



LOCAL 118

BYLAWS (EXCEPT ONLY)

SECTION 6 OFFICERS

SECTION 7 DUTIES of OFFICERS

Approved February 1998
Amended December 2017

SECTION 6 - OFFICERS

- a) The Officers of the Local shall be the President, Vice-President, Second Vice President, Secretary, Treasurer, Sergeant at Arms, Member at Large, three Trustees, one Shop Steward from each worksite, the Unit Chairs and Unit Shop Stewards of each sub-unit. All officers shall be elected by the general membership except the Unit Chair, and Unit Shop Stewards, which shall be elected by the membership of each sub-unit.
- b) The President and Secretary Treasurer will be elected for a two year term with the Vice-President and Recording Secretary being elected for a two year term on the alternate year. The Unit Chair and Unit Shop Steward for each sub-unit will be elected for two year terms.
- c) The Executive Board shall comprise all of the Officers except the Trustees, and the Shop Stewards.
- d) The Executive Board shall meet at least once every month.
- d) A majority of the Executive Board constitutes a quorum, for Executive Board meetings.
- e) The Executive Board shall hold title to any real estate of the Local as trustees for the Local. They shall have no right to sell, convey, or encumber any real estate without first giving notice, and then submitting the proposition to the membership meeting, and having it approved.
- f) The Executive Board shall do the work delegated to it by the Local, and shall be held responsible for the proper and effective functioning of the Units, and any Committees of the Units and/or the Local.
- g) All charges against Members, or Officers must be made in writing and dealt with in accordance with the provisions of the CUPE Constitution.
- h) Should any Executive Board member fail to answer the roll call for three consecutive regular membership, or three consecutive regular Executive Board meetings without having submitted good reasons for those failures, his/her office shall be declared vacant, and shall be filled by an election at the following membership meeting.

SECTION 7 - DUTIES OF OFFICERS

All Officers must give all properties, assets, funds, and all records of the Local Union to their successors at the end of their term of office. All signing Officers of Local 118 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

- a) The President shall:
 - i) enforce the CUPE Constitution and these bylaws;
 - ii) preside at all Local and Executive Board meetings and preserve order,
 - iii) decide all points of order and procedure (subject always to appeal from the membership);
 - iv) have a vote on all matters (except appeals against his rulings) and in the case of a tie vote in any matter, will go back to the membership for a revote, if a tie continues it will be deferred to the next membership meeting;
 - v) ensure that all officers perform their assigned duties;
 - vi) fill committee vacancies where elections are not provided for;
 - vii) introduce new members and conduct them through the initiation ceremony;
 - viii) have signing authority and ensure that the Local's funds are used only as authorized and directed by the Constitution, by-laws, or vote of the membership;
 - ix) have first preference as delegate to the CUPE Provincial and National conference
 - x) on termination of office, surrender all books, seals, and other properties of the Local to his successor.
- b) The Vice-President shall:
 - i) if the President is absent or incapacitated, perform all duties of the President;
 - ii) if the office of President falls vacant, be Acting President until a new President is elected;
 - iii) act as Chief Shop Steward;
 - iv) render assistance to any member of the Executive Board as directed by the Executive Board;
 - v) on termination of the office, surrender all books, seals, and other properties of the Local to his successor.
- c) The Second Vice-President shall:
 - i) distribute all circulars and notices to the members;
 - ii) render assistance to any Executive Board member as directed by the Executive Board.

- d) The Secretary shall:
- i) keep full, accurate and impartial account of the proceedings of all regular, or special membership, and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Secretary-Treasurer. The record will also include Trustees' reports;
 - ii) record all alterations in the by-laws;
 - iii) answer correspondence and fulfill other secretarial duties as directed by the Executive Board;
 - iv) file a copy of all letters sent out, and keep on file all communications;
 - v) prepare all circulars, and notices to be distributed to members;
 - vi) have all records ready on reasonable notice for auditors, and Trustees;
 - vii) preside over membership and committee meetings in the absence of both the President, Vice-President and 2nd Vice President;
 - viii) be empowered, with the approval of the membership, to employ necessary stenographic or other assistance, to be paid for out of the Local's funds;
 - ix) on termination of office, surrender all books, seals, and other properties of the Local to his successor.
- e) The Treasurer shall:
- i) receive all revenue, initiation fees (\$5.00), dues, and assessments, keeping a record of each members payments, and deposit promptly all money with a bank or credit union;
 - ii) sign all cheques and ensures that the Local Union's funds are use 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;
 - iii) prepare all CUPE National per capita forms, and remit payment no later than the 15th day of each month;
 - iv) record all financial transactions in a manner acceptable to the Executive Board, and in accordance with good accounting practices;
 - v) throughout their term, and on behalf of the local union membership, be responsible for maintaining, organizing, safeguarding, and keeping on file all supporting documents, authorizations, 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;
 - vi) make a full financial report to meetings of the local's Executive Board, as well as a written report to each regular membership meeting, detailing all income and expenditures for the period;
 - vii) pay no money unless supported by a voucher duly signed by the President, and one other member of the Executive Board, or any two other members of the Board, except that no voucher shall be

- required for payment of per capita fees to any organization to which the Local is affiliated;
 - viii) make all books available for inspection by the auditors and /or Trustees on reasonable notice, and have the books audited once each year and within reasonable time, respond in writing to any recommendations and concerns raised by the Trustees;
 - ix) be empowered, with the approval of the membership, to employ necessary clerical assistance to be paid for out of the Local's funds;
 - x) notify all members who are one month in arrears and report to the Executive Board all members two, or more months in arrears in the payment of union dues;
 - xi) be bonded through the master bond held by the National Office, and any Treasurer who cannot qualify for the bond shall be disqualified from office;
 - xii) on termination of office, surrender all books, records, and other properties of the Local to his successor.
- f) The Trustees shall:
- i) act as an auditing committee on behalf of the members and audit the books and accounts of the Treasurer, Secretary, and Standing Committees at least once every calendar year;
 - ii) make a written report of their findings to the first membership meeting following the completion of the audit;
 - iii) submit in writing to the President, and Treasurer any recommendations;
 - iv) and/or concerns they feel should be reviewed in order to ensure that the Treasurer is maintaining the Local's funds, records, and accounts in an organized, correct and proper manner;
 - v) be responsible to ensure that monies are not paid out without proper constitutional, or membership authorization;
 - vi) ensure that proper financial reports are made to the membership;
 - vii) audit the record of attendance;
 - viii) 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;
 - ix) send a copy of the completed audit report (on the prescribed form by the National Secretary-Treasurer), as well as a copy of their report to the Local membership along with a copy of their recommendations and/or concerns to the President and Treasurer and the Treasurer's response, to the National Secretary-Treasurer of CUPE, with a copy to the assigned servicing representative.
- g) The Sergeant-at-Arms shall:
- i) 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;
 - ii) act as Chairman of the Sick Committee;

- iii) maintain the record of membership attendance at meetings;
 - iv) perform other duties as may be assigned by the Executive Board, from time to time.
- h) The Member-at-Large shall:
- i) act as Chairman of the Education Committee;
 - ii) be responsible for all educational programmes introduced by the Local;
 - vii) act as Chairman of the Bursary Committee.
 - viii) keep the CUPE 118 website updated unless an alternate member is approved
- i) The Unit Chairs shall:
- i) enforce the CUPE Constitution and these by-laws;
 - ii) preside at all Unit meetings and preserve order;
 - iii) have a vote on all matters (except appeals against his rulings) and in case of a tie vote in any matter, will go back to the membership for a revote, if a tie continues it will be deferred to the next membership meeting;
 - iv) ensure that all stewards perform their assigned duties;
 - v) ensure all committees within the Unit function as mandated by regulations and the Collective Agreement;
 - vi) fill committee vacancies where elections are not provided for;
 - vii) on termination of office, surrender all books, seals and other properties of the Local to his successor;
 - viii) ensure that all business conducted within the Unit is brought forward to the Executive Board;
 - ix) ensure that the President of the Local is kept apprised of all of the issues affecting the Unit.
- j) The Shop Stewards shall:
- i) act as problem solvers – “solving” could mean mediating a dispute between two members, talking formally to a supervisor, submitting a written grievance, or referring the problem to the union Health and Safety or Negotiating Committee;
 - ii) build confidence and promote mutual support – achieved when the steward involves co-workers in the creative solution of a member’s problem or grievance;
 - iii) act as a link between the membership and the leadership of the Unit and Local;
 - iv) pass on important information about Union activities and encourage membership involvement in Union activities;
 - v) work with the Unit Chair;
 - vi) ensure all issues are brought to the Executive Board meetings;
 - vii) consult with the Vice-President (Chief Shop Steward) of the Local on all grievances.