

SCOTTISH  
TYPOGRAPHICAL  
ASSOCIATION

# RULES

ASSOCIATION  
AUXILIARY

1949

# RULES

OF THE

## SCOTTISH

# TYPOGRAPHICAL ASSOCIATION

As amended by General Delegate Meeting, assembled at Aberdeen, on 7th, 8th, 9th and 10th June, 1949, and drawn up and revised by the Revision Committee.



GLASGOW

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# INTRODUCTION

## TRADE UNION BEGINNINGS.

Trade Unionism began in a relatively insignificant way in the latter part of the eighteenth century, the basis of the unions of that time being the older trades such as tailoring, shoemaking, and our own printing craft, and were mainly local in their extent. As the impact of the Industrial Revolution expanded and made more apparent the growing gap between employer and employed, the unions, over a period of many years, gradually extended both in scope and character, some of them at an early date taking the form which is familiar to us to-day.

Until 1824 workers' associations were prohibited, but the repeal of the Combination Acts that year at last made it possible for working men to meet as such, and discuss industrial and political problems. Much of their early activity was directed in support of the Chartist agitation of the early nineteenth century, but the disillusionment arising from the results of the first Reform Acts and the effects of the period known as the "Hungry Forties" drove the unions to think along less political and revolutionary lines towards the more restricted field of immediate betterment of their working standards and conditions. This made the unions more acceptable in the eyes of many workers.

Many of the unions that we know to-day have had a continuous existence from about the middle of last century when this tendency was taking place. It was not, however, until 1875 that their position was legally defined. This was the subject of further legislation in 1913 when an advance was made; again in 1927 when, as an aftermath of the

General Strike, their field of activity was once more restricted; and finally in 1946 when the vicious 1927 Act was repealed and the unions given a status and freedom worthy of them.

### OUR BEGINNINGS.

Prior to 1845 there was a Scottish association formed from several local branches then in existence. Towards the end of 1844 a National Typographical Association was formed of which the then Scottish group became part of its Northern Section. This early attempt at federation proved to be premature as it only survived a short three-year period. In 1853 the *Scottish Typographical Association* of our time was formed, consisting of five branches—Dumfries, Edinburgh, Glasgow, Kilmarnock and Paisley. There have been various additions and deflections since then, until to-day there are 32 branches covering every district in Scotland and having within its membership more than 90 per cent. of all who are employed as craftsmen in the letterpress side of the printing industry.

There is also in membership all male and female assistants working in the letterpress departments of the industry, and, in addition, outside the cities of Aberdeen, Dundee, Edinburgh and Glasgow, many other ancillary workers in offices recognised by the Association. These members are confined to an Auxiliary Section having its own rules and working agreements.

### AFFILIATIONS.

Throughout its whole existence the Association has never failed to recognise the necessity of working in the closest possible collaboration with other unions in the printing industry and also with any other trade union whenever the opportunity to do so arose—both nationally and inter-

nationally. In accordance with this policy the S.T.A. is affiliated to several organisations.

*Printing and Kindred Trades Federation.*—The Association is affiliated to this body, and in this way both benefits from the experience of other printing trade unions and is also able to make its contribution towards raising the standards of the industry generally. Many questions—such as hours and holidays—which are common to all the Federation's members, are now dealt with in a collective way.

*The British Trades Union Congress*, to which we are attached, is undoubtedly the foremost industrial organisation of its kind. No modern British Government ever contemplates legislation, especially in industrial affairs, without taking account of its viewpoint and very often seeking its active assistance.

*The Scottish Trades Union Congress* is independent of the British one, but has of recent years seldom differed in its general policy. It performs the very necessary job of expressing Scottish industrial opinion and of influencing legislation peculiar to our own country. It, too, is consistently consulted by every Government department.

*The Joint Industrial Council of the Printing and Allied Trades.*—The Association has its place both in this body and in its Scottish Section. This Council was born after the 1914-18 War and has since served as the medium by which both employers and employees discuss questions which affect the industry as a whole, such as apprentice training and health.

*International Graphical Federation.*—This body is an amalgamation of the Typographical, Bookbinders and Lithographers, with the addition of many unions who had no previous international connections, and was formed only in May 1949.

*Other Affiliations.*— In addition to the above we are affiliated to such specialized bodies as the *National Council of Labour Colleges* (for educational purposes); the *Labour Research Department*; and the *Scottish Council for Industry*, whose purpose is to safeguard and advance Scottish industrial prestige and interests.

All this administrative machinery is based on the local Branches and can only function provided these show constant activity and liveliness. No part of it will work of itself and, what is more important, neither will it express the will of the members unless they in turn participate in its day-to-day activities. To do so it is necessary to have a knowledge of the Association's history, rules and agreements which are, however faulty, the expressed will of the members—born of hard experience and often of much self-sacrifice. It is therefore the right, duty and privilege of every member to have an intimate knowledge of them.

R. H. L.

# RULES

## PART I

### 1.—Name.

1. This Organisation shall be called the "SCOTTISH TYPOGRAPHICAL ASSOCIATION," and shall consist of all Branches or such Printing Societies as are or may be established in Scotland.

2. All Societies, after enrolment, to be designated Branches, but only one Branch can be recognised in each town—Edinburgh excepted, where one Branch for Compositors and one Branch for Machinemen shall be permitted.

### 2.—Objects.

1. The objects of the Association shall be to—  
 Unite and protect members;  
 Regulate and maintain rates of wages, hours and working conditions;  
 Restrict number of apprentices, and insist on their proper training;  
 Render assistance to members removing or emigrating;  
 Provide sick, permanent disablement, out-of-work, superannuation, and funeral allowances;  
 Provide legal assistance to all members in claiming compensation for illegal dismissal;  
 Provide legal assistance to all members in claiming compensation for injury or disease, fatal or temporary, sustained in course of employment;

Adjust differences by conference, arbitration, or otherwise;

Promote the cause of Trades Unionism by encouraging the establishment of Branches (affiliating, where practicable, with International Secretariat, National and General Trades Union Federations, and National Council of Labour Colleges); and

Exercise a supervision of all matters affecting the printing trade.

2. The Protective Fund of the Association shall consist of the minimum sum of £70,000. Executive Council shall impose a levy of not more than 1/- per week on each private journeyman member and 6d. per week on each private apprentice member over four years at the trade whenever the fund falls below that minimum.

### 3.—Members.

1. All Compositors, Costing Clerks or Designers of Lay-out (who have served seven years' apprenticeship), Readers, Composing Machine Operators, Composing Machine Casters, Pressmen, Printing and Photogravure Machine Minders, Process Provers, Foremen, and Fore-women shall become members.

2. Apprentices are eligible for membership during first year of apprenticeship, but must become members on entering their second year of apprenticeship.

3. Age last birthday of all applicants must be stated before they can be accepted as members.

4. Members shall not be allowed to work with non-members. This rule shall not prevent the enrolling of workers in any office where the Executive Council and the Branch have satisfactory evidence that the standard wages and working conditions will be fully observed after the

office has been placed on the Fair List, and where a guarantee has been given by the employer that after the date of recognition all the staff in either the case or machine-room shall be recruited from members of the Association.

5. Compositors must not do any Press or Machine work, and Press or Machinemen must not do any Case work.

### 4.—Constitution of Executive Council.

1. The business of the Association shall be conducted by an Executive Council of fifteen members, composed of President, General Secretary, Financial Secretary, and twelve members, six of whom (exclusive of General Secretary and Financial Secretary) shall retire first year and six second year. They shall be eligible for re-election.

2. No fewer than seven members shall be competent to transact business at any meeting.

3. There shall be one compositor and one machineman representative in each group. They shall be elected as follows:—

Group A, Glasgow—2 representatives (1 compositor and 1 machineman).

Group B, Edinburgh—2 representatives (1 compositor and 1 machineman).

Group C, Aberdeen, Arbroath, Dingwall, Dundee, Dunfermline, Elgin, Forfar, Inverness, Kirkcaldy, Perth, Wick—2 representatives (1 compositor and 1 machineman).

Group D, Airdrie, Alloa, Ardrossan, Ayr, Bathgate, Berwick, Dumbarton, Dumfries, Falkirk, Galashiels, Greenock, Haddington, Hawick, Hamilton, Kilmarnock, Paisley, Stirling, Rothesay—2 representatives (1 compositor and 1 machineman).

Group E, Women Compositors—1 representative.



Group F, Auxiliary Section--2 representatives (1 female and 1 male).

Group G, National Newspapers--1 representative. Only members who have been continuously employed for eight weeks in daily newspaper offices prior to date of return of Ballot Paper to the Branch Secretary shall be entitled to vote in this group, and they shall not be entitled to vote in any other group.

NOTE.—One representative from Groups A, B, C, D, E, and F retire first year. One representative from Groups A, B, C, D, F, and G retire second year, and so on alternately. End of year to be reckoned as on date of Executive Council meeting which passes annual report. This also to apply to Officials. The President shall be elected every even-dated year for a period of two years.

4. In the Group elections no Branch shall have both the compositor and machineman representative (Group A excepted). In Group G the representative may be either a compositor or a machineman.

5. Nominations from Branch or Branches shall be sent to Head Office not later than last Saturday in December, after which voting papers shall be issued (if necessary), to Branch Secretary or Branch Secretaries concerned.

6. Only members of over five years' standing as journeymen in Association shall be eligible for nomination.

7. All elections shall be by exhaustive vote.

8. Members shall confer with Branch Committee or Committees of Branches by whom they are elected on any important matter affecting Association.

9. Vice-President shall be elected annually at first meeting.

10. No member shall be eligible to hold any office or appointment in a Branch but may act as representative on extra-mural bodies.

11. A Branch shall have the right to send a deputation of not more than two representatives to Executive Council meeting when any matter affecting its interest is under consideration, one of whom shall have his expenses paid by Association. These representatives shall have the right to remain and take part in any discussion which may take place on the question under consideration, but shall not be entitled to vote.

12. Deputations can only be received when appointed by a Branch Committee or a general or delegate meeting of Branch.

#### 5.—Location of Executive Council.

Executive Council shall be located in Glasgow.

#### 6.—Fee to Members of Executive Council.

1. Fee for attendance at each meeting (statutory or special) of Executive Council shall be in accordance with Rule 21, with amount of third-class return railway fare actually paid on day of meeting. Receipt to be signed by each member for money received.

2. Members shall be insured against accidents while engaged on Association business.

#### 7.—Meetings of Executive Council.

1. Statutory meetings of Executive Council shall be held on first Saturday of each month and following Sunday if necessary. Special meetings shall be held when business necessitates.

2. Should any member neglect to attend two consecutive meetings (except in case of sickness or other satisfactory reason), his place will be declared vacant and an intimation issued to Branch Secretary or Branch Secretaries affected requesting nominations to fill vacancy.

### 8.—Composition of Executive Council on Machine or Press Questions.

Should any question affecting Machine section be brought before Executive Council, an equal number of Compositors and Machine or Press Men, and President, or, in his absence, Vice-President, shall adjudicate upon such case.

### 9.—Election of President.

1. Election of President shall take place not later than 31st December.
2. Nominations to be made by any Association Branch not later than the last Saturday in September.
3. Only members of over five years' standing as journeymen in Association shall be eligible for nomination and election.
4. Not more than one nomination shall be received from any Association Branch, the consent of nominee having been previously obtained.
5. In event of more than two members being nominated, an exhaustive vote shall be taken (if necessary).
6. Along with names submitted for election, a list of offices nominees have held in Branches or Executive Council shall be given.
7. He shall hold office for two years and be eligible for re-election, but should he from any cause whatever resign or be removed from office, Executive Council shall appoint Vice-President to fill the office *pro tem*.
8. New nominations to be made by Branches within four weeks thereafter.

### 10.—Duties of President.

1. President shall preside at all Association and Auxiliary Section Meetings.

2. When minutes of Executive Council are submitted and approved he shall sign them in presence of meeting.

3. He shall have a casting vote only.

4. He shall receive the sum of £10 per annum, exclusive of his fees as a member of Executive Council.

### 11.—Duties of Vice-President.

Vice-President shall perform all the duties of President in absence of that official.

### 12.—Election of General Secretary.

1. Election of General Secretary shall take place not later than 31st December.
2. Nominations to be made by any Association Branch not later than the last Saturday in September.
3. Only members of over five years' standing as journeymen in Association shall be eligible for nomination and election.
4. Not more than one nomination shall be received from any Association Branch, the consent of nominee having been previously obtained.
5. In event of more than two members being nominated, an exhaustive vote shall be taken (if necessary).
6. Along with names submitted for election, a list of offices nominees have held in Branches or Executive Council shall be given.
7. He shall hold office for four years and be eligible for re-election, but should he from any cause whatever resign or be removed from office, Executive Council shall appoint Financial Secretary to fill the office *pro tem*.
8. New nominations to be made by Branches within four weeks thereafter.

### 13.—Duties of General Secretary.

1. General Secretary shall, under direction of Executive Council, perform the following or such other duties as may be necessary:—
2. He shall conduct necessary correspondence with Branches, copies of which shall be submitted at each Executive Council meeting.
3. He shall publish circulars when required, collect statistics, prepare and submit to Executive Council for publication an annual report (which must be issued not later than 31st March) of the transactions of Association.
4. He shall call meetings of Executive Council when occasion may require, keep a register of members of Association, and, with the advice and assistance of office-bearers, give such instructions to Branches on *urgent* occasions as circumstances warrant.
5. He shall undertake such organising as thought necessary.
6. He shall, in *Scottish Typographical Journal*, publish a calendar of forthcoming meetings in connection with Association for convenience of Secretaries and general membership, and a summary of business transacted by Executive Council each month.
7. He shall communicate, through Branch Secretaries, official result of elections to all candidates.
8. He shall *ex officio* attend all Association delegate meetings.
9. He shall act as clerk and be *ex officio* a member of Rules Revision Committees appointed by all Association delegate meetings.
10. He shall undertake duties of Financial Secretary in absence of that official.
11. He shall not be allowed under any circumstances to hold any office or appointment with profit outside of

Association, nor shall he be allowed to hold any office or appointment without profit outside of Association which, in the opinion of Executive Council, shall interfere with the efficient discharge of these duties.

12. He shall receive as remuneration for his services the sum of £650 per annum.

13. In the event of a rise or fall in wages of Association members, the wages of General Secretary shall rise or fall to a corresponding amount.

14. He shall, if appointed by Executive Council or Association to act as delegate or representative at any congress or conference or other Association business, be eligible for such appointments, and be remunerated for such services at rate of 27/6 per day and third-class return railway fare actually paid (or voucher fare when such is issued).

15. He shall be insured against accidents during his term of office.

### 14.—Election of Financial Secretary.

1. Election of Financial Secretary shall take place not later than 31st December.
2. This election shall take place two years subsequent to election of General Secretary.
3. Nominations to be made by any Association Branch not later than the last Saturday in September.
4. Only members of over five years' standing as journeymen in Association shall be eligible for nomination and election.
5. Not more than one nomination shall be received from any Association Branch, the consent of nominee having been previously obtained.
6. In event of more than two members being nominated, an exhaustive vote shall be taken (if necessary).

7. Along with names submitted for election, a list of offices nominees have held in Branches or Executive Council shall be given.

8. He shall hold office for four years and be eligible for re-election, but should he from any cause whatever resign or be removed from office, Executive Council shall appoint General Secretary to fill the office *pro tem*.

9. New nominations to be made by Branches within four weeks thereafter.

#### 15.—Duties of Financial Secretary.

1. Financial Secretary shall, under direction of Executive Council, perform the following or such other duties as may be necessary:

2. He shall receive and be responsible for all money, cheques, and securities; and, excepting £100, deposit the money in the bank in his own name and those of the trustees.

3. He shall receive all money due from Branches and forward all money due to Branches.

4. When a Branch receives an advance of money from Financial Secretary during any quarter, receipt for such must be signed by Branch Secretary and counter-signed by Branch Auditor.

5. He shall pay accounts when passed by Executive Council.

6. He shall lay before Executive Council at each ordinary meeting the bank book and acknowledgments of money invested.

7. At end of each financial year he shall prepare a complete statement of income and expenditure, containing a detailed list of payments to members, attend all audits, and give all necessary explanations and information as required.

8. He shall not withdraw money from the bank except on the authority of a cheque signed by two trustees; and shall keep such books and accounts as required.

9. He shall undertake duties of General Secretary in absence of that official.

10. He shall minute the transactions of Executive Council meetings, together with copies of resolutions on subjects submitted, and the names of those by whom they were proposed and seconded, which shall be submitted to following meeting, and signed by chairman of meeting at which they are passed.

11. He shall undertake such organising as thought necessary.

12. He shall not be allowed under any circumstances to hold any office or appointment with profit outside of Association, nor shall he be allowed to hold any office or appointment without profit outside of Association which, in opinion of Executive Council, shall interfere with the efficient discharge of these duties.

13. He shall receive as remuneration for his services the sum of £575 per annum.

14. In event of a rise or fall in wages of Association members, the wages of Financial Secretary shall rise or fall to a corresponding amount.

15. He shall, if appointed by Executive Council or Association to act as delegate or representative at any congress or conference or other Association business, be eligible for such appointments, and shall be remunerated for such services at rate of 27/6 per day and third-class return railway fare actually paid (or voucher fare when such is issued).

16. He shall be insured against accidents during his term of office.

**16.—Trustees.**

1. Three members of Branch where Executive Council is located, not members of Executive Council, shall be appointed by Branch Committee to act as Trustees, in whose names the funds are to be invested.

2. They shall hold office during the pleasure of Association.

3. The Trustees appointed under these Rules shall have all the powers and immunities of gratuitous trustees by the law of Scotland, including power to act by a majority, and the trustees for the time being shall have power to sell, and to borrow money on the security of all or any part of the shares, stocks, and other securities and investments, heritable or movable, held or to be held in trust on behalf of Association, and that in whatsoever names as trustees such investments may have been made or securities held, and for the proceeds from such sale or from such borrowing the purchaser or lender shall have no responsibility; but, providing that the trustees appointed under these Rules shall exercise these powers only with the authority and upon the instructions of Executive Council for the time being.

4. The remuneration to Trustees shall be fixed by Executive Council.

**17.—Auditors.**

Chartered Accountants shall be appointed by Executive Council to examine and certify the accounts for each year.

**18.—National Daily Newsmen's Committee.**

National Daily Newsmen's Committee shall be elected to advise the Executive Council on all matters affecting daily newspapers by members who have been continuously employed for eight weeks in such offices prior to the date

of the return of the ballot paper. The Committee shall be composed as follows:—

Daily Newspaper representative on the Executive Council;

Two representatives from Glasgow Branch;

One representative from Aberdeen Branch;

One representative to be elected by Edinburgh (Case) and Edinburgh (Machine) Branches conjointly;

One representative to be elected by Paisley and Greenock Branches conjointly;

President, General Secretary and Financial Secretary.

The elected representatives shall hold office for two years, and be eligible for re-election.

Executive Council to have power to add to same when circumstances warrant.

**19.—National Machinemen's Committee.**

1. National Machinemen's Committee shall be appointed, whose duty it shall be to classify and decide upon working conditions applicable to machines of a new type which may be introduced, and to machines and methods which are not already provided for, and generally to advise Executive Council on machine matters.

2. Committee must be consulted on all matters affecting any Agreements or Working Conditions relative to machines.

3. Immediately on the introduction of a new type of machine into an office, the father of chapel shall furnish a complete description in writing to Branch Secretary, who must forward this at once to General Secretary.

4. Committee Secretary, after receiving full and necessary particulars, shall summon Committee to investigate, and refer their finding to Executive Council for final decision.

5. Committee shall consist of President, General Secretary, Financial Secretary, the Machineman representatives

from Executive Council, six Machineman representatives from Branches (one from each Group), to be elected as per Rule 40, and one representative from the Auxiliary Section, as follows:—

- Group 1—Aberdeen, Arbroath, Dingwall, Elgin, Forfar, Inverness, and Wick.  
 „ 2—Dundee and Perth.  
 „ 3—Airdrie, Alloa, Bathgate, Dunfermline, Falkirk, Haddington, Hamilton, Kirkcaldy, and Stirling.  
 „ 4—Edinburgh.  
 „ 5—Glasgow.  
 „ 6—Ardrossan, Ayr, Berwick, Dumbarton, Dumfries, Galashiels, Greenock, Hawick, Kilmarnock, Paisley, and Rothesay.  
 „ 7—Auxiliary Section.

6. Not more than one nomination shall be received from any Branch.

7. They shall hold office for two years and be eligible for re-election.

## 20.—Inspection of Books.

1. Executive Council shall issue to all Branches a uniform set of financial ledgers, and see that a uniform method of book-keeping is adhered to, and shall have power to arrange for inspection of books, etc., of any Branch, at least seven days' notice to be given before date of such inspection.

2. It shall be the duty of Branch Secretaries to forward all books and contribution cards to headquarters when requested to do so by Executive Council, carriage to be paid by Association.

## 21.—Deputation or Delegation.

1. Members of Executive Council (except General Secretary and Financial Secretary) or Branch representatives who may at any time be sent on deputation or delegation in connection with Association business, shall receive 45/- per day and third-class return railway fare actually paid (or voucher fare when such is issued) on day of deputation or delegation.

2. Members shall be insured against accidents while engaged on Association business.

3. Where Association business necessarily prevents a member from working throughout a day, he shall receive full-day allowance; where, however, Association business necessarily involves loss of work for only (1) the morning, or (2) the afternoon, as the case may be, he shall receive half-day allowance; provided that where Association business engages a member for any time before twelve noon he shall be regarded as having necessarily lost at least a morning's work.

## 22.—Contributions.

### 1. CLASS A—JOURNEYMEN.

Members shall contribute weekly—

|                        |       |
|------------------------|-------|
| Administrative, ... .. | 4d.   |
| Protective, ... ..     | 2d.   |
| Provident, ... ..      | 2/6d. |
| <hr/>                  |       |
| Total, ... ..          | 3/-   |

### 2. CLASS B—JOURNEYMEN (AWAY FROM TRADE.)

|                        |       |
|------------------------|-------|
| Administrative, ... .. | 4d.   |
| Provident, ... ..      | 2/2d. |
| <hr/>                  |       |
| Total, ... ..          | 2/6d. |

## 3. CLASS C—INCAPACITATED.

Continuous members for twenty years, forced to leave trade on account of physical incapacity, may, while away from trade, retain their membership on contributing weekly—

|                        |       |
|------------------------|-------|
| Administrative, ... .. | 4d.   |
| Provident, ... ..      | 2/2d. |
| <hr/>                  |       |
| Total, ... ..          | 2/6d. |

## 4. CLASS D—APPRENTICES (6th and 7th year).

Members shall contribute weekly—

|                        |       |
|------------------------|-------|
| Administrative, ... .. | 1d.   |
| Protective, ... ..     | 1d.   |
| Provident, ... ..      | 1/1d. |
| <hr/>                  |       |
| Total, ... ..          | 1/3d. |

## 5. CLASS E—APPRENTICES—JUNIOR (1st to 5th year).

Members shall contribute weekly—

|                        |     |
|------------------------|-----|
| Administrative, ... .. | 1d. |
| Protective, ... ..     | 1d. |
| Provident, ... ..      | 7d. |
| <hr/>                  |     |
| Total, ... ..          | 9d. |

6. Superannuated, unemployed and sick members are exempted from all contributions while receiving not less than three days' benefit in any week. Partially employed members earning less than £3 10/- per week are exempted from payment to Provident Scheme.

7. Each scheme to be kept separate and be liable only for purposes specified.

8. When state of funds warrants, Executive Council shall have power to decrease or re-allocate contributions to various schemes, without a vote of the members requiring to be taken.

## 23.—Arrears of Contributions.

1. Members who are in arrear to extent of four weeks' contributions (Association and Local) shall be notified by Branch Secretary and, unless arrears are paid up on first pay night after said notification, no allowance from any scheme shall be given for three weeks from date of payment of said arrears; and should their arrears exceed ten weeks, all claim for allowance from any scheme shall cease, and their names erased from register without further notice. Non-receipt of said notification will not exclude a member from penalties under this Rule.

2. Arrears shall include all moneys due (fines, levies, etc.).

3. Arrears to be counted at current rate of contributions, payable at time of arrears being due, or when claim is made for allowance from any scheme.

## 24.—Allowance to Branches for Working Expenses.

A sum of 1/- per £1 on income from each Branch to Administrative, Protective, and Provident Schemes shall be deducted to meet expenses incurred in carrying out these schemes. Where total deductions for working expenses in any financial year amount to less than £5, a grant shall be made from the Administrative scheme up to that sum.

## 25.—Overtime.

1. Each member shall give a record of overtime worked to his Chapel Clerk each week. Chapel Clerks shall compile records and make out Chapel return to Branch Secretary monthly, not later than seven days after last Saturday of each month.

2. Branch Secretaries shall summarise these returns and forward same not later than ten days from last Saturday

of each month to General Secretary, who shall detail such monthly in *Scottish Typographical Journal*.

3. Any member acting contrary to this Rule or infringing Overtime Rule (see Agreement I, Rule 3) shall be liable to a penalty not exceeding £4.

#### 26.—Honorary Members.

Branches, with the sanction of Executive Council, may elect honorary members on account of their distinguished services to Association.

#### 27.—Members Leaving Trade.

1. Journeymen members who may leave trade for any other employment, or to commence business on their own account, may retain their connection on payment of contributions in accordance with Rule 22 (paragraph 2) (including all levies to Administrative and Provident Schemes). Such members will not be entitled to Protective or Out-of-Work Benefit until they have paid contributions in accordance with Rule 22 (paragraph 1) for one year. During peace times members voluntarily joining H.M. Regular Forces shall resign from the Association.

2. Members away from trade and claiming out-of-work allowance can only receive such on complying with conditions stipulated in Rule 55.

3. Members being conscripted into H.M. Forces must notify Branch Secretary before leaving trade; failure to do so may mean loss of membership.

Members serving in H.M. Forces to have continuous membership counted and entitled to full benefits when they return to trade. During their term with the Forces they shall be entitled to no benefits, except Funeral Benefit, which will be paid according to membership at time of enlistment.

When the member returns to civil life he can resume full membership rights, provided he proves to the satisfaction of the Branch Committee and the Executive Council his fitness to work at the trade.

#### 28.—Members Leaving Scotland to Work at Trade.

Members who may leave Scotland to work at trade within United Kingdom, may retain their connection on payment of full contributions to all schemes (including all levies).

#### 29.—Conduct of Branches during Disputes.

1. When a breach of these Rules and/or Mutual Agreements occurs, Branch Secretary must immediately transmit to General Secretary full particulars of case, summon members concerned to a conference with Branch Committee, who, by deputation or otherwise, shall endeavour to remedy the grievance; but all action likely to compromise Association must be avoided until Executive Council have sent a deputation to enquire into the particulars of dispute, whose report must be laid before Executive Council and National Conciliation Committee prior to case being decided on.

2. In event of a firm in dispute not being parties to National Conciliation Committee, Executive Council, after enquiry into the particulars of dispute, shall decide that action must be taken in accordance with Rule.

3. All communications between Executive Council and Branches to be conducted through the respective Secretaries.

#### 30.—Duties of Branch Secretaries during Disputes.

1. On a dispute occurring in a Branch, Executive Council may, if they deem it expedient, appoint a sub-committee of not more than three of their number to co-operate with Branch officials.



2. The whole of the disbursements connected therewith shall be made by Branch Treasurer, and Branch Secretary shall forward to Financial Secretary a weekly statement of money paid under Rules 35 or 36.

3. In event of non-compliance with foregoing condition by a Branch, Financial Secretary may withhold remittances until such returns are received.

4. Before final settlement, the sanction of Executive Council must first be obtained.

5. When a dispute is ended, Branch Secretary must at once communicate with General Secretary, who shall make it known throughout Association.

6. On the termination of dispute, Branch Auditors shall be appointed to examine the whole accounts connected with dispute; an audited abstract to be prepared and submitted by Treasurer to Branch Committee for their approval, and then transmitted by Branch Secretary to Financial Secretary.

### 31.—Members in Search of Employment.

1. Members in search of employment shall, before applying for work in any town where there is a recognised Branch, call on Secretary.

2. The names and addresses of Secretaries, with times and places where they may be seen, shall be printed in *Scottish Typographical Journal*.

3. In no case will a member be allowed to start in an office unless he has a card from Branch Secretary.

4. A member replying to advertisement for situation at trade, when the name of firm is not given, will be fined 20/- for each offence, half of which shall be retained by Branch.

5. Should a member apply for a situation in a Branch or office where a dispute is pending, Branch Secretary must immediately communicate the facts of case to General Secretary, to be dealt with as Executive Council may determine.

### 32.—Procedure as to Admission of Members.

1. Members who have resigned in accordance with Rule 48, and, later, desire to return to trade, shall, on having definite offer of employment, ordinarily be granted provisional cards by Branch Secretaries, and be admitted free.

2. So long as Branches are able to supply necessary labour, no application for admission from non-unionists shall be considered by the Executive Council. All non-unionists (except expelled members) admitted to be subject to a probationary period of one year, during which period they shall pay contributions to the Administrative and Protective Schemes. On the expiry of their probationary period the Branch Committee shall submit their application for full membership to the Executive Council with a report as to their fitness to obtain and retain employment at the trade. This rule shall not prevent enrolling of all workers in any office being opened by Association. Workers over 45 years of age in such offices may be enrolled as members by paying to Administrative and Protective Schemes, in accordance with Rule 22.

3. Branches having expelled members seeking readmission shall have before them a report from the applicant's last Branch before deciding on their recommendation to the Executive Council.

4. Decision of Executive Council as to acceptance or rejection of applicants and entry-money shall be final.

### 33.—Assistance to Non-Union Offices.

1. Members shall not assist in any capacity a non-union employer.

2. A member proved to be working in his spare time for an employer whose printing office is not recognised shall be suspended for three months by the Branch and the case submitted to the Executive Council for their decision. This penalty to apply to members writing articles or notes, or supplying photographs for production from a printing office not recognised. This Rule shall also apply to superannuated members.

### 34.—Working for more than One Employer.

1. No member shall work for any other employer than the one for whom he is regularly working without the consent of the Branch Secretary.

2. A member guilty of an infringement of this Rule shall be suspended for a minimum period of three months by Branch or Branch Committee, and case reported to Executive Council for decision.

### 35.—Victimisation Allowance.

1. Should a member believe he has received notice to leave his employment for upholding Rules he shall immediately lodge a statement with Branch Secretary.

2. Should a member's claim be proved he shall be allowed the standard rate of his Branch for thirteen weeks, or such further period as Executive Council may determine.

3. A member sacrificing his situation and securing another within a week shall receive his Branch rate of wages for one week.

4. In case of a victimised member electing to seek work in another town, Executive Council shall have power to grant a sum (in full of all claims) not exceeding £20, and any reasonable expenses incurred by removal, in addition to removal grant.

5. If he should obtain casual employment within twelve months from date of sacrificing his situation, his earnings to be made up to before-mentioned allowances, so far as these will suffice.

6. Wherever located recipient must comply with existing regulations for those seeking employment, or leave his address with, and visit, Branch Secretary periodically respecting work.

7. Should an office be closed as a protest against victimisation, all members, including those victimised, shall receive standard rate of the Branch for six weeks and thereafter ordinary strike or lock-out allowance for remainder of dispute.

8. All arrears to be deducted from first payment.

9. Allowance for apprentices to be wages lost for thirteen weeks, or such further period as Executive Council may determine.

10. Members (journeymen and apprentices) shall contribute to all schemes while in receipt of allowance under this Rule.

### 36.—Strike or Lock-out Allowance.

1. Strike or lock-out allowance shall be £4 per week, or such higher sum as Executive Council may determine, for twenty weeks, or such further period as Executive Council may determine.

2. In event of a member on strike electing to seek work in another town, Executive Council shall have power to grant a sum (in full of all claims) not exceeding £10, and any reasonable expenses incurred by removal, in addition to removal grant.

3. A member on strike securing another situation within a week shall receive his Strike or Lock-Out Allowance for one week.

4. When a member on strike obtains casual employment

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5. If he should obtain casual employment within twelve months from date of sacrificing his situation, his earnings to be made up to before-mentioned allowances, so far as these will suffice.

6. Wherever located recipient must comply with existing regulations for those seeking employment, or leave his address with, and visit, Branch Secretary periodically respecting work.

7. Should an office be closed as a protest against victimisation, all members, including those victimised, shall receive standard rate of the Branch for six weeks and thereafter ordinary strike or lock-out allowance for remainder of dispute.

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3. A member on strike securing another situation within a week shall receive his Strike or Lock-Out Allowance for one week.

4. When a member on strike obtains casual employment

within twelve months from commencement of strike or lock-out, his earnings to be made up to before-mentioned allowances, so far as these will suffice.

5. Wherever located recipient must comply with existing regulations for those seeking employment, or leave his address with, and visit, Branch Secretary periodically respecting work.

6. All arrears to be deducted from first payment.

7. Allowance for apprentices to be wages lost for twenty weeks, or such further period as Executive Council may determine, but no apprentice to have a greater allowance than a journeyman.

8. Members (journeymen and apprentices) while in receipt of allowance under this Rule shall be exempt from all contributions.

### 37.—Work for Members on Strike.

Should an opportunity occur of providing work for members on strike, Executive Council shall have power to enforce acceptance by claimants under fifty years of age, unless satisfactory reasons are advanced, through Branch Secretary, to the contrary.

### 38.—Branch Secretaries' Reports.

1. Branch Secretaries shall correspond with General Secretary at least once every three months regarding any matters which may affect the interests of trade.

2. They shall, for year ending on last Saturday of December, collect statistics of trade in their Branches, and transmit these to General Secretary for publication; and, not later than end of January, submit a report, not exceeding two pages, of their proceedings for past year, with a list of dishonourables.

3. The dates when Branch reports are received to be entered in annual report.

### 39.—Deputations for Extension of Association.

1. With the view of strengthening and increasing membership, Branches shall have power, with the consent of Executive Council, to send deputations, composed either of their own members, or along with General Secretary, to smaller towns in immediate neighbourhood, and affiliate members to their Branches, until such time as an independent Branch can be formed.

2. Branch Committees in all large centres, in conjunction with Executive Council, shall look after the apprentice question in smaller surrounding Branches, and take an active interest in all matters connected with the well-being of Association.

3. All expenses to be borne by Association.

### 40.—Votes of Members.

1. Voting on all important matters to be conducted in the following manner:—

- (a) Branch Secretaries shall take votes of their members by individual voting papers issued by Executive Council, and return numbers for and against at time specified; voting papers and returns received after dates specified not to be included in poll;
- (b) The majority of votes to decide question, including votes for and against levies for Provident Scheme;
- (c) When questions affecting only one section of the trade are to be voted on, only that section shall have right to vote; but, if decision is likely to involve Association in a dispute, special mass meetings of all Branches—Association, Female Compositors, and Auxiliary—shall be held, when the matter in dispute will be fully explained and discussed, following which a further vote of whole membership—Association, Female Compositors, and Auxiliary—shall be taken to determine question; and

(d) On matters involving expenditure of funds on purposes outwith the objects of Association, the support of not less than three-fifths of those voting will be necessary, and result thereof to be printed in *Scottish Typographical Journal* and annual report.

2. Apprentices on entering their third year shall be entitled to vote. Apprentices who have not completed four years of their time shall be ineligible to vote on "Power to Levy."

3. No member shall be entitled to vote who is over four weeks in arrear.

4. Enumerators to be appointed by Branches.

#### EXTRAORDINARY EXPENDITURE.

5. The opinion of members shall be taken on questions affecting the fundamental or financial basis of Association, and on all matters the decision of which Executive Council may deem too important for the exercise of their vested powers.

6. Should extraordinary expenditure become necessary, members to be levied as Executive Council deem requisite, provided due intimation is given, and sufficient reason adduced for such levy; but in no case shall this levy (Protective excepted) be imposed until the amount has been communicated to and the sanction of a majority of members obtained—such vote to be taken as provided for in this Rule.

7. All levies shall be placed to credit of the scheme for which it was imposed.

#### LENDING OR INVESTING THE FUNDS.

8. Executive Council shall bank or lend such portion of funds, as may be available, at such interest, security, and length of time as may be agreed upon.

9. No sum above £50 shall be voted out of the funds

unless with the consent of three-fifths of members voting—such vote to be taken as provided for in this Rule.

10. All money over £5,000 to be lent or invested in co-operative societies, public trusts, or corporations at the discretion of Executive Council, but in no case shall investments be made whereby capital is not reasonably available.

11. All interest accruing from loans and investments and cash in bank shall be distributed at the discretion of the Executive Council.

#### POWER TO LEVY.

12. Whenever Executive Council shall deem it necessary to ask members to sanction a special levy (Protective excepted), as circumstances may arise, the proposed amount must be communicated to members; and such levy shall only be imposed when supported by a majority of members voting—such vote to be taken as provided for in this Rule.

13. Members unemployed or sick in receipt of benefit and first, second, third and fourth year apprentices to be exempt from all levies.

14. In event of the levy not being required, the amount subscribed to be credited to members.

#### BRANCHES HAVING COMPLAINTS.

15. No Branch shall be allowed to retain money by way of contributions or balances due Association.

16. If, in the opinion of a Branch, Executive Council are not administering the Rules as passed by delegate meeting, or there is any other substantial reason which would cause friction, the question in dispute must be submitted by such Branch to Executive Council, who shall issue a voting paper to members without delay containing a statement regarding the question in dispute from Branch and also from Executive.

17. If result of such vote shows a majority in favour of the contention of Branch, the whole expense involved to be borne by Association; but if result is otherwise, the whole expense involved to be borne by Branch.

#### 41.—Delegate Meetings.

1. A meeting of Association delegates, extending to six days, if necessary, shall be held every third year in June for the purpose of altering or amending Rules, endorsing decisions of preceding Auxiliary Section delegate meeting, and transacting other competent business.

2. Branches and Executive Council shall be allowed at least three months to send proposals for preliminary agenda; all proposed alterations of Rules shall be in the hands of General Secretary on or before last Saturday of December prior to delegate meeting, after which a preliminary agenda shall be issued. Branches shall be allowed to amend any amendment (other than their own) on preliminary agenda, but no further amendment to Rules shall be in order for final agenda. No matter appearing on the preliminary agenda can be withdrawn except at the delegate meeting.

3. General Secretary shall issue to Branches a financial statement of Association schemes as at end of March quarter prior to delegate meeting.

4. The Executive Council shall have power to summon a Special Delegate Meeting at any time they consider it advisable to do so. Should a Branch, as a result of a ballot vote of that Branch, at any time deem a special meeting necessary, the proposition stating reasons for calling such special meeting must be submitted to members within a month from date of a formal intimation to that effect, and members shall decide question as per Rule 40. If a special delegate meeting is claimed on benefits or finance, the

Executive Council shall have the right to issue a Supplementary Financial Statement.

5. Such meeting shall be composed of:—

Two delegates (one of whom shall be Financial Secretary who shall act *ex officio* as a member of the Rules Revision Committee) elected by Executive Council.

Branches having a membership of less than 25 journeymen must group with Branches up to that number, to be represented by one delegate. Branches having no delegates shall have the right to appoint their Secretary to be in attendance. He shall have the right to speak on any amendment or resolution put forward by his Branch.

One delegate from each Branch of 25 to 100 journeyman members;

Two delegates from each Branch of 200 journeyman members;

Three delegates from each Branch of 500 journeyman members;

Four delegates from each Branch of 1000 journeyman members and upwards; and

Women Compositors, who are entitled to distinct representation on Executive Council, shall be entitled to representation at delegate meeting according to numerical basis.

6. Branches having machine or press section attached shall be represented in same ratio.

7. Each Branch or section to nominate its own delegates, the election to be by printed voting papers issued to all members of Branch or section.

8. Standing Orders Committee shall be appointed by five largest Branches of Association (latest statistics to

determine) and Executive Council (one delegate from each).

9. General Secretary shall be *ex officio* a member of delegate meeting, have no vote, and is not eligible for election as a delegate. Executive Council may appoint two members to attend Delegate Meetings and to report back to the Council. These members shall have no voice or vote at Delegate Meetings.

10. Editor of *Journal* shall attend delegate meetings and act as clerk, but have no vote.

11. On demand of a delegate and seconder, a vote by roll-call, giving names for and against or abstaining, shall be recorded.

12. Rules Revision Committee shall be appointed by meeting, comprising eight delegates, which shall include four compositors and four machinemen.

13. A verbatim report of proceedings shall be compiled by a shorthand writer, who must be a member of a trade union. Such appointment shall be made by the Executive Council. Branches have the right to nominate.

14. Expenses of all delegate meetings shall be defrayed from Administrative Scheme.

#### 42.—Resolutions.

All resolutions of Branches, requiring the sanction of Executive Council, must be submitted for approval within one month from date of being passed, otherwise they shall be considered null and void, and will not be entertained until re-passed by such Branches.

#### 43.—Certificate of Membership.

1. No member shall receive a certificate of membership unless he gives six days' notice before leaving town to Branch Secretary, with, if required, satisfactory proof that he left his employment in conformity with Rules.

2. Members, immediately on entering a town, must (under a penalty of 2/6) lodge their certificates with Branch Secretary.

3. Member receiving call from one Branch to another shall lodge card at end of six weeks.

4. Members suspended from allowance shall have time of suspension entered upon their certificates.

5. A certificate is only available for twelve months, at end of which period it must be renewed if member desires to remove.

6. General Secretary shall, in interests of Trades Unionism, have full power to refuse to issue card to any member going to place where dispute is pending.

7. Branch Secretaries shall forward to General Secretary, for publication in *Scottish Typographical Journal*, a list of certificates lodged each month.

#### 44.—Lost Certificates.

1. Should a certificate be lost, information, with particulars, must be at once sent to General Secretary, who shall decide as to issue or refusal of a duplicate certificate, but member will be held responsible for all moneys drawn on his lost certificate.

2. Particulars of lost certificate to be published in *Scottish Typographical Journal*.

#### 45.—Certificates Tampered with.

1. A certificate on which an erasure has been made, or the genuineness of the entries on which may be doubted, shall be retained by Branch Secretary detecting same, and particulars immediately communicated to Executive Council, who shall inflict such punishment on offender as they may determine.

2. Full particulars of any erasure, etc., to be written on certificates by Branch Secretary.
3. All entries to be made in *ink*.

#### 46.—Engagements.

Members signing or entering into engagements contrary to Rules shall be expelled.

#### 47.—Violation of Rules or Mutual Agreements.

Members who have violated any of the Rules or Mutual Agreements, or who have accepted work at less wages than those of Branch, shall be fined, suspended, or expelled. Members who accept situations in any capacity in a printing office not recognised shall be immediately expelled.

#### 48.—Resignation.

Resignation from membership can only be permitted when applicant commences business on his own account or when he has left trade, in accordance with Rule 27; said resignation to take effect when Branch Committee accepts resignation, provided applicant is clear on books of Association and Branch.

#### 49.—Association Representation.

1. The Association shall be represented at—

JOINT INDUSTRIAL COUNCIL FOR SCOTLAND.—General Secretary (*ex officio*) and six representatives. The six representatives (two compositors, two machinemen, and two Auxiliary Section adult members) to be elected by members for two years, and to be eligible for re-election.

PRINTING AND KINDRED TRADES FEDERATION.—General Secretary (*ex officio*) and three representatives. The

three representatives (compositor, machineman, and Auxiliary Section adult member) to be elected by members to attend Annual Administrative Council meeting and other subsequent meetings which may be held during year. Representation at the P. & K. T. Conferences shall be on the basis of the Groups which elect the Executive Council. Groups A, B, C and D shall in rotation elect the three representatives, compositor, machineman and auxiliary to the P. & K. T. Annual Conference.

SCOTTISH TRADES UNION CONGRESS.—General Secretary (*ex officio*) and four representatives. Three representatives (compositor, machineman, and Auxiliary section adult member) to be elected by members and one representative to be elected by members of Branch of town in which Congress is held (in Edinburgh, where there are two Branches, Executive Council shall request Branch which has been longest without representation to elect a representative, and Executive Council's decision shall be final) to attend this Congress and other subsequent meetings which may be held during year. Representation at the Scottish Trades Union Congress shall be on the basis of the Groups which elect the Executive Council. Groups A, B, C and D shall in rotation elect the three representatives, compositor, machineman and auxiliary to the Scottish Trades Union Congress.

TRADES UNION CONGRESS.—General Secretary (*ex officio*) and one representative (compositor and machineman alternately each year. The representative to be elected to attend this Congress shall be elected in rotation by Groups A, B, C and D. Each group shall alternate its representation with machinemen and compositors.

2. Delegates appointed to represent Association shall



attend Executive Council meeting prior to each conference or congress to discuss agenda and receive instructions.

3. General Secretary shall in January publish in *Scottish Typographical Journal* a list of conferences, congresses, etc., at which Association is entitled to be represented during ensuing twelve months, also Branches eligible to nominate delegates.

4. General Secretary shall request Branch Secretaries to send amendments or resolutions for these conferences or congresses at least three months prior to such being held, and opinion of Association on these amendments or resolutions shall be determined by majority of members of Executive Council.

5. Two months previous to these conferences or congresses intimation shall be made to Branch Secretaries for nominations.

6. The consent of nominees must previously have been obtained.

7. If nominations are in excess of number required, voting papers shall be issued in conformity with Rule 40, nominees receiving greatest number of votes being declared elected.

#### 50.—“Scottish Typographical Journal.”

1. Each member shall be supplied through his Branch with a copy of *Scottish Typographical Journal* every month, for which he will be charged 2/- annually.

2. Executive Council shall exercise a censorship over unauthorised publication of business in Branches, and shall be responsible for publication of a summary of business transacted by Executive Council each month.

3. Editor shall secure and have full control of all advertisements.

4. Should Editor, from any cause whatever, resign or

be removed from office, Executive Council shall appoint a successor.

5. He shall receive as remuneration for his services the sum of £70 per annum.

#### 51.—Power to Executive Council.

1. Executive Council shall have discretionary power to either fine or suspend or expel members for infringement of rules.

2. No member shall be expelled for any cause (other than accepting a situation in a closed office) without a recommendation from the Branch Committee concerned or being given the right to attend at meeting of Executive Council before a decision is taken.

3. The Executive Council shall have the power to make grants or donations to bodies who in their opinion are furthering the general interests of Trade Unionism, to a maximum sum of £50 in any one financial year.

#### 52.—Right of Appeal.

1. A member feeling aggrieved at decision of a Branch Committee shall be entitled to appeal to first meeting of that Branch, provided a week's notice in writing be sent to Secretary; and, if not sustained, a final appeal, on lodging 2/6, may be made to Executive Council, through Branch Secretary.

2. Should member desire to attend Executive Council meeting in support of appeal he may do so on payment of a further 5/-, and pay his own expenses, provided he intimates same at time of appeal, and Branch shall be allowed a representative.

3. Executive Council shall not on any account interfere with decision of a Branch Committee unless this Rule is complied with.

4. Should member's appeal be sustained, money lodged will be returned, and all expenses incurred by member shall be paid by Branch.

5. Executive Council's decision shall be final.

## PROVIDENT SCHEME.

### 53.—Membership.

All members shall become members of the Provident Scheme and shall contribute weekly thereto in accordance with the provisions of Rule 22. Members contributing in accordance with said rule shall be entitled to all benefits provided within this scheme. Qualifications for benefit acquired by members prior to the operative date of these rules shall be carried forward to this Scheme.

### OUT-OF-WORK, REMOVAL, AND EMIGRATION BENEFIT.

#### 54.—Qualification.

1. Members (except probationary members) shall be eligible for Out-of-Work Benefit provided they have contributed weekly in accordance with paragraph 1 of Rule 22 for a term of not less than twelve months.

2. A Branch or Branch Committee having reasonable doubt of members signing for and drawing Out-of-Work allowance as to their ability to obtain and retain situations at their trade shall be subject for enquiry by Branch or Branch Committee. If and when such enquiry takes place by Branch or Branch Committee the Branch Secretary must communicate the result, together with a recommendation, to the Executive Council. Decision of Executive Council shall be binding on all members.

3. Members unable to obtain or retain employment at their trade shall be recommended to Executive Council for transfer (with or without a medical certificate) to their appropriate scheme. Decision of Executive Council shall be binding on all members.

### 55.—Duties of Recipients.

1. Every Branch shall have a call book, and members desiring to claim allowance shall, at such time and place as Branch Committee may direct, write their names and addresses therein.

2. Members failing to answer a call shall not be eligible for allowance from any scheme for four weeks, unless a satisfactory explanation is given to Branch Committee. In case of a second neglect or refusal to accept work, members so offending shall forfeit all claim to allowance from any scheme for six months.

3. Members idle (through a breakdown of machinery or the like) for a full week or more shall be entitled to allowance.

4. In no case can an employed member (entitled to wages in lieu of his holiday) claim allowance during usual holidays of his Branch, whatever number of holidays may be.

5. Members taking a course of technical instruction, approved by Branch Committee and endorsed by Executive Council, shall be entitled to receive allowance for a period not exceeding six weeks.

6. Members travelling with certificates must have them endorsed up to date, certifying that they have been idle, before allowance shall be paid.

### 56.—Transference of Unemployed Members.

In event of a surplus of men in one Branch and men being required in another, the Branch Secretary shall ask for volunteers, but no member shall be compelled to accept a situation away from his Branch.

### 57.—Members holding Engagements which prevent Acceptance of Work.

Should a member hold an engagement or appointment that renders it impossible for him to fill a regular situation or to perform casual work at such times as may be required, it shall be the duty of his Branch to withhold allowance from any scheme pending decision of Executive Council.

### 58.—Allowance.

1. Subject to foregoing Rules, members (except probationary members) shall be entitled, when unemployed, to receive 10/- per week. Should a member be partially employed, his earnings shall be made up to £3 10/- as far as 10/- will permit.

2. Members travelling in United Kingdom where Reciprocity Scheme is not in operation can have their allowance sent by Financial Secretary, on receipt of a certificate from Secretary of Branch where they are located stating that they have been idle for six consecutive days.

3. All arrears shall be deducted from first payment.

4. No allowance will be paid to members living out of United Kingdom.

5. Apprentices shall not receive allowance, but, on becoming journeymen, shall be entitled to all benefits of full membership.

### 59.—Members losing Work through Misconduct.

1. Members losing their employment, whether regular or casual, through their own negligence or misconduct shall forfeit allowance from any scheme for such period as Branch Committee and Executive Council may determine.

2. Secretary of Branch in which the offence is committed shall inform accused of charge brought against him, in order that he may defend himself should he so desire; and he shall have the right to appeal as provided for in Rule 52.

### 60.—Only One Allowance to be paid at a time.

No member can receive Out-of-Work and Sick allowances at one and the same time.

### 61.—Removal Grant.

1. On removing from one Branch to another to fill a situation at the trade, members (except probationary members) who have paid twelve months' contributions shall be entitled to receive 8/-; for eighteen months, 12/-; and 4/- for every additional six months up to but not exceeding the sum of £6.

2. Should a member remove without receiving removal grant, his claim to such grant shall be valid during currency of his card. Grant to be amount due at time of removal.

3. Qualification for subsequent removal grant shall be acquired only after contributions have been paid for a year from the date of previous grant; and such subsequent grant shall be calculated at the rate of 4/- for every six months of membership reckoned from the date of last grant, the total sum not exceeding £6 for one grant.

4. Members emigrating without receiving emigration grant to be entitled to this allowance.

5. Apprentices shall not receive removal grant, but, on becoming journeymen, shall be entitled to reckon their grant from date of their joining.

6. A member receiving a call from one Branch to another shall lodge his card at end of six weeks.

7. In event of a member returning to Branch within thirteen weeks, amount drawn shall be repaid at rate of at least  $\frac{2}{6}$  per week when in employment, in addition to contributions.

8. He shall not receive allowance from any scheme until he is clear on books of Association and Branch.

9. A member removing from a Branch to a situation in a town where there is no Branch, and retaining his connection by paying into nearest Branch, shall not be entitled to removal grant from that Branch for time he has been paying, should he go there to reside or to fill a situation.

10. A member accepting a situation in a closed office, unless with consent of Branch in which the office is situated (such consent having been sanctioned by Executive Council), shall be held as terminating his membership.

11. General Secretary shall, in interests of Trades Unionism, have full power to refuse to issue a card or grant to any member going to a place where a dispute is pending.

### 62.—Lifting Removal Grant and not leaving Branch.

1. Should a member receive removal grant and not leave Branch, amount drawn must be repaid at rate of at least  $\frac{2}{6}$  per week, in addition to contributions, and a fine of 10/- for first offence.

2. He shall not receive allowance from any scheme until he is clear on books of Association and Branch.

3. Non-compliance with this Rule will subject offender to expulsion.

### 63.—Emigration Grant.

1. Members (except probationary members) who intend to emigrate to foreign lands, and have paid twelve months' contributions, shall be entitled to payment of 16/- per year up to but not exceeding the sum of £14, and such payment shall be in full of all claims.

2. Apprentices shall not receive emigration grant, but, on becoming journeymen, shall be entitled to reckon their grant from date of their joining.

3. Intimation of intention to emigrate to be made in writing to Branch Secretary, who shall inform General Secretary at least fourteen clear days before date of emigrating.

4. The foregoing emigration grant shall be paid upon production of emigration agent's clearing ticket, or on proper evidence of said member's *bona fide* purpose of emigrating.

5. Should member receiving such grant return within twelve months, he shall repay the money obtained at rate of at least  $\frac{2}{6}$  per week when in employment, in addition to his contributions, and his membership shall be reckoned as intermittent as from the date he is clear on books of Association and Branch for the purposes of funeral and superannuation; and should he desire that his membership be reckoned as continuous, he must at once repay money obtained and pay his contributions from date of receiving his grant at rate of double contributions each week.

6. He shall not receive allowance from any scheme until he is clear on books of Association and Branch.

7. If twelve months have elapsed he must rejoin.

8. A member applying for emigration grant within twelve months of receiving removal grant, shall be entitled only to receive the difference in allowance due to him under the two schemes.

9. A member going abroad can retain his membership provided his contributions are regularly paid, as per Rule 22, to Financial Secretary, but shall be entitled only to removal grant.

10. Should the member receive removal grant and return within three months he shall repay the money obtained at the rate of at least 2/6 per week when in employment, in addition to contributions.

11. He shall not receive allowance from any scheme until he is clear on books of Association and Branch.

12. General Secretary shall, in interests of Trades Unionism, have full power to refuse to issue a card or grant to any member going to a place where a dispute is pending.

#### SICK AND FUNERAL BENEFIT.

##### 64.—Qualification.

All members shall be eligible for Sick and Funeral Benefit provided they have contributed weekly in accordance with paragraph 1 of Rule 22 for a term of not less than twelve months.

##### 65.—Allowance.

1. Allowance to journeymen and apprentices shall be 10/- per week during continuance of illness.

2. No claim for less than three clear days' absence from work shall be granted.

3. All arrears shall be deducted from first payment.

4. Members who draw three days' allowance in any week shall be exempt from contributing to all schemes.

5. In event of a member recovering from illness and again requiring allowance within one year from date at which payment of his last allowance was made, his second

and former illness shall be considered as one and reckoned accordingly.

##### 66.—Allowance to Members who are Permanently Disabled.

1. Should a member become permanently disabled by disease or accident from following his employment (provided he has not brought illness upon himself), and is recovered so far as medical treatment can avail, but is still unable to follow his usual employment, Executive Council shall have power, on application from member, to grant him a sum not exceeding £75 in full of all claims: provided he does not return to his trade, without the knowledge and sanction of the Executive Council, and signs an Agreement in presence of two witnesses, that, if and when he does return to his trade, he will at once repay the full amount of the grant which he received.

2. Application to be made through Branch Secretary, accompanied by a medical certificate.

##### 67.—Mode of Application, Notice of Recovery, etc.

1. Application for allowance, stating the nature of illness, shall be made to Branch Secretary, accompanied with a certificate from a qualified medical practitioner, or copy, provided sick visitor sees original certificate.

2. An exception to be made in cases where illness does not extend over eight days, when certificate shall be produced if desired.

3. Payment shall commence from date of sickness, if notice is sent three days therefrom, otherwise allowance will commence from day on which claims are received.

4. A member who has lodged his card and becomes ill shall be entitled to get allowance from that Branch, amount received to be entered on his card after recovery.

5. Where no Branch is in existence, allowance shall be forwarded by Financial Secretary.

6. On recovery, notice must be forwarded within two days under a penalty of not less than 2/6.

7. A member performing any labour by which he may have any pecuniary interest while in receipt of allowance shall forfeit all claim during that illness.

8. No allowance shall be granted to a member placed in a poorhouse or mental institution, either voluntarily or by any local authority or their officers.

#### **68.—Immoral Conduct or feigning Sickness.**

1. No allowance shall be paid during illness brought on by irregular or immoral conduct.

2. A member feigning sickness shall pay back all money received, together with a fine of not less than 5/-, and be suspended from allowance from any scheme until this is complied with.

#### **69.—Home Hours for Sick Members.**

Sick members, proved to have been absent from their home without sufficient reason after hour of 9 p.m. during months of April to September inclusive and after 7 p.m. during October to March inclusive, shall be fined 1/- for each offence.

#### **70.—Sick Members removing to other Branches.**

1. A member in receipt of allowance advised by a qualified medical practitioner to remove shall be at liberty to do so; but not more than a fortnight's allowance shall be advanced. A certificate as to his illness shall be forwarded to Branch Secretary every fourteen days if required, otherwise no further allowance shall be paid.

2. A member who may remove to a town in which there is a Branch, and is likely (owing to state of his health) to remain there for a period, must lodge his card, the Branch to be responsible for the payment of his allowance.

3. A member having received allowance in one Branch and desiring to remove to another, must have payments entered on his card by Branch Secretary.

#### **71.—Sick Visitors and their Duties.**

1. If Sick Visitors are appointed by Branches they shall visit, at least once a week, all members claiming allowance residing within bounds of visitation, and shall wait upon respective Branch Treasurers once a week, who shall hand over to them the requisite amount to be paid.

2. A receipt form shall be provided for visitors, in which shall be entered all weekly payments they make, the recipients signing opposite their respective payments.

3. Branches shall have power to fine visitors who neglect their duties.

4. All expenses connected with visitation to be borne by Branches.

#### **72.—Funeral Allowance.**

1. On the death of a member, his nearest relative or person who shall have borne the expense of interment, shall receive £1 for first completed year in deceased's membership, and 10/- for each completed six months thereafter, up to a maximum of £20.

2. Allowance for apprentices shall be the same as for journeymen.

3. Membership may be continuous or intermittent. Should claimant have lapsed or have been expelled for any reason, his term of membership shall be reckoned from date when he re-joined.

4. The deceased's current liabilities to Association and Branch to be deducted from funeral allowance.

5. On the death of an eligible member having no family or relative to superintend his interment, Branch Committee shall see that deceased is interred.

6. Expenses incurred to be submitted to Branch Committee, and if there be any surplus it shall go to Association Sick and Funeral Scheme.

7. On no account shall amount expended exceed sum allowed by this Rule.

### 73.—Application for Funeral Allowance.

1. Application for allowance must be made to Branch Secretary, along with a registrar's certificate, and forwarded by him to General Secretary, who shall direct payment for amount due.

2. A receipt for amount paid to be forwarded along with next Quarterly Statement.

## SUPERANNUATION BENEFIT.

### 74.—Qualification.

All members shall be eligible for Superannuation Benefit provided they have contributed in accordance with Rule 22 and conform to all the requirements of these rules.

### 75.—Age of Recipient.

Age at which a member shall become eligible to be a recipient shall be fixed at sixty years, but members of fifty years of age, who are forced to leave trade for health reasons, shall be eligible if certified by a qualified doctor.

### 76.—Allowance.

1. In administering the scheme, there shall be one grade of benefit, but if a member entitled to become a recipient elects to accept payment in lieu of all claim, the Executive Council shall have power to grant him a sum not exceeding £75.

2. Scale of allowance shall be 10/- per week after 35 years' continuous or intermittent membership.

3. A recipient becoming entitled to a State Old Age Pension shall have his allowance adjusted to permit of his receiving full allowance under the Old Age Pensions Act.

4. A recipient going abroad can have his allowance forwarded by Financial Secretary.

5. No allowance shall be granted to a recipient placed in a poorhouse or mental institution, either voluntarily or by any local authority or their officers.

### 77.—Computation of Membership.

Period claimed for may be consecutive or intermittent. Should claimant have lapsed or have been expelled for any reason, his term of membership shall be reckoned from date when he re-joined.

### 78.—When Allowance Commences.

Time appointed for a claimant to become a recipient shall be confined to commencement of each financial quarter—namely, January, April, July, and October.

### 79.—Mode of Application.

1. A member intending to claim allowance shall apply to his Branch Secretary for Form of Application, marked A, which must be filled up by him, and returned to Branch Secretary at least six weeks preceding last Saturday in March, June, September, or December. Failing to do so,

he will not be eligible to claim for quarter immediately succeeding his application.

2. Member must complete his full term before lodging an application.

#### 80.—Procedure regarding Application.

1. Each applicant shall, on a day and hour to be named, attend before his Branch Committee, and shall then answer all questions put to him, and produce evidence of membership, whether consecutive or intermittent, and age.

2. In event of claim being deemed valid, Branch Secretary shall notify General Secretary, as prescribed by Form B, for confirmation or otherwise by Executive Council.

3. Should Committee deem claim invalid, such decision shall be submitted to General Secretary, as prescribed by Form C.

#### 81.—Recipient not to be Gainfully Employed.

A member shall be disqualified from receiving Superannuation Benefit either on or after the day upon which he has been placed in benefit if he pursues any form of gainful employment within the printing industry.

#### 82.—Recipient not Eligible for Office or Appointment.

No recipient shall be eligible to be a member of Executive Council, hold any office or appointment in a Branch, or be a delegate to any ordinary or extraordinary delegate meeting. Where a superannuated member at the request, or with the consent of his Branch, returns to work at the trade, he will resume full membership and pay full contributions.

#### 83.—Recipient Entitled to Funeral Allowance.

Each recipient shall forfeit all claim to any other scheme, except Funeral Scheme.

#### 84.—Schedules for Claimant.

1. In order to obtain accurate information as to the eligibility of members applying for allowance, Executive Council shall issue schedules to Branch Secretaries, in which applicants shall be asked to furnish the following particulars:—

(a) Age last birthday; (b) name of Branch first joined, with date of admission; (c) whether a continuous member of that Branch or of any other Branch; and (d) if not a continuous member, dates of leaving and re-joining.

2. Applicant shall exhibit his signature to above particulars.

#### 85.—When False Statements are made by Recipient.

Should it be proved to the satisfaction of Executive Council that a recipient has established his claim by false statements as to age, length of membership, or other conditions, he shall not only be debarred from receiving further allowance, but shall be expelled.

#### 86.—Appeal from Branch Committee's Decision.

1. When an application is not accepted by Branch Committee, applicant shall have the right to appeal to Executive Council, through Branch Secretary, as prescribed by Form D, provided appeal is lodged, along with 2/6, within twenty-one days.

2. Should applicant desire to attend Executive Council meeting in support of appeal he may do so on payment of a further 5/-, and pay his own expenses, provided he



intimates same at time of appeal, and Branch shall be allowed a representative.

3. Money lodged shall be returned if appeal is sustained, and all expenses incurred by applicant shall be paid by Branch.

4. Decision of Executive Council shall be final.

#### **87.—Quarterly Publication of Claims admitted.**

On or before 15th day of March, June, September, and December respectively General Secretary shall prepare a list of members whose claims have been admitted for ensuing quarter for publication in next issue of *Scottish Typographical Journal*.

#### **88.—Quarterly Statements.**

1. Within 28 days of the close of each quarter, ending on last Saturday of March, June, September, and December, every Branch shall furnish Financial Secretary with sheets, containing amount of each member's contributions and arrears, financial statement, and a detailed statement, audited by Branch Auditor, of payments made to members who have received allowances under various schemes.

2. When fourteen Saturdays occur in any quarter Branches shall transmit fourteen weeks' contributions.

3. Association will be responsible for all statements when accepted as correct.

#### **89.—Member Imposing on Schemes.**

A member found imposing on schemes may be expelled, or debarred from allowance so long as Executive Council may determine.

#### **90.—Right of Appeal to Executive Council.**

If a member feels aggrieved by the manner in which allowances are administered, he shall have the right of appeal in terms of Rule 52.

#### **91.—Yearly Statement by Executive Council.**

A yearly statement shall be issued by Executive Council along with annual report, containing names of all who have received allowances, together with amounts so received.

#### **92.—Amendment of Rules.**

No new Rules shall be made, nor shall any Rule herein contained or hereafter to be made be amended or rescinded, except in accordance with a resolution duly passed at a delegate meeting of the Association.

#### **93.—Rules and Decisions of Delegate Meeting.**

The foregoing Rules, together with decisions of delegate meeting issued therewith, shall be considered the governing Rules of the Scottish Typographical Association, and binding on Executive Council, Branches, and members.

#### **94.—Each Member to Receive a Copy of Rules.**

1. These Rules shall be printed and every member of the Association shall be furnished with one copy free.

2. It shall be the duty of General Secretary to furnish members with additional copies on demand, or to deliver a copy to any person on demand, at a charge of 1/- per copy.

### 95.—Saving Clause.

Executive Council shall be empowered to decide in any case not provided for in these Rules, but in no case shall they have power to vary or annul any Rule or decision of a delegate meeting or to introduce any new Rule.

The foregoing Rules, amended by the Association Delegate Meeting, assembled at Aberdeen, on the 7th, 8th, 9th and 10th June, 1949, and drawn up and revised by the Revision Committee, are hereby issued, and will be the Governing Rules of the Scottish Typographical Association, as from 1st January, 1950.

Issued herewith are also the Auxiliary Section Rules, amended by the Auxiliary Section Delegate Meeting, assembled at Glasgow, on the 25th and 26th March, 1949, and as approved by the Association Delegate Meeting, as from 1st January, 1950.

WM. E. BOYD,  
DANIEL BURT,  
HARRY GIRDWOOD,  
GEORGE HALL,  
CHARLES JOHNSTON,  
JAMES PEARSON,  
WM. SIMPSON,  
PETER WHIGHAM,

ROBERT H. LEAN, Clerk.

ANDREW MARSHALL, President.

} Revision  
Committee.

### SICK AND FUNERAL BENEFIT.

#### FORM OF APPLICATION FOR SICK ALLOWANCE.

To the Secretary,

.....Branch, S.T.A.

Being unable, through [here state illness] to follow my usual employment from and including [here state date], I hereby declare myself on the allowance of the Scottish Typographical Association.

(Signed), .....

Where Employed, .....

Place of Residence, .....

Date, .....

*The above to be accompanied by a line from a qualified Medical Practitioner, subject to Rules.*

#### FORM OF INTIMATION WHEN RETURNING TO EMPLOYMENT.

To the Secretary,

.....Branch, S.T.A.

I beg to intimate to you my recovery, and acknowledge that I have received [here mention the number of weeks received, and the days due, if any] Sick Allowance, and have been regularly paid and visited.

(Signed), .....

Place of Residence, .....

Date, .....

## FORM OF APPLICATION FOR FUNERAL ALLOWANCE.

To the Secretary,

.....Branch, S.T.A.

This is to certify that....., a member of the Scottish Typographical Association, died on the .....day of.....19....., and the Funeral Allowance provided by Rule 72 is now claimed on his behalf.

(Signed), .....

Address, .....

Dated this.....day of.....19.....

NOTE.—The Registrar's Certificate of Death must be forwarded along with application to the Secretary.

## FORM OF RECEIPT FOR FUNERAL ALLOWANCE.

To the Secretary,

.....Branch, S.T.A.

I hereby acknowledge receipt of the sum of..... Pounds.....Shillings, being Funeral Allowance due on account of the death of..... a member of the Scottish Typographical Association.

(Signed), .....

Place of Residence, .....

Date, .....

## SUPERANNUATION BENEFIT.

The following are the Forms of Procedure referred to in the foregoing Rules:—

To the Secretary of the.....Branch, S.T.A.

## S.T.A. SUPERANNUATION BENEFIT—FORM A.

I,....., aged....., a member of the .....Branch, and otherwise duly qualified, do hereby make application to become a recipient of the Superannuation Benefit of the Association on the ensuing quarter, commencing on the [here specify date—see Rule 79]; and I further request you to appoint a day and hour on which I may appear before the Committee of your Branch to prove my eligibility to the allowance I claim.

(Signed), .....

Date, .....

To the General Secretary of the S.T.A.

## S.T.A. SUPERANNUATION BENEFIT—FORM B.

I hereby certify that....., a member of the.....Branch of the Association, has appeared before the Committee of this Branch, and has fully satisfied them of his eligibility to be placed as a recipient of the Superannuation Benefit of the Association as from.....19.....

(Signed), .....

Secretary of the Branch.

## SUPERANNUATION BENEFIT.

To the General Secretary of the S.T.A.

## S.T.A. SUPERANNUATION BENEFIT—FORM C.

I hereby inform.....that.....  
aged.....years, a member of the.....Branch,  
a claimant for the Superannuation Benefit of the Association,  
as from.....19....., has  
appeared before the Committee of this Branch to prove his  
claim to the same, but has failed to do so, and that it  
is his intention to appeal to the Executive Council of the  
Association.

(Signed), .....  
Secretary of the Branch.

Dated.....19.....

To the General Secretary of the S.T.A.

## S.T.A. SUPERANNUATION BENEFIT—FORM D.

I,....., aged.....years, a member of  
the.....Branch of the Association, claiming  
to be duly qualified to become a recipient of the Super-  
annuation Benefit, as from.....19....., but  
having failed to prove my eligibility to the satisfaction of  
the Committee of the said Branch, do hereby make an  
appeal against the ruling of the Branch Committee to the  
Executive Council of the Association.

(Signed), .....

Date, .....

## RULES

OF THE

## AUXILIARY SECTION

As adopted at Delegate Meeting, assembled at Glasgow, on  
25th and 26th March, 1949, and subsequently amended by  
the Association Delegate Meeting, assembled at Aberdeen  
on 7th to 10th June, 1949.

**1.—Name.**

This Organisation shall be called "AUXILIARY SECTION  
OF SCOTTISH TYPOGRAPHICAL ASSOCIATION."

**2.—Objects.**

Unite and protect members;  
Regulate and maintain rates of wages, hours, and  
working conditions;  
Restrict number of learners, and insist on proper training;  
Render assistance when removing, or emigrating, or  
retiring;  
Provide out-of-work, sick and funeral allowances;  
Provide legal assistance in claiming compensation for  
illegal dismissal;  
Provide legal assistance in claiming compensation for  
injury or disease (fatal or temporary) sustained in  
course of employment; and  
Adjust differences by conference or arbitration, and promote  
at all times the spirit of unionism.

### 3.—Membership.

1. Membership shall be open to workers (outside of crafts for whom Unions cater) employed in printing offices recognised by Scottish Typographical Association, except in cities of Aberdeen, Dundee, Edinburgh, and Glasgow. Male members to be designated "Printers' Assistants."

2. In those cities named, membership shall be confined to workers wholly employed as assistants to members of Scottish Typographical Association in case rooms and machine rooms.

NOTE.—This does not in any way affect members at date of our Agreement with Paper Workers who were and still are employed in other departments.

3. Adults who apply for membership may be granted provisional cards, but in no case can they qualify for benefits of Section until they have paid full contributions for 52 consecutive weeks.

4. Married women living with their husbands who have no physical disability which prevents them from working, shall not be enrolled as members unless under exceptional circumstances.

5. Learners on entering the trade are eligible for membership, but must become members after six months' apprenticeship.

6. Members shall not be allowed to work with non-unionists in their respective departments, except in the case of organising new offices, when the Executive Council to have discretionary power.

7. Members conscripted into H.M. Forces must notify Branch Secretary before leaving trade; failure to do so may mean loss of membership. Members serving in H.M. Forces to have continuous membership counted and entitled to full benefits when they return to trade. During their term with the Forces they shall be entitled to no benefits,

except Funeral Benefit, which will be paid according to membership at time of enlistment. When the member returns to civil life he or she can resume full membership rights, provided he or she proves to the satisfaction of the Branch Committee and the Executive Council his or her fitness to work at the trade.

### 4.—Contributions.

#### ADULTS.

|                        |       |
|------------------------|-------|
| Administrative, ... .. | 2d.   |
| Protective, ... ..     | 1d.   |
| Provident, ... ..      | 9d.   |
|                        | <hr/> |
| Total, ... ..          | 1/-   |

#### LEARNERS.

2. Members (less than three years' experience) shall contribute weekly—

|                        |       |
|------------------------|-------|
| Administrative, ... .. | 1d.   |
| Protective, ... ..     | 1d.   |
| Provident, ... ..      | 4d.   |
|                        | <hr/> |
| Total, ... ..          | 6d.   |

3. Members while in receipt of not less than three days' benefit in any week shall be exempt from all contributions. Adults partially employed earning less than 30/- per week and Learners earning less than 10/- per week are exempt from paying to Provident Scheme.

4. Each scheme to be kept separate and be liable only for purposes specified.

5. When state of funds warrants, Executive Council shall have power to decrease or re-allocate contributions to various schemes without a vote of the members.

6. Members must be contributors to foregoing schemes for a period of twelve months before being eligible for

benefit, except those adults as designated in Rule 3, paragraph 3.

7. Members in arrear to extent of four weeks' contributions shall be notified by Branch of Section secretary, and unless full arrears are paid up on first pay night after said notification no allowance shall be given for three weeks from date of full payment of said arrears; and should arrears exceed ten weeks all claim to allowance shall cease, and their names erased from register without further notice. Non-receipt of said notification shall not exclude a member from penalties under this Rule.

8. Arrears shall include all moneys due (fines, levies, etc.), and to be counted at current rate of contributions payable at time of arrears being due or when claim is made for allowance from any scheme.

#### 5.—Protective Benefit.

##### VICTIMISATION.

1. When members lose situations in consequence of upholding Rules, they shall receive standard rate of Branch of Section for thirteen weeks, or such further period as Executive Council determine.

2. Members sacrificing situations and securing others within a week, shall receive Branch of Section rate of wages for one week.

3. In event of such members electing to seek work in another town, Executive Council shall have power to grant sum in full of all claims not exceeding £10, and any reasonable expenses incurred by removal, in addition to removal grant.

4. If they should obtain casual employment within twelve months from date of sacrificing situations, earnings to be made up to before-mentioned allowances, so far as these will suffice.

5. Wherever located, recipients must comply with exist-

ing regulations for those seeking employment, or leave address with, and visit, Branch of Section secretary periodically respecting work.

6. Should office be closed as protest against victimisation, all members, including those victimised, shall receive ordinary strike or lock-out allowance.

7. Learners shall receive wages lost for thirteen weeks, or until such further period as Executive Council determine.

8. Members shall pay full contributions to all schemes while in receipt of victimisation allowance.

9. Arrears shall be deducted from first payment.

##### STRIKE OR LOCK-OUT.

1. Strike or lock-out allowance to members shall be £2 per week (or such higher sum as Executive Council may determine) for twenty weeks, or such further period as Executive Council may determine.

2. Member on strike securing another situation within a week shall receive strike or lock-out allowance for one week.

3. In event of member on strike electing to seek work in another town, Executive Council shall have power to grant sum in full of all claims not exceeding £5, and any reasonable expenses incurred by removal, in addition to removal grant.

4. When member on strike obtains casual employment within twelve months from commencement of strike or lock-out, earnings to be made up to before-mentioned allowances, so far as these will suffice.

5. Wherever located, recipient must comply with existing regulations for those seeking employment, or leave address with, and visit, Branch of Section secretary periodically respecting work.

6. Learners shall receive £1 per week (or such higher sum as Executive Council may determine) for twenty

weeks, or such further period as Executive Council determine.

7. Members shall be exempt from contributions to all schemes while in receipt of strike or lock-out allowance.

8. Arrears shall be deducted from first payment.

9. Should an opportunity occur of providing work for members on strike in other Branches of Section, Executive Council shall have power to enforce acceptance by claimants under 50 years of age, unless satisfactory reasons are advanced, through Branch of Section secretary, to the contrary.

#### 6.—PROVIDENT SCHEME.

All members shall become members of Provident Scheme and contribute weekly thereto in accordance with Rule 4. Qualifications for benefit acquired by members prior to the operative date of these rules shall be carried forward to this scheme.

#### Out-of-Work Benefit.

##### UNEMPLOYED OR PARTIALLY EMPLOYED.

1. Members, when unemployed, shall receive 10/- per week for first twenty-six weeks and 5/- per week for second twenty-six weeks.

2. Should members be only partially employed, earnings shall be made up to 20/- as far as 10/- or 5/- will permit within limit of out-of-work allowance.

3. In the event of members securing employment at the trade before exhausting the above benefit within one year from the date at which payment of the last allowance was made, second and former period of unemployment shall be considered as one and reckoned accordingly. Members who exhaust the above benefit will not be entitled to draw further benefit from the fund until they can show evidence of having worked twenty-six weeks at the trade.

4. Learners shall receive half of above benefit.

5. Members desiring to claim out-of-work allowance shall report themselves, and sign call-book daily, between hours fixed from time to time by quarterly meeting of Branch of Section.

6. Full payment shall not be made unless member has signed call-book for six consecutive working days in any one week. One-sixth part of allowance shall be deducted for each day on which member fails to sign call-book.

7. Week shall be reckoned from Monday to Saturday inclusive.

8. Members four weeks and over in arrear shall not be entitled to benefit.

9. Arrears shall be deducted from first payment.

#### REMOVAL, EMIGRATION, RETIRAL, AND FUNERAL GRANTS.

1. Member, when removing from one Branch of Section to another, shall receive grant equal to 2/- for each six months of membership, limited to £2.

2. Subsequent grants shall be reckoned from date of previous grant.

3. In event of member returning to Branch of Section within thirteen weeks, amount drawn as removal grant shall be repaid at rate of 2/- per week when in employment in addition to contributions.

4. Members emigrating shall receive grant equal to 4/- for each six months of membership, limited to £8 in full of all claims.

5. Member retiring from work within printing offices, shall receive grant equal to 5/- for each six months of membership, limited to £8 in full of all claims.

6. On the death of a member, his or her nearest relative or person who shall have borne the expense of interment

shall receive grant equal to 5/- for each six months of membership, limited to £8 in full of all claims.

7. Learners shall receive half of above grants.
8. Payment of these grants must first receive authorisation of General Secretary.

### Sick and Disablement Benefit.

#### QUALIFICATION.

All members shall become members of Provident Scheme and contribute weekly thereto in accordance with Rule 4, paragraph 6, before being eligible for allowance.

#### ALLOWANCE.

1. Allowance to members shall be as follows:—Adults 10/, Learners 5/- for first twenty-six weeks; and adults 5/-, learners 2/6 for second twenty-six weeks.

2. No claim for less than three clear days' absence from work shall be granted.

3. Members four weeks and over in arrear shall not be entitled to benefit.

4. Arrears shall be deducted from first payment.

5. In event of member recovering from illness and again requiring allowance within one year from date on which payment of last allowance was made, second and former illness shall be considered as one, and reckoned accordingly.

#### MODE OF APPLICATION, NOTICE OF RECOVERY, ETC.

1. Application for allowance, stating nature of illness, shall be made to Branch of Section secretary, accompanied by certificate from duly qualified medical practitioner, or copy, provided sick visitor sees original certificate.

2. Payment shall commence from date of sickness, if notice is sent three days therefrom, otherwise allowance will commence from day on which claims are received.

3. On recovery, notice must be forwarded within two days, under penalty of not less than 2/6.

4. Member performing labour by which he may have any pecuniary interest while in receipt of allowance shall forfeit all claim during that illness.

5. No allowance shall be granted to member placed in poorhouse or lunatic asylum, either voluntarily or by any parish or parish officers.

#### IMMORAL CONDUCT OR FEIGNING SICKNESS.

1. No allowance shall be paid during illness brought on by irregular or immoral conduct.

2. Member feigning sickness shall pay back all money received, together with fine of not less than 5/-, and be suspended from all allowances until this is complied with.

#### HOME HOURS FOR SICK MEMBERS.

Sick members proved to have been absent from their homes, without sufficient reason, after 9 p.m. during April to September inclusive, and after 7 p.m. during October to March inclusive, shall be fined 1/- for each offence.

#### SICK VISITORS AND THEIR DUTIES.

1. Sick Visitors shall be appointed by Branches of Section, who shall visit, at least once a week, members claiming allowance residing within bounds of visitation, and shall wait upon respective Branch of Section treasurers once a week, who shall hand over to them amount to be paid.

2. Receipt form shall be provided for visitors, in which shall be entered all weekly payments made, recipients signing opposite their respective payments.

3. Branches of Section shall have power to fine visitors who neglect their duties.

4. Expenses connected with visitation shall be borne by Branches of Section.



#### ALLOWANCE TO MEMBERS PERMANENTLY DISABLED.

Should member become permanently disabled by disease or accident from following employment (provided illness has not been wilfully brought about), and recovered as far as medical treatment can avail but still unable to follow usual employment, Executive Council shall have power, on application from member, to grant sum not exceeding £25 in full of all claims. Provided that member does not return to trade, without the knowledge and sanction of the Executive Council, and signs an Agreement in presence of two witnesses, that if and when member does return to trade, member will repay the full amount of the grant received. Application to be made through Branch of Section secretary accompanied by medical certificate.

#### 7.—Working Expenses.

A sum of 1/- per £1 on income from each Branch of Section to administrative, protective, out-of-work, and sick schemes shall be deducted to meet expenses.

#### 8.—Vote on Section Questions.

1. When questions affecting Auxiliary Section are to be voted, only that Section shall have right to vote, but if decision is likely to involve Association in dispute, a further vote of Association and Section shall be taken.

2. Each Branch of Section shall take votes of its members by individual voting papers issued by Executive Council, and return numbers for and against at time specified; returns received after dates specified not to be included in poll; majority of votes to decide question, including votes for and against levy for out-of-work and sick schemes.

3. Enumerators shall be appointed by each Branch of Section.

4. No member shall be entitled to vote who is over six weeks in arrear.

5. Learners on completion of two years entitled to vote.

#### 9.—Power to Levy.

1. Executive Council shall impose a levy of 3d. per week on each adult member (partially employed, unemployed, sick, and learners exempted) for protective purposes whenever necessary.

2. Whenever Executive Council shall deem it necessary to ask members to sanction special levy (Protective excepted), as circumstances arise, proposed amount must be communicated to Branches of Section; and such levy shall only be imposed when supported by majority of members voting.

3. Voting shall be in accordance with Rule 8.

4. In event of levy not being required, amount subscribed shall be credited to members.

#### 10.—Inspection of Books.

1. Executive Council shall issue to Branches of Section a uniform set of financial ledgers, see that a uniform method of book-keeping is adhered to, and shall have power to arrange for inspection of books, etc., of any Branch of Section. At least seven days' notice shall be given before date of such inspection.

2. It shall be the duty of Branch of Section secretaries to hand over all books and contribution cards to their Association Branch secretary, who shall forward same to head office, when requested to do so by Executive Council; carriage of same shall be paid by Association.

#### 11.—Re-entrants.

1. Re-entrants, or persons who have been struck off register for arrears, wishing to rejoin, shall be dealt with

by Branch of Section, and recommendation sent to Executive Council, but in no case shall entry-money for those expelled be less than amount due at time of expulsion.

2. Re-entrants, or expelled persons applying for membership, may be accepted, but only in accordance with Rule 3, paragraph 3.

### 12.—Working for more than one Employer.

1. No member shall work at the trade for any other employer than one for whom he or she is regularly working (unless a member who is out of employment, or only partially employed, cannot be obtained by Branch of Section secretary), except in case of accident, when assistance may be rendered.

2. Member guilty of infringement of this Rule shall be suspended from all allowances for minimum period of three months by Branch of Section or Branch of Section committee, and case reported to Executive Council for decision.

### 13.—Right of Appeal.

1. Member feeling aggrieved at decision of Branch of Section committee shall be entitled to appeal to first meeting of Branch of Section, provided a week's notice in writing is sent to Branch of Section secretary; and, if not sustained, a final appeal, on lodging 1/-, may be made to Executive Council through Branch secretary.

2. Should member desire to attend Executive Council meeting in support of appeal, he or she may do so on payment of a further 2/- and pay own expenses, provided he or she intimates same at time of appeal, and Branch of Section shall be allowed a representative.

3. Executive Council shall not on any account interfere with decision of Branch of Section committee unless this Rule is complied with.

4. Money lodged will be returned if appeal is sustained and all expenses incurred by member shall be paid by Branch of Section.

5. Decision of Executive Council shall be final.

### 14.—Communications.

Communications between Executive Council and Section to be conducted through General Secretary and Association Branch Secretary.

### 15.—Power to Executive Council.

Executive Council shall have power to either fine or suspend or expel members for infringement of Rules. No member shall be expelled for any cause (other than accepting a situation in a closed office) without a recommendation from the Branch committee concerned or being given the right to attend at meeting of Executive Council before a decision is taken.

### 16.—Procedure during Disputes.

When breach of these Rules and/or Mutual Agreements occurs, Association Branch secretary must immediately transmit to General Secretary full particulars of case, summon members concerned to conference with Branch of Section committee, who, by deputation or otherwise, shall endeavour to remedy grievance; but all action likely to compromise Association must be avoided until Executive Council have sent deputation to enquire into particulars of dispute, whose report must be laid before Executive Council and National Conciliation Committee prior to case being decided on.

### 17.—Engagements.

Members signing or entering into engagements contrary to Rules shall be expelled.

### 18.—Violation of Rules or Agreements.

Members who violate Rules or Agreements, or who accept situations in any capacity in printing offices not recognised, or who accept work at less wages than those of Branch of Section, shall be immediately expelled; they shall only be re-admitted on payment of such entry-money as determined by Branch of Section subject to confirmation by Executive Council.

### 19.—Assistance to Non-union Office.

1. Members shall not assist in any capacity non-union employer producing work supposed to be done on his premises, nor assist union employer to have work completed in non-union office.

2. Member proved to be working in spare time for employer whose printing office is not recognised shall be expelled.

### 20.—Deputation or Delegation.

1. Executive Council or Section adult representatives sent on deputation or delegation in connection with Association business, shall receive Association fee and third-class return railway fare on day of deputation or delegation.

2. Full day to be reckoned as, when engaged on Association business, before twelve noon and lasting remainder of day; half-day to be reckoned as, when engaged on Association business, any time in morning and finishing so as to be able to resume work for afternoon, or from noon for remainder of day.

### 21.—Deputation for Organising.

1. With view of strengthening and increasing membership, Branches of Section shall have power, with consent of Executive Council, to send deputations, composed either of their own adult members, or along with General

Secretary, to smaller towns in immediate neighbourhood, and affiliate members or otherwise to their Branches, until such time as an independent Branch can be formed. Branch committees shall every quarter take a note of offices employing non-union labour, and where practicable and within rules and agreements with other unions, organise same.

2. Expenses shall be borne by Association.

### 22.—Visitation of Branches.

In order to generally assist Branches, General Secretary or Financial Secretary shall visit Branches of Section at least once each year.

### 23.—Vote for Association Officials.

Adult members of Section shall have right to nominate (in accordance with Association Rules 9, 12 and 14) and vote in election of President, General Secretary, and Financial Secretary of Association. Voting shall be in accordance with Auxiliary Section Rule 8.

### 24.—Overtime.

1. Each member shall give a record of overtime worked to the Chapel Clerk each week. Chapel Clerks shall compile records and make out Chapel return to Branch Secretary monthly, not later than seven days after last Saturday of each month.

2. Branch Secretaries shall summarise these returns and forward same not later than ten days from last Saturday of each month to General Secretary, who shall detail such monthly in *Scottish Typographical Journal*.

3. Any member acting contrary to this Rule or infringing Overtime Rule (see Agreement IV. Rule 3) shall be liable to a penalty not exceeding £1.

### 25.—Delegate Meeting.

1. Delegate Meeting shall be held every third year, at least three months prior to Association Delegate Meeting, for purpose of altering and amending Rules and transacting other competent business.

2. At such meeting only Branches of Association having Branch of Auxiliary Section of not less than 10 adult members and Executive Council shall have representation.

3. Association Branch secretaries of such and General and Financial Secretaries shall be *ex officio* delegates, with no voting power. When Branches of Section require to group to be represented by one delegate, only Association Branch secretaries of such elected delegates shall be *ex officio* delegates, with no voting power.

4. In addition, such meeting shall be composed of—

- (a) Two delegates from Executive Council; at least one of whom to be an Auxiliary Section member;
- (b) Branches of Section having less than 10 adult members must group with Branches up to that number to be represented by one delegate;
- (c) One delegate from each Branch of 10 to 50 adult members;
- (d) Three delegates from each Branch of over 50 to 100 adult members;
- (e) Four delegates from each Branch of over 100 to 200 adult members;
- (f) Five delegates from each Branch of over 200 adult members.

5. Each Branch having at least 10 adult members to nominate and elect its own delegates—the election to be by voting papers.

6. General and Financial Secretaries shall be *ex officio*

members of delegate meeting to convey information desired by meeting, but have no vote.

7. Editor of *Journal* shall attend delegate meeting, act as clerk to delegates, but have no vote.

8. President of Association shall preside and have a casting vote.

9. Standing Orders Committee shall be appointed by three largest Branches (one from each).

10. Delegation fee shall be same as Association delegate meeting.

11. All amendments passed at Auxiliary Section Delegate Meetings shall be subject to approval at Association Delegate Meetings.

### 26.—Section Representation.

1. Section shall be represented at—

**EXECUTIVE COUNCIL.**—One male and one adult female member from separate Branches of Section, and holding no other office, to be elected for a period of two years, and be eligible for re-election. No Branch to nominate more than one member and where there is more than one nomination a vote shall be taken in accordance with Rule 8.

**NATIONAL MACHINEMEN'S COMMITTEE.**—One adult female member to be elected by Section and be eligible for re-election. No Branch to nominate more than one member, and where there is more than one nomination a vote shall be taken in accordance with Rule 8. where there is more than one nomination a vote shall be taken in accordance with Rule 8.

**ASSOCIATION DELEGATE MEETING.**—The Auxiliary Section shall be represented by three delegates at the Friday session of the Association General Delegate Meeting

when all decisions reached by the previous Auxiliary Section General Delegate Meeting shall be submitted for approval. The three delegates shall be entitled to take part in the proceedings but shall have no vote.

**JOINT INDUSTRIAL COUNCIL FOR SCOTLAND.**—Two adult representatives to be elected by adult members for two years, and to be eligible for re-election.

**PRINTING AND KINDRED TRADES FEDERATION.**—One adult representative to be elected in accordance with Rule 8 to attend Annual Administrative Council meeting and other subsequent meetings which may be held during year. Representation at the Printing and Kindred Trades Conferences shall be on the basis of the Groups which elect the Executive Council. Groups A, B, C and D shall in rotation elect the representative. In the event of the required nominations not being made by Branches the Executive Council shall appoint such additional members as required by rule.

**SCOTTISH TRADES UNION CONGRESS.**—One adult representative to be elected in accordance with Rule 8 to attend Annual Administrative Council meeting and other subsequent meetings which may be held during year. Representation at the Scottish Trades Union Congress shall be on the basis of the Groups which elect the Executive Council. Groups A, B, C and D shall in rotation elect the representative. In the event of the required nominations not being made by Branches the Executive Council shall appoint such additional members as are required by rule.

**SCOTTISH WOMEN WORKERS' CONFERENCE.**—Three adult women representatives to be elected in accordance with Rule 8 to attend this Conference and any other subsequent meetings which may be held during the year. Representation at the Scottish Women Workers' Con-

ference shall be on the basis of the Groups which elect the Executive Council. Groups A, B, C and D shall in rotation elect the representatives. In the event of the required nominations not being made by Branches the Executive Council shall appoint such additional members as are required by rule.

**WEEK-END AND DAY SCHOOLS.**—Three adult women representatives to be elected in accordance with Rule 8 to attend any Week-end Day School which may be held from time to time, and to be eligible for re-election. No member to be nominated by any other Branch than that of which she is a member.

2. Delegates elected shall attend Executive Council meeting prior to each conference or congress to discuss Agenda and receive instructions.

3. General Secretary shall, in month of January, publish in *Scottish Typographical Journal* a list of conferences, congresses, etc., at which Section is entitled to be represented during ensuing twelve months, also Branches of Section eligible to nominate.

4. General Secretary shall request Branches of Section to send amendments or resolutions for these conferences or congresses at least three months prior to such being held, and opinion of Association shall be expressed by a majority of members of Executive Council, acting on instruction of groups which they represent.

5. Two months previous to conferences or congresses intimation shall be made to Branches of Section for nominations.

6. Consent of nominees must previously have been obtained.

7. If nominations are in excess of number required, voting papers shall be issued in conformity with Rule 8,

nominees receiving greatest number of votes being declared elected.

### 27.—Conduct of Section.

Business of Section shall be conducted by Executive Council, as per Association Rule 4, and all Rules of Association dealing with government thereof and supervision of Branches of Association shall be held as governing Branches of Section thereof.

### 28.—Conduct of Branches.

1. Conduct and management of each Branch of Section shall be conducted by a committee (number to be determined by each Branch of Section), with vice-president, secretary, and treasurer, all of whom shall be appointed by members of each Branch of Section at first Branch of Section meeting each year. In addition to foregoing, Association Branch president and secretary shall act as members of committee and shall be eligible to represent Branch of Section on deputations. (This does not refer to delegations at congresses and delegate meetings.)

2. Association Branch president shall preside at all meetings of Branch of Section, and, in his absence, vice-president of Branch of Section shall act.

3. Domestic matter of Branch of Section shall be the right of its members to determine, subject, if necessary, to approval of Executive Council.

4. Other business transacted by Branch of Section must be submitted to Association Branch meetings, and if approved, submitted, if necessary, by Association Branch secretary to Executive Council for decision.

### 29.—Meetings.

1. Quarterly meetings shall be held on dates agreed upon by each Branch of Section.

2. Special meetings to be called by committee, or on a requisition to Branch of Section secretary signed by ten per cent. of members.

3. Members may bring up business at quarterly meetings, provided notice of such has been sent to Branch of Section secretary not later than first day of January, April, July, and October, or has been intimated at a previous meeting that such business would be brought forward.

4. This Rule shall not apply to any *urgent* business that may be brought forward by Branch of Section secretary.

5. Each Branch of Section shall have power to fine members for absence from meetings.

6. Where the numbers are such that a Branch of Section does not exist, members shall be entitled to attend Branch meetings, but have no vote.

---

We, the undersigned, certify that the foregoing Rules were approved by the Auxiliary Section Delegate Meeting, assembled at Glasgow, on 25th and 26th March, 1949, and amended by the Association Delegate Meeting, assembled at Aberdeen, on 7th to 10th June, 1949, and will be the Governing Rules of the Auxiliary Section of the Scottish Typographical Association as from 1st January, 1950.

(Signed) MARY THOMSON,  
 ,, JOHN BROWN,  
 ,, THOMAS BISSETT,

} Revision  
 } Committee.

ROBERT H. LEAN, General Secretary.

## SICK BENEFIT.

### FORM OF APPLICATION FOR SICK ALLOWANCE.

To the Secretary,

Auxiliary Section Branch, S.T.A.

Being unable, through [here state illness] to follow my usual employment from and including [here state date], I hereby declare myself on the allowance of Auxiliary Section of Scottish Typographical Association.

(Signed), .....

Where Employed, .....

Place of Residence, .....

Date, .....

*The above to be accompanied by a line from a qualified Medical Practitioner, subject to Rules.*

### FORM OF INTIMATION WHEN RETURNING TO EMPLOYMENT.

To the Secretary,

Auxiliary Section Branch, S.T.A.

I beg to intimate to you my recovery, and acknowledge that I have received [here mention the number of weeks received, and the days due, if any] Sick Allowance, and have been regularly paid and visited.

(Signed), .....

Place of Residence, .....

Date, .....

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