



Canadian Union of Public Employees

#101-416 Westminster Ave. West

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website: www.608.cupe.ca

President: Shelie Best

Treasurer: Amanda Lust

Vice President: Lisa Plourde

Recording Secretary: Carol Lawrence

Membership Officer: Vacant

General Election Nominations

Via Zoom

Date: October 7, 2020

Time: 6:00 p.m.

Nominations for the following positions will be held on October 7, 2020:

President – 2-year term

Vice-President – 1-year term

Recording Secretary – 2-year term

Trustee – 3-year term and 1-year term

Membership Officer – 1-year term

A description of each position is below.

If you are interested in running for one of these positions, please plan to attend the October Zoom meeting. If you are unable to attend, please send an email indicating your interest in being nominated to cupelocal608@gmail.com or mail it to the Union office as per the address above.

The link to join the Zoom meeting is below or email cupelocal608@gmail.com and we will email it to you or contact your Shop Steward, Unit Chair or any Executive Member.

<https://us02web.zoom.us/j/3036014498?pwd=dGZ0cEc2UjJUZHZHaazNvVUIGOUZ5Zz09>

The **President** shall: (Article B.3.1)

- a) enforce the CUPE Constitution and these Bylaws
- b) preside at all membership and Executive Board meetings and preserve order
- c) decide all points of order and procedure (subject always to appeal by the membership)
- d) have a vote on all matters (except appeals against their 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
- e) ensure that all officers perform their assigned duties
- f) fill committee vacancies where elections are not provided for
- g) introduce new members and conduct them through the initiation ceremony
- h) be one of three signing officers on the Local's funds and ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws or vote of the membership
- i) have first preference as a delegate to all Conventions, Seminars and Conferences of organizations to which the Local is affiliated.

The **Vice-President** shall: (Article B.3.2)

- a) in the absence of the President, perform all duties of the President
- b) if the office of President falls vacant, be Acting President until a new President is elected
- c) render assistance to any member of the Executive Board as directed by the Board
- d) serve as Chief Shop Steward.

The **Recording Secretary** shall: (Article B.3.3)

- a) keep a full, accurate & impartial record of the proceedings of all regular or special membership and Executive Board meetings, ensuring that a copy of the full financial report presented by the Secretary Treasurer is included
- b) update bylaws as required
- c) answer correspondence and fulfil other secretarial duties as directed by the Executive
- d) file a copy of all letters sent out and keep on file all communications
- e) prepare and distribute all circulars and notices to members
- f) have all records ready on reasonable notice for auditors and/or Trustees
- g) preside over meetings in the absence of both the President and Vice President
- h) be one of three signing officers on the Local's funds and ensure the Local's funds are used only as authorized or directed by the Constitution, Bylaws of membership vote
- i) provide the Secretary-Treasurer a monthly record of attendance of Executive members for both the general and Executive meetings
- j) prepare and issue membership cards.

The **Trustees** shall: (Articles B.3.10 to B.3.12)

- a) act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary and the Standing Committees annually
- b) make a written report of their findings to the first membership meeting following the completion of each audit
- c) 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;
- d) be responsible to ensure that monies are not paid out without proper constitutional or membership authorization
- e) ensure that proper financial reports are made to the membership
- f) audit the records of attendance
- g) 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
- h) send a copy of the completed audit report (on the prescribed form provided by the National

Secretary-Treasurer), as well as a copy of their report to the Local Union membership along with a copy of their recommendations and/or concerns to the President and Secretary-Treasurer and the Secretary-Treasurer's response, to the National Secretary-Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative.

The **Membership Officer** shall:

- a) guard the inner door at membership meetings and admit no one but members in good standing or officers and officials of CUPE, except on the order of the President and by consent of the members present
- b) assist in maintaining the record of membership attendance at meetings
- c) perform such other duties as may be assigned by the Executive Board from time to time.