OUR BYLAWS

THE VICTORIA-VANCOUVER ISLAND NEWSPAPER GUILD LOCAL 30223 OF THE NEWSPAPER GUILD

Our Bylaws

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VICTORIA-VANCOUVER ISLAND NEWSPAPER GUILD

Founded in 1945 as the Victoria Newspaper Guild, Extended in 1990 to the Victoria-Vancouver Island Newspaper Guild.

TERMS OF REFERENCE

The Victoria-Vancouver Island Newspaper Guild shall be governed by the following Bylaws: CWA/SCA Canada Representative Council, and merger agreement; CWA Constitution, by the Constitution and the policies of The Newspaper Guild sector of the Communications Workers of America,("The News Guild or TNG-CWA"), AFL-CIO, CLC to which these bylaws are supplemental; as adopted in conference or convention, and any amendments and additions thereto.

These Bylaws shall be interpreted by the Executive Committee subject to appeal to the membership meeting, to the TNG-CWA Executive Council, The TNG-CWA Representative Council, CWA Executive Board and the next Sector Conference or CWA Convention.

Questions of procedure not covered by these Bylaws, by The Constitution of the News Guild–CWA, CWA Constitution, merger agreement, CWA/SCA Canada bylaws, Sector Conference decisions or convention, shall be governed by Bourinot's Rules of Parliamentary Procedure.

ARTICLE 1 - NAME AND JURISDICTION

1. The name of this organization shall be the "Victoria-Vancouver Island Newspaper Guild," it being chartered as Local 30223 of The Newspaper Guild, sector of the Communications Workers of America, AFL-CIO, CLC.

2. The jurisdiction of the Victoria-Vancouver Island Newspaper Guild, hereinafter referred to as the "Guild" or the "Local," shall be all employees in:

a) The advertising, business, circulation, editorial, information technology, maintenance, library, personnel, promotion and related departments of (1) news or feature publications, (2) enterprises supplying such material or service to publications or distributors which pay for this service, (3) newsreel companies, radio companies, television broadcasting companies, on line services, book publishing companies and any other media enterprises in Canada.

b) The informational and publication activities of a government agency, bureau or department;

c) Such other departments, activities or functions or any other enterprise the organizing of which is deemed by CWA/SCA Canada Executive Council ("E.C.") to be in the best interest of CWA/SCA Canada;

In Greater Victoria, British Columbia, and Vancouver Island (including Gulf Islands) and any other area in B.C. and/or Canada designated by CWA/SCA Canada

d) Any persons working for the Guild, its councils, locals or any other agencies the Guild may establish.

3. The Guild shall be governed by the following Bylaws, by the Constitution **of CWA/SCA Canada**, as adopted by sector conferences or conventions and any amendments and additions thereto.

ARTICLE 2 – Structure

1. The membership meeting of the Local shall be the supreme authority of the Local.

2. Between general meetings of the Local, its governing body shall be the Executive Committee, which shall administer the affairs of the Local, but it shall make no decisions permanently establishing the general policies of the Local.

3. Units of the local shall exercise those functions and powers specifically granted by these bylaws and the constitution of The Newspaper Guild-CWA.

ARTICLE 3 – Membership

1. Membership in the Guild shall be open to persons gainfully employed in jobs within the jurisdiction of the Guild, except those actively serving the interests of employers as against the interests of the Guild.

2. The facts of eligibility of all applicants shall be determined in accordance with these Bylaws and CWA/SCA Canada Constitution, subject to appeal as provided in CWA/SCA Canada or CWA Constitution. At least one Unit officer shall be consulted before the Local acts upon the application for membership.

ARTICLE 4 - MEMBERSHIP APPLICATIONS

1. Application for membership in the Local shall be made in full in the form required by the Local, and shall be accompanied by a written authorization from the applicant to have the

full amount deducted from the monies due the applicant from the employer and remitted to the Guild.

2. Applications for membership shall be submitted to the Executive Committee of the Local and shall be considered and approved or rejected by the Executive Committee. Final action upon any application shall be by the Executive Committee, subject to appeal as provided in the Constitution of CWA/SCA Canada. Any rejected application and the reason for it must be reported by the Executive Committee to the next regular Local membership meeting.

ARTICLE 5 - DUES AND ASSESSMENTS

1. Dues shall be paid weekly in accordance with the following schedule:

   a) The rate for reduced dues periods shall be 1.4 per cent on one week's salary, once per week, plus $1 per month;

   b) The rate for regular dues periods at the Times Colonist Unit shall be **2** per cent (2%) of one week's salary, once per week, plus $1 per month;

   c) The rate for regular dues periods at the other Units shall be 2 per cent (2%) of one week's salary, once per week, plus $1 per month

   d) The rate for Retired Members shall be $1 per month;

   e) The rate for Associate members shall be $1 per month;

   f) The rate for At Large Members shall be $12 per month during a reduced dues period and $12 per month plus an amount equal to 3.2 per cent of one week's salary once per month during a regular dues period;

   g) The rate for Unemployed Members, members on unpaid leave of absence, and those on strike or locked out shall be 10 cents per month.

2. The Local may, by a majority vote by secret ballot of members in good standing at a membership meeting, change the dues structure and/or levy such assessments as it deems necessary from time to time. Dues must be at least the minimum dues schedule as set forth in the constitution.

3. Notice of intent to vote upon the proposed assessment or change in dues structure shall be contained in the notice of the meeting at which it is proposed such action shall be taken.

ARTICLE 6 - MEMBERSHIP MEETINGS

1. Three (3) general meetings of the membership of the Local (which includes the annual general meeting) and three (3) general meetings of each unit of the Local membership shall be held annually, the time and place to be set by the Executive Committee

   The annual meeting and the election and initiation of officers shall be held in October. Nominations and elections shall be held in accordance with Article 9 of these Bylaws.

2. For the sake of more efficient administrative purposes, units may, with unit membership and local membership approval, vote to have unit membership meetings to be part of the regular Local membership meetings, and each agenda shall reflect that fact.

3. The Local shall give not less than six days' notice to the membership in advance of every membership meeting. When a general meeting is postponed, notice of such change shall be given the membership not less than three days in advance of the general meeting date. In the event of an emergency, the Executive Committee may call a special membership meeting on 24 hours' notice. Notice of all meetings shall be posted on all Guild bulletin boards and sent by email to the member's home email addresses.

4. No motion to reverse or review previous decisions of the membership or Executive Committee shall be acted upon unless it shall have been contained in the notice of the meeting. The meeting notice shall include any written or signed declaration from 25 percent (25%) or more members in good standing of an intention to move for such a review or reversal.

5. A special membership meeting shall be called by the Local on instructions of the Executive Committee, or on a written petition signed by 25 percent (25%) or more members in good standing at the time of filing of the petition.

6. At any membership meeting of the Local, or a Unit of the Local, at the hour the meeting is called, those in good standing who are present may, by **majority** consent, constitute themselves as a quorum and such decision shall hold until the end of the meeting.

7. Majority rule shall obtain throughout, and in no case shall more than a simple majority of votes be required to decide an issue. Voting by proxy shall not be allowed**.** Absentee balloting procedure may be employed where necessary.

8. Members shall be in good standing if they are not more than 60 days in arrears on any of their constitutional obligations. Members who lose good standing and thereafter remain delinquent 30 days shall be automatically suspended and shall not be reinstated to good standing except upon the specific decision of the Executive Committee.

9. No member not in good standing shall be permitted to vote, offer or second a motion, nominate for office, hold office, or be a candidate for office, but a member not in good standing shall remain under all the obligations of membership during the period of such suspension.

ARTICLE 7 - EXECUTIVE COMMITTEE

1. The Executive Committee shall be comprised of elected table officers of the Local: A President, a First Vice-President, a Secretary, a Treasurer and Directors as specified below.

2. Each of these major groups with the Times Colonist Unit: Editorial-Library, IT**;** Circulation-Maintenance and Advertising-Business Office shall be represented on the Executive Committee. If any of these named major groups are not represented by any of the elected table officers then the unrepresented group shall elect a Director for representation on the Executive Committee. Any other units shall elect one director to the Executive Committee.

3. The Executive Committee shall hold meetings as often as necessary but not less than **nine (9) times** per year A quorum of any meeting of the Executive Committee shall consist of not less than half its members, including the presiding officer.

4. The Executive Committee shall administer the affairs of the Local, subject to decisions of the membership, and shall supervise the handling of all Local funds except for payments of a strictly routine nature. Cheques shall be valid only when signed by the Treasurer and President or, in lieu of either one, a designated Executive member. Officers authorized to handle Local funds or property shall be bonded in amounts set by the Constitution.

5. Members of the Executive Committee shall be charged with the duty of overseeing a financial statement of the books of the Local, in accordance with CWA/SCA Canada Constitution.

6. Executive Committee members shall attend all meetings of the Executive Committee, and each shall be required to show cause for failure to attend. Inability to show cause for absence from two meetings of the Executive Committee shall constitute just and sufficient cause for the Executive Committee request to the Local to replace the Executive Committee member concerned.

7. All Executive Committee members shall be subject to recall in accordance with procedures set forth in Articles XXI and XXII of the CWA constitution.

ARTICLE 8 - DUTIES OF OFFICERS

1. President – The President shall preside at all membership and executive meetings, and shall supervise other officers in the exercise of their duties. The President shall enforce these Bylaws and the Constitution of CWA/SCA Canada, and shall be an ex-officio member of all standing and special committees. The President shall, with the approval of the Executive Committee, appoint all committee chairpersons and committee members, and Guild stewards. The President shall present at Executive meetings: violations of the collective agreement; for discussion the interests and or concerns, of the dept. members they were elected to represent.

2. Vice-President – The Vice-President shall perform the duties and exercise the responsibilities of the President in the absence of the president and shall present at Executive meetings: violations of the collective agreement; for discussion the interests and or concerns, of the dept. members they were elected to represent.

3. Directors shall present at Executive meetings: violations of the collective agreement; for discussion the interests and or concerns, of the dept. members they were elected to represent.

4. Secretary – The Secretary shall keep a full, correct and impartial account of the proceedings of each meeting of the Local and the Executive, and shall be custodian of the Guild's records, other than financial, and responsible for their maintenance.

5. Treasurer – The Treasurer shall receive and give receipts for all monies due the Guild and shall deposit such monies in such bank(s) or credit union as the Guild may direct. The Treasurer shall pay all bills authorized for payments by the Guild or the Executive Committee, except that no authorization shall be required for routine office expenses and routine transmission of funds to CWA/SCA Canada, the B.C. Federation of Labour and appropriate District Labour councils. The Treasurer shall keep complete and accurate records of all Guild finances and of membership dues payments, and shall report on the Guild's finances at all general membership meetings.
   The Treasurer shall present accounts for financial statement, whenever so instructed by the Membership or by the Executive Committee. The Treasurer shall be responsible for the application in the Local of the financial provisions of the Constitution and of these Bylaws. The Treasurer shall be bonded in the manner designated by the Constitution.

ARTICLE 9 - DUTIES OF UNIT OFFICERS

DUNCAN UNIT

1. Unit officers shall enforce the collective agreement, represent the interests and concerns of the membership they were elected to represent.

2. The Unit Chairperson shall preside at all Unit membership meetings and shall enforce these Bylaws and the Constitution and Bylaws of CWA/SCA Canada. The Chairperson shall generally exercise supervision over unit officers subject to the direction of the Executive Committee.

3. The Unit Vice Chairperson shall perform the duties and exercise the responsibilities of the Unit Chairperson in the absence of the Unit Chairperson.

4. The Unit Secretary shall keep a full, correct and impartial account of the proceedings of each meeting of the Unit and shall promptly file after such meetings a copy of the minutes with the Secretary of the Local. The Unit Secretary shall give notice to the membership of the Unit of the time and place of Unit membership meetings, as provided for in Article 6.

Mail-O-Matic Unit Officer Duties and Election

1. The Chapel Chairman (or acting Chairman) shall represent the union in his office; enforce all chapel rules and regulations and the laws of the union and the Communication Workers of America; report to the Administrative Officer any infringement by employers or members, or any violation of the contract he is unable to adjust satisfactorily. He shall preside at all meeting of the chapel. The Chapel Chairman (or acting Chairman) shall be subject to dismissal for failure to perform the duties of his office. The Chapel Chairman shall be elected by the chapel membership each year in November. The Chairman's term shall be one year. Furthermore, the membership is also required to elect the Assistant Chapel Chairman each year in November.

2. The Assistant Chapel Chairman shall represent the union, in the absence of the Chapel Chairman; enforce all chapel rules and regulations and the laws of the union and the Communication Workers of America; report to the Administrative officer any infringement by employers or members, or any violation of the contract he is unable to adjust satisfactorily. He shall assist at all meeting of the chapel. The Assistant Chapel Chairman shall be subject to dismissal for failure to perform the duties of his office. The Assistant Chapel Chairman shall be elected by the chapel membership

each year in November. The term shall be one year. Furthermore, the membership is also required to elect the Assistant Chapel Chairman each year in November.

3. Member At Large shall represent the Mail-o-Matic Unit at all LOCAL Executive meetings, in accordance to CWA Local 30223 rules; Report to the LOCAL executive any infringement by employers or members, or any violation of the contract he is unable to adjust satisfactorily. He shall be subject to dismissal for failure to perform the duties of his office. Be a conduit on the floor for the membership in any disagreements with the company and or the Chapel Chairman or the Assistant Chapel Chairman. The member at large shall be elected by the chapel membership each year in November. The term shall be one year.

4. UNIT ELECTIONS

a) Each Unit shall elect annually, in the manner prescribed by Article 10, sections 1, 2, 3, 4, 5 and 6 of these Bylaws

b) If a vacancy occurs in the post of any Unit officer, an acting officer shall be appointed by the Unit Chairperson from within the Unit, with the consent of the member so named and of the Executive Committee. Such Acting Officer may hold office only until the next membership meeting of the Unit for which proper notice can be given, whereupon the vacancy shall be filled by an election held in the usual manner.

ARTICLE 10 – LOCAL EXECUTIVE ELECTION

1. At least 15 days' notice of election of officers and members of an Executive Committee shall be given by email to each eligible member at his or her home address as shown on the record of the Local, including elections to fill vacancies.

2. Any member of the Guild in good standing may nominate or be nominated for office in this Local, provided that the member accepts such nomination in person or in writing at the meeting at which the member is nominated. However, a member may be nominated for only one table office. In the event that after acceptance a nominee wishes to withdraw their name, the member must so inform the Executive Committee, in person or in writing.

3. Officers of the Local shall be elected annually. Balloting shall be in person by secret ballot, except as provided in Article 6, Section 7. Majority rule shall obtain throughout and in no case shall more than a simple majority of votes be required to settle an issue. If on the first ballot nobody obtains a majority (50 per cent plus 1), then the last-place candidate shall be dropped off the nominations list and there shall be a runoff ballot, continuing until such time as one candidate obtains majority support.

Absentee balloting for table officer positions may only be allowed at the discretion of those attending the nominating meeting.

4. Nomination of officers, other than directors, shall be received from the floor at the general meeting of the Guild next proceeding, but by not less than 30 calendar days, the annual meeting. Not less than 10 calendar days before the annual meeting, the names in alphabetical order of those nominated shall be sent by email to members home email addresses.

5. In the event there is only one candidate for any one post, at the election meeting the presiding officer shall cast the unanimous ballot of the Guild in the candidate's favor and shall declare that person elected.

6. Officers shall hold office from the date of the annual meeting at which they were elected until the next annual meeting. Officers who remain members in good standing shall be eligible to succeed themselves or to be elected to any other office in the Guild.

7.

a) Directors shall be nominated at the annual meeting, by members of their respective membership groups, and shall be elected at the same meeting by vote of their respective groups. Directors at large, if any, shall be nominated at large at the annual election meeting, and elected by the general membership at the same meeting.

b) The Director for the Duncan Unit shall be nominated and elected at their Annual Meeting by members of the Duncan unit.

8. Vacancies in the post of Local officers or delegates shall be filled by appointment by the Executive Committee, but members so designated shall hold office only until the next membership meeting.

9. Delegates and alternates to the Sector Conference of TNG-CWA and CWA convention shall be nominated from the floor and elected at an annual meeting, which shall also determine the number of delegates to be elected. Delegates elected to serve as delegates to the CWA convention shall also serve as delegates to the CWA/SCA Canada Sector Conference.

10. Delegates to the Representative Council of CWA/SCA Canada shall be elected every two years. In the event of a vacancy the Executive may elect a replacement Delegates and alternates to all conventions, seminars, etc., must accept the nomination in person or in writing at the election meeting to be

eligible until the next general membership meeting.

11. Delegates and alternates to all conventions, seminars, etc., must accept the Nomination in person or in writing at the election meeting to be eligible.

12. Such delegates and/or their alternates shall have their necessary expenses including per diem set by the Executive prior to the election meeting. Lost salary shall be paid by the Local.

ARTICLE 11 - Collective Bargaining

1. Members

a) The negotiating committee on behalf of the any of its Units, shall be appointed by the LOCAL Executive Committee prior to each set of collective bargaining.

At least one month prior to this appointment, a request for members interested in forming part of the Bargaining/Negotiations Committee to submit their name for consideration, shall be sent by email to members home email addresses. All members who express interest shall be considered.

b. The Times Colonist unit committee shall be comprised of: one member from each of the: editorial-library-information technology, advertising department-business office; circulation department-maintenance department; and one member from and on behalf of the “clerical” members. The President shall be one of these appointments and also act as the chairperson. The Executive Committee may appoint additional member(s) to perform administrative and or advisory duties and responsibilities during the negotiations process.

c. Negotiating committees of units with less than 50 members shall be comprised of two members plus the President of the Local, or a designate, and negotiating committees of units with more than 50 members shall be comprised of three members plus the President of the Local, or a designate.

2. Any agreement arrived at in negotiations shall be submitted to the membership of the unit for approval. Before signing, the Agreement shall require ratification also by the Executive Committee of the Local, and the President of CWA/SCA Canada, in conformity with these Bylaws and with the Constitution of CWA/SCA Canada. Except in strike/lockout situations, it shall also be posted on all bulletin boards six or more days before the membership meeting called to vote on the Agreement.

3. Voting on proposed contract settlements shall be by secret ballot.

ARTICLE 12 - Grievances and Complaints

1. Any member of this Guild having a grievance against another member, committee, the Local and/or any employee of this Local, shall first carry the grievance to the President of the Local, who shall try to reach a satisfactory settlement.

2. If the member is not satisfied after discussion with the President, the member may put the grievance in writing and submit it to the Executive Committee, which may deal with such grievance as it sees fit, subject only to an appeal to the next regular membership meeting. Failure of the member to attend shall dispose of the question.

3. These provisions shall not affect a member's right to lay a charge as provided in the constitution of CWA/SCA Canada.

ARTICLE 13 – Offences

1. Discipline under these Bylaws, CWA/SCA Canada bylaws, or constitution shall be governed by CWA/SCA Canada or CWA Constitution.

2. Locals may be disciplined pursuant to Article XXII of the CWA constitution.

ARTICLE 14 - Installation of Officers

Officers of the Local shall be installed by a Past President or by any other member of the Local or TNG in good standing chosen for the specific purpose, or an officer of a printing union invited by the Executive. Each officer, before assuming his office and duties shall be required to take the following obligation:

INSTALLING MEMBER: "It is my privilege to administer this obligation to you, the officers of the Victoria-Vancouver Island Newspaper Guild, Local 30223 of TNG-CWA. Please raise your right hand."

“Do you promise to fulfill all the duties of your office to the best of your ability and to support these aims and purposes of the Guild; to advance the economic interests and to improve the working conditions of its members; to guarantee, as far as it is able, equal employment and advancement opportunity in the industry, constant honesty in news, editorials, advertising and business practices; to raise the standards of journalism and ethics of the industry; to foster friendly co-operation with all other workers; and to promote industrial unionism in the newspaper industry? If so inclined, please say ‘I Do’.”

EACH OFFICER: “I Do.”

INSTALLING MEMBER: “Do you pledge that during your term of office, you will guard and preserve all property and records of the Victoria-Vancouver Island Newspaper Guild and at the termination of your service, surrender the same to your successors?”

EACH OFFICER: “I Do.”

INSTALLING MEMBER: “Do you swear, on your honour, that you will not discriminate against any fellow member because of his or her age, sex, race, national origin, religious or political conviction, marital or parental status or anything he or she writes for publication?”

EACH OFFICER: “I Do.”

The Installing Member shall then declare the new officer(s) initiated and obligated.

Installation of New Members

PRESIDING OFFICER: “Do you hereby declare that you will, without reservation, abide by the Bylaws of the Victoria-Vancouver Island Newspaper Guild, Local 30223 of TNG-CWA, and the Constitution of CWA/SCA Canada?"

NEW MEMBER: “I Do.”

PRESIDING OFFICER: “Do you swear that you will not, unless under orders from the Guild, reveal the business of the Guild; that you will do all in your power to maintain the integrity of the Guild; that you will work at all times in the best interests of the Guild?”

NEW MEMBER: “I Do.”

PRESIDING OFFICER: “Do you hereby designate the Guild as your sole collective bargaining agent to represent you before any board, court, committee, individual or tribunal in any matter involving collective bargaining?”

NEW MEMBER: “I Do.”

The Presiding Officer shall then declare the new member(s) initiated and obligated and shall welcome them into the Guild.

ARTICLE 15 - Limits of Discussion

No matters of non-trade union business, excepting those matters arising from dealings with other labour organizations or organizations with which the Local is affiliated, shall be discussed at any meeting of the local unless and until a resolution shall have been passed calling for a suspension of the rules.

ARTICLE 16 - Funds and Property

The funds and other property of the Local shall not be divided in any manner among members individually. All monies collected on behalf of the Local or in the name of the Local, except those collected for CWA/SCA Canada or another branch of TNG-CWA, shall be the property of the Local.

ARTICLE 17 – Referendum

1. Any matter to be decided by the Local may be submitted to a referendum of the membership by either the Local or the Executive Committee and shall be submitted to such a referendum upon a petition signed by not less than 25 members in good standing at the time of the petition.

2. Provisions for the holding of a referendum shall be made by the Executive Committee, and may take the form of a vote by mail or a vote in person, or a combination of both. All members shall be given 10 days' notice of any referendum.

ARTICLE 18 - Amendments to Bylaws

These Bylaws may be amended by any membership meeting upon submission of the proposed amendment by the Executive Committee on its own motion, or by petition signed by not less than 25 members in good standing at the time of the petition. Such proposed amendment shall be posted on all bulletin boards not less than six days before the meeting, with notice of the time and place of meeting.

ARTICLE 19 - Review of Bylaws

The Executive Committee shall frequently review and update these Bylaws and shall attempt to coincide recommendations with the Annual General Meeting.

ARTICLE 20 - Interpretations

1. These Bylaws shall be interpreted by the Executive Committee subject to appeal to the membership meeting, to CWA/SCA Canada Executive Council, and the next Sector Conference or Convention.

2. Questions of procedure not covered by these Bylaws, by the Constitution of CWA/SCA Canada, the Sector Conference or Convention, shall be governed by Bourinot's Rules of Parliamentary Procedure.

3. Whenever the singular is used it shall include the plural wherever the context so requires.