

### 7.3 Duties of the President

- (a) The President shall be responsible, in conjunction with the Executive Committee, for the smooth and efficient operation of the Local.
- (b) The President shall sign all authorizations, contracts, and other official documents of the Local. In conjunction with the Treasurer, she or he shall be responsible for accounting for all funds of the Local.
- (c) The President shall report to the membership at each general membership meeting regarding the actions of the Executive Committee.
- (d) The President shall chair all meetings of the local union.

The President shall:

- (e) Act as a member of the Bargaining Committee.
  - (f) Work with all members of the executive to ensure that executive members have enough support to fulfill their duties as described within these by-laws.
  - (g) Attend all Stage 2 grievance meetings, grievance mediations and arbitrations.
  - (h) Act as the spokesperson for the Local.
  - (i) **Be given preference to serve as a delegate to the following conventions: CUPE National, CUPE Ontario Division, CLC, and OFL.**
  - (j) The President, Executive Committee, or the General Membership may assign a designate from the Executive Committee to complete functions due to absence or unavailability.
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### 7.4 Duties of the Vice-President

- (a) One Vice-President shall preside at all meetings of the Executive Committee. The position of The Vice-Presidents shall assist the President in the administration of the Local.
- (b) In the absence of the President one of the Vice-Presidents shall assume the duties of the President until such time as the President is able to resume her or his duties. The executive shall determine which Vice-President shall assume the duties.
- (c) In the event of vacant seats on the Executive Committee, the Vice-Presidents shall assist in the performance of those duties until a replacement is found.
- (d) In case of the resignation or death of the President, one of the Vice-Presidents shall perform the duties of the President until such vacancy is filled as provided in these by-laws. The executive shall determine which Vice-President shall perform these duties.
- (e) The Vice Presidents shall be responsible for reporting to the executive on all matters of concern or interest within their respective bargaining units.

Additionally, they shall:

- i) In the absence of an elected representative to attend senate meetings or meetings of the board of governors, the executive will select one of the vice presidents to attend these meetings.
- (f) The 1st Vice President of Unit 1 shall be responsible for reporting to the Executive on all matters of concern or interest of graduate students, all governance issues at Brock University, and all broader political and labour-related issues external to Brock University.

They shall:

- i) Liaise with other unions, university, student and other organizations within the university.

- ii) Inform on developments at the Senate and Board of Trustees at Brock University;
  - iii) Inform of strikes and lockouts in Ontario and in the Canadian university sector.
  - iv) in the absence of an elected representative to attend senate meetings or meetings of the board of governors, the executive will select one of the vice presidents to attend these meetings.
  - (g) In addition to the duties and responsibilities above, the Vice Presidents shall be responsible for organizing and mobilizing members of their units in conjunction with their Unit Steward(s).
  - (h) **The Vice Presidents will have preference to serve as a delegate to the CUPE Ontario Division convention.**
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#### 7.5 Duties of the Recording Secretary

- (a) The Recording Secretary shall be the chief recording officer of the Local.
  - (b) The Recording Secretary shall:
    - i) Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive meetings. These records must also include a copy of the full financial report (Executive Meetings) and the written financial report (membership meetings) presented by the treasurer. The record will also include Trustees' report. These records will be kept in the office, and digitized for proper record keeping.
    - ii) prepare the agenda for each meeting of the Executive Committee, and for each General Meeting, and shall ensure the production and transportation of adequate supplies of relevant supporting documentation for each such meeting, and the ordering of any other provisions designated by the Executive Committee.
    - iii) maintain accurate records of the membership of the Local, including applications for membership, membership lists, and all other records which the Executive Committee or membership deem to be necessary. All such records shall be kept in the Local office or safety-deposit box.
    - iv) maintain proper records of all correspondence (including e-mail) of the Local
    - v) Collect records of actions and campaigns of the local and file them for future reference and historical research.
    - vi) Procure necessary office supplies to maintain operational continuity.
    - vii) Record all amendments and/or additions in the bylaws, and make certain that these are sent to the National President for approval prior to implementing.
    - viii) **Book meeting rooms for Executive Committee Meetings, the Annual General Membership Meeting, and the General Membership Meetings, and purchase refreshments for the General Membership and Annual General Membership Meetings.**
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#### 7.6 Duties of the Treasurer

- (a) The Treasurer shall be the chief financial officer of the Local.
- (b) The Treasurer shall:
  - i) maintain the financial records of the Local, and shall ensure proper accounting for all receipts and disbursements;
  - ii) keep a continuous record of all dues payments and any other assessments, and shall ensure that all dues and assessments due to the Union are paid promptly. The Treasurer shall forward to the National Secretary-Treasurer, on the official monthly

- report forms provided, not later than the last day of each month, all financial obligations for the previous month owing to CUPE National;
- iii) promptly deposit all revenues in the form in which they are received in an appropriate account at a credit union or other chartered, government-insured financial institution, as the Executive may direct, in the name of the Local;
  - iv) cause all bills authorized for payment by the Executive Committee and/or membership to be paid;
  - v) report, in written form on the finances of the Local to the Executive Committee at each meeting of the executive, and to the membership at all general membership meetings and at the Annual General Meeting;
  - vi) upon approval of the draft documents by the Executive Committee, and at the Annual General Meeting present a financial statement for the current fiscal year and a budget for the next fiscal year for adoption by the membership;
  - vii) upon request by either the President or the Executive Committee, submit within seven (7) days all record books and vouchers; all receipts, cheques, and bank statements issued and receive; and a detailed written report of all expenditures and disbursements of the funds of the Local;
  - viii) ensure that the financial affairs of the Local are conducted in conformity with generally accepted accounting practices;
  - ix) under direction of the Executive, ensure that the finances of the Local are audited by an independent auditor once per calendar year;
  - x) make all books available for inspection by the Trustees and/or auditors on 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;
  - xi) co-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.
  - xii) The Treasurer, and all other Officers authorized to sign on behalf of the Local shall be properly bonded with a faithful performance of duty bond. Bonding amounts shall conform to the minimum guidelines as established by the National Secretary Treasurer and distributed to all chartered organizations annually.
  - xiii) Any Treasurer who cannot qualify for a bond shall immediately be disqualified from office and the Local shall proceed with the election of another Treasurer.
  - xiv) On behalf of the local union membership, be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorization, invoices and/or vouchers for every disbursement made, receipts for all money sent to CUPE headquarters as well as records and supporting documents for all income received by the local union.
  - xv) co-chair the Bylaw, Policy, and Finance Committee.
  - xvi) **Be given preference to serve as a delegate to the Secretary-Treasurer's Conference.**

#### 7.7 Duties of the Equity Officer

- (a) Ensure the work of the union is performed through an equity lens;

- (b) Assist members in understanding their human rights under the Ontario Human Rights Code, Brock University's Respectful Work and Learning Environment Policy, the Collective Agreement, and any other relevant laws and policies;
  - (c) Attend grievance meetings and assist with grievances that relate to equity;
  - (d) Sit on the Equity Committee as a Co-chair, attend Equity Committee meetings, promote the Equity Committee's issues at the Executive Committee, and generally promote the Equity Committee and its work to the membership;
  - (e) ~~Attend the CUPE Ontario Human Right Conference~~ **Be given preference to attend as a delegate to the CUPE Ontario Human Rights and Racial Justice Conference;**
  - (f) Arrange training on equity issues;
  - (g) Assist members and the Executive Committee with all cases that go to Brock University's Office of Human Rights & Equity Services;
  - (h) Sit on the Brock University Respectful Work & Learning Environment Policy Committee, and any other University committees dealing with equity issues;
  - (i) Adhere to confidentiality standards.
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#### 7.10 Duties of the Health and Safety Officers

- (a) The membership shall elect one Health and Safety Officer (for the purposes of 7.10 "The Health and Safety Officer") to sit on the Executive Committee as a voting member, and one Deputy Health and Safety Officer (for the purposes of 7.10 "The Deputy Health and Safety Officer"). She or he shall attend all meetings of the executive and vote on Executive Committee decisions. The Deputy Health and Safety Officer may attend all meetings of the executive, and shall have the right to speak, but not to vote.
  - (b) The Health and Safety Officers shall act as a liaison between the Local and the University on health and safety issues, including recommendations.
  - (c) The Health and Safety Officers shall attend relevant training and development meetings and/or workshops to maintain competence in the event of changes to provincial legislation.
  - (d) The Health and Safety Officers shall perform such other duties as may be required by the Local and/or Executive Committee.
  - (e) The Health and Safety Officer shall attend health and safety-related grievances.
  - (f) The Health and Safety Officer and Deputy Health and Safety Officer shall sit on the university's joint Health and Safety Committee, and report to the Executive Committee and membership on the proceedings of these meetings, and any other health and safety concerns relevant to the membership. The Health and Safety Officers are appointed to the Joint Health and Safety Committee and serve at the pleasure of the Local Executive.
  - (g) In the event that the Local is entitled to greater representation on the employer's joint health and safety committee, the Local shall elect as many Health and Safety Officers to which it is entitled. Any additional Health and Safety Officers elected by the membership shall be appointed to the Joint Health and Safety Committee and serve at the pleasure of the Local Executive. Any new officer shall also become a Deputy Health and Safety Officer.
  - (h) The Health and Safety Officers shall co-chair the Local Health, Safety, and Wellness Committee.
  - (i) **The Health and Safety Officer shall be given preference to serve as a delegate at the Injured Workers Conference and any Health and Safety Conferences.**
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#### 7.14 Executive and Steward Stipends Honoraria

- (a) The positions of President, Vice President, Chief Steward, Treasurer, Recording Secretary, Equity Officer, Health and Safety Officer and Membership Outreach Officer shall be provided an honorarium of \$500 per month.
  - (b) each Steward shall be provided an honorarium as follows:
    - i) Faculty, Unit and Additional Steward (except Unit 3 Steward) - \$400 per completed term
    - ii) Unit 3 steward - \$1050 per completed term
  - (c) each Trustee shall be provided with either:
    - i) \$200 upon completion of each audit; or
    - ii) Paid book-off from their CUPE 4207 bargaining unit duties to perform the audit.
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Proposal