

Industrial Workers of the World Toronto General Membership Branch

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Branch By-laws

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Article I: Name & Structure

- (a) The name of this Branch of the Industrial Workers of the World (IWW) shall be Toronto General Membership Branch (GMB).
- (b) The Toronto GMB constitutes a GMB for the Greater Toronto Area, entitled to all of the rights and responsibilities stipulated by the IWW Constitution & General By-laws.
- (c) The Branch Secretary is responsible for ensuring that this document is up to date and consistent with all official decisions made by the Toronto GMB membership.
- (d) These by-laws shall be posted on the Toronto GMB website and a copy issued to all new members within sixty (60) days of receipt of their first month's dues.
- (e) Any part of these by-laws which conflicts with the IWW Constitution & General By-laws, or which conflicts with amendments ratified by a referendum vote by the Toronto GMB, are hereby declared null and void.
- (f) These by-laws apply to all members of the Toronto GMB.

Article II: Membership

- (a) Membership in the Toronto GMB shall be by voluntary association of IWW members in good standing who reside in the Greater Toronto Area.
- (b) The Branch Secretary shall maintain a list of all Toronto GMB members that includes full and current contact information, standing, Industrial Union number and membership number.
- (c) The membership list shall be:
 - i. verified by the Branch Secretary every six months without undue release of the contact details of any person to the public;
 - ii. made available to any Toronto GMB officer.
- (d) All members of the Toronto GMB shall pay dues to the Branch Secretary or Branch Delegates, rather than directly to IWW Headquarters.

Article III: Meetings

- (a) Toronto GMB meetings shall be held on a monthly basis. Details for each upcoming meeting shall be confirmed at the previous monthly meeting when possible. Meetings of the Toronto GMB shall generally be scheduled thirty (30) days in advance. A minimum of five (5) days notice must be provided for the details of the meeting, including time and location.
- (b) The Branch Secretary shall notify all Toronto GMB members of the date, time and location of each upcoming meeting by distributing meeting minutes, email notification,

and through other means as appropriate.

(c) Under unusual circumstances, a special meeting of the Toronto GMB may be called according to the following guidelines:

- i. the Branch Secretary may coordinate the scheduling of a special GMB meeting, provided that four (4) additional GMB members agree it is necessary; and
- ii. at least five (5) days notice must be given to all eligible voters of the Toronto GMB.

(d) The Branch Secretary may coordinate the cancellation of a Toronto GMB meeting, but must explain her/his reasoning for this cancellation at the following meeting, and may not cancel two subsequent meetings. If five (5) Toronto GMB members agree that a meeting should not be cancelled, the meeting will proceed as usual regardless of the Branch Secretary's ruling.

(e) Meetings shall be open to all Toronto GMB members in good standing. Members of other GMBs, at-large members, and members not currently in good standing may attend with voice but no vote. Non-IWW members may observe the meeting, provided that their presence be announced at the outset of the meeting and that Toronto GMB members vote to allow them to stay. Such persons may attend with voice but no vote.

(f) Membership cards shall be checked at each Toronto GMB meeting for good standing in accordance with the IWW Constitution. Members who are not found to be in good standing, or who are not vouched for by a present Branch Delegate, will not be permitted a vote and shall not be counted in determining quorum.

(g) For the purpose of voting, there must be a quorum of no less than five (5) Toronto GMB members in good standing.

(h) All Toronto GMB decisions shall ultimately be determined by majority vote.

Article IV: Officers

(a) No individual may speak for, or act as a public representative of, the Toronto GMB without a mandate to do so from the Branch.

(b) The Toronto GMB shall elect officers for the following positions:

- i. Branch Secretary
- ii. Branch Treasurer
- iii. Branch Delegate(s)
 1. The number of Toronto GMB Branch Delegates shall not exceed four (4), except in the case that the ratio of Delegates to other members exceeds one (1) Delegate for ten (10) members in good standing. In this case, the Toronto GMB membership may decide to increase the number of Delegate positions.
 2. Job Branches may elect their own Delegates. These positions will not be counted toward the number of Branch Delegate positions available for the

Toronto GMB.

- iv. Branch Internet Committee Chair
- v. Branch Action Committee Chair
- vi. Branch Fundraiser/Literature Committee Chair
- vii. Branch Organizing Committee Chair
- viii. Branch CanROC Liaison

(c) As required, the Toronto GMB may create other officer positions. An appropriate statement of duties shall be created and voted upon by the GMB for any such position. Within ninety (90) days of the creation of a new representative position, the Toronto GMB By-laws must be amended to reflect this modification. Each additional officer shall be subject to the provisions of this article at all times.

(d) Officer duties shall be organized as follows:

- i. The Branch Secretary shall be responsible for:
 - 1. the preparation of an agenda for each meeting;
 - 2. notifying the membership of details for upcoming meetings;
 - 3. ensuring that meeting minutes are distributed to the Toronto GMB membership in a timely manner;
 - 4. acting as the main contact between the Toronto GMB and the IWW General Executive Board;
 - 5. managing Branch correspondence not otherwise delegated to an other Toronto GMB member;
 - 6. keeping and verifying a current membership list as per Articles II(b) and II(c);
 - 7. consolidating monthly Branch Delegate reports into a Branch Secretary's Monthly Financial report;
 - 8. forwarding Branch Secretary's Monthly Financial reports, membership dues and Branch Delegate reports to the Branch Treasurer;
 - 9. preparation of election ballots during regular and special elections;
 - 10. overseeing all Toronto GMB records and supplies;
 - 11. attending monthly Toronto GMB meetings and special meetings whenever possible; and
 - 12. assuring the upkeep of these By-laws.
- ii. The Branch Treasurer shall be responsible for:
 - 1. regular accounting of all Toronto GMB funds;
 - 2. depositing Toronto GMB membership dues;
 - 3. writing and mailing cheques;
 - 4. reimbursing approved expenses;
 - 5. allocating funds at the direction of the Toronto GMB;
 - 6. making monthly financial reports to the branch, which include the current balance of all Toronto GMB funds, and money earmarked for projects, committees or actions;
 - 7. keeping a financial record for the Toronto GMB, including logging revenue and expenditures;

8. forwarding Branch Secretary's Monthly Financial Reports to IWW General Headquarters; and
 9. attending monthly Toronto GMB meetings and special meetings whenever possible.
- iii. The Branch Delegate(s) shall be responsible for:
1. signing up new members;
 2. orienting new members and providing them with IWW orientation materials;
 3. maintaining regular contact with membership;
 4. collecting monthly membership dues and placing stamps in members' cards;
 5. submitting monthly dues collection and activity reports to the Toronto GMB Branch Secretary whether or not any dues have been collected;
 6. maintaining records of IWW materials in possession of the Toronto GMB;
 7. distributing IWW publications and literature;
 8. completing an annual inventory clearance form and submitting it to IWW General Headquarters;
 9. adding new members and eliminating non-members to the email list; and
 10. attending monthly Toronto GMB meetings and special meetings whenever possible.
- iv. The Branch Internet Committee Chair shall be responsible for:
1. coordinating meetings of the Internet Committee; and
 2. reporting to the Toronto GMB on a monthly basis in person, via email or through a designated substitute.
- v. The Branch Action Committee Chair shall be responsible for:
1. coordinating meetings of the Action Committee; and
 2. reporting to the Toronto GMB on a monthly basis in person, via email or through a designated substitute.
- vi. The Branch Fundraising/Literature Committee Chair shall be responsible for:
1. coordinating meetings of the Fundraising/Literature Committee; and
 2. reporting to the Toronto GMB on a monthly basis in person, via email or through a designated substitute.
- vii. The Branch Organizing Committee Chair shall be responsible for:
1. coordinating meetings of the Organizing Committee;
 2. reporting to the Toronto GMB on a monthly basis in person, via email or through a designated substitute; and
 3. serving as the Organizing Department Liaison (ODL) for the Toronto GMB, whose duties include:
 - i. submitting a monthly or bimonthly OLD Report Form to the Organizing Department;
 - ii. liaising with the Organizing Department about ongoing campaigns; and
 - iii. submitting a quarterly Workplace Report Form.

- viii. The Branch CanROC Liaison shall be responsible for:
1. subscribing to, and keeping up to date with, the CanROC email list;
 2. representing the views of the Toronto GMB over the CanROC email list or at other special CanROC meetings; and
 3. acting as the main contact between the Toronto GMB and CanROC.

(e) The term of office for each Toronto GMB officer is one (1) year in length.

(f) There shall be no limit to the number of terms served by any Toronto GMB officer.

(g) An elected Toronto GMB officer may be recalled at any time. An official recall takes place by a majority vote of members in good standing at a regular or special Toronto GMB meeting. A recall vote can take place when a recall petition, signed by a minimum of five (5) Toronto GMB members in good standing, is brought to a Toronto GMB meeting. Members not in good standing may sign a recall petition and participate in a recall vote if they have been inhibited from attaining good standing by the officer to be recalled. If a recall vote is successful, the officer's term shall end immediately.

(h) Minimum notice for a recall vote is five (5) days, as per Article III(c).

(i) An elected Toronto GMB officer may resign at any time. In order to constitute an official resignation, the resigning officer must either make a verbal announcement at a Toronto GMB meeting or co-sign a statement (whether paper or digital) with one other Toronto GMB member in good standing.

(j) If a Toronto GMB officer is recalled or resigns, the nomination period shall open immediately and elections by secret ballot will take place at a any Toronto GMB meeting which allows for thirty (30) days notice.

(k) Vacant officer positions may be filled by electing acting officers by majority vote at a regular or special Toronto GMB meeting. The Branch Secretary is responsible for ensuring that all essential Toronto GMB tasks are completed in the interim prior to the election of a new officer(s). If the Branch Secretary office is vacant, this responsibility falls to the Branch Treasurer. An acting officer's term shall begin immediately following their election and shall terminate when the previous incumbent's term expires at a regular annual election.

(l) All officers must be members in good standing. If any officer falls more than three months behind in payment of dues, they shall be given the option of catching up or being replaced.

Article V: Elections

(a) Regular elections for all officer positions shall take place annually at a Toronto GMB meeting.

(b) In order to be eligible for election or re-election, a Toronto GMB member must be in

good standing.

(c) A Toronto GMB member may be nominated for multiple offices and hold multiple offices.

(d) All members shall be notified of an election by the Toronto GMB Branch Secretary at least thirty (30) days in advance of the election.

(e) All elections shall be by secret ballot at a Toronto GMB meeting. Members may vote in absentia by submitting a ballot to a Toronto GMB officer in a sealed envelope indicating the in absentia voter's name, card number and the last month for which they paid dues.

(f) Ballots are to be prepared by the Branch Secretary at least five (5) days in advance of the election in order that they can be used for in absentia voting. Each ballot must be printed on a letter-sized piece of paper.

(g) Newly elected officers' terms shall begin immediately following their election.

(h) Each member in good standing is entitled to cast one (1) vote for each office.

Article VI: Finances

(a) The Toronto GMB fiscal year shall run from January 1 to December 30, in accordance with which the membership shall create an annual budget.

(b) At the end of each fiscal year, there shall be a year-end financial review conducted by two Toronto GMB members elected by the membership.

(c) An audit of the Toronto GMB financial accounts by a third party shall take place if a petition, signed by five (5) Toronto GMB members in good standing, makes such a request.

(d) No financial proposal which allocates one-time grants exceeding twenty-five dollars (\$25.00 CDN) or which involves recurrent expenditures of any amount shall be adopted by the Toronto GMB unless approved by majority vote.

(e) The Branch Treasurer shall be authorized to dispense irregular funds of less than twenty-five dollars (\$25.00 CDN) at her or his discretion, but these costs must be reported at the following Toronto GMB meeting.

(f) All sources of revenue and all expenditures must be recorded, including voluntary payments, donations and assessments.

(g) War Chest funds shall be collected at ten (10) percent of all Toronto GMB membership dues per month and be set aside in a special account. These dues shall be allocated for the specific purpose of providing compensation for strikes, lock-outs,

arrests or any other costs incurred during work actions, pickets, demonstrations or other political activities at the discretion of the Toronto GMB membership.

Article VII: Job Branches

(a) A Job Branch of the Toronto GMB may be formed if five (5) or more Toronto GMB members are employed at the same workplace.

(b) A Toronto GMB Job Branch may elect officers and compose its own by-laws, provided that they do not contradict the IWW Constitution & General By-laws or the Toronto GMB By-laws.

(c) Members in good standing of Toronto GMB Job Branches are entitled to vote at Toronto GMB meetings and to hold elected office.

Article VIII: Committees

(a) The Toronto GMB may establish committees. These committees may compose their own by-laws, provided that they do not contradict the IWW Constitution & General By-laws or the Toronto GMB By-laws.

Article IX: Amendment of By-laws

(a) These by-laws may be amended by a majority vote of Toronto GMB members in good standing (including members who vote in absentia).

(b) Any Toronto GMB member in good standing may submit a proposal to amend these by-laws at a Toronto GMB meeting. Notice of this proposal must be made in the meeting minutes, and a vote on the proposal can take place at the proceeding Toronto GMB meeting.

(c) Toronto GMB members shall be provided with at least thirty (30) days notice prior to a meeting at which a vote to amend the by-laws will be held.