



(Excerpt from CUPE 1858 Bylaws)

8. DUTIES OF OFFICERS:

a) The President shall:

- enforce the CUPE Constitution and these by-laws;
- 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/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;
- sign all cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, by-laws, or vote of the membership;
- be allowed necessary funds, not to exceed \$100.00 monthly, to reimburse any officer for expenses, supported by vouchers, incurred on behalf of the Local;
- 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 and union committees, obtaining reports from the same.

(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;
- be responsible for liaison with the various union committees, obtaining reports from the same.

d) The Treasurer shall:

- regularly make a full financial report to meetings of the Local's Executive 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 auditors and/or Trustees on reasonable notice, and have the books audited semi-annually;
- 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 rates as per Articles 9 (b), (c) and (d);

(Articles B.3.4 to B.3.9)

e) The Recording Secretary shall:

- keep full and accurate account of the proceedings of all membership and Board meetings;
- 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 the record of membership attendance at meetings.

(Article B.3.3)

f) The Membership Secretary shall:

- Maintain a record of all members' names, addresses and telephone number, 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.

g) The Chief Shop Steward shall:

- attend all Executive Board meetings as a voting member;
- be kept informed of all situations where advice or representation by Stewards has occurred;
- serve on the Grievance committee;

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;
- report 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)