

# **The Shipyard General Workers' Federation**



---

---

## **Amendments to Constitution**

---

---



**Adopted at the First Annual Conven-  
tion held in the City of Victoria,  
B.C., October 6th and 7th.**

**1. Article 3, Section 6:**

"Suspension and expulsion for non-payment of dues.

Amend to read as follows:

"Suspension and expulsion for non-payment of dues. Any member who is in arrears for dues and assessments for a period of two months shall be considered in bad standing with the Local. Any member in arrears for dues and assessments for three months shall be automatically suspended from membership. A member thus suspended may be readmitted upon payment of a re-admission fee of not less than the initiation fee and such other penalty as the Local Union may impose. Ten percent of the re-admission fee shall be forwarded to the Secretary-Treasurer of the Federation.

**2. Article 4, Section 2:**

The following additional section be added after Section 1 and become Section 2; Section 2, 3, 4 ad seq to be re-numbered accordingly:

"All chartered Locals of the Federation shall adopt and use the following pledge when initiating new members into their respective Locals:"

"I, \_\_\_\_\_, solemnly promise and declare that I will support and obey the Constitution of the Shipyard General Workers' Federation (CCL) and the By-laws of

this Union and Local;

That I will, wherever and whenever within my power to do so, assist my fellow members or their families when in distress;

That I will not purposely or knowingly wrong a member of this or any legitimate trade union, or assist others in wronging him;

That I will not recommend for membership in this Union and Local any person whom I believe unworthy to become a member.'

3. **Article 4, Section 5** (to be renumbered Section 6):

And as sub-section (b).

"No Local Union can surrender its charter except by a referendum vote of its membership and not less than a two-thirds majority of those voting in favor of surrender."

4. **Article 5, Section 1:**

Amend to read as follows:

"Each Local Union shall pay the sum of Twenty-Five Cents (25c) per month as per capita tax for every dues-paying member in the Local Union."

5. **Article 5, Section 3:**

"Any local being two calendar months in arrears stands suspended forthwith."

6. **Article 5, Section 5:**

"All monies deposited in the bank in the name of the Local Union can

not be withdrawn except by cheque signed by the President and Secretary of the Local Union, but must do so upon instructions from a regular general meeting."

**7. Article 6, Section 9:**

The following additional section be added after Section 9; Sections 9, 10, 11 ad seq to be renumbered accordingly:

"Members of the Executive Committee need not be credentialled to a Convention, but must be members in good standing of their respective unions. They shall be accorded all the rights of delegates, until their successors are elected and installed in office. However, no member of the Executive Committee shall be eligible for re-election to the Committee or to any office unless he is a credentialled delegate by the chartered Local Union of the Federation of which he or she is a member."

**8. Article 7, Section 1:**

"The officers of the Federation shall consist of the President, first Vice-President, second Vice-President and Secretary-Treasurer to be elected at a regular Convention."

**9. Article 7, Section 2:**

"The officers of the Federation and five additional members elected by the Convention shall constitute the executive Committee of the Federation."

# **CONSTITUTION**

**of the**

## **Shipyard General Workers' Federation of British Columbia**

**As adopted the Twenty-seventh  
Day of February, 1944**

## PREAMBLE

With the tremendous strides in the industrial development of our country it behooves all Canadian workers in the shipbuilding industry to unite in obtaining a uniformity in living standards commensurate with the democratic practices of the Canadian people.

To this end our Union will strive for a uniform set of Agreements covering wages and working conditions from the Atlantic to the Pacific, and to promote the enactments of Dominion-wide legislation which will measure up to the growing demands in Canada's maritime developments.

The Shipyard General Workers' Federation of B.C. came into being as a result of a protracted rank and file struggle for responsible unionism and local autonomy based upon a consistent and universal Union policy in the shipyards on the Pacific Coast.

The formal Agreement which established the Federation was signed between the Canadian Congress of Labor and the Boilermakers' & Iron Shipbuilders' Union of Canada, Local No. 1, on December 3, 1943, at Vancouver, British Columbia.

Subsequently, at the first Convention held in Vancouver on February 27, 1944, attended by accredited representatives of eleven Canadian Congress of Labor Local Chartered Unions and Congress officials, the Federation was formally ratified, its Constitution approved and adopted, and its officers elected.

It is with the above aims and objectives that we have affiliated our Federation with the Canadian Congress of Labor and pledge ourselves to accept and abide by its Constitution.

# CONSTITUTION

## Shipyard General Workers' Federation of British Columbia

### ARTICLE 1—NAME

*Section 1.* This organization shall be known as the Shipyard General Workers' Federation of B.C.

*Sec. 2.* Wherever the term "Federation" shall be employed in the printed work of this organization, it shall be held to imply the organization as a whole.

### ARTICLE 2—PURPOSES

*Section 1.* The purposes of the Federation shall be to promote the interests of its chartered unions and generally to advance the economic and social welfare of the shipyard workers.

*Sec. 2.* In the legislative field the Federation shall, in co-operation with its affiliated and other trade union organizations, promote the enactment of suitable legislative measures, municipal, provincial and federal.

### ARTICLE 3—MEMBERSHIP

*Section 1.* Any Canadian Congress of Labor chartered union with jurisdiction in the British Columbia shipbuilding industry shall be eligible to be chartered by and become part of the Federation.

*Sec. 2.* The local chartered unions of the Fed-

eration must become affiliated with the central Labor Council of the district in which their jurisdiction lies.

*Sec. 3.* The Executive Committee shall have authority to suspend any charter issued by it to any Local Union in arrears of per capita tax for two months or longer, subject to appeal to the next Convention at which the suspended Local may be represented solely for the purpose of hearing the appeal. Appeals from any decision of the Executive Committee suspending a charter shall be the first order of business at a Convention subsequent to the appointment of Committees.

*Sec. 4.* Whenever an applicant has been rejected by a Local the rejection shall be reported to the general office of the Federation and it shall not be legal for any other Local to accept the application of the said rejected person for the space of one year, except with the consent of the Local rejecting such applicant; provided, however, that no Local shall reject a person prior to said person applying for membership.

*Sec. 5* The names of all suspended or expelled members must be reported to the General Secretary. Locals admitting suspended or expelled members must on being notified thereof suspend such members until a full investigation has been made.

*Sec. 6.* Suspension and expulsion for non-payment of dues. Any member who is in arrears for dues and assessments for a period of two months shall be automatically suspended from membership. A member thus suspended may be re-admitted upon payment of a re-admission fee of not less



than the initiation fee and such other penalty as the Local Union may impose.

## ARTICLE 4—LOCAL UNIONS

*Section 1.* The use of the Federation Constitution is mandatory upon all Local Unions. Local Unions have the power to enact their own By-Laws, provided however that such By-Laws do not conflict with the Constitution of the Federation. All Local Unions shall send to the General Executive Committee of the Federation a copy of their By-Laws and all Amendments thereto.

*Sec. 2.* All official communications of Local Unions must be signed by the President and Secretary and the seal of the Local impressed thereon.

*Sec. 3.* No charter shall be issued in any city or town where a Local exists, or in the jurisdiction of the Central Labor Council to which the Local is attached, without the permission of the said Local.

*Sec. 4.* It shall be mandatory on all Local Unions to notify the General Office one week in advance of any contemplated change of address for official correspondence.

*Sec. 5.* Local Unions shall have complete autonomy over their members when working under Local contracts or agreements or otherwise; provided, however, there is no violation of trade union principles.

*Sec. 6.* Any officer or member who makes false returns to the General Office knowingly shall be tried by the Executive Committee and, if proven guilty, shall be fined, suspended or expelled from the Federation. Any officer of a Local Union who

through the negligence by failing to send in monthly reports to the General Office, thus permitting the Local Union to become suspended, thereby jeopardizing the benefits of the members of same, shall be immediately removed from office and not be eligible to hold any office within the gift of any Local Union for a period two years from the date of removal.

*Sec. 7.* The Federation shall issue a uniform withdrawal card which shall be issued as a clearance card to any member wishing to leave the industry.

*Sec. 8.* The Federation shall also issue a uniform travelling or transfer card and no Local Union may accept a member from another Local Union without first the presentation of said travelling or transfer card, these cards to be issued without charge to any member requesting same. A travelling card shall be good for sixty days, such card to be accepted by any Local without further charge. Transfer or withdrawal card must be surrendered to the Local within five days after the holder has commenced work.

*Sec. 9.* Any former member possessing a withdrawal card and wishing to return to the industry shall deposit his withdrawal card with the Local Union in any city in which he may wish to be employed, together with the payment of one month's dues. No re-instatement or initiation fee can be charged by the Local Union.

*Sec. 10.* Any member fined, suspended or expelled by a Local Union shall have the right of appeal to the Executive Committee of the Federation.

*Sec. 11.* Local Unions shall hold an annual election of officers, and Officers and Executive Committee shall consist of not less than seven members.

*Sec. 12.* Each Local Union shall decide the number of members to constitute a quorum for the transaction of business.

*Sec. 13.* The Local Unions shall have authority to employ salaried representatives whenever the Union may find this necessary. The employment of such representatives shall be for no particular time. He may at any time be dismissed by a majority vote of the Union but shall be given notice of such contemplated dismissal and provided with a fair opportunity to defend himself against any charges that may be made. The amount of his remuneration shall be set by the Union. The duties of such representatives shall be defined in the Local Union's By-Laws.

*Sec. 14.* All monies, properties or assets of any kind, owned or controlled by a Local Union, shall be deemed to be the property solely of such Local Union.

## ARTICLE 5—FINANCE

*Section 1.* Each Local Union shall pay the sum of Twenty Cents (20c) per month as per capita tax for every dues-paying member in the Local Union.

*Sec. 2.* Each Local Union may set its own initiation fees upon consultation with the officers of the Federation; provided, however, there shall be a maximum initiation fee of not more than

\$10.00 per member. Ten percent of all initiation fees shall be returnable to the Federation.

(a) The payment of per capita tax shall be held as a standing appropriation and shall have preference over all other obligations of any kind. An order for the same shall be signed by the President and Secretary without requiring a vote of the Local Union.

*Sec. 3.* Any Local or member being two calendar months in arrears stands suspended forthwith.

*Sec 4.* Local Union officers and such employees of the Local Union who participate in collecting, receiving and banking of dues, assessments and other Local Union income, or in the disbursing of funds of the Local Union, shall be bonded by a financially sound bonding company selected by the Local Union, the amount of the said bond and the Local Union officers and Local Union employees on which said bond applies, to be determined by the Local Union, the premium on said bond to be paid from the Treasury of the Local Union.

*Sec. 5.* All monies deposited in the bank in the name of the Local Union cannot be withdrawn except by cheque signed by the President and Secretary of the Local Union.

*Sec. 6.* It is compulsory for all Local Unions to have an audit made of their books quarterly and to file a copy of said audit with the Head Office of the Federation within thirty days after the expiration of each quarter. The intent of this Section is that each Local Union should have an independent quarterly audit of their books, preferably by a reputable auditing company or auditor.

## ARTICLE 6—CONVENTION AND REPRESENTATION

*Section 1.* The supreme authority of the Federation shall be the Federation in Convention.

*Sec. 2.* A regular Convention of the Federation shall be held annually at the time and place determined by the previous regular Convention. Notice of such convention shall be forwarded to all Local Chartered Unions at least three months prior to the date of such Convention.

*Sec. 3.* The Executive Committee may, with the approval of the majority of the Local Unions, alter the place of a regular Convention.

*Sec. 4.* A special Convention may be called by the Executive Committee upon receipt of a request for same from a majority of the Local Unions, in which event the notice calling the Convention shall be issued within fifteen days of the receipt of such request, and the Convention held within thirty days from date of notice.

*Sec. 5.* In the event that a special Convention is held, the notice thereof shall state the purposes, objects or reasons for holding of the Convention and no other business shall be transacted thereat, except with the unanimous consent of the Convention.

*Sec. 6.* Representation at the Convention shall be as follows:

Two delegates—For the first 100 members or fraction thereof;

One additional delegate—For each 100 members up to 500;

One additional delegate—For each 500 members up to 5,000;

One delegate—For each 1,000 members thereafter.

*Sec. 7.* The average paid-up per capita tax to the Federation for a period of six months ending one month prior to the Convention shall determine the membership of a Local Union for the purpose of representation at a Convention.

*Sec. 8.* Any delegate to a Convention must be a member of the Union represented by such delegates. Two or more chartered Local Unions may be represented by one delegate, in which event such delegate must be a member of one of the unions so represented.

*Sec. 9.* The Secretary-Treasurer shall supply each Local Union not later than three months prior to the Convention, with a convention call and sufficient delegate credential forms in triplicate which shall be signed and sealed by the President and Secretary of the Union, the original form to be presented by the delegates to the Convention Credentials Committee, the duplicate copy to be received by the Secretary-Treasurer not later than fifteen days prior to the Convention and the triplicate copy be retained by the Union.

*Sec. 10.* A quorum at a convention shall consist of a majority of the delegates seated and in attendance when the report of the Credentials Committee is adopted.

*Sec. 11.* Voting shall be by a show of hands unless a roll call vote is demanded by one-

quarter of the delegates present, in which event a roll call vote shall be taken.

*Sec. 12.* The rules and order of business governing the preceding Convention shall be in force from the opening of any convention of the Federation, unless new rules are adopted by the Convention. In the absence of any applicable rule, Roberts' Rules of Order shall govern.

*Sec. 13.* All resolutions shall be received by the Secretary-Treasurer not later than fifteen days prior to the date of a Convention, and no resolution shall be introduced at a Convention, except by a majority vote of the delegates present.

*Sec. 14.* The Executive Committee shall meet at least four days prior to the opening date of the Convention for the purposes of appointing a Credentials Committee. Appeals from any decision of the Credentials Committee shall be laid before the Convention.

*Sec. 15.* The Executive Committee shall also appoint prior to the opening date of the Convention, and subject to the approval of the Convention, with the power of the Convention to add to the same, the following committees:

- Executive Committee and Officers' Reports
- Constitution
- Resolutions
- Education and Publicity
- Organization
- Legislation
- Ways and Means

and such additional committees as may be deemed necessary in the opinion of the Convention. Chairmen of committees to meet four days prior to the Convention.

*Sec. 16.* Each delegate to the Convention shall be allowed one vote and there will be no voting by proxy.

## **ARTICLE 7—OFFICERS OF THE FEDERATION EXECUTIVE COMMITTEE**

*Section 1.* The officers of the Federation shall consist of the President, Vice-President and Secretary-Treasurer to be elected at a regular Convention.

*Sec. 2.* The officers of the Federation and four additional members elected by the Convention shall constitute the Executive Committee of the Federation.

*Sec. 3.* All officers of the Federation and Executive Committee members must retain their positions until their successors are elected, provided that they retain their good standing in their respective unions and that such union remain chartered by the Federation.

*Sec. 4.* The Executive Committee may establish bureaux and departments and create such committees as may be necessary to conduct any of the affairs of the Federation. It may also appoint or engage general organizers or other personnel as may be required for the advancement of the aims



of the Federation, always providing that other things being equal, preference shall be given in all such appointments to Union members in good standing, and wherever possible organizers shall be chosen from the ranks of the Union members.

*Sec. 5.* Members of the Executive Committee and officers of the Federation while engaged on business authorized by the Executive Committee of the Federation, shall be entitled to receive compensation for the loss of wages and expenses incurred thereby.

*Sec. 6.* The Executive Committee shall prepare a report of its work for submission to each regular Convention of the Federation.

*Sec. 7.* Any dispute between two or more chartered unions may be submitted by either Union to the Executive Committee which shall make recommendations to the parties in dispute as it may deem advisable. If the dispute remains unsettled, the Executive Committee shall report the situation with its recommendations to the next regular Convention for finalization.

*Sec. 8.* The decisions of the Executive Committee may be effected by letter or telegram and in that event, a decision of a majority of the members of the Executive Committee shall be the decision of the Committee.

*Sec. 9.* The Executive Committee of the Federation shall meet at least once every three months at the headquarters of the Federation and submit a report of the meeting to all local unions together with a financial statement.

## ARTICLE 8—DUTIES OF THE PRESIDENT

*Section 1.* The President shall preside at conventions of the Federation and at meetings of the Executive Committee.

*Sec. 2.* The President shall sign all official documents or other instruments as instructed by the Federation in convention.

*Sec. 3.* The President shall be employed full time and be on the payroll of the Federation. He shall assist the Local Unions in negotiations with the employers and shall give whatever other assistance is requested by any Local Union. He shall make periodic visits to the Local Unions for the purposes of furthering the interests of the Federation as a whole. He shall receive for his services a stated sum per month and such allowance for travelling expenses as may be agreed upon by the Convention.

## ARTICLE 9—DUTIES OF THE VICE-PRESIDENT

*Section 1.* The Secretary-Treasurer shall be an Conventions of the Federation or meetings of the Executive Committee at the request of or in the absence of the President and shall perform such other duties as the Executive Committee may determine.

## ARTICLE 10—DUTIES OF THE SECRETARY-TREASURER

*Section 1.* The Secretary-Treasurer shall be the Executive Officer of the Federation, and as such

be employed full time working under the direction of the Executive Committee. He shall receive for his services a stated sum per month and such allowance for travelling expenses as may be agreed upon by the Convention. He shall have charge of all books and documents of his office, conduct the correspondence and act as Secretary at Conventions and at Executive Committee meetings. He shall submit to each regular Convention the financial statement of the income and expenditures, the assets and liabilities of the Federation for the previous year. He shall receive all fees and per capita tax of the Federation and give receipts therefor; deposit all income in the name of the Federation in a bank chosen by the Executive Committee and withdraw such funds only for the liquidation of the legitimate expenses of the Federation. Cheques drawn on such account shall be signed by him and by the President or in the absence of either officer from Headquarters, by such other officer or member as the Executive Committee may determine. He shall give a bond for such sum as may be fixed by the Executive Committee; such bond shall be executed on his assuming office and be placed in the custody of the President, the cost thereof to be borne by the Federation.

*Sec. 2.* He shall employ such office assistance as may be necessary to conduct the affairs of his office

*Sec. 3.* He shall have a regular quarterly audit of the books of the Federation made by a reputable auditing company or independent Auditor or Chartered Accountant chosen for the purpose by the Executive Committee. A copy of the Auditor's report to be furnished to each Local Union.

## ARTICLE 11—HEADQUARTERS OF THE FEDERATION

*Section 1.* The General Office of the Federation shall be located in the City of Vancouver, British Columbia.

## ARTICLE 12—OFFICIAL PUBLICATION

*Section 1.* A publication giving expression to the policies and activities of the Federation and its affiliates shall be issued at least twice monthly, or at such other periods as the Executive Committee may determine. 5 percent of per capita tax paid to the Federation shall be set aside for the purposes of financing the publication. The officers of the Federation shall be empowered to employ such assistance as it deems necessary in the issuance of the publication. The officers and Executive Committee shall constitute the Editorial Board in the issuance of all publications.

## ARTICLE 13—AMENDMENTS

*Section 1.* All proposed amendments to the Constitution must be submitted to the general Convention in writing by a delegate or delegates of a Local Union in good standing with the Federation, separated from other matters and then be voted upon by the Convention and, if adopted, shall become law sixty days after the adjournment of the Convention.

## ARTICLE 14—INTERPRETATION

*Section 1.* In the event that a dispute arises regarding the interpretation of the Constitution, the decision of the officers and Executive Committee shall be the decision of the Federation subject to appeal to the next Convention.



## ORDER OF BUSINESS

At the opening of a meeting the President shall take the Chair and shall conduct the business in the following order:

1. Opening.
2. Roll Call of Officers.
3. Reading of Minutes.
4. Communications and Bills.
5. Applications for Membership.
6. Voting on Candidates for Admission.
7. Initiation.
8. Reports of Delegates and Committees.
9. Unfinished Business
10. New Business.
11. Nomination, Election and Installation of Officers.
12. "Are any members out of work, or is help wanted?"
13. Good of the Union.
14. Receipts and Expenses.
15. Adjournment.

## **A GUIDE TO RULES OF ORDER AND CONDUCT OF MEETINGS**

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

2. The President shall preserve order and pronounce the decision of the Local upon all subjects. He shall decide questions of order without debate, subject to an appeal to the assembly by three (3) members on which no member shall speak more than once, when the question before the Local shall be: "Shall the decision of the President stand as the judgment of the Local?" This question shall be taken to a vote by the assembly.

3. During the reading of the minutes, communications and other papers, or when a member is addressing the chair, silence shall be preserved in the meeting room.

4. Any member who shall misbehave himself in the meetings of the Local, disturb the harmony and order thereof, either by abusive, disorderly or profane language, or shall refuse obedience to the presiding officer shall be admonished for his offense by the President, and if he offends again shall be subject to a fine.

5. No member shall be interrupted while he is speaking except it be to call him to order or for the purpose of explanation.

6. If any member, while speaking, be called to order, he shall, at the request of the President, be

seated until the question of order is determined, when, if permitted, he shall proceed.

7. Each member, while speaking, shall be standing and respectively address the President, confine himself to the question under debate and avoid all personalities or indecorous language.

8. If two or more members rise to speak at the same time, the President will decide which member is entitled to the floor.

9. No member shall speak more than once on the same subject or question until all who wish to speak have had an opportunity to do so, nor more than twice without permission of the President.

10. No motion shall be subject to debate until seconded and stated from the chair. It shall be reduced to writing at the request of two (2) members.

11. When a question is before the meeting, no motion shall be in order except (1) to adjourn, (2) for the question on the previous motion, (3) to postpone the question indefinitely, or for a certain time, (4) to divide, commit, or amend, which motions severally have the preference in the order named.

12. On the call of five members, a majority of the Local may demand the previous question, which shall be put in this form: "Shall the main question be now put?" and until it is decided shall preclude all amendments and further debate.

13. Any member may call for a division of the question when the sense will permit of it; but a

motion to strike out or insert will be indivisible except at the option of the mover.

14. Before putting the question, the President shall ask: "Are you ready for the question?" If no member arises to speak, he shall rise and put it, and after he has arisen to put the question, no member shall be permitted to speak upon it.

15. All questions, unless otherwise provided for, shall be decided by a majority of the votes given.

16. Communications, petitions or memorials shall be presented through a member of the Local or by the presiding officer. They shall be acted on when read, and a brief statement of their contents shall be entered upon the minutes.

17. Any member may excuse himself from serving on a committee.

18. The person first named on a committee shall act as chairman until another is chosen by the members of the committee. The mover of a resolution referred to a special committee is usually first named thereon.

19. No committee shall be finally discharged until all debts contracted by it shall have been paid.

20. A motion to lay on the table shall be decided without debate.

21. When a motion is postponed indefinitely it shall not be acted upon at that or at the next regular meeting.

22. A motion for a reconsideration shall be received from any member.

23. When any member, through a misunder-



standing, brings up a subject that is not considered to come properly under the order of business being discussed at the time the member takes the floor, the chairman shall call the member out of order, but he shall instruct the Recording Secretary to write down the name of the member who has thus been called out of order as well as the proper order of business under which his subject may be brought up. When the order of business has been reached, the member shall be the first to be given the floor, and it shall be the duty of the Recording Secretary to remind the chairman of this.



## TERMS OF AGREEMENT

*Between the Federation, the Congress and any  
Local Union joining the Federation.*

1. The Local Union, having applied for affiliation with the Federation, subscribes and agrees to the terms as hereinafter set forth.

2. The Congress shall accord to the said Federation the status of a National Union affiliated with the Congress with regard to the payment of per capita tax, the disposition of funds and property of the Federation, or of the Local Unions affiliated therewith and also with regard to the administration of the said Federation and Local Unions.

3. The Local Union upon joining the Federation shall cease to be a Local Chartered Union of the Canadian Congress of Labor and shall be chartered directly by the Federation.

4. Any Union wishing to become affiliated with the Federation may do so upon agreement between the Federation and the Canadian Congress of labor.

5. The Federation may adopt such Constitution as is found necessary for its orderly conduct, such Constitution to become effective upon the approval of the Executive Committee of the Congress.

6. Each Local Union affiliated with the Federation shall pay to the Federation a per capita tax of twenty cents (20c) per member per month, the payment of which by a Local Union shall release the said Local Union from payment of direct per capita tax to the Congress.

7. The Federation shall pay to the Congress per capita tax of three cents (3c) per member per month, and two cents (2c) per member per month for organizing purposes on the basis of per capita tax received by the Federation.

8. The Federation shall assume full responsibility for organizational activities and the servicing of the membership of the Local Unions affiliated therewith.

## **ERRATA—PAGE 14**

---

### **ARTICLE 9—DUTIES OF THE VICE-PRESIDENT**

First line should read:

*Section 1.* The Vice-President shall preside at

---

### **ARTICLE 10—DUTIES OF THE SECRETARY-TREASURER**

First line should read:

*Section 1.* The Secretary-Treasurer shall be an