



(Excerpt from CUPE 1858 Bylaws)

8. DUTIES OF OFFICERS:

All officers must give all properties, assets, funds and all records of the local union to their successors at the end of their term of office.

(Article B.3.9)

All signing officers of Local 1858 shall be bonded through the master bond held by CUPE National. Any officer who cannot qualify for the bond shall be disqualified from having signing authority.

(Article B.3.5)

Amended at the November 20, 2013 General Membership Meeting.

a) The President shall:

- Enforce the CUPE Constitution and these by-laws;
- Preside at all membership and 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/her rulings) and in case of a tie vote in any matters, 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;
- Ensure that the Local's funds are used only as authorized or directed by the Constitution, by-laws, or vote of the membership;
- Shall receive, log and disburse all incoming mail or shall designate an alternate to receive, log and disburse incoming mail;
- Shall be a member, or designate a member on his/her behalf, on all negotiation committees;
- Have first preference as a delegate to all conventions participated in by the Local.

(Article B.3.1)

b) The First Vice President shall:

- If the President is absent or incapacitated, perform all duties of the President;
- If the office of 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;
- Be responsible for liaison with the various joint management-union committees obtaining reports from same;
- Serve on the Grievance Committee;

(Article B.3.2)

c) The 2nd Vice President shall:

- If the President and First Vice President fall vacant, be Acting President or First Vice President until new officers are elected;
- If the President and First Vice President are absent or incapacitated, perform all duties of the President or First Vice President;
- Render assistance to any member of the Board as directed by the Board;
- Act as an ex-officio member of, and liaise with, each of the standing union committees in Article 15(c), obtaining monthly reports from same.

d) The Treasurer shall:

- Sign all cheques except for cheques to be made out to the Treasurer and, in consultation with the Board, designate a signing officer during prolonged absences;
- Ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, the Local's By-Laws, or vote of the membership;
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union;
(Article B.3.4)
- Regularly make a full financial report to meetings of the Local's Board, as well as a written financial report to each regular membership meeting, detailing all income and expenditures for the period;
- Forward any funds owed to the National Secretary-Treasurer by the last day of the following month;
- 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;
- Prepare all CUPE National per capita tax forms and remit payment;
- Record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices;
- Be bonded for not less than \$1,000.00 through the master bond held by the National Office (Treasurers who cannot qualify for the bond shall be disqualified from office);
- Pay no money unless supported by a voucher duly signed by a member of the Board, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;
- Make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and, within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees;
(Article B.3.7)
- Ensure that the books are audited at least once each calendar year and, within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees;
(Article B.3.7)
- Provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;

- Not later than February 28 each year, furnish each member, on the forms supplied by the National Office, with a statement showing the net amount of tax-deductible dues paid by that member during the preceding calendar year if this information is not provided on the employer T-4 slips;
- Present at each membership meeting a financial report showing transactions occurring since the previous membership meeting;
- Shall maintain expense rates as per Articles 9 (b), (c) and (d);
- Shall ensure fees and dues are maintained at appropriate rates as per Articles 11(c), (e) and (f).

(Articles B.3.4 to B.3.8)

Amended at the November 20, 2013 General Membership Meeting.

e) The Recording Secretary shall:

- Keep full, accurate, and impartial account of the proceedings of all regular or special Membership and Board meetings. These records must also include a copy of the full financial report (Board meetings) and the written financial report (Membership meetings) presented by the Treasurer. The record will also include Trustee reports;

(Article B.3.3)

- 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 Board and general members as appropriate;
- Have all records ready on reasonable notice for auditors and Trustees.
- Maintain a log of all motions made at General and Executive Meetings and the results of the vote.

(Article B.3.3)

Amended at the November 20, 2013 General Membership Meeting.

f) The Membership Secretary shall:

- Maintain a record of all members' names, addresses and telephone numbers, work location and current local;
- Distribute membership cards and constitutions;
- Maintain posting files and cross-reference successful applicants and positions to posting;
- Maintain the record of membership attendance at meetings;
- Assist the Recording Secretary in the preparation and distribution of Local 1858 circulars and notices to the members.
- Maintain the local's website.

g) The Chief Steward shall:

- Be kept informed of all situations where advice or representation by Stewards has occurred;
- Serve on the Grievance committee and the Steward Committee;
- Maintain records of all grievances, arbitrations and Labour Board disputes undertaken by the Local;
- Work with stewards as needed to mediate and negotiate all disputes between members, and between members and their employer;

- Maintain records of all disputes between members and their employer that have been brought to the attention of a steward;
- Work with the Local's Education Committee to provide ongoing training opportunities for stewards.

h) The Trustees shall:

- Act as an auditing committee on behalf of the members and audit the books and accounts of the Treasurer, the Recording Secretary and the Standing Committees semi-annually;
 - Submit in writing to the President, Treasurer and Recording Secretary any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local's funds, records, and accounts are being maintained by the Treasurer and Recording Secretary in an organized, correct, and proper manner;
- (Article B.3.12(a))
- 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, Treasurer and Recording Secretary of the Local
 - v. Treasurer's response to the recommendations
 - vi. Concerns that have not been addressed by the Local's Board.
 - Make a written report of their findings to the first membership meeting following the completion of each audit;
 - Be responsible to ensure that monies are not paid out without proper constitutional or membership authorization;
 - Ensure that proper financial reports are made to the membership;
 - Audit the record of attendance;
 - Inspect, at least half-yearly, any stocks, bonds, securities, office furniture and equipment, and title or deeds to property that may at any time be owned by the Local, and report their findings to the membership;
 - Use audit forms supplied by the National Office and send a copy of each half-yearly audit to the National Secretary- Treasurer in accordance with the provisions of the CUPE National Constitution;
 - Ensure at least one Trustee be at each general membership meeting.

(Articles B.3.10 to B.3.12)

Amended at the November 20, 2013 General Membership Meeting.