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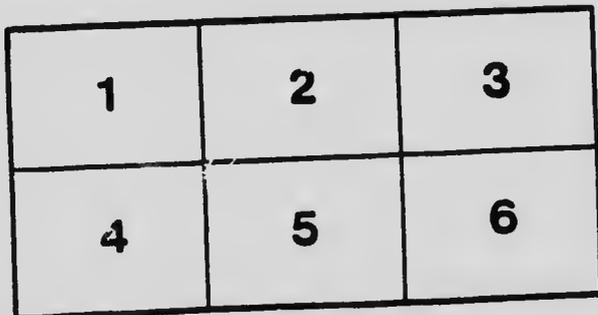
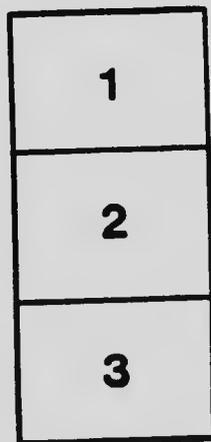
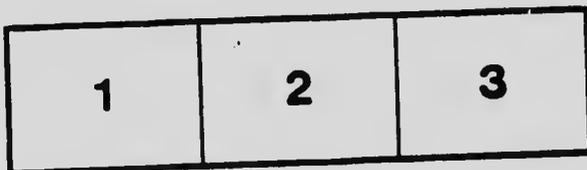
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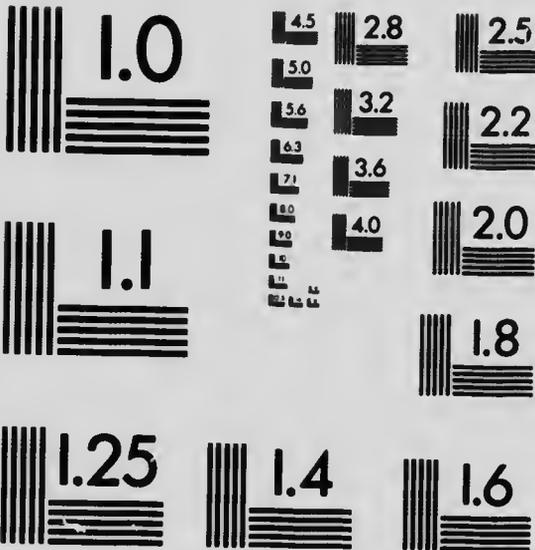
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CONSTITUTION AND LAWS  
of the  
**LUMBER & CAMP  
WORKER'S  
INDUSTRIAL UNION**

of the  
**ONE BIG UNION**

⌘

Adopted January, 1919  
Amended July, 1919  
Amended January, 1920

⌘

**Headquarters: 61 Cordova Street West  
Vancouver, B. C.**

⌘

**—Workers of the World Unite—**



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of the

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## PREAMBLE

Modern industrial society is divided into two classes, those who possess and do not produce, and those who produce and do not possess. Alongside this main division all other classifications fade into insignificance. Between these two classes a continual struggle takes place. As with buyers and sellers of any commodity, there exists a struggle on the one hand of the buyer to buy as cheaply as possible, and, on the other, of the seller to sell for as much as possible, so with the buyers and sellers of labor power. In the struggle over the purchase and sale of labor power the buyers are always masters—the sellers always the workers. From this fact arises the inevitable class struggle.

As industry develops and ownership becomes concentrated more and more into fewer hands; as the control of the economic forces of society become more and more the sole property of imperialistic finance, it becomes apparent that the workers, in order to sell their labor power with any degree of success, must extend their forms of organization in accordance with changing industrial methods. Compelled to organize for self-defence, they are further compelled to educate themselves in preparation for the social change which economic developments will produce, whether they seek it or not.

The One Big Union, therefore, seeks to organize the wage worker, not according to craft, but according to industry; according to class and class needs, and calls upon all workers to organize irrespective of nationality, sex, or craft into a workers' organization, so that they may be enabled to more successfully carry on the every-day fight over wages, hours of work, etc., and prepare themselves for the day when production for profit shall be replaced by production for use.

**Workers of the World, Unite!**

**CONSTITUTION AND LAWS OF THE  
LUMBER AND CAMP WORKERS'  
INDUSTRIAL UNION OF THE  
ONE BIG UNION.**

1.—The organization shall be known as the Lumber and Camp Workers' Industrial Union of the One Big Union.

2.—It shall have no affiliation or connection with the Industrial Workers of the World.

3.—It shall be Industrial in its scope, and any wage worker in the Lumber Industry or construction camps shall be eligible for membership. The purpose of the organization shall be to advance and maintain the social and economic interests of its members.

4.—None but actual wage-workers are eligible for membership.

5.—Foremen can join but cannot hold office.

6.—Entrance fee shall be One Dollar, and monthly dues, One Dollar.

7.—Any applicant for membership carrying a current or paid up card in any other wage workers- labor organization will be admitted without payment of entrance fee. Members who leave the Union to engage in other occupations, and join the union of that occupation, will, upon application, be re-admitted without payment of back dues.

8.—Ex-service men applying for membership are admitted without payment of entrance fee upon production of their service papers.

9.—Members producing proof of sickness, or accident, lasting over a month are exempt from dues during the period of their disability.

10.—Members owing more than three months dues are in bad standing and not eligible to attend meetings, to take any part in the business of the Union, to use headquarters, or claim any of the privileges of membership until all back dues have been paid.

11.—If desired, the B. C. Federationist will be forwarded to each member weekly whilst dues are paid, or a bundle order will be sent to each camp equal to one paper for three members, the balance of order being made up of other working class papers.

12.—Joining members paying entrance fee only are not entitled to attend meetings or take any part in the business of the organization for a longer period than thirty days from date of joining until they have also paid dues.

13.—Any member making an accusation or insinuation, against any other member or official of the Union shall be compelled to prove the charge at the regular or special business meeting of the organization, and if he fails to do so he shall make a public

apology to the offended member or official at the regular or special meeting. In the event of his refusal to apologize, his membership card shall be suspended until such time as he complies with the decision of the meeting.

14.—Any member objecting to another's membership, or opposing an applicant being received into the union must state the objection in writing so that it can be properly investigated by either the Central or District Executive Board. If they find that the charge is not well founded, he shall be subject to such a penalty as the Central Executive Board may impose.

15.—No member, camp delegate or organizer of the L. & C. W. I. U. of the O. B. U. shall organize for the Industrial Workers of the World, Workers' International Industrial Union, American Federation of Labor, or any other union not affiliated with the One Big Union.

16.—The Union, and its members with paid-up dues, are entitled to legal advice and assistance, which does not entail court action or out-of-pocket expenses, without charge beyond the retaining fee paid by the organization.

#### CENTRAL HEADQUARTERS

17.—A Central Headquarters shall be established which shall be separate and apart from all districts.

18.—A Central Executive Board shall be elected consisting of a Secretary-Treasurer and at least four other members.

19.—The Central Executive Board and General Secretary-Treasurer shall be elected for a period of one year. They shall be nominated by delegates attending conventions.

(a) The three nominees for Secretary-Treasurer receiving the largest number of votes at the Convention shall be submitted to a referendum vote of the entire membership, and the member receiving the largest number of votes shall be declared elected.

(b) The twelve nominees for Central Executive Board receiving the largest number of votes at the convention shall be submitted to a referendum vote of the entire membership; and the four members receiving the largest number of votes by referendum shall be declared elected.

20.—The duties of the General Secretary-Treasurer shall be to secure the equipment for the efficient carrying on of the business of the organization and to check up district accounts and publish same each month in the official publication, and supervise the administrative affairs of the organization except where specific provision for same is otherwise provided for. He shall attend to the insertion of news and views of members and items of general interest in the official publications. He shall keep a com-

plete and accurate record of all financial transactions, giving and receiving a receipt in every instance, have such record always available when called for by the C. E. B. or anybody officially authorized to call for this information.

21.—The funds of the organization, (General and District) must be deposited in a chartered bank in the name of the Union.

22.—Copies to be kept on file in the office of all communications sent out.

23.—The books shall be checked up every month by a firm of chartered accountants who shall every three months prepare a statement which shall be published in the official organ or publications.

24.—The General Secretary-Treasurer shall be bonded in a responsible surety company for the sum of Five Thousand Dollars. The bond shall be approved and paid for by the Central Executive Board.

25.—The wages of the General Secretary-Treasurer shall be \$50.00 per week.

26.—The duties of the Central Executive Board shall be to act as General organizers, also to provide for and supervise the extension of the organization into districts not yet organized or that are not in a condition to maintain themselves financially. To secure all necessaries and supply them at cost to district offices. The appointment, payment and control of organizers and

secretaries in new territory or in districts which are not financially self-supporting, shall be in the hands of the C. E. B., who shall provide for and control their operations subject to the rights of the individual members and locals as provided for in the constitution. The C. E. B. shall have power to take charge of the affairs of any district or local which does not fulfill its obligations to the Central Organization, and take whatever action they deem necessary to safeguard the interests of the organization.

27.—The Central Executive Board to meet every three months, or at such times as may be necessary.

28.—The wages of the members of the Central Executive Board, other than the Secretary Treasurer, shall be \$5.00 per day and all legitimate expenses.

29.—Should the office of General Secretary-Treasurer or any other member of the Central Executive Board become vacant through any cause whatever, the remaining members of the Central Executive Board shall have power to appoint another member (or members) to fill the vacancy, until the next general convention.

30.—Before the Central Executive can institute a referendum vote, or recall, it must be submitted to districts and have the sanction of two district executives.

31.—In order to safeguard the counting of referendum votes, each camp shall be sent

a separate ballot report sheet, and the camp vote shall be published for the information of the membership of each camp.

32.—No member who has carried a card in any other wage worker's labor organization since July 1st, 1919, shall be eligible for nomination or election for General Secretary-Treasurer or member of the Central Executive Board.

33.—No one shall retain membership on an Executive Board longer than two (2) months unless they have been actively engaged for at least two (2) weeks in some industry coming under the jurisdiction of the Lumber and Camp Workers' Industrial Union.

34.—Upon their own initiative, or upon the complaint of a district executive the Central Executive Committee shall have power to suspend any Central official who exceed his authority or fails to fulfill his duties and if the complaint is deemed well-founded the matter of recall shall be immediately submitted to a referendum vote of the entire membership subject to the approval of two District Executives.

35.—No member of an Executive Board shall, whilst holding that office, sit upon a committee formed to enquire into or report upon past, present or future management, but their advice may be solicited as, and when required.

## DISTRICTS

36.—District Headquarters shall be established at such points as may tend to more effective organization and to enable the Local membership to take charge of local affairs. Each District will be assessed 50 cents per capita monthly to defray the expenses of the O. B. U. per capita of 10 cents, The B. C. Federationist, auditing and checking accounts and the creation of a central fund for general organization or administrative purposes.

37.—All new district offices shall be opened up and supervised by the Central Executive Board until such time as they are sufficiently organized to conduct their own business.

38.—District offices shall repay to General Headquarters the initial expenses of organizing that district.

39.—District offices must furnish the Central Executive Board with a financial statement twice a month, upon the official forms provided for that purpose by general headquarters.

40.—District offices must obtain their official supplies from General Headquarters.

41.—Districts shall hold a convention every six months, at which a district secretary treasurer, and district executive shall be elected.

42.—No district official elected at a district

convention shall have any authority outside of the district that elected him.

43.—Every district Secretary-Treasurer shall be bonded for a sum of (\$1,000.00) One Thousand Dollars.

44.—District conventions shall have authority to pass by laws affecting their own district, providing the said by-laws do not conflict with the constitution of the Lumber and Camp Workers' Industrial Union of the One Big Union.

45.—Districts may make their own regulations covering the holding of business meetings in their district.

46.—No general appeal for funds shall be sent out except upon the authority of the Central Executive Board, but any district may issue an appeal for their own purposes, but must distinctly state in such appeal that it is issued by the district and not by the General Organization.

47.—No District Office shall publish or cause to be published, circulate, or have in their possession any literature or printed matter of any description, without the sanction of the Central Executive Board.

48.—Upon their own initiative or upon the complaint of the members, the district executive board shall investigate into the activities of any district official who may be suspected of exceeding his authority or failing to fulfill his duties. If upon investi-

gation they deem the charge of sufficient importance they shall immediately suspend the official and submit the matter of recall to a referendum vote of the entire membership of the district.

49.—Districts must have the sanction of at least one other district before it can initiate the recall of the Central Executive Board, or any member thereof.

50.—Each district of the Lumber and Camp Workers' Industrial Union shall establish an employment office of its own, which shall be administered by an experienced logger.

### CONVENTIONS.

51.—The organization shall meet in convention in January and July of each year. The convention call to be issued by the Central Executive Board not less than one month before the date of holding same.

52.—The Central Executive Board shall have authority to call a special convention whenever they deem it vitally necessary to do so.

53.—General Conventions shall consist of Central Executive members and delegates from all districts of the Lumber and Camp Workers' Industrial Union on the following basis of representation: One delegate for the first two hundred members and one delegate for each succeeding two hundred members, or major action thereof.

54.—Any district in arrears with its per capita tax for two months or more shall not be entitled to representation at general conventions, or have either voice or vote in the administration of the affairs of the union; except they have not sufficient members to be self supporting or have been engaged in such strikes or for causes satisfactory to the C. E. B. such as may render it impossible for them to pay their per capita tax.

55.—Only by referendum vote or at General Conventions can a general strike be called or the constitution changed. A majority vote in all cases unless otherwise provided for in the constitution shall decide all questions. No official or officials of the L. & C. W. I. U. can call or settle any strike unless so authorized by a majority of the members affected.

56.—Each convention shall fix the locality for the succeeding convention.

57.—All conventions of the Lumber and Camp Workers' Industrial Union shall pool transportation of the delegates, transportation to mean railway and steamship fare only, same to be paid by the districts in the proportion to the number of delegates sent by them.

#### CAMP DELEGATES.

58.—The members in each camp must hold meetings and elect one of their number as

camp delegate, who will act as the official representative of the Union on the job, and who will immediately he is elected communicate with the district headquarters so that the necessary credentials and supplies can be furnished to him.

59.—The camp Delegate must make regular reports to his district headquarters upon the official forms which are furnished for the purpose.

60.—Delegates are entitled to a commission of 50 cents for each new member signed up, also to deduct expenses incurred in collecting and remitting money.

61.—A committee of three shall be appointed in each camp by the members in camp to assist and confer with the delegate on any important subject that may arise and in the event of a camp delegate being fired whilst in, or because of his pursuit of the business of the Union, in the camp where such takes place the members shall call a meeting and take such action as necessary to protect the interests of the members of the organization.

### **STRIKES.**

62.—All Walk-outs and hunger strikes shall be discouraged as much as possible and before such strikes take place they must be decided by a two-thirds majority of the members in camp.

63.—In future the members are recom-

men d to rely upon action on the job, or, when necessary, the intermittent strike, as this imposes less penalty upon the workers.

64.—Before a camp goes on strike the matter shall be fully discussed by the members in camp, and the demands of the workers be submitted to the management in writing.

65.—No strike can be called on a question of wages except to raise the minimum.

66.—All members who go out on strike in any individual camp shall stay by the strike they started and not go to work in any other camp, and all members of this organization who come out on either an individual, general, or sympathetic strike shall stay as near the job as possible and picket the job.

67.—Camps shall not be put on the unfair list when there has been simply a walk out.

68.—Any member accepting strike pay from the organization and at the same time working on another job, shall be expelled from the Union.

69.—The organization is opposed to work by contract, piece, or bonus system. The abolition of this method of working is left in the hands of the membership in each district.

70.—It shall be a strictly 8-hour day, camp to camp.

71.—The kitchen staff shall be supplied with sufficient help so that they will not

have to work more than 8 hours per day.

72.—A wage of \$6.00 per day for camps and \$5.00 per day for mills is endorsed as the minimum that should operate throughout the industry.

73.—The wages to be paid semi-monthly in cash.

74.—All tie making to be done by day labor.

75.—No member shall be permitted for more than one week to fill a job that has been held by more than one man in the past.

76.—Two brakemen shall be employed on all logging trains, and members will notify District Secretary of such camps that do not comply with the law.

77.—No union hall of this organization shall be used as a place for storing baggage or any personal property.

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### Order of Business.

Election of Chairman.  
Reading of Minutes.  
Special Correspondence.  
Reports.  
Committee Reports.  
Treasurer's Report.  
Secretary's Report.  
Other Officers' Reports.  
Unfinished Business.  
New Business.  
Good and Welfare.  
Adjournment.

# Constitution and Laws of the O. B. U.

(Amended at Winnipeg Convention,  
January 1920.)

## NAME

Clause 1.—The name of the organization shall be the ONE BIG UNION.

## MEMBERSHIP

Clause 2.—Membership in the O. B. U. shall be open to all wage workers. No member shall be eligible for any elective office in the O. B. U. who is carrying a membership card in any International Union, and no delegate to represent a unit who carries any other form of union card.

## INITIATION FEE

Clause 3.—The maximum initiation fee to be charged by local units for new members shall be One Dollar.

## SHOP CARDS

Clause 4. Union Shop Cards shall be issued to those local units desiring same for display in such places of employment where all the employees are members of the O. B. U.

## CERTIFICATES

Clause 5.—Certificates shall be issued to Central Labor Councils and District Boards and isolated units; said certificates shall designate the jurisdiction of the organization to which they are issued.

## EXECUTIVE BOARD

Clause 6.—A General Executive Board shall be elected, consisting of a chairman, secretary, and representatives of the various industries.

Clause 7.—The General Executive Board shall be elected by and from the duly accredited delegates attending conventions. The Executive Board shall remain in office until their successors are elected. The wages of the officers of the General Executive Board shall be \$40 per week. Expenses of organizers away from home shall be \$5 per day. Any member of the Executive Board not receiving money for expenses shall receive \$50 per week wages.

Clause 8.—The members of the General Executive Board may act as general organizers, or in a consultative capacity at the discretion of the Central Labor Council or District Board they represent. All members of the General Executive Board acting as general organizers shall be at all times under the direction of the General Chairman.

All members of the General Executive Board, acting as organizers, must send in

duplicate financial and written reports twice a month, one copy to be sent to headquarters of the district or unit in which the organizer is working, and the other to the General Executive Board.

Clause 9.—It shall be the duty of the chairman to preside at all meetings of the General Executive Board. He shall have charge of, and be responsible for, the general administration of the organization.

Clause 10.—It shall be the duty of the General Secretary to keep a true account of all moneys received, and all moneys paid out; he shall deposit all moneys or cheques received by him in such a bank or banks as may be named by the Executive Board; he shall be at all times in a position to render to the Executive Board an account of the financial condition of the organization.

He shall render to the Central Labor Councils and District Boards a quarterly financial report, duly certified by chartered accountants.

He shall keep the minutes of all meetings of the General Executive Board in a book provided for that purpose; he shall pay all bills when satisfied of their correctness, and shall sign all cheques; he shall be bonded in a responsible surety company for the sum of five thousand dollars (\$5,000), and the bond shall be approved of and paid for by the General Executive Board.

## RECALL

Clause 11.—A member holding office on the General Executive Board must at all times maintain his credential both from his own local unit to the Central Council or District Board, and from his Central Council or District Board to the convention. Any local unit withdrawing the credential of an executive Board member from local central Council or District Board shall provide statement for reason for so doing, and Central Council or District Board shall immediately make a full investigation. Should the recall, as instituted by the local unit be warranted, the Central Council or District Board shall then revoke credential as held by Executive Board member, and request Executive Board to immediately fill the vacancy.

Clause 12.—Any officer of the U. B. U. may be recalled by a majority vote of the District Board or Central Labor Council which sent said officer to the convention.

Clause 13.—In the event of a vacancy occurring on the Executive Board, it shall be filled by the membership of Central Labor Council or District Board from which the previous member was elected.

In the event of a vacancy occurring in the office of the Chairman or Secretary of the Board, the remaining members of the Board shall immediately fill the position.

Clause 14.—Meetings to determine the re-

call of any officer, whether of local unit, Central Council, District Board, or General Executive Board, must be specially summoned, all members being notified.

Clause 15.—Local units, whose delegates on Central Council or District Board have been elected to membership on the General Executive Board, shall fill vacancy on Central Council or District Board by electing an alternate delegate.

### CC. CONVENTIONS

Clause 16.—This organization shall meet in convention annually, the convention call to be issued by the General Executive Board.

Clause 17.—The conventions shall consist of delegates from Central Labor Councils and District Boards, or isolated units where District Board or Central Council is impracticable.

Delegates to be chosen from various industries where possible.

Clause 18.—The following shall be the basis of representation: One delegate for 1,000 members or less, and one additional delegate for each additional 1,000 members or major fraction thereof.

Clause 19.—A roll call vote may be demanded by any delegate, and should a roll call be demanded, the vote shall be compiled on the basis of representation of each accredited delegate.

No delegate to record more than the full

number of votes upon which individual representation is based, namely, 1,000.

Clause 20.—All conventions of the O. B. U shall pool transportation of the delegates. Transportation to mean railway or steamship fare only.

Clause 21.—Each convention shall fix the date and locality for the succeeding convention.

Clause 22.—The General Executive Board shall call a special convention within 30 days upon receipt of a demand from three or more District Boards or Labor Councils comprising a membership of not less than 16,000. The reason for such convention must be stated in the demand and incorporated in the convention call.

#### PER CAPITA

Clause 23.—Per Capita Tax to the General Executive Board of the O. B. U. shall be ten cents per month, which shall be paid through the Central Labor Councils and District Boards where same exist.

All Central Labor Councils and District Boards shall issue a quarterly financial statement, one copy of which shall be sent to the General Executive Board; the same to be certified by chartered accountants or other qualified auditors approved of by the General Executive Board, and a monthly report of membership shall be sent to the General Executive Board by each local unit.

Upon the failure of any unit, Council, or Board to send in regular financial reports, or where there is reason to believe such unit is not fulfilling its financial obligations to the general movement, then the next higher authority shall have the right to audit the accounts of the delinquent organization.

Clause 24.—Any organization not within the jurisdiction of a Central Labor Council or District Board may be affiliated with and pay per capita direct to the General Executive Board.

### **SUPPLIES**

Clause 25.—All supplies to be paid for by the local units in advance, except with the consent of the General Executive Board, and any arrears owing for supplies must be paid for in advance of per capita tax.

Clause 26.—All supplies to be furnished the membership at cost.

Clause 27.—General Executive to issue a special membership card for members sick, unemployed, or on strike. Local unions to be empowered according to their own needs and circumstances to release members from payment of dues during sickness, strikes or unemployment.

### **OFFICIAL MEMBERSHIP RECEIPT**

Clause 28.—Each organization affiliated with the O. B. U. must use the official mem-

bership receipt, unless exempt by the General Executive Board.

Clause 29.—The General Executive Board shall issue official membership receipt books in triplicate to the Central Labor Councils and District Boards, who shall distribute to their affiliated organizations; the original receipt shall be placed in the member's folder, and all the duplicate receipts shall be sent to the Secretary of the Central Labor Council or District Board, together with the monthly remittance of per capita tax; the triplicate receipts shall remain in the possession of the local organization.

### CENTRAL LABOR COUNCILS

Clause 30.—The following is recommended as a basis for representation of affiliated organizations to the Central Labor Councils: One delegate for the first 50 members, or less, and one additional delegate for each succeeding 100 members or major fraction thereof.

Clause 31.—No delegate shall be seated in a Central Labor Council who is not a *bona fide* wage earner and a paid-up member of the O. B. U.

Clause 32.—In small towns and in isolated places where few workers are employed, they shall organize into one unit, including all branches. Members of these branches shall be controlled by central organization of the industry to which they belong.

All members of the One Big Union shall affiliate with and pay dues to the unit representing the industry in which he is engaged, provided such unit is organized.

Clause 33.—All funds maintained by local units shall be the property of the members composing said local units.

### DISPUTES AND STRIKES

Clause 34.—Whenever any dispute exists which the local unit affected cannot settle through its Grievance Committee, the dispute shall be referred in writing to their Central Labor Council or District Board.

Clause 35.—A Central Labor Council or District Board to whom a dispute has been referred, shall, through their Grievance Committee, endeavor to effect a settlement; failing a settlement, the Central Labor Council or District Board, if they consider the dispute is of sufficient importance to the workers, shall refer the same in writing to the General Executive Board.

Clause 36.—If any Central Labor Council or District Board refuses to refer such dispute to the General Executive Board, the local unit affected shall have the right to refer the dispute to the General Executive Board.

Clause 37.—Should the General Executive Board consider a dispute of sufficient importance, they shall refer same in writing to the Central Labor Councils and District

Boards. Should a majority of the membership affiliated with the Central Labor Councils and District Boards vote in favor, the General Executive Board shall be empowered to call a strike of all affiliated bodies.

Clause 38.—Nothing in the previous clauses shall prevent any Central Labor Council or District Board from calling a strike in their own district or industry; provided, however, that any Council or Board, calling a strike without the consent of the General Executive Board, does so on its own responsibility.

Clause 39.—Whenever a strike in any district or industry takes place, no member of the One Big Union shall handle directly or indirectly any products of the industry on strike.

## HOLDING MEETINGS

When the meeting is the outcome of a previous meeting, the delegate or camp committee must see that all proper arrangements are made.

If the meeting is called by the delegate, committee, or members, be sure and give as much notice as possible so that every one who is interested can have the opportunity to attend. Make all necessary arrangements for the holding of the meeting.

Attend and open the meeting on time.

The delegate, or secretary of camp committee, will open the meeting and call for nominations for Chairman. Anyone can nominate, and it does not require a seconder.

After calling sufficiently for nominations the temporary chairman declares nominations closed, or someone present moves to that effect, which, being carried, if there is only one nominee, he takes the chair. If more than one is nominated the acting chairman calls for a vote for and against each one, in the order in which they were proposed. If the members desire to have some one for chairman who was nominated second, or later, they must vote against the others as their names are put to the vote, if not, as soon as one nominee has more votes for him than there are against he is declared elected and the others are not voted upon.

As soon as the chairman is elected, he takes the chair, and if there is not someone already elected to act as secretary he calls for nominations, and follows the same course as in the election of chairman. Usually the camp delegate, or the secretary of committee, if there is one, will act as secretary of the meeting.

If there has been a previous meeting the minutes of it will be read and a motion made that they be adopted as correct. Before putting the motion any one can challenge the accuracy of the minutes, but cannot discuss any action or question in them, the only question before this meeting is—are the minutes correct? If so, then the vote is to adopt them, or if not a true record they can be corrected and then adopted.

In dealing with correspondence, each piece is read; if unimportant it is filed. To save time the Chairman can say, "If there is no objection the communication will be filed."

If the members desire to discuss the contents they should first make a motion recommending some course of action be taken in connection with the matter referred to in the letter, or they move that the letter be received, and this motion must be seconded before the letter can be discussed. After a motion is properly made the Chairman repeats it so that everyone clearly understands what the proposal is; he then asks, "Are you ready

for the question?" and it is then open for discussion.

So as to clearly understand the contents of the letter it is quite in order to ask for information concerning the contents, which question can be answered by anyone who can do so. If necessary an amendment to the motion can be made; also an amendment to the amendment, but these must not be directly opposite to the previous motion. For instance, you cannot move to do something," and then move as an amendment "that we do not do so." For you could secure the same end as proposed in the amendment by defeating the original motion. Except the mover of a motion, who may speak twice, no one should speak more than once on any question. They should learn to say all they wish simply, clearly, and completely, and not say one thing and then sit down and a moment after get up to say something else which had been forgotten. Certainly no one should speak twice, whilst someone who has not spoken wishes to do so.

If for some reason it is not desired to discuss some piece of correspondence at the time it is read, it can be referred to new business, or some other part of the proceedings, and will then come up for consideration under that heading of business.

Under new business first take up anything referred to this time from a previous order of business unless there is some reason why it should be left till later.

Under Good and Welfare practically any question can be discussed.

When possible, before closing a meeting, fix the time and place of next meeting.

If there is no further business it is moved to adjourn.

### ORDER OF BUSINESS

Election of Chairman.

Election of Secretary.

Minutes of Previous Meeting.

Correspondence.

Reports of Officers and Committees.

Financial Report.

Unfinished Business.

New Business.

Good and Welfare.

Adjournment.

### GENERAL INSTRUCTIONS.

It is not good to allow any motions to be made after the amendment to the amendment, except certain privileged motions, which are always in order. Make the speakers stick to the question before the meeting, and not talk about other things which the members are not at that time considering.

Do not permit personalities or abusive language.

Always make the speaker address the chairman, and ask any questions through him, which it is wished to put to another member.

If a member shows a tendency to monopolize the whole meeting see that he does not do so, and give everyone an equal chance. If necessary, limit the time that any person can speak. No one can speak until the Chairman has recognized him and given him the floor. When more than one gets up at a time the Chairman shall give the floor to the one who first arose and addressed him. A member cannot stand at the same time that someone else is speaking.

Speakers must not be interrupted except by the Chairman on a point of order, or unless someone rises to a point of order, in which case he says, "I rise to a point of order." The Chairman asks him to state the point of order, and he must reply briefly and to the point, showing that the speaker whom he interrupted was not conforming to the proper procedure. He cannot enter into any discussion upon the question before the meeting, but must confine himself to the point of order. The Chairman then rules his objection to be either well taken (correct), or not well taken (incorrect). In the former case the original speaker who was interrupted proceeds with his speech, but has to refrain from following the line to which objection was raised, but if the objection was not well taken the speaker follows along with his talk as if the interruption had not taken place.

Anyone can appeal from the ruling of the

Chairman, in which case someone else takes the chair, the objector states his reason for the appeal, the Chairman gives his reason for his decision. No one else has anything to say on the matter, the acting Chairman says, 'The question is, shall the ruling of the chair be sustained? All in favor say 'aye,' all opposed, 'no.'"

After the vote the original Chairman resumes the chair and the meeting proceeds in conformity with the decision of the meeting as to whether the Chairman's decision was upheld or not.

When a discussion has proceeded for a reasonable time, and it is desired to curtail the discussion, someone can call for the previous question. There can be no further discussion until the motion has been put by the Chairman, who says, "The question is, 'Shall the main question now be put?'" If the majority vote is in favor of the previous question being put there can be no further debate and the original motion is then voted upon. If, however, the motion for the previous question is defeated, then the discussion can be continued.

The Chairman must be impartial whilst he is in the chair; if he wishes to discuss the question he must vacate the chair and put someone else in his place.

When the Chairman has declared the result of a vote as carried, or lost, any member can call for a show of hands which must

then be counted by some other person appointed for the purpose.

No motion shall be debated upon until stated from the chair.

Any member speaking shall rise and respectfully address the chair. He shall confine himself to the question and avoid personalities, and under no circumstances make use of abusive language.

When a question is before the meeting no motion shall be received except, 1—to adjourn; 2—to lay on the table; 3—for previous question; 4—to postpone; 5—to amend. These motions have precedence in the order they stand arranged. The following privileged questions are not debatable: 1—to adjourn; 2—to lay on the table; 3—for the previous question; 4—to read matter pending a question; 5—to reconsider; 6—all questions of order arising after a motion is made.

## INSTRUCTIONS TO DELEGATES

Members of any district can pay dues to any Delegate.

When old members pay dues, Delegates must be sure and give the full letters which go with the number of every member, otherwise it may be very difficult to trace his membership record owing to each district office having a different letter to record its members by. Unless this information is given endless confusion will result. Give both ledger and O. B. U. number.

The Delegate will send his report to the office which issued his credentials. If Delegate moves from one district to another he should get new credentials from the office of the district he moves to, giving the number of his old credential, so that his previous record can be completed.

The Delegate should draw a receipt when he makes a payment on account of his own dues.

Be sure and place carbon paper between the white and pink receipts, and another between pink and green receipts.

Leave green receipts in book and return the book to your district headquarters when finished.

Ex-service men, or those carrying cards in good standing, are admitted without pay-

ment of entrance fee. In such cases write on the receipt, ex-service or union.

Examine books of all members in camp regularly to see they are up-to-date with their dues.

Write plainly. Print the name, thus, J. SMITH.

Spell the name correctly; when in doubt ask the member to write it himself.

Give good notice when you will need more supplies.

When you send in a list of payments which includes any who are coming to town, tell District headquarters to hold the receipts in office.

If folders, or receipts, are sent you, of members who have left the camp, return them to District headquarters promptly.

If you leave camp turn your supplies over to someone who will act as delegate, and leave written authority for him to collect your mail which may be en route from headquarters.

See that all papers and literature are properly and promptly distributed.

Members when arriving at, or leaving camp should report to the Camp Delegate.

Return cancelled duplicates to office.

Use all receipts in book before commencing another book.

Delegates are entitled to a commission of 50 cents for each new member they sign up.

Don't hesitate to make suggestions for more effective methods of carrying on the organization.



# **ORGANIZE**

## **Join the One Big Union**

The O. B. U. is organized  
into Industrial Branches  
and the Workers should  
immediately join the  
branch of their particular  
industry.



**Workers of the World Unite**

