

Nominations for 2020 – 2021 CUPE 3907 Executives are now open

Dear Members of CUPE 3907:

My name is Adrian Aziz. I am the Chief Returning Officer for CUPE 3907. I am pleased to open 2020 CUPE 3907 Executive Elections. The five Executive positions are: President; Vice President; Treasurer; Chief Stewart and Recording Secretary. For each position an honorarium of \$500 will be paid each month. International Students do not require Canadian Work Authorization for these positions. Duties are described below.

Interested nominees will need to email the CRO (Chief Returning Officer) – Mr. Adrian Aziz at: cro@cupe3907.ca

Nominees must include the following in their email:

- 1) Name as it appears on their student card;
- 2) Telephone Number;
- 3) Email Address;
- 4) Student Number.

Nominees may send a personal statement of up to 500 words before the close of the nomination period. It is up to the nominee to decide if he/she wants to submit a personal statement. Nominees must be members of CUPE 3907. These Executive Positions will begin on May 1st 2020 and end on April 30th 2020.

Candidates are responsible for their own campaign. Campaigns must be consistent with the Equity Statement and Code of Conduct. CUPE 3907 will not refund funds for campaigning. I will monitor campaigning. Campaigning is not compulsory and is left to the discretion of the candidate.

Duties of Executive Members

The President shall:

- i. be responsible for the smooth and efficient operation of the Local;
- ii. ensure that all Executive Officers perform their assigned duties;
- iii. preside at all membership and Executive Committee meetings and preserve order;
- iv. decide all points of order and procedure, subject to appeal by the membership;
- v. interpret these bylaws as required and as supported by a majority of the Executive Committee, subject to appeal to the membership;
- vi. sign all authorizations, cheques, expense forms or requests for payment, Collective Agreements, and other official documents of the Local;
- vii. be responsible, in conjunction with the Treasurer, for accounting all funds of the Local and shall ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws, or vote of the membership;

- viii. in conjunction with the Recording Secretary, ensure that proper notice is provided to the membership for all meetings and referenda, including strike votes and ratification votes;
- ix. have the same right to vote as other members; In the case of a tie vote, the President may cast another vote or the President may refrain from casting an additional vote, in which case the motion is defeated. This does not apply for elections or by-elections;
- x. fill committee vacancies where elections are not provided for;
- xi. introduce new members and conduct them through the initiation procedures of the CUPE Constitution;
- xii. report regularly to the Executive Committee and the membership on their actions; and;
- xiii. carry out other duties as assigned by the membership or the Executive Committee, these bylaws or the National Constitution.

In the event that the President suffers a prolonged absence, is removed in accordance with Article 14 or is otherwise unable to perform their duties, the Vice President shall assume the duties of the President until such time as the President is able to resume their duties or is replaced in accordance with Article 14.

(b) The Vice President shall

- i. be responsible for developing and maintaining contacts and liaisons with organizations within the University community and with such outside organizations as the Executive Committee deems necessary or valuable;
- ii. represent the Local at meetings of the Union at the provincial and national levels, of other locals, and in relation to other groups as necessary;
- iii. be charged with keeping informed of legislative and regulatory developments at the provincial and national levels, as well as within the University and the larger University community;
- iv. represent the Local, or ensure the Local's representation at all relevant Councils of the Union;
- v. be the Local's liaison with the Union;
- vi. report regularly to the Executive Committee and the membership on their actions;
- vii. be responsible, in conjunction with Recording Secretary for the production and distribution of a Local newsletter and the maintenance of the website of the Local;
- viii. preside over membership and Executive Committee meetings in the absence of the President and;
- ix. carry out other duties as assigned by the membership or the Executive Committee, these bylaws or the National Constitution.
- x. In the event that the Vice President suffers a prolonged absence, is removed in accordance with Article 14 or is otherwise unable to perform their duties, the President shall assume the duties of the Vice President until such time as the Vice President is able to resume their duties or is replaced in accordance with Article 14.

(c) The Recording Secretary, as the chief recording officer of the Local, shall:

- i. oversee the overall maintenance of the Local's records;

- ii. keep a full, accurate, and impartial account of the proceedings of all Regular, Special, And Annual membership meetings and Executive meetings. These records must also include a copy of the full financial report (Executive Committee meetings) and the written financial report presented by the Treasurer. The record will also include Trustee reports;
- iii. have all records ready on reasonable notice for the Trustees or auditors;
- iv. keep an accurate record of the membership of the Local, including departmental rankings, monthly membership lists to account for changes in the membership according to Article 4 of these bylaws, and all other records which the Executive Committee or membership deem necessary. All such records shall be kept in the Local office;
- v. preside over membership and Executive Committee meetings in the absence of both the President and Vice-President;
- vi. 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;
- vii. prepare and distribute all notices to members;
- viii. ensure the production and transportation of adequate supplies of relevant supporting documentation for membership meetings;
- ix. prepare all unfinished business for presentation at the next consecutive membership meeting;
- x. keep a record of all correspondence received and sent out;
- xi. answer correspondence and fulfill other administrative duties as directed by the Executive Committee and;
- xii. carry out other duties as assigned by the membership or the Executive Committee these bylaws or the National Constitution.
- xiii. In the event that the Recording Secretary suffers a prolonged absence, is removed in accordance with Article 14 or is otherwise unable to perform their duties, the Vice President shall assume the duties of the Recording Secretary until such time as the Recording Secretary is able to resume their duties or is replaced in accordance with Article 14.

(d) The Treasurer shall:

- i. Develop a draft budget to present to the membership and enforce the budget as approved by the membership.
- ii. 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.
- iii. 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.
- iv. 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 \$1.00 of each initiation fee on all members admitted, no later than the last day of the following month.
- v. 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 National, as well as records and supporting documents for all income received by the Local Union.

- vi. Record all financial transactions in a manner acceptable to the Executive and in accordance with good accounting practices.
- vii. Make a full financial report to meetings of the Local Union's Executive.
- viii. Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- ix. Be bonded through the master bond held by CUPE National. Any Treasurer who cannot qualify for the bond shall be disqualified from office.
- x. 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. No request shall be required for payment of per capita fees to any organization to which the Local Union is affiliated.
- xi. 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.
- xii. Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
- xiii. Where required, not later than February 28, each year, furnish each member, 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.
- xii. Notify all members who are one month in arrears and report to the Executive Committee all members two or more months in arrears in the payment of union dues.
- xiii. Chair the Financial Assistance Fund committee to review applications received under the provisions of the Collective Agreement with the Employer.
- xiv. Carry out other duties as assigned by the membership or the Executive Committee, these bylaws or the National Constitution.
- xv. In the event that the Treasurer suffers a prolonged absence, is removed in accordance with Article 14 or is otherwise unable to perform their duties, the Vice President shall assume the duties of the Treasurer until such time as the Treasurer is able to resume their duties or is replaced in accordance with Article 14.

The Chief Steward shall:

- i. ensure the proper administration of the collective agreement;
- ii. coordinate the elections of Stewards in each department during the fall of each academic session;
- iii. coordinate Steward orientation, training, and activities and have copies of the Steward's Handbook available;
- iv. ensure that a monthly meeting of Stewards occurs;
- v. ensure that each department is duly represented by a Steward, and shall encourage the organization of the Local within each department;
- vi. facilitate communication among departments with the Executive Committee through the departmental Stewards;
- vii. handle all grievances according to the Grievance Procedure as outlined in the Collective Agreement;

- viii. cause adequate records of all grievances conducted by the Local to be maintained in the Local office;
- ix. coordinate the observers of the Local for the GAA ranking process for the various departments;
- x. coordinate the Local's membership fall orientation and work-related workshops; and;
- xi. carry out other duties as assigned by the membership or the Executive Committee, these bylaws or the National Constitution.

- xiv. In the event that the Chief Steward suffers a prolonged absence, is removed in accordance with Article 14 or is otherwise unable to perform their duties, the Vice President shall assume the duties of the Chief Steward until such time as the Chief Steward is able to resume their duties or is replaced in accordance with Article 14.
- xv. forms supplied by CUPE National, with a statement showing the net amount of tax-deductible dues paid by him during the preceding calendar year.

- xvi. Notify all members who are one month in arrears and report to the Executive Committee all members two or more months in arrears in the payment of union dues.
- xvii. Chair the Financial Assistance Fund committee to review applications received under the provisions of the Collective Agreement with the Employer.
- xviii. Carry out other duties as assigned by the membership or the Executive Committee, these bylaws or the National Constitution.
- xix. In the event that the Treasurer suffers a prolonged absence, is removed in accordance with Article 14 or is otherwise unable to perform their duties, the Vice President shall assume the duties of the Treasurer until such time as the Treasurer is able to resume their duties or is replaced in accordance with Article 14.

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Nominations will close on March 18th at 11:59 pm. Campaigning begins at 12:01am on March 21st and ends at 11:59 pm on March 29th.

Elections will begin on March 25th at 12:01 am and end on March 29th at 11:59 pm.

Election Appeals will only be accepted in writing until March 31st at 11:59 pm.

If you have any questions kindly contact me at: cro@cupe3907.ca