

**CONSTITUTION, BY-LAWS  
AND  
RULES OF ORDER**

**OF THE**

**Toronto Printing Pressmen  
and Assistants' Union  
No. 10**

**SUBORDINATE TO**

**THE INTERNATIONAL PRINTING PRESSMEN  
AND ASSISTANTS' UNION OF NORTH AMERICA**



**ADOPTED APRIL, 1938**



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## *Preamble*

In order to cherish and protect our interests and rights as working; to cultivate ties existing between members of the craft; to abolish injurious privileges, and bring all under the constraint of wholesome duty, we, the Printing Pressmen and Assistants of the City of Toronto and vicinity, in associated brotherhood do enact, declare and establish the following as our Constitution, By-Laws and rules of government, which must be enacted on the principle of "One for all and all for one" and to uphold this principle in all actions.

# CONSTITUTION

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## ARTICLE I

### NAME

Sec. 1. This Union shall be known as the Toronto Printing Pressmen and Assistants' Union No. 10, I.P.P. and A.U. of N.A.

### JURISDICTION

Sec. 2. The jurisdiction of this Union is derived from a charter granted by the International Printing Pressmen and Assistants' Union of North America.

Sec. 3. Its jurisdiction shall embrace the operation of all power printing presses of the City of Toronto and vicinity as determined by the International Printing Pressmen and Assistants' Union of North America through its convention or Board of Directors, and in it alone is vested the power to regulate and control all printing pressmen and assistants within the same.

### USE OF NAME

Sec. 4. No member of this Union shall be allowed to use the name of this Union for any purpose without the sanction of the Union.

### OBJECTS

Sec. 5. The objects of this Union are to bring about and maintain the highest quality of workmanship, to protect, maintain and

advance craft interests, to establish and uphold a fair and equitable rate of wages and all other matters pertaining to the welfare of the Union in its jurisdiction.

Sec. 6. To regulate and control the apprenticeship system in the direction of intelligence, competency and skill, and in accordance with International law.

#### PERMANENCY OF THE ORGANIZATION

Sec. 7. This Union shall not have power to dissolve itself while there are ten (10) dissenting members in good standing.

## ARTICLE II

### MEMBERSHIP

Sec. 1. The membership shall be composed of competent printing pressmen and assistants, working within the jurisdiction of this Union, who shall comply with the rules and regulations of this constitution.

Sec. 2. Members who have become employers or have left the trade, and are in good standing in the Union, may be issued an Honourable Withdrawal Card.

Sec. 3. Whenever a member of this Union becomes financially interested in the printing business, and he performs the duties of a pressman or assistant in the office (or plant) of which he is financially interested, he must keep himself in good standing as an active

member of the Union. He cannot be issued an Honourable Withdrawal Card until such time as he shall have ceased to perform the duties of a pressman or assistant.

#### PROVISIONAL MEMBERSHIP

Sec. 4. Apprentice Assistants may be admitted to provisional membership. They shall be required to pay a stipulated monthly fee and they may attend the meetings of the Union, but shall not be allowed to make a motion or to vote.

Sec. 5. If for any reason the chairman deems it advisable that the Apprentice Assistants retire from the meeting, they shall do so at his request.

#### APPLICATIONS

Sec. 6. Each application must be accompanied by a proposition fee of Five Dollars (\$5.00). The balance of the Initiation Fee to be paid as the Executive Board directs.

Sec. 7. All applications shall first be investigated and dealt with by the Executive Committee and they shall bring their recommendations to the membership at the regular meeting of the Union.

Sec. 8. Upon a favourable report of said Executive Committee, the application shall be voted upon, and if 75% of the members present vote in favour of his admission he shall be duly elected.

## INITIATION OF CANDIDATES

Sec. 9. Candidates for Initiation who have been duly elected, shall be conducted to the rostrum for initiation by a member appointed by the Presiding Officer.

Sec. 10. The Presiding Officer shall ask each candidate if he has signed the oath of obligation. If any candidate has not done so, he shall be required to do so before signing the Constitution Book.

Sec. 11. The candidates shall sign the Constitution and By-Laws giving their full name and address, after which he shall again face the Presiding Officer and repeat the following:

"I have signed the Constitution and By-Laws of my own free will, and accept them as the Laws to govern me while a member of this Union."

Sec. 12. Should the applicant, after his notification of election, fail for three (3) consecutive months to comply with the requirements of the Constitution, he shall forfeit all monies paid and also his claim to membership unless he can show satisfactory cause to the Union for his failure to do so.

Sec. 13. The liabilities of membership shall, in all cases, date from the time of approval of his application by the Union.

Sec. 14. If a candidate is rejected he shall not be again proposed until after the expira-



tion of sixty (60) days, and his proposition fee shall be returned to him.

Sec. 15. Pressmen or assistants coming from places where a Union exists, without a certificate of membership, shall not be admitted to this Union without proper investigation.

Sec. 16. Should any person obtain admission into this Union by misrepresentation as to his qualifications (as set forth in the Constitution and By-Laws) the acceptance of his application shall be void and all monies paid by such member shall be forfeited.

Sec. 17. Any member leaving the jurisdiction of this Union and obtaining employment within the jurisdiction of any other Union subordinate to the International Printing Pressmen and Assistants' Union, must obtain a travelling card, and upon failure on his part to do so shall forfeit all his rights as a member. A member receiving a travelling card may, upon his return, deposit the same with the Secretary-Treasurer and re-acquire membership.

Sec. 18. Any qualified pressman or assistant, presenting a duly attested certificate showing him to be a member in good standing of a similar body under the jurisdiction of the I.P.P. and A.U. of N.A. for at least one (1) year, may become a member of this Union.

Dues shall be charged for the month following that shown paid upon the Certificate of Membership, provided however, that the travelling card shall be deposited within 60 days after its issuance.

Sec. 19. Any member leaving the printing business and desiring a Withdrawal Certificate shall make application to the Secretary of the Union for same. Upon approval of an application for a Withdrawal Certificate, the Secretary-Treasurer shall issue a Withdrawal Certificate signed by the Secretary-Treasurer and the President. When such Withdrawal Certificate is obtained by a member his membership shall cease and no dues shall be charged against any such member. By taking a Withdrawal Certificate the member shall forfeit all the benefits of the International and Local Unions, and shall also forfeit his continuous good standing.

Sec. 20. A member having received a Withdrawal Certificate and having not worked at the trade in this or any other jurisdiction may, on his return, deposit the Certificate with the Secretary-Treasurer and acquire membership, and dues shall only be charged from the date of his return.

Sec. 21. No applicant for admission shall be allowed to work in any Union office while his application is pending without permission from the Executive Committee.

Sec. 22. If at any time the Union deems it advisable it shall have the authority to make

it unlawful for any member of this Union to work in a printing office not listed as a union office, even if said office pays the scale of wages of this Union, unless permission has been granted by the officers of this Union. A member who receives permission to work in a printing office not listed as a Union office must report to the office of the Union when he leaves said office, and must leave said office if requested by the Union. Any violation of this section shall be dealt with by the Executive Board.

Sec. 23. If permission be granted to a member of this Union to work in a printing office not listed as a Union office, such member must report to the office of the Union at least once each month.

Sec. 24. All complaints for violation of the Scale of Wages, International or Local Laws against a member or members, individuals, firms or corporations, must be made immediately such knowledge of the alleged offence comes to the member making the complaint, and shall be presented to the proper officer of the Union in writing.

Sec. 25. Any member of this Union who has personal knowledge of any infractions of the Scale of Wages, International or Local Laws, not within his province to personally enforce, and who neglects to inform the Officers of this Union of such infractions shall be dealt with by the Executive Committee.

Sec. 26. No member shall have the right to enter into an individual contract with any firm.

Sec. 27. No one shall be admitted to membership as a Journeyman Pressman unless he has served four (4) years as an Apprentice Pressman, Utilityman, and has taken the Apprentice Pressmen's Course through the I.P.P. and A.U.

This rule shall not apply when Business Agent endorses application for organization purposes, or except as otherwise provided for by International Law.

Sec. 28. A member in good standing is one who has conformed to all provisions of the Constitution and By-laws, and has paid his initiation fee, and is paid up in all dues and assessments.

### ARTICLE III

#### OBLIGATION OF MEMBERS TO THE UNION

Sec. 1. Each member is obliged to support, abide by and maintain the Constitution, By-laws, Rules and Regulations of the International and Local Union, and render to the Union such service as may be reasonably demanded of him and perform such duties as may be assigned to him.

It shall be incumbent upon members to maintain friendly relations among each other and to avoid by all means within their power strife and discord.

Sec. 2. In case of dispute or difference between any member of the Union, it is incumbent for such member to exhaust remedies provided by the Constitution and By-laws of this Union before resorting to a court of equity. Any violation of this section renders the offender liable to a fine of twenty-five dollars (\$25.00).

## ARTICLE IV

### INITIATION FEE AND DUES

Sec. 1. Each member of this Union shall pay to the Secretary-Treasurer the sum designated by the Union as the amount for dues.

The Initiation Fee for Pressmen and Assistants shall be the amount set by this Local Union and be changed if deemed advisable.

Sec. 2. Any member who shall be more than sixty (60) days in arrears in dues shall be suspended and forfeit his continuous good standing in the International and Local Union.

Sec. 3. All dues shall be due and payable on the first day of the month and may be paid to the Chapel chairman. Chairmen or members sending dues through the mail should send same by money order or cheque. Make all dues payable to the Union.

Sec. 4. Members who desire to retain their continuous good standing and are not actively engaged in the printing industry may apply for a non-working card. Upon approval of the Union he shall be granted same and pay his per-capita tax monthly. Members holding non-working cards shall not be entitled to work at the trade or vote at any local elections or meetings.

#### GENERAL FUND

Sec. 5. There shall be a general fund maintained for the purpose of maintaining the office, employment bureau, paying of the per capita tax into the International Union, and all business of a general nature.

### ARTICLE V

#### ELECTIVE OFFICERS

The Elective Officers of this Union shall consist of the President, Vice-President, Secretary-Treasurer, Recording-Secretary, Sergeant-at-Arms, two Auditors and four members of the Executive Committee, two Pressmen and two Assistants.

The delegates to the International Printing Pressmen and Assistants' Union Convention shall be governed by International Law.

## ARTICLE VI

## DUTIES OF OFFICERS

*President*

The President shall preside at all meetings of the Union, and enforce order and strict observance of the Constitution and By-Laws; countersign all orders on the Treasury authorized by the Union; appoint all special committees, unless otherwise ordered by the Union; declare all members suspended reported to him as in arrears by the Financial and Corresponding Secretary; fill all vacancies unless otherwise provided for, and transact such other business as may, by custom, appertain to his office, and be on all committees ex-officio. The President shall have power to call a special meeting of the Union by consent of the Executive Committee.

*Vice-President*

The Vice-President shall assist in the maintenance of order while occupying his seat as Vice-President. He shall also discharge the duties of the chair when called upon by the President. He shall act as Chairman of the Executive Committee. In case of absence of the President, the Vice-President shall assume the duties of the President.

In case of death, resignation or disability of the President the Vice-President shall act as President *pro-tem* until the office of President has been duly filled by election.

*Secretary-Treasurer*

The Secretary-Treasurer shall attend all meetings of this Union. He shall receive initiation fees, dues, fines or assessments, forfeitures of every description, pay all bills authorized by the Union, keep a correct account of the receipts and expenditures and perform all duties appertaining to a cashier and collector of the Union.

He shall deposit in banks or trust companies designated by the Executive Board all monies, in the name of the Union, and be the custodian of all the bank books.

All his books shall be subject to inspection by the Auditors every three months.

He shall preserve and index all bills for cheques issued and preserve stubs and vouchers for all bills ordered paid.

He shall be on all committees that deal in financial matters and such other committees as designated by the Union.

He shall keep a record wherein each member's name shall be inserted in such a manner as to show his residence, when he was admitted (whether by card or initiation), when paid the full amount of dues, fines or assessments, when suspended or expelled, withdrawn or died.

He shall comply with Article XXXI of the laws of the International Union.

He shall be responsible for all stamps received from the International Union.



It shall be his duty to receive all letters and communications addressed to the Union, answer such as the Officers of the Union may direct and keep a faithful record of same to be at all times subject to inspection of the Executive Committee, or the Union; to notify the International Union of the expulsion of any member of the Union, specifying the Union's reason for so doing.

He shall notify every member of regular and special meetings.

He shall furnish the Executive Committee with the names and addresses of the candidates proposed for membership and report to the Union the names of all candidates approved by the Executive Committee.

He shall furnish all officers and chairmen of committees with a copy of such resolutions as may be adopted by the Union applicable to their respective duties, and notify members of committees of meetings.

He shall keep a record of receipts and expenditures, to whom paid, etc., also showing the balance in banks or trust companies to the credit of the Union.

He shall keep on file an out-of-work list.

He shall be a full time officer of the Union.

### *Recording Secretary*

Sec. 5. The Recording Secretary shall call the roll of officers immediately after the presiding officer has called the meeting to order.

He shall keep a record of the transactions of each meeting. He shall record all motions and resolutions and amendments to the Constitution, By-Laws and Rules of Order, to be followed by the signatures of members, a part of said book to be set aside for the purpose of entering all amendments to the Constitution; also a book of record in which shall be copied the minutes of each meeting, said minutes to be entered therein before the meeting following that of which they are a record; said minutes to be read for approval and shall contain the signature of the Recording Secretary and President.

#### *Sergeant-at-Arms*

Sec. 6. The Sergeant-at-Arms shall assist the President in preserving order, and shall take charge of the door and admit no one who is not a member of the Union, without permission of the Chairman.

#### *Executive Committee*

Sec. 7. The members of the Executive Committee shall attend all meetings of the Union.

The Executive Committee shall, as far as possible, adjust all difficulties between members or members and their employers, subject to an appeal to the Union.

They shall meet once a month for the consideration of such business as may be brought before them.

A majority of the members of the Executive Committee may call for a special meeting of said committee, or on motion at any meeting of the same, or by call of the President of the Union, to transact any business brought before it.

The Executive Committee shall have the power to call a meeting of any chapel for any purpose they may deem necessary, and any member of the chapel who does not attend said meeting after being duly notified, unless satisfactory reasons are given, shall be dealt with at the discretion of the Committee.

The Executive Committee shall have power to penalize any member violating any section of the Constitution and scale of wages not otherwise provided for.

The Executive Committee shall have the authority to deal with the reinstatement of members over one year in arrears, and may impose such penalties as they deem fit.

Action of the Committee shall stand, if concurred in by the Union.

It shall have the power to designate in what chapel a member may or may not work, if the action of a member in a chapel is detrimental to the interest of the Union.

## ARTICLE VII

### DUTIES OF COMMITTEES AND DELEGATES

#### *Scale Committee*

Sec. 1. A Scale Committee shall be elected at the discretion of the Union.

*Law Committee*

Sec. 2. The Executive Committee shall act as Law Committee.

To the Committee shall be referred all amendments to the Constitution and By-Laws. Said Committee to report upon the same at the next meeting following their introduction. Annually they shall have all adopted amendments to the Constitution and By-Laws printed in leaflet form that can be inserted in the book.

*Sick Committee*

Sec. 3. To the Sick Committee shall be referred all notifications of illnesses.

*Organization Committee*

Sec. 4. The Organization Committee shall act under the direction of Special Organizer, and shall meet as directed by same.

*Committees—Miscellaneous*

Sec. 5. Each standing and special Committee shall elect a secretary, whose duty shall be to keep an accurate record of the proceedings of the meetings of such Committee.

*Delegates*

Sec. 6. Delegates to local bodies shall represent the Union and protect its interests at all local meetings; they shall also represent the Union at all conventions where the Union desires to be represented.

*Subcommittees*

Sec. 7. All subcommittees of the Executive Committee shall keep a correct copy of the records of their meetings and shall report same to the Executive Committee, said records to be made a part of the minutes of the Executive Committee.

## ARTICLE VIII

## FORFEITURE OF OFFICE—RESIGNATIONS—

## VACANCIES

Sec. 1. If any elective officer shall fail to present himself for installation or to discharge the duties of his office for three successive meetings, he shall forfeit the same unless he be prevented from attending by illness.

Sec. 2. The Secretary-Treasurer, President and the Business Representative (Special Organizer) may offer their resignation as officers thirty days previous to resignations being acted upon; and if the Executive Committee or a special committee shall report their accounts correct and satisfactorily settled, such resignations may be accepted.

Sec. 3. This Union shall at the next regular meeting following the forfeiture or resignation of any officer or death of same, nominate and elect a successor to fill the vacancies.

## ARTICLE IX

SURRENDER OF BOOKS AND OTHER PROPERTY  
OF THE UNION

Sec. 1. All officers of the Union shall, at expiration of their term of office, surrender to their successors all books, monies or other property belonging to the Union that may be in their possession.

Sec. 2. The Bonds of the Secretary-Treasurer shall be approved by the Union and filed with the President and the Board of Directors of the International Union, the cost of said bonds to be defrayed from the funds of this Union.

## ARTICLE X

## FUNDS

Sec. 1. All monies belonging to this Union shall be deposited by the Secretary-Treasurer in such banks or trust companies as have been approved by the Executive Committee, in the name of the Union.

No monies shall be drawn without the signature of the President and the Secretary-Treasurer, and they shall be responsible for all monies spent without the sanction of the Union.

Sec. 2. No donation under the guise of purchase or otherwise, shall be granted unless concurred in by the Union.

## ARTICLE XI

CHAPELS—THEIR FORMATION AND  
GOVERNMENT

Sec. 1. In every office where there are two or more members of this Union employed they shall form themselves into a chapel and elect a chairman, hold a meeting when necessary, make a report on the conditions, apprentices, etc., to the President or Business Representative.

Sec. 2. Every chapel shall elect a chairman during the month of January in each year.

The term of such chairman shall be for one year; provided, however, that should the chairmanship become vacant by reason of the resignation of position or any other cause, said chapel shall proceed to elect a chairman immediately to fill the unexpired term. (This law is construed to mean that in a pressroom where there are more than one shift working, each shift shall constitute itself into a chapel and elect a chairman.)

## DUTIES OF CHAPEL CHAIRMEN

Sec. 3. It shall be the duty of every chairman, immediately after his election or appointment, to notify the Secretary-Treasurer of this Union.

Sec. 4. He shall thoroughly canvass the office under his charge, and use all honourable means to induce all pressmen and assistants

employed therein to become members of the Union, and see that the laws relating to apprentices are properly complied with.

Sec. 5. He shall immediately ascertain from any person obtaining employment in his chapel whether he is a member of the Union and examine his working card before he begins work. He shall also examine the working card of each member of the Union, who is employed in said chapel, at least once each month.

Sec. 6. He shall see that the law in regard to giving preference to Union men is carried out to the best of his ability. He shall also report, in writing, all violations of the Constitution and By-Laws.

Sec. 7. He shall report at once all matters of dispute between the men employed in his office to the Secretary of the Union.

Sec. 8. He shall decide all disagreements or disputes (so far as they relate to trade matters) between the members of the Union employed in his Chapel, and such decision shall be binding unless changed by the Executive Committee, President or Business Representative.

Sec. 9. An appeal from the decision of the chapel chairman to a foreman will not be permitted under any circumstances, and any member who violates this section shall be dealt with by the Executive Committee.



Sec. 10. When a chairman of an office is discharged, just cause must be shown for the dismissal, at the request of the Executive Committee.

On leaving the office in which he is employed, he shall immediately notify the Secretary-Treasurer of the fact, at the same time reporting the name of some competent member of the Union for appointment in his stead; provided the chapel of such office shall not have elected a chairman to fill the vacancy.

Sec. 11. Every month the chairmen shall collect the dues and assessments.

Sec. 12. Chairmen are instructed to immediately, upon the arising of any difficulty or grievance which cannot be settled by them, report to the office of the Union.

Sec. 13. Chairmen elected are fully protected by provision of the Local Law in the faithful performance of their duties.

Any foreman who shall discriminate against a chairman or any member of this Union for their Trade Union activities in enforcing the Laws, shall be summarily dealt with as the Union may determine.

## ARTICLE XII

Sec. 1. Members shall not join a "strike" in any office until the cause of complaint is laid before a meeting of the Executive Committee of this Union.

It shall require a two-thirds' vote of the members present at a meeting of the Executive Committee or a two-thirds' vote of the members present at a meeting of the Union to order a strike, and then only after approval has been received from the Board of Directors of the I.P.P. and A.U.

Any member or members violating the first clause of this section shall be fined five dollars upon conviction thereof by the Executive Committee.

Sec. 2. When a strike is ordered as provided in Section 1 the President, Vice-President, Secretary-Treasurer, Business Representative and Chapel Chairmen shall constitute a Strike Committee, which shall have full charge of the conduct of the strike; the Strike Committee shall keep an accurate and complete list of members on strike or locked out; this committee shall also report at each regular or special meeting the amount of money expended in conducting such strike, and at its conclusion the total amount expended by them in its conduct.

## ARTICLE XIII

### ASSESSMENTS

Sec. 1. Any proposal for assessment shall be submitted at a regular meeting of the Union and shall be dealt with as a notice of motion.

## ARTICLE XIV

AMENDMENTS TO THE CONSTITUTION  
AND BY-LAWS

Sec. 1. All amendments to the Constitution and By-Laws shall be submitted in writing as a notice of motion at the regular meeting; and shall be acted upon at the next regular meeting, and shall require the concurrence of two-thirds of the members present.

Sec. 2. All amendments to the Constitution and By-Laws shall be subject to the approval of the Board of Directors of the International Printing Pressmen and Assistants' Union of North America.

## ARTICLE XV

## SALARIES

Sec. 1. The President shall receive for his services an honorarium of forty dollars (\$40) yearly to be paid ten dollars (\$10.00) quarterly.

Sec. 2. All weekly salaried officers shall receive two weeks' vacation.

Sec. 3. When concurred in by the Union or the Executive Committee for expediency, delegates, other than salaried officers, to conventions or special conferences shall receive pressman's wages and expenses while the convention or special conference is in session and for the time consumed in travelling

by direct route. Salaried officers shall receive the same with the exception of pressman's wages, but shall continue to receive their regular salary.

Sec. 4. All committees that are elected or appointed to transact any business for the Union shall, in addition to their pay for lost time, receive one dollar (\$1.00) for expenses each day on business for the Union.

**BY-LAWS****ARTICLE I**

Sec. 1. The regular meeting of this Union shall be held once a month on a stated day.

During the months of July and August the regular monthly meetings shall be dispensed with.

Sec. 2. Special meetings shall be called by the President, on signed application of ten members of the Union who are in good standing, and notice of such special meetings shall be sent to each member, stating the business to be transacted.

Sec. 3. No business shall be transacted at a special meeting of the Union but that for which it was specially convened.

Sec. 4. Any member signing a call for a special meeting of this Union who does not attend said meeting shall be fined the sum of twenty-five dollars (\$25.00) unless the member can give a good and sufficient reason to the President for his non-attendance.

Sec. 5. Ten members in good standing shall constitute a quorum for the transaction of the business of the Union.

Sec. 6. It shall require a four-fifth affirmative vote to appropriate or loan any money to any organization.

Sec. 7. No appropriation or loan shall be made to any organization of pressroom workers, to any person or persons representing pressroom workers or engaged in pressroom work, who are not affiliated with the International Printing Pressmen and Assistants' Union of North America.

#### EXECUTIVE COMMITTEE MEETING

Sec. 8. The Executive Committee shall meet once a month on a stated day, at a specified time, or when a special meeting of said committee is called in due form.

## ARTICLE II

### GENERAL DISCIPLINE

#### ACCUSATIONS AND TRIALS

Sec. 1. Any elective officer may be impeached for violation of his oath of office or for an infringement of the provisions of the Constitution and By-Laws; and all charges preferred against him shall be in writing and shall be referred to a committee of five elected by the Union, and further procedure shall be in accordance with Sec. 2 of this article. Should the charges be malfeasance in office or in connection with the duties of his office, the officer charged may, by a two-third vote of the Union in meeting assembled, be suspended from office, after the charges have been declared cognizable, until the trial is finished.

Sec. 2. If any member of this Union violates any of the provisions of the Constitution and By-Laws it shall be the duty of any member having knowledge or information of the same to immediately give notice in writing to the President of the Union, and also prepare and present in writing the charges, specifying in detail the particulars of such offence, so as to fully apprise the member against whom the charges are made of the nature thereof, to enable him to prepare his defence thereto.

The President shall thereupon refer such charges to the Executive Committee for investigation.

Sec. 3. If upon such investigation the Executive Committee decides that the complaint is well founded, and not of a frivolous character, it shall report the same to the next regular meeting of the Union.

Sec. 4. Upon presentation of charges by the Executive Committee they shall be referred to a committee of five members, to be selected from the body, before the closing of said meeting, to try the same; and if any of the committee so appointed shall be challenged for cause, such challenge shall be decided by the Union, but no peremptory challenge shall be allowed.

Sec. 5. The committee selected to try said charges shall, within ten days after such charges are presented, serve upon the accused member, or leave at his last known place of

residence, or place of employment, as they appear on the Secretary's books, a written copy of such charges, and also a written notification of the time and place he shall appear for trial.

Such committee shall, without delay, summon the parties and try the case.

They shall keep full minutes of their proceedings and evidence, which they shall report to the Union as soon as practicable, together with their decision on the pending charges, guilty or not guilty, with their recommendation as to what penalty should be imposed in case member is found guilty.

Upon such decision being reached, notice thereof shall forthwith be given in writing to the Union in sealed envelope.

No evidence shall be received or considered by a committee appointed to try charges except such as shall be offered at a regular hearing of the committee, at which all parties interested shall be, or shall have been notified to be, present.

When the report of the committee is made the Union shall first vote on the punishment to be inflicted, as to whether it shall be expulsion, suspension or fine.

The vote shall be by ballots and no adjournment can take place until a decision has been arrived at.

It shall require a three-quarters vote on expulsion and suspension but a majority vote on fine.



If more than one charge has been made the vote is to be taken on each charge separately. If the charges or any of them have been sustained, or if the accused pleads guilty, the vote shall be taken on the penalty recommended by the committee if any recommendation has been made, but the recommendation may be amended and a vote shall be on the heaviest penalty proposed.

During the pending of the case no member shall discuss the subject until after the report of the committee has been read to the Union. No member shall speak twice on the subject without the consent of the Union.

Sec. 6. A member preferring charges, or any member accused, shall have the privilege to select a member whom he may designate to assist him either in his prosecution or in his defense, who shall act as his attorney in the case, to examine and cross-examine witnesses and introduce such testimony as he may deem advisable.

Sec. 7. Should an accused member fail to appear before the committee when notified, the committee may proceed to take testimony the same as if the accused were present.

Sec. 8. The evidence of non-union men within the trade shall not be received at the trial of Union men for any cause whatever, as they are under the ban of the Union, and not recognized by it. Evidence gleaned from the books and bookkeeper of an office should be considered good evidence on trial of a

Union man for violation of scale, unless surrounding circumstances or Union evidence in rebuttal weaken or destroy it.

Sec. 9. The defendant to charges shall not be compelled to testify.

Sec. 10. The defendant may, if he so desires, waive any and all of the rights guaranteed to him by the Constitution and By-Laws; and upon such waiver the Union may, by a majority vote, proceed to act. Nothing herein contained shall interfere with the appeal rights of the defendant.

Sec. 11. If the defendant feels that an injustice has been done him by his Union he shall give notice of appeal to the President of the Union within five days of the action complained of, as set forth in the Constitution and By-Laws of the International Printing Pressmen and Assistants' Union of North America.

Sec. 12. A member who has been convicted of felony may be stricken from the roll without trial.

#### RULES GOVERNING TRIAL COMMITTEES

Rule 1. Three (3) members of the committee shall constitute a quorum to proceed with the trial.

Rule 2. The committee shall keep correct minutes of their proceedings in writing, which show:

- (a) The date and place of each meeting and the parties present, with counsel, if any.
- (b) Charges and specifications and answers thereto of the defendant.
- (c) The challenge made and the decision of ruling thereon, if any.
- (d) All points raised and the decision thereon.
- (e) The exception taken by either party.
- (f) A synopsis of the evidence subscribed by the witnesses.
- (g) Documentary evidence distinctly marked.
- (h) Decision of committee upon each specification and charge.

Rule 3. The report must be signed by at least three (3) members. (This is without prejudice to the International Constitution.)

Sec. 13. If any member accepts work in an office where the men employed are on strike by order of the Executive Committee or the Union, such member may be expelled, or punished as the Union may determine; or if any member of this Union shall be found guilty of using his influence to obtain a situation as pressman or assistant for any person who does not hold a working card showing him to be a member of this Union, he shall be expelled, suspended or fined, as the Union may determine.

Sec. 14. It shall be the duty of each and every member of the Union to sustain its officers in the proper discharge of their duties.

Sec. 15. Any member who during a meeting shall use abusive or unparliamentary language or gross personalities, shall be asked to withdraw his remarks and upon refusal to do so may be ordered from the meeting by the president.

Sec. 16. No intoxicated person shall be permitted to enter the meeting room, or members' room.

Sec. 17. Any member who shall divulge to any person, whether a member of this Union or not, the name of any other member who may have voted against any person proposed as a member shall be fined as a majority of the members voting may determine; provided that said fine shall not be less than five dollars (\$5) nor more than twenty-five dollars (\$25.00).

Sec. 18. The President or Sergeant-at-Arms must exclude from the meeting-room any disorderly member.

Sec. 19. No person shall be allowed to use the stationery of the Toronto Printing Pressmen and Assistants' Union No. 10 for any private correspondence, nor shall any person circulate any official publication of the Union for any purpose other than the specific one for which it was promulgated. The Union

may, in open meeting, inflict any penalty that may be deemed justified by the gravity of the case.

## ARTICLE III

### APPRENTICES

Sec. 1. In order to provide for proper succession, without unduly infringing on the rights of journeymen, this Union claims the right to regulate the number of apprentices that may be employed, in accordance with International Law.

Sec. 2. To become a regularly recognized apprentice pressman the candidate must be endorsed by the firm by which he is employed. He must fill out an application blank and a contract which must be underwritten by the firm for which he works; he must agree to abide by such rules and regulations as this Union may make in its Constitution or By-Laws governing apprentices; he must have been a member of the I.P.P. and A.U. for at least one year and have been employed at presswork for at least four years.

In the event that the firm from which he is registered goes out of business and he is given opportunity again, he shall receive credit for time served the first establishment.

It shall be the duty of this Union to give the apprentice every necessary protection and instruction.

Sec. 3. No person shall be permitted to work on presses as an apprentice pressman without an apprentice pressman's card showing that he has been duly registered as an apprentice pressman.

Sec. 4. The term of an apprentice pressman shall be four years, dating from the time of his registration. All apprentices shall be registered by the Examining Board of the Union and card records kept. No apprentice shall be given a card as a journeyman by the Union until he has completed the correspondence course, and has received a certificate as to his competency by the Examining Board of the Technical Trade School at Pressmen's Home, Tennessee.

Sec. 5. An apprentice pressman shall not run more than one press until he has become a full fledged journeyman.

Sec. 6. Any foreman of a pressroom who shall have more than the stipulated number of apprentice pressmen allowed by the laws at any time shall, upon conviction, be fined a sum not exceeding ten dollars (\$10) for each offence.

Sec. 7. A chairman or member of a pressroom who shall fail to report any violations of the above laws shall be dealt with by the Executive Committee.

Sec. 8. The apprentice pressman shall have the right to appeal to the Board of Directors

of the International Printing Pressmen and Assistants' Union of North America, if he considers that he has been discriminated against. It being understood that the International Laws on apprentices be complied with.

## ARTICLE IV

### NOMINATION AND ELECTION OF OFFICERS

The nomination and election to fill all elective offices of this Union shall be held annually at the regular meeting in February.

### QUALIFICATION OF CANDIDATES

(a) Any member in continuous good standing during the year and who has not owed more than two months' dues or assessments for at least one year prior to nomination, Freedom from delinquency of any nature to the Union and who has attended at least four meetings during the year.

(b) No member shall be nominated for any office or as a delegate who has not been a member of the Union one year preceding the date of nomination, in accordance with the Constitution and By-Laws of the Union.

## ARTICLE V

### QUALIFICATION OF VOTERS

No member shall be allowed to vote at any election, who is more than sixty days in arrears for dues or assessments.

## ARTICLE VI

## INSTALLATION OF OFFICERS

The newly elected officers shall be installed at the February meeting, and shall assume their respective duties at once.

At the request of the presiding officer, the officers to be installed shall present themselves in front of the rostrum and take the following obligation:

## OBLIGATION

"I do hereby pledge myself to faithfully perform the duties of the office to which I am elected and for the benefit and honour of the International and Local Union."

## ARTICLE VII

REINSTATEMENT OF SUSPENDED AND  
EXPELLED MEMBERS

Sec. 1. All applications for reinstatement of suspended members to membership shall be made by the applicant in person to the Secretary-Treasurer.

Sec. 2. A suspended or expelled member can only be reinstated to membership on the recommendation of the Executive Committee.

## ARTICLE VIII

## UNION LABELS

It shall be the duty of each member of the Union to purchase shoes, hats, clothing and other articles bearing the Union Label in preference to NON-UNION articles.



**ORDER OF BUSINESS**

1. Roll Call of Officers.
2. Reading Minutes of Previous Meeting.
3. Report of the Executive Committee.
4. Proposition of Candidates.
5. Obligation of Candidates.
6. Correspondence.
7. Report of Delegates to the Allied Printing  
Trades Council.
8. Report of Delegates to the Toronto  
District Labor Council.
9. Standing and Special Committees.
10. Election and Installation of Officers.
11. Bills.
12. Has the Secretary a Receipt for the Per  
Capita Tax.
13. Unfinished Business.
14. New Business.
15. Notices of Motion.
16. Good and Welfare.
17. Adjournment.

## STANDING RULES

1. No business shall be taken up except in the order prescribed, unless on motion, such irregularity shall be sanctioned by a majority of the members present.

2. When a question is before the Union no motion shall be in order except (1) to amend; (2) to postpone; (3) previous question; (4) to refer or recommit; (5) to lay on the table; (6) to adjourn; and shall have precedence in the order they stand herein—the last four of which shall be decided without debate.

3. Resolutions, amendments to the Constitution and By-Laws, and charges against officers and members shall in all cases be presented in writing; otherwise they shall not be considered.

4. The mover of any verbal proposition shall, upon request of the Chair, or two or more members, reduce it to writing.

5. Any member entitled to vote may move for a division of a question when the original proposition will admit of it.

6. A motion to reconsider the vote on any measure shall only be made and seconded by members who voted with the majority.

7. When the reading of any paper is called for and objected to, the question shall be decided by vote.

8. When members speak, they shall rise and address the Presiding Officer and, when recognized, they shall confine themselves strictly to the merits of the question under consideration. A member shall not be interrupted while speaking except on a privileged question, a call to order, or for the purpose of explanation, or by the Presiding Officer, who may call him to order or admonish him that he shall adhere more closely to the subject and avoid all personalities. No member shall make any motion to terminate debate at the close of his own remarks. A member shall not be allowed to speak more than once on the same subject without permission of the chair. When two or more members rise at once the presiding officer shall decide which member shall speak first.

9. On the call of five members for the previous question the Presiding Officer shall put it in this form: "shall the main question be now put?" and until that is decided it shall preclude all amendments to the main question and all further debate.

10. The officer or member presiding in the absence of the President shall, for the time being, possess the power and privileges vested in the President by the Constitution and By-Laws of the Union.

11. No subject of a partisan, political or religious nature shall at any time be admitted.

12. No person who is not a member of the Union shall be allowed to be present at a meeting without the consent of the Union.

13. Questions of order shall be decided by the Presiding Officer, but in case of an appeal from his decision the Union shall determine by vote, without debate, except by appellant and the Presiding Officer on the merits of the appeal.

*Signed,*

R. F. WINTER

R. H. BROWN

W. HIRST

W. F. MACINTYRE

*Adopted, April, 1938.*

## OATH OF OBLIGATION

“I (name) hereby solemnly and sincerely pledge my sacred honour that I will not reveal any business or proceeding of any meeting of this Union, or any other subordinate Union, to which I may hereafter be attached, unless by orders of the Union, except to those whom I know to be members thereof in good standing; that I will, without equivocation or evasion, to the best of my ability, abide by the Constitution, By-Laws and adopted scale of prices; I further promise that I will at all times abide by the decision of the majority, and use all honourable means within my power to procure employment for members of this Union, or any other Union working under the jurisdiction of the International Printing Pressmen and Assistants Union, in preference to others. I further declare that I am not a member of any other organization, claiming jurisdiction in pressrooms, nor will I become such while I remain connected with any union under the jurisdiction of the International Printing Pressmen and Assistants' Union. I further promise that I will not wrong a brother member or see him wronged if in my power to prevent it. To all of which I pledge my sacred honour.”