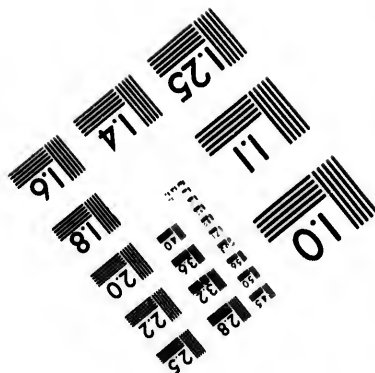
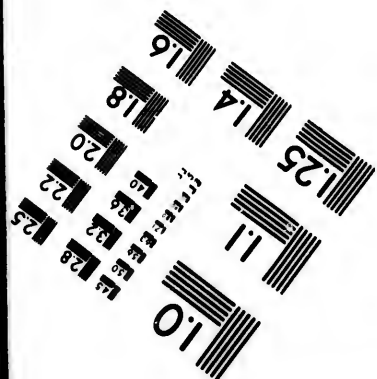
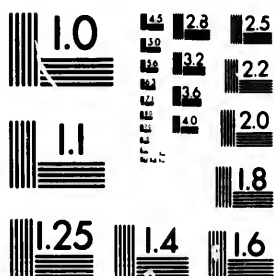


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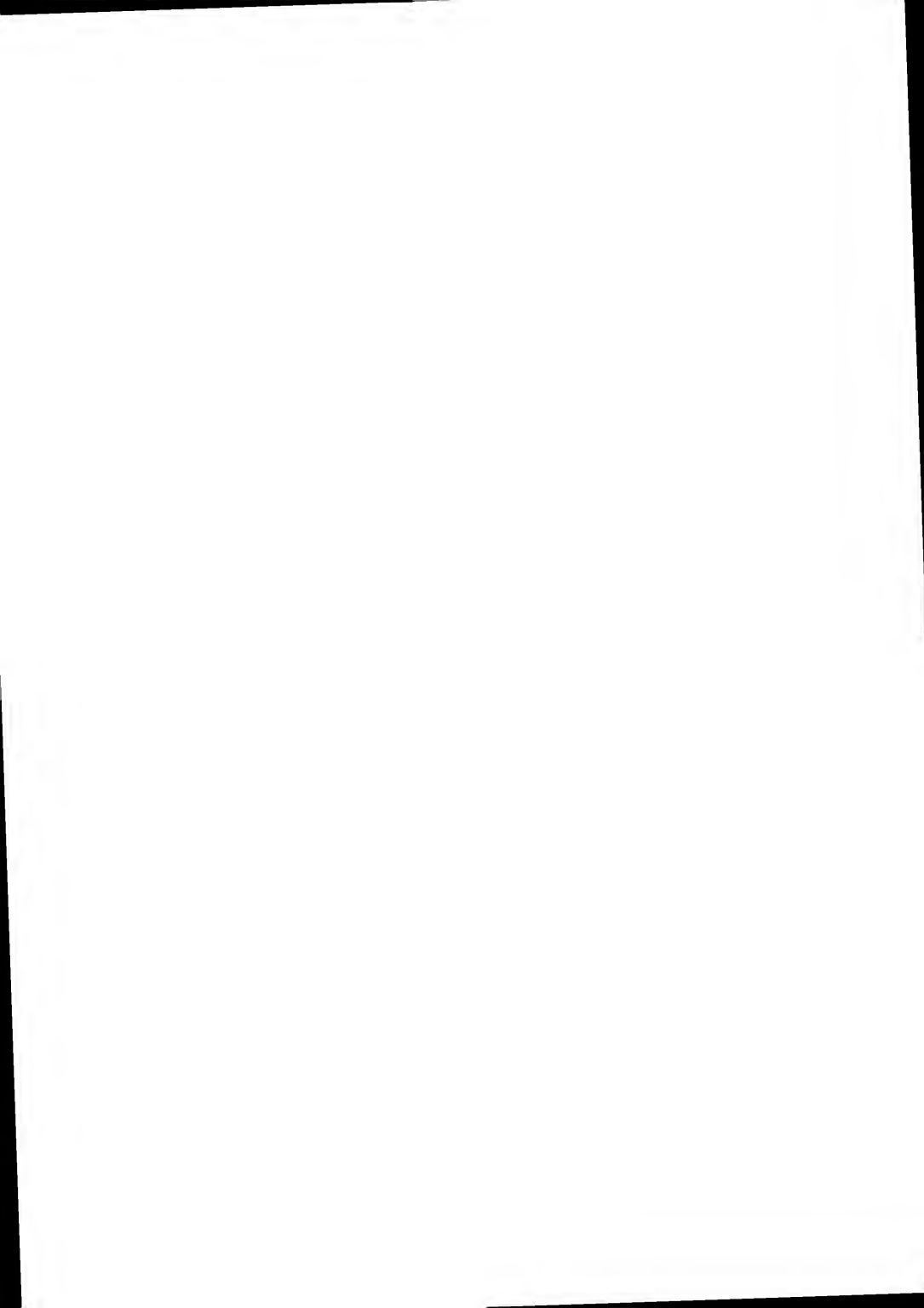
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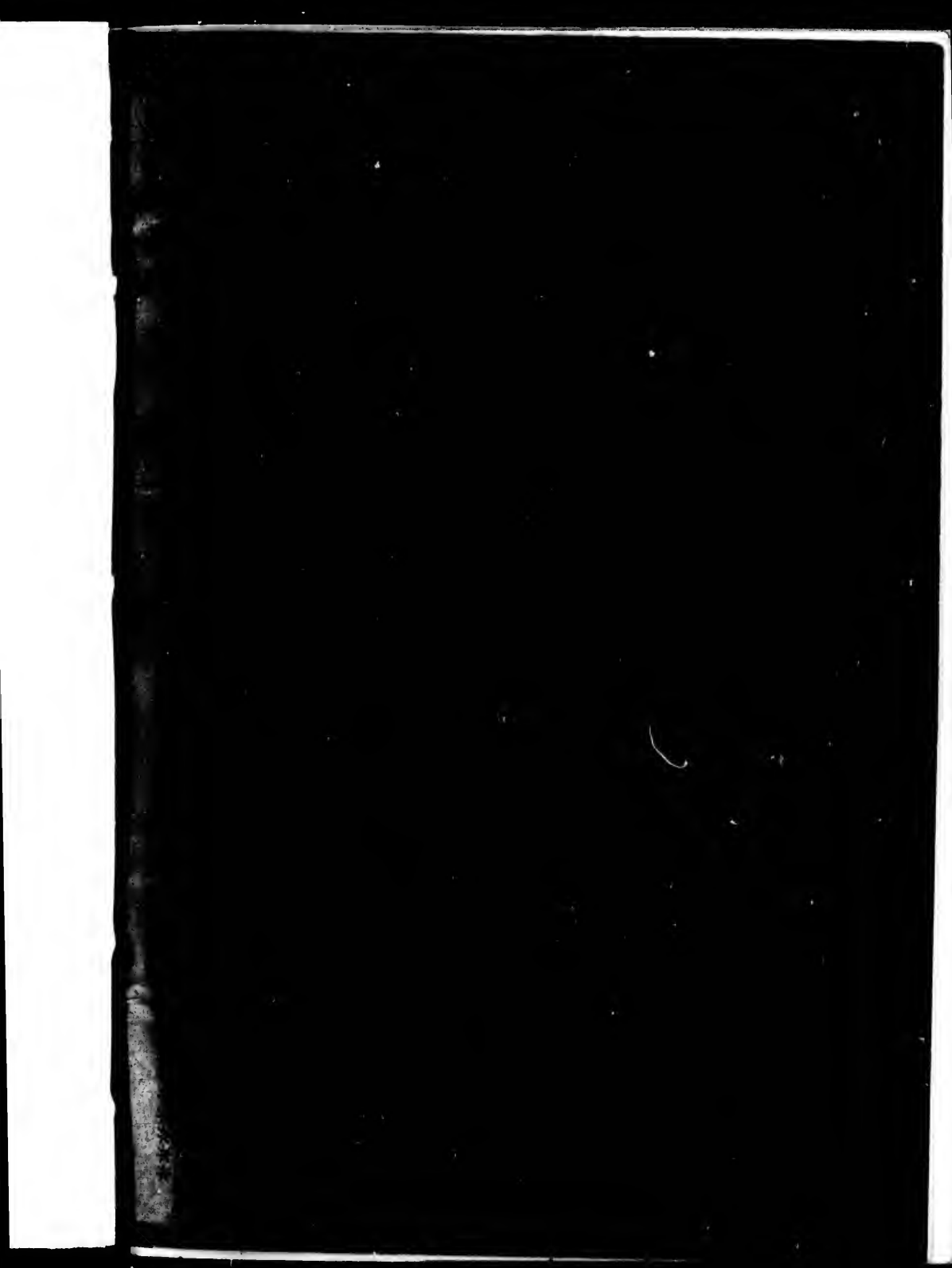
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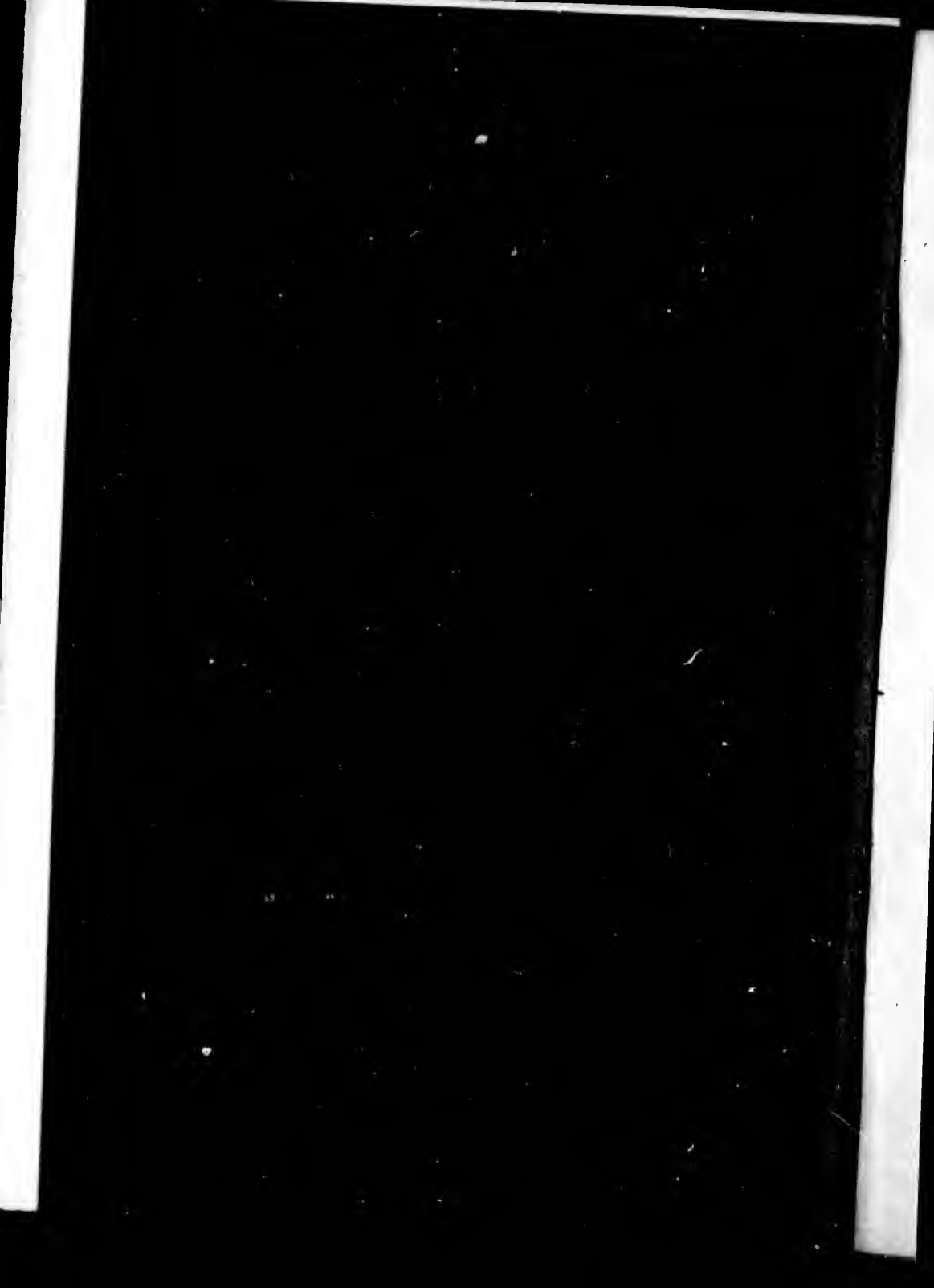
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ASSESSMENT SYSTEM.

CONSTITUTION AND BY-LAWS

OF THE

FEDERATED

Association of Letter Carriers

OF



THE

DOMINION OF CANADA.

ADOPTED SEPTEMBER, 28 AND 29, 1892.

TORONTO

**W. S. JOHNSTON & Co., THE ART PRINTERS, 67 WEST ADELAIDE STREET.
1892.**

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OFFICERS OF THE ASSOCIATION FOR THE YEAR OF 1892-3.

President—R BERT FAIR, - - Ottawa, Ont.
Vice-Pres.—CALEB BELYEA, - St. John, N. B.
Secretary—ALEX McMORDIE, Toronto, Ont.
Treasurer—DAVID C. DOWRIE, Hamilton, Ont.
2nd Vice-Pres,—W. S. SHORT, London, Ont.
3rd " —A. BOULET, - - Quebec, Que.
4th " —J J. RYAN, - - St. John, N. B.
5th " —W. J. CUTHBERT, Winnipeg, M.
6th " —DONALD ROBB, - Halifax, N. S.

EXECUTIVE BOARD.

R. FAIR. A. McMORDIE. D. C. DOWRIE.
C. H. MOSS. E. MURPHY.

TRUSTEES.

ROBERT FAIR. D. C. DOWRIE. ALEX. McMORDIE.

Wm

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CONSTITUTION AND BY-LAWS.

ARTICLE 1.

Name, Object, Jurisdiction and Membership.

SEC. 1. This Body shall be known as the Federated Association of Letter Carriers of the Dominion of Canada, and shall be composed of Subordinate Branches, working in accordance with this Constitution.

SEC. 2. The objects of this Association shall be to unite fraternally all Letter Carriers in the Dominion of Canada for the mutual benefit of each; to seek improvement in the condition of all and strive to promote the welfare of every member.

SEC. 3. The Federated Association shall have complete jurisdiction over all questions arising in or between Branches, regarding the work of the Federated Body, and its judgment in all cases shall be final. It alone shall possess the power to make, amend or repeal this Constitution. It shall issue Charters duly executed by the President and Secretary, to Branches as hereinafter provided. It shall have power to levy assessments on Branches for its maintenance.

SEC. 4. Any Association of Letter Carrier employed in Post-offices throughout the Dominion of Canada, may become a Branch of this Association by making application to the Federated Secretary for a Charter. Said application shall be accompanied by a statement of the num-

ber of members in their Association, names of the officers and the necessary fee. Only one Branch of the Federated Association shall be maintained in each town or city.

Any city or town not having the number of Carriers to form an Association in said town or city, then individual Carriers may join the Federated Association as members at large, on payment of the annual dues and assessments to the Federated Association, until such time as said city or town shall form a Branch of this Association. When any city or town has five members at large in the Federated Association, the said five members shall then form a Branch Association.

SEC. 5. Upon the receipt of a Charter, a general invitation shall be extended to every Carrier now in the Civil Service, by the Branch to which they are attached, to join this Association within six months, and any Carrier not joining this Association within the time specified in this section, it shall be in the power of the said Branch to increase the fee for membership of the same joining this Association after said date to any amount they may see fit and necessary to the welfare of the Association.

SEC. 6. The following shall be eligible for membership in the various branches, *viz*: Letter Carriers in service and Superintendent of Carriers.

SEC. 7. The jurisdiction of a Branch shall be confined to the town or city wherein said Branch is located.

SEC. 8. The annual dues of the members of each branch to the Federated Association, shall

be sixty cents, payable semi-annually in advance by the Branch on the first day of May and November of each year, to the Fedated Secretary.

ARTICLE II.

Annual Meeting and Representation.

SEC. 1. The Federated Association shall meet annually, between the first day of July and the first day of November, at such time and place as may be determined upon by a majority of the delegates present at the previous session.

SEC. 2. Special meetings may be called by the President, on the written request of not less than one half of the Branches; said Branches to represent not less than two-thirds of the membership of this Association. The object of the meeting shall be stated in said request and shall appear in the call for the meeting. And no other business shall be transacted at said meeting. None but delegates elected to attend the previous Annual Meeting, or their alternates, shall attend a Special Meeting.

SEC. 3. Each Branch shall be entitled to one delegate for fifty members or fraction thereof, two delegates for over fifty and up to one hundred members or major part thereof, said membership to be based upon the number of members who have paid dues for the six months preceding the Annual Meeting.

SEC. 4. Branches shall meet at least once in each quarter, and delegates to the Annual Meeting shall be elected at least thirty days preceding said Annual Meeting of this Association and shall hold office for one year, delegates shall hold office until their successors have been elected and shall have qualified.

SEC. 5. At the same time and in the same manner that delegates are elected, an equal number of alternates shall be elected. In the event of death, resignation, inability or other disqualification of a delegate, the alternate having the highest number of votes at the election, shall succeed to the vacancy with all the rights and privileges of a regularly elected delegate. If the delegate to the Annual Meeting cannot attend, the alternate becomes the delegate to the Special Meeting.

SEC. 6. The Secretary of the Federated Association shall prepare and send to the Secretary of each Branch, not later than the first day of May, in each year, proper blanks for the credentials of delegates. The Secretary of each Branch shall send to the Secretary of the Federated Association a credential for each delegate elected, signed by the President and attested by himself. A duplicate of said credential, attested in like manner, shall be furnished each delegate and must be presented by him to the Committee on Credentials of the Federated Association, on the first day of the Annual Meeting.

ARTICLE III.

Officers.

SEC. 1. The officers of the Federated Association shall be, *viz*: a President, Immediate Past President, Vice-President, Secretary and Treasurer. There shall be one Vice-President for each Province. The Vice-President for the Province having the largest number of Branches to be known as the Second Vice-President. The Vice-President or the Province having the next largest number of Branches to be the third Vice-President, and so on.

SEC. 2. Nomination shall be made in writing on the morning of the last day of the convention, and the election of officers shall take place on the afternoon of the same day. A majority of all the votes cast shall be necessary to an election. Where there is more than one nomination for any office, voting must be by ballot. Should there be but one nomination, the President shall declare said nominee elected by acclamation. When three ballots have been taken and no election secured, only the two highest candidates in the last ballot taken shall be voted for, the remaining candidates to be withdrawn. The preceding paragraph may be enforced by a two-thirds vote after one ballot has been taken, in which there was no election.

SEC. 3. All officers shall be elected at the Annual Meeting and shall hold office until the next succeeding Annual Meeting or until their successors have qualified.

SEC. 4. In the event of death, resignation, inability or other disqualification of an officer, the President shall as soon as possible select a successor for the vacancy.

SEC. 5. Only officers and delegates in attendance at the meeting at which the election is held, are eligible for election to any office.

ARTICLE IV.

Duties of Officers.

SEC. 1. The President shall preside at the Annual, and at any Special Meeting of this Association. When this Association is not in session, he shall decide all questions of Law and enforce the provisions of this Constitution. His decisions on any matter shall be subject to appeal

to the Executive Board, whose decisions shall hold good, until approved or set aside by the Federated Association at its Annual Meeting, at which all such decisions, with the facts connected therewith, shall be reported. He shall be Chairman of the Executive Board. He shall fill all vacancies until an election can be held, affix his signature to Charters, and to all papers that require his signature to properly authenticate the same. He shall have power in case of an emergency, to call a meeting of the Executive Board; shall appoint at the Annual Meeting a special committee on rules and credentials; shall make at the Annual Meeting a written or printed report of all official acts during the year, and perform such other duties as are required by this Constitution. At the end of his term of office, he shall deliver to his successor, all books, papers and other property of this Association, that may be in his possession.

SEC. 2. The Vice-President when officially notified that the President is unable to attend any meeting of the Federated Association, or the meetings of the Executive Board, shall preside at such meetings. In the event of resignation, death, inability or other disqualification of the President, the Vice-President shall become President until his successor shall have been elected and qualified. In like manner the Second Vice-President, under the same or similar circumstances or conditions, shall succeed the Vice-President. It shall be the duty of each Vice-President to jealously guard the interests of the Association in their respective Provinces, to strive to increase the number of Branches in said Provinces, and at all times, to be vigilant and watchful of the general good of Letter Carriers. It shall be the duty of each Vice-President to submit

a written report of the general condition of all Association matters in their respective Provinces. They shall have the power to call for information concerning the condition of any Branch in their jurisdiction, and the Secretary thereof shall give the information desired as far as possible. The jurisdiction of a Vice-President shall be defined at the Annual Meeting. When every Province has at least one Branch Association, said jurisdiction shall not extend outside the Province to which he belongs:

SEC. 3. The Secretary shall keep a correct report of the proceedings of this Association, read all communications, reports and petitions, procure a seal and affix the same to all documents of an official character; prepare for publication a copy of the proceedings of any meeting of this Association, within forty days from the holding thereof; make to the Association a complete written statement of its condition, compiled from the latest report of all the Branches. He shall conduct the correspondence of said Association and keep a record of the names of members, date of organization and location, together with a list of the officers of each Branch; he shall have charge of the seals, books and papers belonging to the Federated Association; shall prepare and furnish to Branches all supplies authorized by the Association. Where there is a price fixed for said supplies, the same shall not be furnished until the money therefor has been received. He shall keep a true and correct account between the Federated Association and all Branches of the same; shall present to the Federated Association, at each Annual Meeting a full and correct statement of monies received. Deposit all monies received in the name of the Association in such Bank as the Executive Board may select, all funds in his hands exceeding the sum of twenty dollars. He

shall keep a correct account of his receipts, disbursements and investments, his books shall at all times be open for inspection by the Executive Board, or any duly authorized committee of the same. He shall prepare a book in which shall be placed the name and Post Office address as well as the Branch represented, of every delegate to the Annual Meeting succeeding his election or each re-election, said book to be for the use of the President. He shall keep any statistics coming to his knowledge likely to prove of utility or value to this Association; at the expiration of his term of office, he shall turn over to his successor in office all books, papers, funds, securities and other property of this Association which may be in his possession and perform such other duties as the Constitution and rules of this Association may require. He shall also be a member of the Executive Board. The Secretary shall be required to give bonds for the faithful performance of his duties, in the sum of \$— —, said bonds to be approved by the full Executive Board and paid for out of the funds of this Association.

SEC. 4 The Treasurer shall pay all orders regularly issued by the Secretary and signed by the President. He shall keep a correct account of his receipts, disbursements and investments. His books shall at all times be open for inspection by the Executive Board, or any duly authorized committee of the same. He shall make at each Annual Meeting a full report of all monies received, disbursed, invested or in his hands. At the expiration of his term of office, he shall turn over to his successor in office, all books, papers, securities or other property of the Association which may be in his possession, and perform such other duties as the Constitution and rules of this Association may require. The Treasurer

shall be required to give bonds for the faithful discharge of his duties in the sum of \$—, said bonds to be approved of by the full Executive Board, and paid for out of the funds of this Association. The Treasurer shall also be a member of the Executive Board.

SEC. 5. The Trustees shall have charge of the property of the Federated Body. They shall invest any surplus (general funds) placed in their hands by the Federated Body in readily convertible securities, Government or Municipal. They shall not at any time loan such funds or monies on personal security or real estate mortgages. They shall deposit with the Federated Secretary for safe keeping, all deeds or securities belonging to the Federated Body. They shall collect and pay to the Federated Secretary all monies received from investments. They shall carry out the interests of the Federated Body in all things and promptly report all transactions to the Federated Secretary. They shall give a good and sufficient bond if required to the Federated Association for the faithful performance of their duties, which bond shall be approved of by the Executive Board and deposited with the Federated Secretary.

SEC. 6. The Executive Board shall consist of the President, Secretary and Treasurer, and two members who shall be elected at each annual meeting of the Association. The Executive Board shall have a general supervision and control over the Association. They shall have power to decide appeals from the decisions of the President. Such decisions of the Board to stand and be in force until the next Annual Meeting of the Federated Association, whose decision shall be final. They shall appropriate semi-annually from the funds that are available, such sums for

the use of the Executive Committee as the Chairman of that Committee shall call for. In case of neglect of duty or violation of this Constitution on the part of any Federated or Branch Officer, the Executive Board shall have power to remove such officer after a fair hearing, subject to appeal to the Federated Association. The Executive Board may hold a session at least once in each year, the time and place to be determined by the President. The President and Secretary of the Local Branch of the City or Town in which the session is held, shall be empowered to act with the Board, during session, and all the necessary expenses of such Meetings shall be paid from the Treasury of the Federated Association. At every meeting or session of this Board, said accounts shall be examined into carefully and the Secretary and Treasurer shall be prepared to render an account as complete as the time allowed for the preparation of the same leaves it in their power to do. No expense shall be incurred by any officer of this Association without the authorization and approval of the Executive Board.

ARTICLE V.

Revenue.

SEC 1. The Revenue of the Federated Association shall be derived from the following sources, *viz*: Charters to Branches, Beneficiary Certificates to members, Capitation tax and profits from the sale of supplies furnished by authority of the Federated Association to Branches. The fee for Charters to Branches shall be two dollars, Beneficiary Certificates to members one dollar, a Capitation tax of sixty cents per member per annum, payable semi-annually in advance, by each Branch on the number of members in good standing in the Association, on or before the first day of November and May in each year. And from

such other sources as are in accordance with the objects and business of the Federated Association. The rate shall be fixed year by year by the Federated Association.

SEC. 2. All Books, Blanks, Badges, Jewels, Regalia, Emblems and Seals used by Branches, shall be of the size and pattern as those prescribed and must be secured from the Secretary of the Federated Association.

ARTICLE VI.

Governing the Federated Association and Branches Funds and Assessments.

SEC. 1. The Beneficiary Funds of the Association shall be collected and used exclusively for the purpose of paying death claims.

SEC. 2. Each Carrier shall at the time of his initiation pay to the Financial Secretary one advance assessment of one dollar, together with one dollar for his Beneficiary Certificate and six month's Capitation Tax and shall pay the amount of one dollar on each subsequent assessment while a member of the Association.

SEC. 3. There shall be paid on the death of every member who is in good standing at the time of his decease, the sum of one thousand dollars.

SEC. 4. Provided however that should a death occur when one assessment on each member would not amount to the sum named in his Beneficiary Certificate, then the sum paid shall be the amount as one assessment on each member in good standing in the Association at the date of said death.

SEC. 5 A certificate shall be issued to married members entitling them to a maximum sum

of five hundred dollars upon the death of his wife upon payment of half rates. The rule governing General Certificates shall be the rule governing these certificates.

SEC. 6. On the death of a member in good standing the President of the Branch shall ascertain the cause of death and the circumstances attending the same, together with an affidavit of attending Physician stating the cause, and same shall be forwarded to the Secretary of the Federated Association by the President and Secretary of the Branch of which deceased was a member, in accordance with the form furnished by the Federated Secretary. Further proof of such death may be required, if deemed necessary, by the President of the Federated Association.

ARTICLE VII.

Payment of Claims.

SEC. 1. On receipt of satisfactory proofs of the death of a member or a member's wife the Federated Secretary shall draw cheques in favor of the person or persons named in the Beneficiary Certificate, for the amount due on said death and forward them with all the papers relating to the case to the President of the Federated Association.

SEC. 2. If upon examination of the papers they are found satisfactory, the President shall return them suitably endorsed to the Secretary of the Federated Association and the Secretary and Treasurer shall sign the same and immediately transmit them to the Treasurer of the Branch of which deceased was a member.

SEC. 3. It shall be the duty of the Treasurer of the subordinate Branch on the receipt of the

cheques from the Secretary to deliver them to the person or persons in whose favor they are drawn, and to receive in return the Beneficiary Certificate properly endorsed, which Certificate shall be forwarded to the Federated Secretary who shall place it on file in his office. Said delivery shall be certified by the President and Secretary of the subordinate Branch and entered upon its records.

SEC. 4. In case of the death of the person or persons named in the cheques before delivery is made, they shall be returned to the Secretary of the Federated Association, with the statement of the facts signed by the President and Secretary of the Branch and new cheques shall be drawn payable to the person or persons entitled to the Benefit.

ARTICLE VIII.

Assessments.

SEC. 1. When the condition of the Federated Treasury shall make it necessary to levy assessments, the Secretary shall on the first of the month notify every Branch to forward immediately the assessments from every member initiated on or before the death for which the call is made on the form prescribed by the Federated Association, which shall include a list of all deaths that have occurred subsequent to the last assessment.

SEC. 2. The Secretary of the Branch upon the receipt of the call for assessments shall immediately acknowledge the same to the Federated Secretary and shall certify to the Treasurer the amount due to the Federated Association by the terms of the call. The Treasurer of the Branch shall there upon forward to the Federated Secre-

tary within thirty days from the call thereof, the amount so certified and in case there shall be more than one assessment, the remaining assessment or assessments must be forwarded within thirty days thereafter and in the manner heretofore directed.

SEC. 3. In case the amount due from the subordinate Branch is not received by the Federated Secretary within thirty days from the date of the call, he shall record the suspension of any delinquent Branch, and notice of suspension and the cause thereof shall be mailed to the President and Secretary of the suspended Branch, and during the suspension of a subordinate Branch it shall not be officially recognized except on business pertaining to its reinstatement.

SEC. 4. Any Branch so suspended shall stand re-instated on the receipt of the amount due, together with a fine of ten cents for each member in good standing at the date of its suspension, which fine shall be paid into the general fund of the Federated Association, whereupon its reinstatement shall be certified by the Federated Secretary to the suspended Branch. A Branch so reinstated shall be required to pay all assessments called during the thirty days next after the date of its suspension.

SEC. 5. Any Branch suspended under the law for non-payment of assessments and fines, failing to reinstate itself within the period of two months shall become dissolved.

ARTICLE IX.

Collection of Assessments By Branches from Members.

SEC. 1. When it becomes necessary to levy assessments, the Federated Secretary shall notify the Secretary of each Branch who will send a

notice of such assessment to each member of said Branch, said notice shall be in the form provided by the Federated Association and shall be left at the last known post-office address or handed to him in person. If the notice is left or mailed to the last given address of the member, it shall be sufficient notice to him.

SEC. 2. Each member shall pay the amount of his assessment to the Financial Secretary within thirty days from the date of such notice and any member failing to pay his assessment within thirty days shall stand suspended from the Association, and all benefits therefrom until such assessment or future assessments shall be paid by him, whereupon he shall be reinstated to full benefits in the Association. But it is hereby expressly declared, that the death of a member while so suspended shall disentitle him to be restored into good standing or to have his certificate renewed by payment of any assessment or assessments for which he had caused his certificate to be made void, and that payment so tendered by his personal representative or representatives during the said period, shall in no case be held to restore the said member into good standing in this Association or to renew the said Certificate.

ARTICLE X.

Beneficiary Certificates.

SEC. 1. A Beneficiary Certificate cannot be made payable to a creditor nor be held in whole or in part, nor assigned to secure any debt which may be owing by the member. Any assignment of a Beneficiary Certificate by a member or Beneficiary shall be null and void.

SEC. 2. In case a Beneficiary Certificate is lost or beyond a member's control, the member may in writing surrender all claim thereto and direct that a new certificate be issued to him, payable to the same or new beneficiary or beneficiaries upon making affidavit of the facts in the case. This declaration must be satisfactory to the Federated Secretary and be accompanied by a fee of fifty cents. The issuing of such new Certificate shall cancel and render null and void any and all previous Certificates issued to such member.

SEC. 3. In the event of the death of all the Beneficiaries designated by a member before the decease of such member, the benefit shall be paid to the legal heirs of the deceased member, and if no person or persons shall be entitled to receive such benefit by the laws of this Association it shall revert to the Beneficiary Fund.

SEC. 4. A member may surrender his Beneficiary Certificate and a new Certificate shall thereafter be issued, payable to such Beneficiary or Beneficiaries as such member may direct, in accordance with the laws of the Association, upon payment of a fee of fifty cents, said surrender and direction must be made in writing on the Beneficiary Certificate, signed by the member, and endorsed by the Secretary of the branch, and forwarded to the Federated Secretary, parole evidence or desire to change the Beneficiary, must be disregarded.

ARTICLE XI.

Dissolution of Branches—Resignation of Members—Expulsion of Members.

SEC. I. Any Branch becoming dissolved it shall be the duty of the President, or if there is none, of the senior officer to deliver up the Char-

ter and other property to the Federated Secretary, and all effects received by him from a dissolved Branch shall be restored in the event of its being reinstated, which reinstatement may be done by a majority vote of the Federated Association at the Annual Meeting, or during recess by the Executive Board by order of the President on payment of all dues and assessments due at the date of dissolution.

SEC. 2. Any member of this Association who may at any time resign his position as a letter carrier to better his condition or for other causes not conflicting with the rules of the Civil Service, shall be entitled to continue a member of the Beneficiary Fund of this Association on payment of the annual Capitation Tax and all dues and assessments in connection with the said Beneficiary Fund.

SEC. 3. Any member of this Association who may be dismissed for cause or convicted for any criminal offence against the rules of the Civil Service, shall be deemed to have resigned from Membership and shall cease from all benefits and other privileges in this Association.

ARTICLE XII.

SEC. 1. All Branches of this Association shall have the power to make local by-laws for their own government, such by-laws not to conflict with the Constitution and Laws of the Federated Association.

SEC. 2. All Branches making by-laws for their own Government must in all cases submit a copy of the same to the Federated President for his approval before being adopted by the Branch.

Sec. 3. No business shall be transacted by this Association nor laws passed for its government that shall in any way conflict with the rules of the Civil Service. All discussions of a political or sectarian character are strictly prohibited.

RULES OF ORDER.

1. The President shall call the meeting to order promptly at the time stated or adjourned to.

2. The President shall have the general direction of the hall, the right to name any member to perform the duties of the chair (but such substitution shall not extend beyond recess) and shall also preserve order and decorum in the proceedings.

3. All committees shall be appointed by the President unless otherwise ordered by the Association, in which case they shall be elected by a majority vote.

4. All resolutions relating to other than amendments to the Rules of Order, shall be submitted when the roll of delegates is called.

5. A delegate desiring to speak, shall rise and respectfully address the Chair; shall announce his name and the Branch he represents and he shall not be entitled to the floor until the Chair has formally recognized him.

6. No member shall speak more than once on the same question nor more than ten minutes, unless by consent of the Association.

7. When a motion is made and seconded, it shall be stated by the President, when it is deemed to be in possession of the Association, and may be withdrawn by consent of the Association, before an amendment is offered or decision had.

8. When a question is under debate, no motion shall be received but to adjourn, to take a recess, to lay on the table, from the previous question, to postpone for a certain time, to commit, to to ammend, to postpone indefinitely, which several motions shall have precedence in the order named.

9. A motion to adjourn shall be always in order, but being decided in the negative shall not be again entertained until such motion, call or order shall take place.

10. The following motions shall not be debatable, to wit: to adjourn, to take a recess, to lay on the table, to take from the table, to go into Committee of the whole, and all questions relating to the priority of business.

11. No motion or proposition, upon a subject different from that under consideration, shall be admitted under color of amendment.

12. A motion to re-consider must be made by a member voting with the prevailing side and shall take precedence of all other questions except a motion to adjourn.

13. The previous question having been moved, shall be put by the Chair in this form; shall debate now cease and the main question be now put; and until decided no other business shall be in order.

14. All questions of order shall be decided by the President without debate.

15. Appeals from the decision of the Chair shall be made in writing and signed by two delegates. Only the Appellant and the President, who shall vacate the Chair for the time being, shall debate the appeal.

16. Reports of Committee shall be signed by such members thereof as concur therein.

17. No Committee shall sit during the daily sessions of the Association, unless by special consent.

18. These Rules shall not be altered unless by a two-thirds vote of a meeting of the Federated Association.

ORDER OF BUSINESS.

OPENING MEETING.

1. Calling Roll of Officers.
2. Calling Roll of Representatives.
3. Reading Minutes.
4. Report of Committee on Credentials.
5. Report of Officers.
6. Report of Executive Board.
7. Report of Committees in the following order—Appeals—New Business.
8. Report of Special Committee.
9. Unfinished Business.
10. New Business, Presentation of Resolutions, Petitions, &c. by Branches in their numerical order beginning with Branch No.1
11. Presentation of Bills and Accounts.
12. Adjourning or Closing.

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P. Fair

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