

ELECTIONS – CUPE 2190 Annual General Meeting, November 30, 2016

As per the by-laws of CUPE 2190, there are elections held every two years for positions on the CUPE 2190 Executive Board (except Trustee there are elections every year to elect outgoing term). The term of office is two years, except for the position of Trustee (there are three positions) which are three year terms.

Serving on the Executive Board is serious commitment. You are responsible for representing ALL the members of the local. Your commitment runs farther than just the position you intend to run for. You will be expected to attend monthly evening meetings of the Union Executive Board and all General Membership meetings (minimum 4 times per year) as well as attend Union/Management meetings (generally every other month, sometimes monthly), held at Maitland from either for the morning or afternoon. You will also be expected to attend all meetings that may be particular to your position such as Health and Safety meetings (branch and corporate), Stewards meetings, Labour Council meetings and other expectations such as attending picket lines, attending rally's etc. You will be the face of the Local, not only at the Catholic Children's Aid Society but as a Union member in general.

Training for said position is mandatory within the first year of election. Yearly you must prepare a report for the annual general meeting on what you have achieved and all training and conventions/conferences that you have attended.

NOTE: To be eligible to run you must first be nominated. In order to be nominated you must a) be in attendance at the meeting and be nominated from the floor or b) if you are not able to attend the meeting you must send to the meeting a letter dated and signed by you and witnessed by another member that states that you will accept the nomination for the position of(you can also state that you will accept the nomination for any position you are nominated for if you are interested in running for any position). You may want to prepare a short speech in case there is an opportunity (decided by the membership) to address the members after the nomination a prior to a vote.

Duties of Officers as Per CUPE 2190 Bylaws

The respective duties and responsibilities of the Executive Officers are as follows:

7.1 President

The President shall:

- a) Enforce the CUPE Constitution and these local bylaws and the CUPE equality statement;
- b) Preside at General Membership and Executive Committee meetings and preserve order;
- c) Decide on all points of order and procedure, (subject always to the appeal of the membership);
- d) Have vote on all matters (except appeals against his/her the rulings) and in the case of a tie vote in any matter, including elections, order a revote. If after a

revote the result is the same, the President shall have the right to cast an additional vote to break the tie;

- e) Ensure that all Officers perform their assigned duties;
- f) Ensure the Local's funds are used only as authorized or directed by the Constitution, bylaws, or vote of the membership;
- g) Have first preference as a delegate to all conventions and conferences relevant to the Local;
- h) Be allowed necessary and reasonable funds to reimburse the President or any officer 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 receipts(s), where provided, attached;
- i) Be liaison for complaints and grievances in partnership with the First Vice President;
- j) Be the Chairperson of the Negotiating Committee;
- k) Maintain regular contact with the employer in employee relation matters;
- l) Sign each order on the treasury only as authorized and ordered by the Local, these by-laws, or the Constitution. Where possible the President shall sign all cheques along with one of two other signing officers, one of which must be the Secretary-Treasurer.
- m) Attend relevant training.
- n) Be considered a member of all committees with the reserved right of attendance of meetings including but not limited to: Union/Management, Union/HRS, Grievance Committee, Corporate Health and Safety Committee, Workload Committee, Joint Job Evaluation Committee, Pay Equity Committee; and
- o) Shall prepare and present a report at the Annual General Meeting of members outlining duties performed and including all training attended.

7.2 First Vice President

The First Vice President shall:

- a) If the president is absent or not eligible, perform all duties of the President;
- b) Preside over Membership and Executive Committee Meetings in the absence of the President;
- c) If the office of the President falls vacant, be acting President until a new President is elected;
- d) Assume other responsibilities as delegated by the majority of the Executive Committee;
- e) Attend Union/HRS meetings with the President;
- f) Attend meetings of the District Labour Council;
- g) Assume responsibilities of the Chief Steward including training of stewards; and preside at all Steward and Grievance Committee meetings and in partnership with the President, shall be a liaison for complaints and grievances; and
- h) Shall prepare and present a report at the Annual General Meeting of members outlining duties performed and including all training attended.

7.3 Second Vice President

The Second Vice President shall:

- a) Perform all duties of the President in the event of absence or incapacitation and if the Vice President is unable to fulfill the duties until a new President is elected;
- b) Perform all duties of the First Vice President in the event of absence or incapacitation of the First Vice President until a new First Vice President is elected;
- c) Assume the role of Return to Work Specialist and provide support to members in the return to work process as per the Collective Agreement and relevant legislation;
- d) Attend relevant training particularly in Return to Work, WSIB, and Accommodation;
- e) Assume other responsibilities as delegated by the majority of the executive committee;
- f) Represent the membership at Peer Support Advisory Committee meetings;
- g) Attend meetings of the District Labour Council; and
- h) Shall prepare and present a report at the Annual General Meeting of members outlining duties performed and including all training attended.

7.4 Treasurer

The Secretary-Treasurer shall:

- a) Keeps all financial records of the Local Union and keeps a correct record of all its members;
- b) Maintain and organize all financial records including all documents, authorizations, invoices and vouchers for all payments made, records and supporting documents for all income received by the Local Union and receipts for all money sent to the National Union;
- c) Receive and deposit promptly all revenue, dues and assessments;
- d) Ensure that bills are paid in a timely manner;
- e) Pay no money unless supported by a voucher, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated;
- f) Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- g) With the approval of the Executive Committee employ necessary assistance to be paid for with the Local's funds; and
- h) Authorize financial investments in conjunction with the President and one other member of the Executive Committee.

Bonding

The Secretary-Treasurer and all other signing officers of a Local Union or other chartered organization must be bonded. The bond must be for an amount that meets the guidelines set by the National Secretary-Treasurer and sent to all chartered

organizations every year. The National Secretary-Treasurer will approve the amount of the bond for any position as set out in Article 9.3(k). If the Secretary-Treasurer does not qualify for a bond, the Secretary-Treasurer is immediately removed from office and a replacement is elected.

Financial Reports

- a) The Secretary-Treasurer will regularly make full financial reports to meetings of The Executive Board;
- b) The Secretary-Treasurer will make a written report to each regular membership meeting. The written report will contain details of all income and expenditures since the last report;
- c) The Secretary-Treasurer will present a fiscal year- end financial statement.

Information to Trustees

- a) The Secretary-Treasurer will give all financial records, invoices, original bank statements and other supporting documents to the Trustees for an audit at least once in each calendar year, but preferably once every six months;
- b) The Secretary-Treasurer will also provide a statement from each bank where the Local Union has an account setting out the monies on deposit. The Secretary-Treasurer must respond in writing and within a reasonable time to any concerns or recommendations in the written report made by the Trustees as set out in Article B.3.12(a);
- c) The Secretary-Treasurer will be available to attend trustees meetings when required.

Payments and Report to National Union

- a) The Secretary-Treasurer will send all monies owed to the National Union for each month to the National Secretary-Treasurer no later than the last day of the next month. The monies owed include the initiation fee of \$1 for each person admitted to membership and per capita tax on all dues received by the Local Union.
- b) The Secretary-Treasurer will also send an official monthly report to the National Secretary-Treasurer on the form provided. The official monthly report will set out the number of members initiated, reinstated, suspended and expelled and the number of members for whom per capita tax is paid.

7.5 Recording Secretary

The Recording Secretary shall:

- a) Keep full, accurate, and impartial account of the proceedings of all regular or special membership meetings and Executive Committee meetings. These records must also include a copy of the full financial report (Executive Committee

- meetings) and written financial report (Membership meetings) presented by the Treasurer. The record may also include Trustee reports;
- b) Fulfill other secretarial duties as directed by the Executive Committee;
 - c) Be empowered, with the approval of the membership to employ administrative assistance to be paid for out of the Local Union's funds.

7.6 Correspondence Secretary

The Correspondence Secretary shall:

- a) File a copy of all letters sent out and keep on file all communications;
- b) Prepare and distribute all notices to members;
- c) If applicable, maintain the Local's social media accounts (i.e. web page, face book);
- d) Answer correspondence and fulfill other duties as directed by the majority of the Executive Committee;
- e) Keep a record of all correspondence received and sent out;
- f) Have all records ready on reasonable notice for the Trustees or Auditors;
- g) Keep an updated membership list;
- h) Be responsible for signing members in at the membership meetings; and
- i) Shall prepare and present a report at the Annual General Meeting of members outlining duties performed and including all training attended.

7.7 Health and Safety Representative

The Health and Safety Representative shall:

- a) Co-chair Corporate Health and Safety meetings and represent members at branch based Health and Safety Committee meetings;
- b) Attend relevant training and be certified as a Health and Safety Representative;
- c) Follow up on complaints or unsafe practices that are brought to their attention;
- d) Collect and provide a copy of all incident reports to the President of the Local; and Prepare and present a report at the Annual General Meeting of members outlining duties performed and including all training attended.

7.8 Educational Coordinator

The Educational Coordinator shall:

- a) Explore educational workshops and make them available to members;
- b) be responsible for a newsletter if directed to do so by the majority of Executive Committee members;
- c) Develop and maintain new employee kits.
- d) Prepare Union's material for "Bring Your Kids to Work Day";

- e) Maintain Union bulletin boards and organize and communicate with Union Bulletin Board Committee;
- f) Attend public meetings of the Board of Directors of CCAS and provide feedback to the membership; and
- g) Shall prepare and present a report at the Annual General Meeting of members outlining duties performed and including all training attended.

7.9 Trustees

Trustees audit the financial records and the Local Union and exercise general supervision over all property and assets of the Local Union. They ensure that the Secretary-Treasurer meets the requirements of Articles B.3.6 and B.3.7.

The Trustees:

- a) Trustees must audit the financial records of the Local Union and examine or inspect all property and assets of the Local Union at least once a year, but preferably once every six months;
- b) After completing the audit, the Trustees must make a written report of any recommendations or concerns about how the Secretary-Treasurer keeps the financial records, funds and accounts of the Local Union. The written report will be sent to the President and Secretary-Treasurer. Trustees shall then meet with the President and Treasurer following completion of each review to review any recommendations and/or concerns;
- c) After completing the audit, the Trustees will report in writing on the condition of the funds and accounts and the number of members in good standing, admitted, expelled, suspended or withdrawn to the next regular membership meeting of the Local Union. The written report will also contain:
 - (i) Any information that the Trustees find necessary for the honest and efficient administration of the Local Union;
 - (ii) A copy of the written report made to the President and Secretary-Treasurer under Article B.3.12(a); and
 - (iii) A copy of the written response of the Secretary-Treasurer.
- d) The Trustees must send to the National Secretary-Treasurer and to the assigned National Representative:
 - (i) A Trustees' Report on the form approved by the National Secretary-Treasurer;
 - (ii) A copy of their written report to the membership;
 - (iii) A copy of the written report made to the President and Secretary-Treasurer under Article B.3.12(a); and
 - (iv) A copy of the written response of the Secretary-Treasurer.
- e) Trustee's s shall make a written report of their findings at the Annual General meeting of members.