



## Canadian Union of Public Employees

#101-416 Westminster Ave. West

Penticton, BC V2A 1K5

website: [www.608.cupe.ca](http://www.608.cupe.ca)

Phone: 250-493-2021

E-mail: [cupelocal608@gmail.com](mailto:cupelocal608@gmail.com)

Acting President: Shelie Best

Treasurer: Amanda Lust

Vice President: Vacant

Recording Secretary: Leah Stubbings

Membership Officer: Gerrie-Lynn Ward

# **General Election Nominations**

**Location:  
#101 - 416 Westminster Ave.**

**Date: October 3, 2019  
Time: 6:00 p.m.**

**Nominations for the following positions will be held on October 2,  
2019:**

**Vice-President  
Secretary-Treasurer  
Trustee (3-year term)  
All Committees**

If you are interested in running for one of these positions, please plan to attend the October meeting. If you are unable to attend, please send a written letter indicating your interest in being nominated with someone who is attending the meeting.

8.2 The **Vice-President** shall:

- in the absence of the President, 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 Executive Board as directed by the Board;
- serve as Chief Shop Steward.

8.3 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 CUPE 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 one (\$1.00) dollar of each initiation fee on all members admitted, no later than the last day of the following month.
- 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 Nationals, 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 Executive Board and in accordance with good accounting practices.
- Signs all membership cards.
- Make a full financial report to meetings of the Local Union's Executive Board.
- Make a written financial report to each regular membership meetings, detailing all income and expenditures for the period.
- Be bonded through the mast bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office.
- Pay no money unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one other member of the Executive as determined by the Executive Board. No request shall be required for payment of per capita fees to any organization to which the Local Union is affiliate.
- Make books available for inspection by the Trustees and/or auditors on a 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.
- Provide the Trustees with any information the Trustees require to complete the audit, including forms proved by CUPE National.
- Where required, not later than February 28<sup>th</sup> each year furnish each member, on the forms supplied by CUPE National, 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 administrative assistance to be paid for out of the Local Union's funds
- Notify all members who are one (1) month in arrears and report to the Executive Board all members two (2) month or more in arrears in the payment of Union dues.

8.5 The **Trustees** shall:

- 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;
- 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 are not paid out without proper constitutional or membership authorization;
- ensure that proper financial reports are made to the membership;
- audit the records 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 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.

**Committees:**

- Education
- Labour Council
- OMDC
- Ways and Means
- Occupational Health & Safety
- Website
- Political Action

**Please refer to your CUPE 608 Bylaws for a full description or contact your Shop Steward or an existing Committee member for information regarding each committee. You can find the list of existing committee members by going to our website: [608.cupe.ca](http://608.cupe.ca)**

**Joining a committee is a great way to help your Union remain strong and united.**