



CUPE 374 Membership Notice

ANNUAL GENERAL MEMBERSHIP MEETING

This is a reminder that the next General Membership Meeting will be held **Tuesday, November 5th, 2019 at 6:15pm. There will be food available.** I encourage all members to come out.

Last year our bylaws were approved by national to extend our terms to 3 years. This time we can stagger the terms then in the future the 3 positions will have different term end dates.

The highlights of the meeting are as follows:

1. General Union Business
2. Elections for the following positions:

President	3 Year Term	Ends November 2022
Treasurer	2 Year Term	Ends November 2021
Recording Secretary	1 Year Term	Ends November 2020
Trustee	3 Year Term	Ends November 2022

Another 2 years have gone by quickly and I have enjoyed this time representing the local as President.

At this time, myself, the current Treasurer and Recording Secretary all intend to run for another term. If you are interested in running for a position now or in the future, I encourage you to read the attached documents and reach out to a member of the Executive Board for more information.

Meeting to be held at:

**CLAREMONT HIGH SCHOOL, THEATRE
4980 Wesley Rd, Victoria, BC
November 5, 2019 at 6:15pm**

In Solidarity,

Shireen Clark, President, CUPE Local 374

President Duties:

- The President shall preside at all meetings of the Local Union; sign each order on the treasury only as authorized and ordered by the Local Union; appoint all committees not otherwise ordered; and transact such other business as may of right pertain to the office of President, and which may be necessary for the proper functioning of the Local Union.
- Enforce the CUPE National Constitution, these Local Union bylaws and the Equality Statement.
- Have a vote on all matters (except appeals against the President's rulings) and in case of a tie vote in any matter while chairing, including elections, have the right to cast an additional vote to break the tie.
- Ensure that all Officers perform their assigned duties.
- Ensure Shop Steward and any other Bargaining Unit level elections are conducted in a fair and impartial manner by either conducting them, or assigning an impartial Elected Officer to conduct the elections.
- Introduce new members and conduct them through the initiation ceremony at General Membership Meetings.
- Be allowed necessary and reasonable funds, to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense and with supporting receipt(s) attached.
- Have first preference as a delegate to the conventions of affiliates listed under Section 4.
- Be a required signing authority for all matters pertaining to all collective agreements in the local.
- On termination of office, surrender all books, seals and other properties of the Local Union to their successor.

Treasurer Duties:

- 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 National 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 \$1.00 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 National, 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.
- Make a full financial report to meetings of the Local Union's Executive Board.
- Present and distribute a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- Be bonded through the master bond held by CUPE National. Any 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 Board 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 affiliated.
- 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.
- Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
- 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.
- Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
- Provide T4s when required by Canadian tax law.
- Fulfill the responsibilities of Privacy Officer for the local.
- On termination of office, surrender all books, records and other properties of the Local Union to their successor.

Recording Secretary Duties:

- 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 Treasurer. The record will also include reports presented by the Trustees.
- Complete and distribute Executive Board meeting minutes to the Executive Board members within two weeks of the meeting.
- Record all amendments and/or additions in the bylaws, and make certain that these are sent to the National President for approval.

- Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
- Keep a record of all correspondence received and sent out.
- Maintain a motion log of General Membership and Executive Board meetings of motions carried and defeated.
- Maintain a donation log chronicling all donations made by the local.
- Note all donations in the minutes for future reference.
- Be responsible for the maintenance of the Local Website and Social Media Accounts; create a committee and delegate as required.
- Prepare notices as directed.