

## SECTION 8 – DUTIES OF OFFICERS

### **a. The Secretary-Treasurer shall:**

- 1. 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. In consultation with the Executive Board, designate a signing officer during prolonged absences (Article B.3.4 to B.3.8).**
2. 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;
3. Prepare all CUPE National per capita tax forms and remit payment no later than the 15<sup>th</sup> day of each month;
4. Collect committee budgets, prepare an annual budget to be presented to the executive board prior to the September regular membership meeting and oversee approved committee budgets;
5. Ensure that all items in the monthly dues section of the by-laws are adhered to in accordance with these by-laws;
6. Throughout his 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 National Office, as well as records and supporting documents for all income received by the Local Union;
7. Record all financial transactions in a manner acceptable to the Board and in accordance with good accounting practices and co-sign all cheques;
8. Make a full financial report to meetings of the Local's Executive Board, as well as a written financial report to each general membership meeting, detailing all income and expenditures for the period;
9. Be bonded through the master bond held by the National Office, and any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office;

10. Pay no money unless supported by a voucher duly signed by themselves, the appropriate sub-local chair and the member incurring the expense, 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;
11. Make all books available for inspection by the auditors and/or Trustees on reasonable notice prior to March and September of each year, respond in writing to any recommendations and concerns raised by the Trustees;
12. Provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
13. Notify all members who are one month in arrears and report to the Board all members two or more months in arrears in the payment of union dues;
14. Be empowered to purchase sufficient office supplies for the proper function of the Local (i.e. office consumables, cleaning supplies) with not one purchase being greater than \$250.00 without Executive Board Approval;
15. On termination of office, surrender all books, records, and other properties of the Local to his successor.

**b. The Chief Steward shall:**

1. Be responsible for the proper maintenance and functioning of the Steward body;
2. Hold a meeting of the Steward body on a bi-monthly basis except the months of July, August & December or at the call of the Chief Steward;
3. Make monthly reports to the Executive Board and Membership;
4. Be the Chairperson of the Grievance Committee;

5. Be in attendance at arbitration and mediation meetings;
6. Assist sub-unit if requested may attend meetings;
7. Assist in training of stewards;
8. Ensure that the National Rep assigned to the sub-locals and President are made aware of the status of on- going grievances; prepare all briefs as required;
9. Render assistance to any member of the Executive Board as directed by the President;
10. On termination of his office, surrender to his successor all books, papers, seals, documents and other property of the union.