

## Article 5 Officers & Article 6 Duties of Officers

### Excerpt from CUPE Local 23 Constitution & By-Laws

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#### ARTICLE 5            Officers

##### Section 1:     Officers and Terms

The Officers of this Local Union shall be:

- a) President, elected for a three-year term;
- b) First Vice-President (Chairperson of the Outside Division), elected for a one-year term;
- c) Second Vice-President (Chairperson of the Inside Division), elected for a one-year term;
- d) Third Vice-President (Chairperson of the Foremen's Division), elected for a one-year term;
- e) Fourth Vice-President (Chairperson of the Library Division), elected for a one-year term;
- f) Vice-Chairperson of the Outside Division, elected for a one-year term;
- g) Vice-Chairperson of the Inside Division, elected for a one-year term;
- h) Vice-Chairperson of the Foremen's Division, elected for a one-year term;
- i) Vice-Chairperson of the Library Division, elected for a one-year term;
- j) Second Vice-Chairperson of the Outside Division, elected for a one-year term;
- k) Second Vice Chairperson of the Inside Division, elected for a one-year term;
- l) Second Vice-Chairperson of the Foremen's Division, elected for a one-year term;
- m) Second Vice-Chairperson of the Library Division, elected for a one-year term;
- n) Secretary, elected for a two-year term, on odd numbered years;
- o) Treasurer, elected for a two-year term, on even numbered years;
- p) Trustees, one from each Division, shall be elected for a two-year term.
- q) Outside and Library Trustees shall be elected in even numbered years.
- r) Inside and Foremen's Division Trustees shall be elected in odd numbered years.
- s) Two (2) Precarious Worker's representatives, each elected for a one-year term.

##### Section 2:     Table Officers

The Table Officers of this Local Union shall be the President, Secretary and Treasurer.

##### Section 3: Executive Board

The Executive Board of this Local Union shall be all of the Officers listed in Section 1, excluding the Trustees.

#### ARTICLE 6            Duties of Officers

##### Section 1:     Signing Officers

- a) The President, Secretary and when applicable, the Divisional Chairpersons, shall be Signing Officers of the Local Union on all matters pertaining to the Local Union except on matters of the Treasury.
- b) The President, Treasurer and the four (4) Vice-Presidents shall be the signing officers.
- c) The Treasurer and the President shall be the main Signing Officers.
- d) In the absence of either the Treasurer or the President, the Executive Board may direct any of the four Vice-Presidents to be the alternate Signing Officers.
- e) All Signing Officers shall be bonded in amounts deemed appropriate by the Executive Board and approved by the National Union.
- f) The Signing Officers for the Treasury shall hold title to any real estate of the Local Union as trustees for the Local Union.
- g) They shall have no right to sell, convey, or encumber any real estate without first giving notice and then submitting the proposition to a membership meeting and obtaining approval.

## Section 2: Full-Time Officer

The Office of President shall also incorporate the position of Full-Time Officer and includes this position in all references to the position of President elsewhere in this document.

## Section 3: Duties of President

The President shall:

- a) Preside at all General and Executive Board meetings of the Local Union;
- b) Sign all orders on the Treasury as directed by the membership
- c) Appoint all committees not otherwise ordered;
- d) Transact any other such business consistent with the authorities of office as may be necessary for the proper functioning of the Local Union.

## Section 4: Duties of Vice-Presidents

The First, Second, Third and Fourth Vice-Presidents shall

- a) Preside at all meetings of their respective Divisions;
- b) Each shall appoint all committees not otherwise ordered;
- c) Transact such other business as may pertain to their office and which may be necessary for the proper functioning of their Division.

## Section 5: Acting-President

*The First Vice-President shall perform the duties of the President:*

- a) in the absence of that Officer,
- b) when called upon by the President
- c) In the case of the resignation or death of the President, until the vacancy is filled as provided in this Constitution.
- d) Each of the First through Fourth Vice- Presidents shall succeed and assume the duties of those in succession ahead of them.

## Section 6: Duty to Maintain the Affairs of the Union

- a) In order to assure the proper functioning of this Local Union, where the President and Vice-Presidents are attending conventions or other functions, one of the Vice-Presidents shall remain to attend to the affairs of this Local Union.
- b) The President, with the approval of the Executive Board, shall determine which of the Vice-Presidents shall remain.

## Section 7: Acting-Chairperson

The Vice-Chairpersons shall perform the duties of the Chairperson of their Divisions

- a) In the absence of that officer
- b) In the case of the resignation or death of the Chairperson until such vacancy is filled as provided in this Constitution.

## Section 8: Duties of the 1<sup>st</sup> Vice-Chairperson

The First Vice-Chairpersons shall:

- a) Act as the Chief Shop Stewards of their Divisions
- b) Keep the Chairpersons fully informed of all matters in which they are involved.

## Section 9: Duties of the 2<sup>nd</sup> Vice-Chairperson

The Second Vice-Chairpersons shall:

- a) Perform the duties of the Vice-Chairpersons in the absence of that Officer;
- b) In the case of the resignation or death of the Vice-Chairperson, until such vacancy is filled as

provided in this Constitution.

- c) Assist the other Divisional Officers as necessary, including grievance handling and attending meetings as required.
- d) Shall ensure that Shop Stewards inform new employees of their responsibilities for initiation and application fees.

#### Section 10: Duties of the Secretary

The Secretary shall:

- a) Keep a correct, full and impartial record of the proceedings of each meeting of the General Membership, Divisional Membership and Executive Board;
- b) Receive the minutes of each committee meetings and make these available to the membership;
- c) Be responsible for the presentation of all motions by each Division that must also be considered by any other Division;
- d) Be responsible for presenting to General Membership and Divisional Membership meetings all motions arising from the Executive Board;
- e) Perform such duties as the Local Union or Constitution may direct.

#### Section 11: Duties of the Treasurer

The Treasurer shall:

- a) Keep all financial accounts of the Local Union;
- b) Maintain correct and proper records of the membership;
- c) Receive all initiation fees, dues and assessments from members and shall deposit same in the name of the Burnaby Civic Employees' Union, CUPE Local 23, in such a bank as the Executive Board may direct;
- d) Present to the membership at least as often as the April Annual General Membership Meeting, or more frequently as directed by the Trustees, a complete financial statement of the Local Union's expenditures, assets and liabilities;
- e) Perform such duties as the Local Union or Constitution may direct.

#### Section 12: Duties of the Trustees

The Trustees shall:

- a) Audit the books of the Treasurer per the provisions of the Financial Policy Manual;
- b) Exercise general supervision over the property of this Local Union including an annual inventory audit per the provisions of the Financial Policy Manual;
- c) Examine the books and records of the Treasurer at least quarterly, and shall report to the next regular membership meetings following the end of each quarter on:
  - the condition of the funds and accounts
  - the number of members in good standing
  - the members initiated, expelled or suspended, admitted or withdrawn
  - such other information as they may deem necessary for the efficient and honest administration of this Local Union.
- d) It is the role of the Trustees to make recommendations to the Executive Board but, at their discretion, the Trustees may make recommendations directly to the membership.

#### Section 13: Duties of Precarious Worker's Representatives

The Precarious Worker's shall:

- a) Keep the Chairperson of their respective Division informed of all matters in which they are involved.
- b) Assist the other Divisional Officers of their respective Divisions as necessary, including grievance handling and attending meetings as required.