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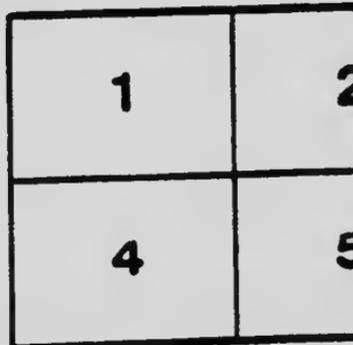
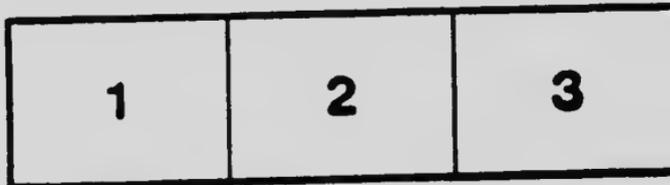
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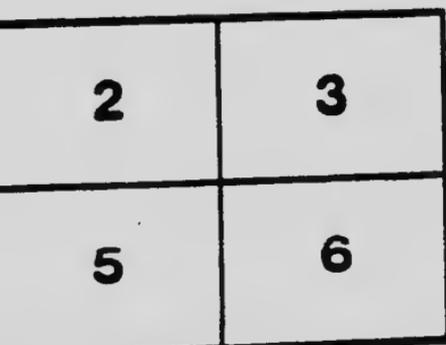
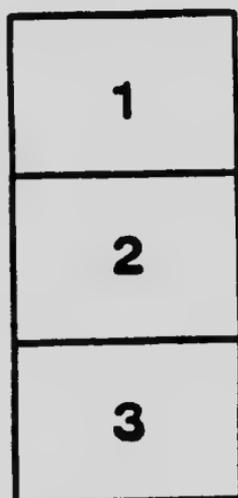
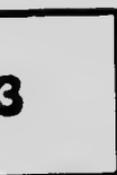
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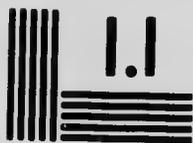
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**CONSTITUTION,  
BY-LAWS, STANDING RULES  
AND WAGE SCALE  
OF  
LOCAL UNION No. 173  
OF OTTAWA, ONTARIO  
OF THE  
INTERNATIONAL  
BROTHERHOOD  
OF BOOKBINDERS**



**Re-Organized January, 1912**

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**Adopted September, 1914**

From

J. B. Noble

1421

**CONSTITUTION,  
BY-LAWS, STANDING RULES  
AND WAGE SCALE  
OF  
LOCAL UNION No. 173  
OF OTTAWA, ONTARIO  
OF THE  
INTERNATIONAL  
BROTHERHOOD  
OF BOOKBINDERS**

**Re-Organized January, 1912**

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**Adopted September, 1914**



**OTTAWA :  
DOMINION PRINTING AND LOOSE LEAF CO., LIMITED  
1914**

# **BY-LAWS**

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## **ARTICLE I**

### **NAME AND OBJECTS**

(SEC. 1). This Union shall be known as the Ottawa Local Union No. 173 of the International Brotherhood of Bookbinders.

2. This Union shall consist of practical Bookbinders, Paper-Rulers, Finishers, Paper-Cutters, Folding Machine Operators, Pocket-book Makers, Stampers, Stock-Keepers and all branches pertaining to the Bookbinding Industry.

3. The objects of this Union are to bring about and maintain the highest quality of workmanship and to encourage and sustain good workmen, the regulation of wages and all other matters appertaining to the welfare of the Union and its jurisdiction to influence the apprenticeship system for the benefit of both employers and employees.

4. This Union shall not be dissolved while it contains five (5) members in good standing.

### **MEETINGS**

5. The Union shall meet once or more in each month. Ten members in good standing may demand a special meeting by giving a

written notice, stating the object of such meeting to the President, who, if he deems it necessary for the Union, shall direct the Secretary to convene the meeting in the ordinary way. At the regular meeting seven shall constitute a quorum for the purpose of acting on all routine business but on all matters relating to the amendment to the Constitution the resident half of membership shall be deemed necessary for a quorum.

## ARTICLE II

### MEMBERSHIP

1. To be eligible for membership in this Union an applicant must have served an apprenticeship of five years, be competent at one branch of the trade, and be in receipt of the Union rate of wages.

2. Any bookbinder wishing to join the Union must be proposed by a member in good standing, at a regular meeting. A two-thirds vote will be necessary to elect said candidate.

3. Applications for membership must be accompanied by the initiation fee of \$5.00, which shall be returned if applicant is rejected.

4. A candidate who is elected and fails to present himself for initiation within two meetings after notification by the Recording Secretary, shall forfeit his initiation fee.

5. All persons who are elected members of this Union must take the International Pledge.

6. Apprentices who have served four years must make application for membership in this Union. They shall pay an initiation fee of two dollars (\$2.00) and at the expiration of their apprenticeship may, at the will of the Union be entitled to full membership. They shall be exempt from dues and assessments and have no vote.

7. An I. B. of B. Travelling or Transfer card shall be considered proof of the eligibility of an applicant and the owner of said card shall be entitled to membership in this Union without entrance fee.

8. Paid-up cards from Foreign Countries will be accepted on same conditions as Sec. 7 Art. II.

9. Members being three months in arrears for dues, fines, etc., and having received one month's notice from the Financial Secretary, and failing to show cause satisfactory to the Union for such indebtedness, shall be deemed guilty of a flagrant violation of Union principles and shall be suspended.

10. Suspended members shall have no right to take part in the deliberations of the Union.

11. Any members six months in arrears having received one month's clear notice and failing to show good reason for his indebtedness, shall be dealt with as the Union may determine upon.

12. Expelled members making application to be reinstated shall pay all back dues and assessments and be fined five dollars (\$5.00).

13. Any member losing his receipt book, his account shall be in accordance with the Financial Secretary's Ledger. All members shall have due books with them meeting night.

15. Resignations will only be accepted in cases where journeymen become employers or leave the trade, an honorable withdrawal card to be issued at the cost of twenty-five cents. Any one returning to the trade will be admitted without initiation fee upon the deposit of the withdrawal card providing said member has worked no injury to the I. B. of B.

### MEMBERS' DUTIES

16. It shall be the duty of every member of the Union to endeavor to advance the interests of the others by giving information as to where employment may be found; to attend regularly the meetings of the Union; to cheerfully perform the duties entailed by their appointments on Committees and endeavor by every legitimate means to increase the membership and general prosperity of the Union.

17. Each member shall give his address to the Secretary and notify him of any change in same.

18. Members out of employment shall notify the Secretary and shall be considered in the order of reporting. They shall also notify the secretary on regaining employment.

19. No member shall be allowed to work at another branch of the trade unless he receive the prevailing scale attached to that branch.

20. None but men and apprentice boys shall be allowed to work on any class of binding outside of pamphlet work.

21. Members shall refuse to work with any person who is not in good standing.

22. Any member holding a permanent position shall not be permitted to work in any other shop, except by special permission of the Executive Board of this Union.

23. Members moving beyond the jurisdiction of this Local, shall, upon application to the Treasurer be furnished with the International travelling card upon payment of ten cents, if all dues, fines, etc., are paid to date of application and no charges are pending against them.

### ARTICLE III

#### MANAGEMENT

1. The Local Union shall be managed by the following elected officers: President, Vice-President, Recording Secretary, Secretary-Treasurer, Inspector, Sergeant-at-Arms, Guide, Statistician, and an Executive Committee of five. These officers, and also delegates to the Allied Printing Trades Council, Trades and

Labor Council, and two Auditors, shall be elected annually by ballot as hereinafter provided.

## ELECTION OF OFFICERS

2. Candidates for office shall be nominated in the last meeting in November, election and installation to take place at the first meeting in December. The President shall call for nominations in the order given in Section 1, Article III., balloting forthwith for each officer at close of nominations. A majority vote of members present shall be necessary to elect an officer, such officers to be in good standing.

## DUTIES OF OFFICERS

### PRESIDENT.

3. The President shall preside at all meetings, preserve order and enforce the rules of the Union, except when cases affecting his office shall arise and be under consideration, when he shall vacate the chair to the Vice-President, or such other member as the Union shall select.

### VICE-PRESIDENT.

4. The Vice-President shall perform all duties of the President in case of his absence, death, resignation, or disqualification.

### RECORDING-SECRETARY.

5. The Recording-Secretary shall keep a record of all business transacted at each

meeting in a book kept for that purpose; he shall conduct all correspondence of the Union, and read the same at each meeting; he shall keep a list of all members, and their addresses; he shall keep a list of all members out of employment, and notify members when there is a vacancy in the trade, it being the duty of every member to report all vacancies to him.

He shall receive as remuneration for his services the sum of twelve dollars (\$12.00), per annum payable half-yearly.

### TREASURER.

6. It shall be the duty of the Treasurer to keep a true account with the Union and all its members, fill up all certificates of membership, and to render every month a statement of all receipts and expenditures, with the balance on hand; it shall also be his duty to deposit all sums of money exceeding five dollars (\$5.00), in the bank; he shall at the expiration of his term of office deliver into the hands of his successor all sums of money, books and property belonging to the Union; he shall make no disbursements without the sanction of the Union and the President's signature.

He shall receive as remuneration for his services the sum of twelve dollars (\$12.00), per annum, payable half-yearly.

### AUDITORS

7. The Auditors shall examine the books in June and November and bring in their report at the next meeting.

## INSPECTOR

8. It shall be the duty of the Inspector when the President announces the meeting open to examine the cards of all the members present, and any member who fails to show up the Inspector will report to the President. He shall also keep a proper record, in an index book, of all members attending meetings and to receive and announce all names of members entering the meeting handed him by the Sergeant-at-Arms, and if correct will direct that officer to admit the applicant for admission and check member as present in his book. He shall also present to the Recording Secretary at the end of each month a list of absentees during that time, and the Secretary will read the names before the Union at the next regular meeting.

## GUIDE

9. It shall be the duty of the Guide to fulfill all the instructions as prescribed in the Initiation Ceremony.

## SERGEANT-AT-ARMS

10. It shall be the duty of the Sergeant-at-Arms to guard the door at all times during the meeting and take the names of those members desiring admission and present them to the Inspector.

## STATISTICIAN

11. It shall be the duty of the Statistician to keep a record of all shops, number of journeymen and apprentices and all statistical matters.

## EXECUTIVE COMMITTEE

12. The Executive Committee shall have charge of all grievances coming before the organization, and inquire into them; they shall have power to summon any member to appear before them for any testimony they may require; they shall have full power between meetings, subject to the approval of the organization and see that all rules and regulations of the organization are faithfully carried out; all members having grievances shall present them in writing to the Executive Committee.

13. The Executive Committee shall consist of the President, Recording Secretary, and three elected members.

## OFFICE PLEDGE

14. Before the officers elect enter upon the discharge of their duties, they shall assent to and repeat the following obligation:

I do solemnly pledge my word of honor, in the presence of the Brotherhood of this Local Union No. 173, that I will faithfully perform, to the best of my ability, the duties of the office to which I have been elected.

## SHOP STEWARD

15. The appointment of shop stewards shall be left to members in each firm who shall elect one of their members.

16. It shall be the duty of the shop steward to see that all members in shops are in good

standing and if any refuse to conform to laws of Local, he shall report same to officers of Local at first regular meeting.

17. Upon the death, resignation or removal of any officer of this organization, the presiding officer at the next regular meeting shall announce the same, and the vacancy shall be filled by election or appointment, as the constitution provides.

18. Three Delegates shall be elected at the annual meeting to represent the Union on the Allied Printing Trades Council.

19. Three Delegates shall be elected at the annual meeting to represent the Union on the Allied Trades and Labor Association.

#### ARTICLE IV

#### DUES AND FINES

1. The dues of the Union shall be five dollars (\$5.00) initiation fee and eighty cents per month.

2. Any member being sick or out of work shall be exempt from dues, providing he is in good standing and notifies the Secretary of same.

3. Dues commence the month following election to membership.

4. Any member refusing to obey the president when called to order or using disrespectful or improper language or coming to any meeting in a state of intoxication shall be fined not less than twenty-five cents.

5. Any offence by a member not covered in the foregoing penalties, shall be considered by the Executive Committee, whose finding shall be carried out by the Union.

## ARTICLE V

### APPRENTICES

1. No boy shall be permitted to enter the trade as an apprentice under the age of fourteen or over eighteen years of age, and shall serve five years, commencing from date of entering the shop. An apprentice's time may in any particular case be extended by an agreement between the employer and the union affected.

2. The indenturing of apprentices is considered the best means calculated to give that efficiency which it is desirable bookbinders shall possess, and also give the necessary guarantee to employers that some return will be made them for a proper effort to turn out competent workmen.

3. The Union shall give a certificate to apprentices at the commencement of their apprenticeship.

4. Apprentices shall join the Union in the last year of their time.

5. It shall be the duty of every journeyman to see that apprentices are properly instructed in the trade in order that when out of their time they may be qualified to demand the Union rate of wages.

6. No shop shall be considered fair where there is a larger number of apprentices than accords with the following scale, viz., one apprentice to three Union men employed; two to six men; three to nine men, but in no case to be more than five apprentices in any one shop.

7. All shops shall be allowed one apprentice

## ARTICLE VI

### RULES OF ORDER

1. The President having taken the chair, the officers and members shall take their respective stations. At the sound of the gavel there shall be general silence.

2. The business shall be proceeded with in the manner prescribed in the By-laws.

3. The President shall preserve order and shall announce the decision of the Union on all subjects after the vote of the Union; he shall decide all questions of order, subject to an appeal to the Union on the call of three members, on which appeal no member shall speak more than once.

4. During the reading of the minutes and communications, or when a member is addressing the chair, profound silence shall be observed. No member shall leave the room without permission of the President.

5. It is particularly enjoined upon all members that they do not leave the Union during

session unless they desire to do so permanently for the session of the evening, in order that the dignity and decorum of the Union may not be disturbed.

6. No member shall be interrupted while speaking, except to call him to order or for the purpose of explanation.

7. Each member while speaking shall be standing and address the President, confine himself to the question under discussion, and avoid personalities.

8. If a member while speaking be called to order, he shall, at the request of the President, take his seat until the question or order is decided by the chair.

9. If two or more members rise to speak at the same time the President shall decide who shall speak first.

10. No member shall speak more than once on the same subject until all wishing to speak have had an opportunity to do so, or more than twice without permission of the President.

11. Each member shall designate the officer or member spoken of by his proper rank or title, according to his standing in the Union.

12. No motion shall be debated until it has been seconded and stated by the President.

13. Before putting the question, the President (while sitting), shall ask: "Is the Union ready for the question?" and if no member

rises to speak, he shall rise and put the question, after which no member shall be allowed to speak upon it.

14. When the President is addressing the Union, or putting a question, silence shall be observed.

15. A motion to reconsider a vote must be made by a member voting with the prevailing side, and must be made within one month after such a vote was taken.

16. A motion for the previous question can be made by any member, and being sustained shall preclude further debate upon the subject under discussion.

17. The previous question shall be put in this way: The President shall rise and say: "Shall the main question be now put?" If carried, he then puts the question under discussion without further debate.

18. A motion to close shall always be in order, but being decided in the negative, shall not again be allowed until some motion, call or order takes place.

19. The following question shall be decided without debate; the previous question, to close, to have recess, to lay on the table, to commit.

20. A motion to commit to committee of the whole shall be in order; the same rules of order shall apply to said committee, except that a member may speak at least three times on the subject or more, with the consent of the chair-

man of said committee. At the conclusion of the question submitted, the committee shall rise, and the chairman shall report to the Union the result.

21. Any two members shall have the right to demand yeas and nays upon the question before the result is announced; but if objection is raised the demand must be sustained by one-fifth of the members present.

22. No member can fill more than one office during one term, but may, in addition to his office, be appointed to one or more committees.

23. No motion to amend the minutes by striking out words or sentences shall be allowed, unless they contain some error of facts or grammar.

24. To impugn the motive of officers, or members of committees without just cause, or to use reviling or degrading language towards them, shall be considered a breach of order, and shall be punished by such discipline as the Union may impose.

25. The Recording-Secretary or Treasurer, on wishing to resign their office, shall present their resignation in writing one meeting previous to its being acted upon.

26. No member shall be allowed to take office or be allowed to vote for election of officers who is three months in arrears for dues.

## OPENING CEREMONY

When the hour for opening the meeting has arrived, the President will give one rap of the gavel and say: "All those not entitled to remain with us will please retire." The Sergeant-at-Arms will see that the doors are securely closed. The Inspector will then ascertain by examining due cards if all are entitled to remain, and report to the President.

The President then gives three raps of the gavel and the members will rise. He will then say: "Brothers and sisters, I now declare this meeting open, and remind you of the pledge you have taken, not to reveal to any employer or other person not a member, any of the business transacted at our meetings."

The President then gives one rap of the gavel and the members will be seated, and the regular business will proceed.

## CLOSING CEREMONY

The President will give three raps of the gavel, and the members will rise in their places and he will say: "I now declare this meeting closed." Should any emergency arise calling for a special meeting, all members will be duly notified.

## CEREMONY OF INITIATION

When the fourth order of business has been reached the President will privately direct the Guide to ascertain if there are candidates awaiting initiation. The Guide will, while the regular order of business is being transacted,

proceed to the ante-room, and if he finds candidates in waiting, obtain their names and occupation. He will then return to the meeting, go to the President and announce to him that there are candidates to be initiated. When the fifth order of business has been reached the President will direct the Guide to announce the names and occupations of those who are waiting initiation, and if they are endorsed by the Recording Secretary as having been regularly proposed and elected, the President will instruct the Guide to proceed to the ante-room and prepare the candidate for initiation.

The Guide then goes to the ante-room and proceeds by asking the following questions:

Guide—Are you now or have you ever been a member of any union connected with the bookbinding trade?

Candidate—Yes, or no.

Guide—Are you willing to bind yourself with a pledge of honor to secrecy, obedience and mutual assistance that will not interfere with any religious convictions you may entertain or with your duty to your country?

Candidate—I am.

Guide—Do you fully and unqualifiedly approve of the preamble of this Brotherhood and will you assist brothers in distress and remain true to the obligations you will take on being admitted to membership?

Candidate—I will.

When the Guide announces to the Sergeant-at-Arms that he is ready to present the candidate that officer attracts the attention of the President and says:

Mr. President, the Guide announces that he is ready to present a candidate for initiation.

The President will then give three raps of the gavel and the members will rise in their places while the pledge is administered.

The Guide will now place the candidate in the center of the room facing the President and the candidate raising his right hand will repeat after the Guide the following pledge:

## PLEDGE

I do truly promise—on my honor—that I will never reveal—to any employer—or other persons—any of the business—of this Brotherhood. That I will strictly obey all laws—and lawful summonses—that may come to me.

That I will—to the best of my ability—defend the interests—of all true members—of this Brotherhood—and assist all—who are unfortunate—or in distress.

And I do further promise—that I will consider—the pledge I have taken—binding upon me forever.

The Guide then presents the candidate to the President, who says: "Brother, in the name of the International Brotherhood of Bookbinders we welcome you as a member of Local Union No. 173. As such, your duty is at all times to be honest and fair in all your deliberations, adopt the principle of justice and equity in dealing with your employers, and at all times do your utmost to better the condition of our craft through education, and so create and maintain respect and good will between the employer and employe in all controversies."

The President then gives one rap of the gavel and the members will resume their seats; then the Guide will conduct the new member to the Financial Secretary.

## ORDER OF BUSINESS

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1. Calling the meeting to order.
2. Roll-call and reading minutes of last regular and any special meetings.
3. Application for membership.
4. Admission of candidates.
5. Reports of committees.
6. Communications and bills.
7. Collections and dues.
8. Unfinished business.
9. New business.
10. Reading names of members unemployed and situations vacant.
11. Reports on the state of trade.
12. Report of treasurer.
13. Election of officers.
14. Installation of officers.
15. Remarks for the welfare of the Union.
16. Adjournment.

## COPY OF AGREEMENT

This agreement made this ninth day of July, 1913, between the Employing Bookbinders, of Ottawa,

OF THE FIRST PART;  
and

International Brotherhood of Bookbinders  
Local 173 of Ottawa,

OF THE SECOND PART.

Witnesseth that the parties hereto in consideration of the covenants and agreements herein contained, to be mutually observed and performed by them, covenant and agree in order to obviate all disputes and difficulties as to wages and hours of work that may or might arise between the employers and employees in the trade herein affected during the time covered by this agreement, and thereby to facilitate and promote the business of the book-binding industry in Ottawa, as follows:—

1. The offices now signing this agreement and any other offices who may sign, during the currency of this agreement, which conform to the scale of wages and hours herein defined, are hereby guaranteed industrial peace in connection with the matters covered by this agreement, by the Bookbinders Union Local 173, the parties of the second part so long as the conditions of this agreement are adhered to by the parties of the first part.

2. All offices conforming to the scale of wages and hours of work herein defined are to be considered as "fair" offices and entitled to any

and all privileges which may accrue therefrom, and to the cordial support and co-operation of all the parties to this agreement.

3. This agreement shall be and extend over the period of four years, commencing the First day of June, 1913.

4. It is agreed that the wages shall be paid weekly in all offices.

5. It is agreed that owing to local conditions that no agreement shall be entered into as to indenturing Apprentices nor the apportioning so many boys to a given number of men during term of this agreement.

6. The standard hours of work each week shall be forty-eight hours and such work shall be completed between the hours of seven a.m. and six p.m., each week day except Saturday when work shall cease at twelve o'clock noon, it being understood that the employer is entitled to the full forty-eight hours work per week.

7. Work done on the following holidays shall be paid for at double rate: New Year's Day, Good Friday, Victoria Day, Dominion Day, Civic Holiday, Labor Day, Thanksgiving Day, and Christmas Day.

8. The current rate of wages for a standard week's work shall be from July 11, 1913 to June 1, 1915—\$18.00 per week. June 1, 1915 to June 1, 1917—\$18.50 per week.

9. Overtime for bookbinders shall be during the first four hours after quitting time, but no

one shall work more than three hours at the time-and-one-third rate on any particular day. After these hours double time.

10. All-night staffs shall be paid for at the rate of 15 per cent. advance over the day rate. Hours of labor to be mutually agreed upon between employer and employee, forty-eight hours to be a week's work. After forty-eight hours time-and-one-third of night rate to be paid. A man changed from day to night staff to have a clear day off.

In witness whereof we, the representatives of the parties hereto have set our hands and seals.

The Mortimer Co., Ltd.—A. E. Mortimer, Gen  
Mgr.

The Rolla L. Crain Co., Ltd.—H. A. Tuer.  
Lowe-Martin Co., Ltd.—T. H. Martin, Vice  
Pres.

Dominion Printing & Loose Leaf Co., Ltd.—  
W. J. McCarthy.

James Hope & Sons.—

Capital Press, Ltd.—Jos. Simmons, Mgr.

Ottawa Printing Co.—P. Kilpatrick, Secy.  
Treas.

International Brotherhood of Bookbinders.

Albert P. Williams,

Felix Parent, Pres.,

Thomas Carroll,

A. J. Banks,

Wm. T. McDowell.

Approved—

A. P. Sovey,

President.

Proposed by -----  
Committee ----- *Report of Committee*

-----  
-----

Elected ----- 191 -- Rejected ----- 191 --  
Initiated ----- 191 --

----- Secretary

\* If apprentice, the Secretary must enter in book information stated above, and also dates of admittance to and expiration of apprenticeship, and all other information that will assist in keeping a proper record of apprentices.

(OVER)



PROPOSITION FOR MEMBERSHIP  
IN THE  
International

# Brotherhood of Bookbinders

City -----

Local Union No. ----- 191-----

## TO THE OFFICERS AND MEMBERS:

Having become acquainted with the preamble and objects of your Brotherhood, I hereby make application for membership.

I promise, if admitted, to faithfully obey all laws and regulations incumbent upon the members, and to use my best endeavors to promote the interests of the Brotherhood.

Name -----

Residence -----

Residence -----  
\*Apprentice or journeyman -----

Branch of trade -----

Have you ever been a member of any bookbinders' organization? -----

Name of firm employed by -----

Signature of Applicant -----  
-----

Proposed by -----

Committee ----- *Report of Committee*

Elected ----- 191 -- Rejected ----- 191 --

Initiated ----- 191 --

----- Secretary

\* If apprentice, the Secretary must enter in book information stated above, and also dates of admittance to and expiration of apprenticeship, and all other information that will assist in keeping a proper record of apprentices.

equal chance to receive the just fruits of their honest toil.

For the purpose of assisting in accomplishing these objects I do hereby make application for membership.

\_\_\_\_\_

Applicant will please fill in the following:

DESCRIPTION

Age	Weight	Height	Color of Eyes	Color of Hair

*Notice to Secretaries:* When applicant is admitted to membership, kindly fill out registration blank immediately; send both original and duplicate to headquarters so that registration number may be assigned.



(OVER)

# PREAMBLE

Experience having proved that the efforts of individuals without organization are generally ineffectual to maintain an adequate rate of compensation for labor, and experience also having shown that associated effort, when founded on justice and guided by reason, is of great benefit to workmen, both as individuals and as a class. And in order to concentrate our efforts for the attainment of our rights, we deem it necessary that an organization of our craft be formed, which we believe will have a tendency to elevate our condition to the same level as skilled mechanics of other trades, and create and harmonize a friendly spirit between employer and employee. And we believe the adoption of a uniform scale of wages, regulating the apprenticeship system, the abolition of the unjust and inhuman contract system, are matters which require readjustment, so that every bookbinder may have an equal chance to receive the just fruits of their honest toil.

For the purpose of assisting in accomplishing these ends



