

## SECTION 7 - EXECUTIVE BOARD

- (a) The Executive Board shall include all Officers, except Trustees.(Article B.2.2)
- (b) The Executive Board shall meet before every general membership meeting
- (c) A majority of the Board constitutes a quorum.
- (d) The Executive officers shall hold title to any real estate of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposition to a membership meeting and having it approved.
- (e) The Board shall do the work delegated to it by the Local Union and shall be held responsible for the proper and effective functioning of all committees.
- (f) All charges against members or officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution ( Articles B.6.2 toB.6.7)
- (g) Should any Executive Board member fail to answer the roll call for three **consecutive** regular membership meetings, or four regular Board meetings without having submitted good reasons, his office shall be declared vacant and shall be filled by an election at the following membership meeting.

## SECTION 8 - DUTIES OF OFFICERS

Each Officer of Local 4440 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

- (a) The President shall:
- Enforce the CUPE National Constitution, these Local Union bylaws and the Equality Statement.
  - Preside at all membership and Executive Board meetings and preserve order.
  - Decide all points of order and procedure (subject always to appeal to the membership).

- Have a vote on all matters (except appeals against his rulings) and in case of a tie vote in any matter, including elections, have the right to cast an additional vote to break the tie.
- Ensure that all Officers perform their assigned duties.
- Fill committee vacancies where elections are not provided for.
- Introduce new members and conduct them through the initiation ceremony.
- Sign all cheques and ensure that the Local's funds are used only as authorized or directed by the CUPE National Constitution, Local Union bylaws, or vote of the membership.
- Be allowed necessary and reasonable funds, to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense and with supporting receipt(s) attached.
- Have first preference as a delegate to the CUPE National Convention.
- Have First preference as a delegate to the Cupe Ontario Conference

(Article B.3.1)

- Have First preference as a delegate to CACO Conference
- On termination of office, surrender all books, seals and other properties of the Local to their successor.

(b) The Vice-President shall:

- If the President is absent or incapacitated, perform all duties of the President.
- Preside over membership and Executive Board meetings in the absence of the President.
- If the office of the President falls vacant, be Acting President until a new President is elected.
- Render assistance to any member of the Board as directed by the Board.
- On termination of office, surrender all books, seals and other properties of the Local to their successor.
- Shall act as the Chief Steward for the Local when no Chief Steward is available/voted

- Submit a weekly report to the President of all union business

(c) The Recording Secretary shall:

- Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (Membership meetings) presented by the Secretary-Treasurer. The record will also include Trustee reports.
- Record all alterations in the by-laws
- Answer correspondence and fulfil other secretarial duties as directed by the Board.
- File a copy of all letters sent out and keep on file all communications
- Prepare and distribute all circulars and notices to members.
- Have all records ready on reasonable notice for auditors and Trustees
- Preside over membership and Board meetings in the absence of both the President and Vice-President.
- Be empowered, with the approval of the membership, to employ stenographic or other assistance to be paid for out of the Local's funds.
- On termination of office, surrender all books, seals and other properties of the Local to his successor.

(d) The Secretary-Treasurer shall:

- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the National Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita tax forms and remit payment, including \$1.00 of each initiation fee on all members admitted, no later than the last day of the following month.
- Throughout his/her term, and on behalf of the Local Union Membership, be responsible for maintaining, organizing, safeguarding and keeping on file all

supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all money sent to CUPE headquarters, as well as records and supporting documents for all income received by the Local Union.

- Record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices.
- Make a full financial report to meetings of the Local Union's Executive Board, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- Be bonded through the master bond held by National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office.
- Pay no money unless supported by a voucher duly signed by the President and one other member of the Board or any two other members of the Board, except that no voucher shall be required for payment of the per capita fees to any organization to which the Local is affiliated.
- Make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- Provide the Trustees with any information they may need to complete the audit, report forms provided by CUPE
- Not later than February 28<sup>th</sup> each year, furnish each member, on the forms supplied by National Office, with a statement showing the net amount of tax-deductible dues paid by him during the preceding calendar year.
- Be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local funds.
- Notify all members who are one month in arrears and report to the Board all members two or more months in arrears in the payment of union dues.
- On termination of office, surrender all books, records and other properties of the Local Union to their successor.

(e) The Trustees shall:

- Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer at least once every calendar year.

- Make a written report of their findings to the first membership meeting following the completion of each audit.
- Submit in writing to the President and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner.
- Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization.
- Ensure that proper financial reports have been given to the membership.
- Audit the record of attendance.
- Inspect at least once a year, any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local, and report their findings to the membership.
- Send to the National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents:
  - i. Completed Trustee Audit Program
  - ii. Completed Trustees' Report
  - iii. Secretary-Treasurer Report to the Trustees
  - iv. Recommendations made to the President and Secretary-Treasurer of the Local Union
  - v. Secretary-Treasurer's response to recommendations
  - vi. Concerns that have not been addressed by the Local Union Executive Board.

(f) The Chief Steward Shall:

- Act as a Liaison between the Stewards and the President
- Work with stewards to ensure members complaints are dealt with accordingly and that grievances are prepared properly
- Provide copies of grievances to the President prior to being submitted to employer for review
- Ensure grievances are submitted to ensure time lines are met as per the Collective Agreement

- Provide the President with a weekly report of new/ongoing union business and any meetings/conversations held with employer by both himself and the local union stewards

(g) The Stewards Shall:

- Act as a Liaison between the membership and the Chief Steward
- Provide membership with guidance in relation to all aspects of the Collective Agreement and any other relevant legislation and/or Policies
- Provide the Chief Steward with a weekly report of new/ongoing union business and any meeting/conversations held with the employer

## SECTION 12 - NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

### (a) Nomination

All nominations will be received at a **nomination meeting** held in the month of February of the odd numbered years. To be eligible for nomination a member shall have attended at least fifty percent (50%) of the membership meetings held in the previous twelve (12) months or in the period he was a member, if less than a year, unless a valid reason, acceptable to the Local. No nomination shall be accepted unless the member is in attendance at the meeting or has allowed to be filed at the meeting his consent in writing, duly witnessed by another member. No member shall be eligible for nomination if he is in arrears of dues and/or assessments.

### (b) Election

Elections will also be conducted at the February **nomination** meeting noted above.

Voting shall be by secret ballot.

A simple majority (50% plus 1) of votes cast shall be required before any candidate can be declared elected, and second and subsequent ballots shall be taken, if necessary, to obtain a majority. On the second and subsequent ballots, the candidate with the lowest number of votes shall be dropped. In case of a final tie vote, the presiding officer shall decide the election by the toss of a coin.

When two (2) or more nominees are to be elected to any office by ballot, each member voting shall be entitled to vote for the full number of candidates to be elected, but the member's ballot will not be declared spoiled should he/she vote for fewer than the number to be elected.

(Article B.2.4)

### **SECTION 13 - DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS**

(a) Except for the President's option [Section 8 (a)], all delegates to conferences, conventions and educationals etc shall be chosen by election at membership meetings. Preference shall be given in order of President, Vice-President, Secretary, Treasurer, Stewards, and General membership. All Costs for such conferences, conventions and educationals etc. shall not exceed the Annual Budget as set out by the executive and voted on and passed by the general membership

~~(b) Delegates to the Brockville District Council shall be elected annually. An official reporter for these delegates shall be appointed annually by the President from among these delegates, and he shall be required to report at each membership meeting of the Local on proceedings at recent meetings of the Council.~~

(c) All delegates elected to the conferences/conventions and educationals held outside Leeds County shall be paid as follows:

- This will include any time the person(s) is representing the Local.

- \$75.00 per Diem allowance which includes all meals, gratuities and incidentals

- When meals are included with Registration no Per Diem allowance will be paid

- Travel to and from conferences, conventions and educationals etc. taking more than 8 hours will be paid the full Per Diem rate. Travel less than 8 hours will be paid one half the Per Diem rate or \$37.50 Per Diem

- Public Transit at Economy, Tourist or Coach to and from conferences, conventions educationals etc must be utilized where possible

- Members may use their personal vehicles to attend conferences, conventions educationals etc. however reimbursement will only be at the Public transportation rate i.e.: member will be reimbursed at the rate of a return train ticket. No mileage will be paid.

-If public transportation cannot be arranged or at the discretion of President and Secretary-Treasurer reimbursement will be \$.45 per KM (includes parking) based on Google Maps most direct route from the members Full-Time residence to the Conference, convention educational etc. And return from conference, convention educational etc. No exception will be made

-If multiple members attend conferences, conventions educationals and travel in one vehicle, parking fees will be fully reimbursed

- Personal vehicles used to get to place of public transportation will be paid at \$.45 per KM and the cost of parking will be paid for during the duration of conference, convention or educational

-Attendance records will be required from all attendees in order to receive reimbursement.

-Attendees to all conferences, conventions educational etc. Will submit a full report to the next general meeting and if unable to attend the general meeting submit to the President a full report prior to scheduled general meeting

- Compensation for any loss of salary incurred by attendance at the conferences/conventions and educationals

(d) All Delegates to conferences/conventions and educationals etc. held locally.

-This will include any time the person(s) is representing the Local.

- \$35.00 Per Diem allowance which includes all meals, gratuities, and incidentals if conferences, conventions and educationals etc. lasting greater than 8 hours in length and those lasting less than 8 hours paid one half the Per Diem rate or \$17.50 Per Diem

-When meals are included with Registration no Per Diem allowance will be paid

-Will receive transportation expenses of .45 per km when using their own vehicle

- Compensation for any loss of salary incurred by attendance at the conferences/conventions and educationals