

**UNITED ASSOCIATION
OF
JOURNEYMEN AND APPRENTICES
OF THE
PLUMBING AND PIPEFITTING INDUSTRY
LOCAL UNION 324**



BY-LAWS

BY-LAWS Instituted September 1, 1966

Amended

December 9, 1969

March 14, 1972

November 14, 1972

March 11, 1975

April 12, 1983

January 10, 1985

February 12, 1991

January 10, 1995

October 8, 1998

January 13, 2004

January 24, 2006

January 12, 2010

January 10, 2012

January 14, 2014

January 13, 2015

January 10, 2017

February 11, 2020

February 15, 2022

November 2, 2022

January 13, 2023



United Association of Journeymen and Apprentices
of the Plumbing and Pipefitting Industry of the
United States and Canada
Local Union 324

BY-LAWS

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ARTICLE I

MEETINGS AND BY-LAWS

- Cl.1 Amendments, deletions or additions to these By-Laws can only be changed by a Notice of Motion submitted in writing to the Local Union's membership at the November meeting. The membership shall be informed by newsletter of the changes to be debated and voted upon at the January meeting.
- Cl.2 These by-laws supersede any previous by-laws, motions, resolutions or any act detrimental to these by-laws.
- Cl.3 General meetings shall be held on the second Tuesday of the month commencing at 6:00pm excluding July and August. It will be at the discretion of the Business Manager to arrange area meetings as required.
- Cl.4 Special meetings shall be called by the Business Manager.
- Cl.5 A quorum shall consist of twelve (12) members in good standing, excluding officers of the Local.
- Cl.6 "Roberts Rule of Order" shall be the absolute guide and mentor governing regulations and procedures unless "Roberts Rules" conflicts with the constitution or by-laws.

- CI.7 Admission to union meetings shall be restricted to members in good standing only, within three (3) months and shall be by show of the union card.
- CI.8 Profane or abusive language or disorderly conduct shall result in removal from a meeting.
- CI.9 When an employer is operating a second shift of twelve (12) or more members, the local will reimburse the Job Stewart for loss of wages for a reasonable amount of time in order to attend the regular meeting of the local union.
- CI.10 A new or amended by-law shall require a 2/3rd percent vote of the membership in attendance at the January meeting
- CI.11 The monthly General Meeting shall be held in the City of Victoria, BC, at a location called by the Business Manager. The Business Manager shall have the authority to schedule a virtual General Meeting where an in-person meeting is not practical.

ARTICLE II

EMPLOYMENT AND HIRING PROCEDURES

- CI.1 Any member becoming unemployed shall phone in or register in person to the Union Hall.
- CI.2 Unemployed members must contact the union office at least once a week to maintain unemployment registration. Failure to contact, unless previous arrangements have been made, will result in the member's name being removed from the registration list until the contact is made.
- CI.3 Members shall only be dispatched to a jobsite as directed by the local union dispatcher.
- CI.4 Members dispatched must report without undue delay. If a member does not report within the time designated, the dispatch will be cancelled and the next member on the unemployed list register will be dispatched.
- CI.5 No travel card member shall be allowed to be name-hired. No travel card member shall be dispatched if a qualified member of Local 324 is available.

- Cl.6 All travel card members shall abide by all working rules and regulations or by-laws relating to working rules and regulations and collective bargaining agreements in effect with Local Union 324.
- Cl.7 (a) When a member is dispatched, they will retain their position on the unemployment register until they complete ten (10) working days. It is the member's responsibility to notify the union office if they become unemployed before completing ten (10) working days. Any member working away on travel card will maintain their position on the unemployed register.
- (b) When a member has been unemployed through no fault of their own, to the point where they have exhausted their employment insurance benefits the member will be permitted to maintain their position on the unemployed board until they have worked provided however; that their employment is terminated for "lack of work" (proof of benefits being terminated must be available). Any member refusing a dispatch of employment waives this clause.
- Cl.8 No unqualified member can be dispatched to a job in a position that can be filled by a qualified member. It is the member's responsibility to ensure that the information on the unemployed register is correct (i.e. what trade qualification they hold).

- CI.9 Only members on the unemployed register shall be given a dispatch.
- CI.10 Members must report to the job steward on the first day of work, if applicable.
- CI.11 All Piping Superintendents, General Foremen, or Area Foremen, and Foremen must be members of Local Union 324.
- CI.12 In regards to name request dispatching, a Company may request the Foreman, one Steam pipe Fitter, one Plumber, one sprinkler fitter and one Welder from Local Union 324. The next two (2) dispatches will be hired off the unemployed register. All following dispatches will be done on a 50/50 basis – one name hire and one off the unemployed register.
- CI.13 No members shall be transferred or loaned out from one Employer to another without first registering and then being properly dispatched by the Local Union.
- CI.14 No member will be allowed to work as a combination fitter and welder. No fitter will be allowed to work as a welder when dispatched as a fitter. No welder will be allowed to work as a fitter when dispatched as a welder.
- CI.15 All new members are to acquire mandatory Heritage and Safety training courses, as per VIPIJTC policy.

- CI.16 Members requesting to be put as unavailable shall not retain their position on the unemployed board.
- CI.17 All persons applying for membership as Building Trades Journeyman are required to meet requirements set forth in UA Constitution.
- CI.18 All members signing the unemployment register must be in good standing and have their dues paid up to and including the current month.
- CI.19 Apprentices attending trade school may be re-dispatched to their previous employer upon completion of school.
- CI.20 Any member refusing three consecutive dispatches will have their name removed from the unemployed list. Members must meet with the local union executive board and business manager before being allowed back on the unemployed list.

ARTICLE III

FINES, ASSESSMENTS, DUES, ETC

- Cl.1 Fines, assessments and dues shall be collected as per the UA Constitution.
- Cl.2 Special assessments or dues increases, other than U.A. Assessments, may be levied by majority vote of members present at a regular meeting or special meeting. Ten (10) days' notice of a meeting at which an assessment vote shall be taken, will be given to all members. This vote to be by secret ballot."
- Cl.3 On the death of a member Seven Hundred & Fifty dollars (\$750.00) shall be paid to the deceased member's beneficiary. If no beneficiary is named, no benefit shall be payable.
- Cl.4 Initiation fee shall be \$150 for all new journeymen initiates, and an initiation fee of \$100 for all new apprentices initiates.
- Cl.5 Any member that is 5 months in arrears with their monthly counter dues shall be required to meet with the executive board.

ARTICLE IV

JOB STEWARDS

- CI.1 Unless an election is called for, by not less than six (6) members in good standing, Job Stewards shall be appointed by the Business Manager, who, will discuss the duties with the appointee. The Business Manager shall inform the Employer and Foreman of the name of the Job Steward there shall not be conflict of interest, (e.g. choosing a foreman/charge hand for the position).
- CI.2 No Job Steward shall condone or authorize a work stoppage without approval of the Business Manager.
- CI.3 A Job Steward must give forty-eight (48) hours' notice when they request a show of union dues cards.
- CI.4 Job Stewards shall receive expenses equal to one-month counter dues for each month they serve as a job steward, as long as they attend the monthly General meeting or sends a report to the Business Manager for the first Tuesday of each month.

ARTICLE V

JURISDICTION

- CI.1 It shall be the endeavour of all members to maintain the jurisdiction of all work as listed in the Constitution. In the event of a dispute arising over jurisdiction, the Business Manager must be notified.

- CI.2 No jurisdictional dispute, which is detrimental to the local union, shall be settled without the consent of the Business Manager.

- CI.3 Any member who violates Article V, clause 1 or 2 may be subject to charges and discipline according to the disciplinary procedures of the UA Constitution.

ARTICLE VI

STRIKES AND DISPUTES

- CI.1 Any member who is on official strike voters' list and who leaves his place of employment to take work elsewhere in the trade may be subject to discipline in accordance with the provision of the UA Constitution.

- CI.2 The Treasurer and the Strike Committee are empowered to review weekly assessments paid by members and reduce such assessments if possible. All matters pertaining to the strike shall be subject to the Business manager's approval.

- CI.3 Maximum amount of benefit to striking members in excess of the weekly benefit paid by the U.A. shall be decided by the membership at a meeting of which a notice has been given.

- CI.4 Members on strike must report daily during normal working hours as per agreement to the Strike Committee office, to qualify for strike benefits.

- CI.5 The Strike committee shall consist of three (3) members, to be appointed by the Business Manager. The strike committee shall be appointed prior to submitting the strike vote application.

- Cl.6 Members wishing consideration for appointment to the Strike Committee must be prepared to remain on strike until the termination of their duties.
- Cl.7 No officer of the local shall be appointed as a member of the Strike Committee.
- Cl.8 Expenses incurred by the Strike committee whilst on official duty shall be dealt with weekly by the Financial Secretary after approval by the Business Manager.
- Cl.9 A striking member missing their turn at picket duty shall forfeit one day's benefit. This action shall be taken by the Strike Committee.
- Cl.10 All financial business pertaining to the strike shall be audited weekly by the Finance Committee.
- Cl.11 The Chairman of the Strike Committee shall, upon appointment, become part of the Negotiation Committee.
- Cl.12 All meetings, circular letters, summonses, etc., shall be dealt with by the Business Manager in conjunction with the Strike Committee.
- Cl.13 The Strike Committee shall furnish the Executive Board, Recording Secretary and President with copies of all minutes, memoranda; etc., which may arise from the execution of their duties.

CI.14 The Strike Committee shall have the power to appoint sub-committees, as they deem necessary.

ARTICLE VII

OFFICERS – COMMITTEES

- CI.1 All Officers and Committees shall serve for a three (3) year term. Nominations and elections should be held in November and December respectively when elected members three (3) year term is up. A member may seek re-election.
- CI.2 The Executive Committee shall be empowered to deal with correspondence received and shall, at their discretion, have only that correspondence they deem important read out in full at meetings. All correspondence not read shall be tabled and made available in the event a member may desire the correspondence to be read or perused by members if so desired.
- CI.3 No member is to be permitted to serve on more than three (3) committees, providing other acceptable members are available and willing. Notwithstanding this clause, by virtue of his position, the Business Manager will be a delegate to any committee they deem necessary.
- CI.4 All votes on matters of import shall be by secret ballot. The ruling of “import” shall be by the Chair and not subject to debate.
- CI.5 All union elected or appointed committee members, Executive Board

members and officers of the Local, excluding strike committee members, shall receive expenses for attending union committee meetings or meetings arising from the committees to which the member has been elected, excluding monthly membership meetings. Expense shall be equal to one month's counter dues.

- CI.6 The President of the Local shall receive expenses, which shall be the equivalent of one month's counter dues for expenses per month.
- CI.7 The union President shall appoint an election committee prior to nominations.
- CI.8 The election committee shall be comprised of 3 members in good standing, none of whom shall be a candidate for office.
- CI.9 The election committee shall review and/or agree on a set of election rules.
- CI.10 The election committee shall review the eligibility of all nominees.
- CI.11 Provisions within the UA Constitution that relate to local union elections shall be followed.
- CI.12 When the local requires a full-time Business Manager, their salary shall be equal to the current General Foreman's rate and such pay increments as the membership shall decide.

- Cl.13 The Recording Secretary shall receive expenses totaling thirty dollars (\$30.00) per month, plus one month's counter dues.
- Cl.14 Effective January 1st, 2014, members out of town on official business will receive one hundred & fifty dollars (\$150.00) per diem per day and wages plus benefits by the membership for travel and accommodations.
- Cl.15 Should it become necessary to fill a vacant position for Officer of the Union (except business agent), or on any committee or board, a special called meeting will be called. If the term is less than one year; the business manager or business agent shall appoint. If more than one year, nominations and elections will be held at the special called meeting, to fill the unexpired term.
- Cl.16 The Joint Training Committee UA Representatives, The Mechanical Trades Promotion Fund Committee UA Representatives and the Victoria Mechanical Industries Trustees shall be appointed by the Business Manager.
- Cl.17 All non-salaried officers, trustees, and members on official union business that need to travel for union business, shall travel on a weekday to get to and return from the union business location, if possible. If travel is necessary on a Saturday, Sunday or a Statutory Holiday

to get either to or return from union business, they shall be paid travel at a rate of 8 hours at straight time.

- Cl.18 When the local union business manager requires assistance, they shall appoint an assistant business agent. The assistant business agent's salary shall be equal to the current foreman's rate and such pay increments as the membership shall decide.
- Cl.19 If an assistant business agent is required, the term shall not exceed the current business managers unexpired term. If the assistant business agent is no longer required, the business manager may dismiss the assistant business agent with the approval of the executive board.
- Cl.20 Officers or Committee members that take positions on any committees or board must attend at least 3 union meetings per year to receive their meeting expenses.

ARTICLE VIII

GENERAL

- CI.1 All members shall report to the union any member working in the trade for a non signatory contractor.
- CI.2 Charges against any officer or member of the Local shall be in writing.
- CI.3 Any member who moonlights work or performs work at the trade other than for a signatory employer may be subject to discipline in accordance with the procedures of the UA Constitution.
- CI.4 Members who work contrary to the prescribed overtime rates of the Collective Agreement shall be subject to discipline in accordance with the disciplinary procedures of the UA Constitution.
- CI.5 No member shall use their own vehicle to the interest of their employer or to the detriment of their fellow employees. Violations may result in discipline in accordance with the disciplinary procedures of the UA Constitution.
- CI.6 Any member found guilty of causing an unauthorized stoppage of work on any job will be subject to discipline in accordance with the disciplinary procedures of the UA Constitution.

- CI.7 All members must inform the local union office within seven (7) days of change of address or telephone number.
- CI.8 When qualified, older and disabled members shall be used to fill the position of:
- a. Tool Crib
 - b. Expediter
 - c. Warehouse
- CI.9 All apprentices must attend a minimum of four (4) Local 324 general/special called meetings within a twelve (12) month period of successful level completion to be eligible for funding reimbursement of apprenticeship schooling, as per the VIPIJTC policy.
- CI.10 A dispatch call out line will be set up and maintained on a regular basis, to communicate for large local hires, local shut downs and travel card work. Any member that is interested in taking a call that is on the dispatch message must contact the local union hall and leave their name, time and date and which job they are willing to go on. This is on a first come first serve basis.
- CI.11 Any member leaving a union contractor to work on a non union site or to seek employment with a non-signatory contractor may be subject to disciplinary action.

- CI.12 When a member is required to drive for Union business. The member shall not drive for more than 13 accumulative driving hours in a day (24 hours) as per Transport Canada Regulations.

ARTICLE IX

WORKING RULES

- Cl.1 Orders shall be given to members of Local 324 in the following sequences:
- a) Piping Superintendent to Area Foreman or General Foreman
 - b) Area Foreman or General Foreman to Foreman
 - c) Foreman to Journeyman and/or Apprentice members
- Cl.2 Orders must be transmitted to a journeyman through their respective foreman only. This also includes termination. This paragraph must be rigidly enforced.
- Cl.3 Members of Local Union 324 are not allowed to draw tools or material or load/unload materials or tools on conveyances before the starting time of day unless paid the prevailing overtime rate of pay for doing so. Members violating this rule shall be cited before the Executive Board and if charge is proven, be assessed not less than fifty dollars (\$50.00).
- Cl.4 The UA Standard for Excellence shall be recognized as a benchmark standard for membership in UA Local Union 324. Repeated violations of, or continued failure to meet those standards shall be subject to disciplinary action to correspond with the disciplinary procedures from UA Constitution.

Members & Local Union Responsibilities

UA business managers, shop stewards and local memberships shall ensure all members:

- Arrive on time. Adhere to lunch and break times (personal cell phones are only used at this time)
- Be prepared with required tools. Respect tools and equipment supplied by employer
- Adhere to the zero tolerance substance abuse policy
- Eliminate work disruptions
- Ensure safe on-time completion of projects
- Respect property. Vandalism is not tolerated
- Be productive and dress appropriately
- Respect and adhere to employer and customer rules and policies
- Follow management directives
- Enhance skill level by using local and international training classes and take advantage of the certification system

Employer & Management **Responsibilities**

Our signatory contractors have the responsibility to manage their jobs effectively. They have the following responsibilities under the UA Standard of Excellence:

- Ineffective management, superintendents, journey workers and apprentices will be returned to the referral hall
- Ensure all materials needed are available
- Provide storage for tools
- Provide leadership to jobsite supervisors
- Ensure leadership takes responsibility for mistakes created by management decisions
- Be consistent and fair with disciplinary action
- Create and maintain a safe work environment
- Promote and support continued education and training
- Have property manned projects
- Treat employees with respect
- Cooperate and communicate with job steward

ARTICLE X

FINANCIAL

- CI.1 In regard to the UA Local 324 general account bank transactions or signing of cheques must have two (2) signatures from treasurer, president, vice president, or business manager.
- CI.2 The Executive Board and Finance Committee shall meet on the first Tuesday of each month excluding July and August. Executive Board and Finance Committee meetings shall be scheduled for July and August if any business of importance arises.
- CI.3 All salaried Officers of the Union shall keep a monthly expense claim complete with receipts for review by the Finance Committee.
- CI.4 The financial report shall be submitted by the Finance Committee at the monthly meeting.
- CI.5 A Certified chartered accountant will be employed at the end of every fiscal year to audit all union accounts.
- CI.6 Duplicate business records are to be kept in internet storage as backup to a possible loss of all business records information due to a fire or other devastation of Local 324 Union Office.

- CI.7 The officers of this Local Union shall be a Business Manager/Financial Secretary, Treasurer, President, Vice President, Recording Secretary, Inside Guard, Executive Board of five members one of whom shall be the Vice President, and Finance Committee of three members.”
- CI.8 The Business Manager may make discretionary expenditures of \$5,000 or less, and operating and emergency expenditures of any amount, on behalf of the Local Union without prior membership approval, provided that the expenditures are reported to the membership at the next regular meeting. Discretionary expenditures over \$5,000 must receive advance approval by a majority of members voting at a regular or special meeting.”
- CI.9 In the event of any conflict between these By-Laws and the UA Constitution, the UA constitution shall prevail.”
- CI.10 In the event any provision of these By-Laws is declared invalid or inoperative by a competent legal authority, all other provisions of these By-Laws shall remain in full force and effect, and the Executive board shall have the authority to suspend the invalid or inoperative provision and substitute in its place a provision which meets the legal objections and is in the accord with the intent and purpose of the invalid provision.