 17: RULES OF ORDER

17.01 The President/Business Manager, or in his/her absence, the Vice-President, shall take the Chair at the time specified, at all regular and special meetings. In the absence of both the President/Business Manager and the Vice-President, the Recording-Secretary shall act as Chair. In the absence of all of these officers, a President pro-term shall be chosen by the Union.

17.02 The **presiding officer** shall state every question coming before the Union and before allowing debate thereon, and immediately before putting it to a vote, shall ask: "Is the Union ready for the question?" Should no member rise to speak, and the Union indicates readiness, the question shall then be put and there shall not any further debate.

Explanation: Previously referred only to the President

17.03 A motion to be entertained by the **presiding officer** must be seconded, and the mover as well as the seconder must rise and be recognized by the Chair.

Explanation: See article 17.02.

17.04 A motion to amend, or to amend an amendment, shall be in order but no motion to amend the amendment to the amendment shall be permitted. No amendment or amendment to an amendment which is a direct negative of the resolution shall be in order.

17.05 On motion, the regular order of business may be suspended by a two-thirds vote of those present, to deal with any urgent business.

17.06 Any member having made a motion, can withdraw it with the consent of the seconder but a motion once debated, cannot be withdrawn except by a majority vote of those present.

17.07 When a member desires to speak on a question, or offers a motion, he shall rise in his place and respectfully address the presiding officer; but the member shall not proceed further until recognized by the Chair; except to state that he/she rises to a point of order or on a question of privilege.

17.08 When two or more members rise to speak at the same time, the presiding officer shall decide which one is entitled to the floor.

17.09 Every member, while speaking, shall adhere to the question under debate and avoid all personal, indecorous, or offensive language, as well as any reflection on the Union or any member thereof.

17.10 If a member, while speaking, is called to order, the member shall cease speaking until the point is determined; and when deemed to be in order, the member may again proceed.

17.11 No sectarian discussion i.e. religious discussion, shall be permitted at the meeting.

ARTICLE 18: DEBATES

18.01 No member except the Chairperson of a Committee making a report or the mover of a resolution, shall speak more than five minutes, or more than once on the same question without the consent of the meeting.

18.02 The Presiding officer shall take no part in debate while presiding, but may yield the Chair in order to speak on any question before the Union, or to introduce a new question.

18.03 The presiding officer shall have the same rights as other members to vote on any question. In case of a tie, the presiding officer may give a casting vote, or, if he/she chooses, refrain from voting, in which case the motion does not prevail and the decision is in the negative.

18.04 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 divide or amend

which motions shall have precedence in the order named. The first three of these shall be decided without debate.

18.05 A motion for the previous question, regularly moved and seconded, shall be put in this form: "Shall the main question be now put?". If it is adopted, the President shall proceed to take the vote on the resolution and amendments thereto (if any) according to their priority. If an amendment or an amendment to an amendment is adopted, the original resolution, as amended, shall be put to the Union.

18.06 A motion to adjourn is in order except:

1. when a member has the floor
2. when members are voting

18.07 A motion to adjourn having been put and lost, shall not be in order again, if there is further business before the Union, until fifteen minutes have elapsed.

18.08 Before the presiding officer declares the vote on a question, or after a vote has been declared lost or carried by acclamation, and before the Union proceeds to another order of business, any member may ask for a division. A standing vote shall then be taken and the Secretary shall count same.

18.09 If any member shall feel themselves personally aggrieved by the decision of the Chair, they may appeal to the Union from such decision.

18.10 When the decision of the chair is appealed, the chair shall repeat decision with reasons. The party appealing shall then state briefly the reasons for the appeal after which, without further debate, the question shall be put thus: "Shall the decision of the Chair stand as the decision of the Union?". It shall require a majority vote to sustain such appeal.

18.11 After a question has been decided, any two members who have voted with the majority, may at the next meeting, move for its reconsideration.

18.12 No member shall enter or leave a meeting during the reading of the minutes, the initiation of new members, the installation of officers, or the taking of a vote; and no member shall be allowed to leave without the permission of the Chair.

18.13 All rules and proceedings of debate not provided herein, shall be as defined in Roberts Rules of Order.

YOU ARE THE UNION

A few Do's and Don'ts.

- DO Study your By-Laws.
- DO Study your agreement.
- DO Attend as many meetings as possible.
- DO Get to know your representatives.
- DO Learn the difference between a legitimate grievance and complaint whether such be frivolous or well-founded.
- DO Memorize the Rules of Order and follow them when attending meetings, (when in doubt, ask the Chair)
- DO Think before you vote.

- DON'T Say, "Why doesn't the Union." instead of "Why don't we...".
 - DON'T Stay away from meetings and gripe about "unwise" decisions.
 - DON'T Go 'over the head' of your representative.
 - DON'T Think that if things are not to your liking there just isn't anything we as individuals can do about it.
 - DON'T Believe the Union is not vitally important to us. Next to our home and family, the Union is our MOST IMPORTANT INTEREST.
 - DON'T Hesitate to bring to the attention of the meeting YOUR problems; they are the Union's problems too.
- YOU are the UNION! Without your participation, the UNION does not work!

