

6. Trustees:

Responsible for the conduct of all referendums and ballots, responsible for seeing that the constitution and by-laws are adhered to within the local, responsible for keeping the by-laws up-dated and responsible for financial investigations within the local.

7. Union Organizer:

Shall be a member of the Executive, an ex-officio member of the Grievance Committee and shall do work related to that committee. The duties of this position shall include organizing the steward, division and committee structures.

8. Union Coordinator:

Shall be a member of the Executive, an ex-officio member of the Contract Committee, shall be involved in negotiations and shall do work related to that Committee. The duties of this position shall include the general office work (i.e., correspondence, mailing, filing, membership lists, etc.) and public relations.

9. Communications Committee:

Shall be responsible for all communications, including a Local Association Newsletter, notices of meetings, and communication of important decisions to the membership.

10. Contract Committee:

Shall be responsible for researching and presenting contract proposals to the membership for discussion; for negotiating with the University on behalf of the Local Association; and for reporting to the Local Association Executive and the membership.

11. Strike Committee:

Shall in the event of a strike assist the Contract Committee and implement the strike strategy as directed by the membership.

10. Bylaws Motions

Moved that the following section be added to section G DUTIES OF LOCAL ASSOCIATION OFFICERS:

13. Local Association Representatives to the Provincial Association

The Local Association Representatives to the Provincial Executive shall be responsible for informing the membership of the activities of the Provincial Association and shall represent to members of the local association to the Provincial Association.

Although not members of the local association executive, the Representatives shall attend the meetings of the local executive.

CONTINUED.....

The signing officers shall be empowered to sign leases for the rental of equipment which in their opinion are essential for the conduct of the business of the Union or to maintain equipment which the Union owns (subject to pre-determined restrictions).

No agreement shall be entered into by a Local Association Officer or Committee member which change any terms or provisions of an existing labor agreement unless approval has been granted for such action by the membership of the bargaining unit.

Should any picket line appear on campus as a result of a labour dispute, the Executive shall meet immediately and send a letter to the University advising them that the Union recognizes the picket line as bona fide.

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11. Strike Committee:  
Shall in the event of a strike assist the Contract Committee and implement the strike strategy as directed by the membership.
12. Grievance Committee:  
Shall be responsible for ensuring the rights of individual members on the job are respected and for representing the interests of individual members in respect to their working conditions.

The elected officers shall normally assume their duties of office within seven (7) days after the results of the balloting have been announced, unless a protest is lodged under Section F.4 above.

The President, Vice-President and the <sup>Secretary -</sup> Treasurer have signing authority for the Local and any two of them must sign a cheque for disbursement of funds. Application for Certification, and other legal documents shall be signed by the Local Association President and Secretary. <sup>Treasurer</sup>  
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Should any picket line appear on campus as a result of a labour dispute, the Executive shall meet immediately and send a letter to the University advising them that the Union recognizes the picket line as bona fide.

6. The Grievance Committee, Contract Committee and Communications Committee and Strike Committee shall each elect from among their members a Chairperson to serve on the Local Association Executive or have someone serve as an Executive Representative from the Committee on a rotational basis.
7. The election of Local Association representatives to the Provincial Executive shall be held at the same time and in the same manner as the election of the Local Association Table Officers. The Local Association's member of the Provincial Constitution and Resolutions Committee shall be elected at a Local Association membership meeting prior to the Provincial Association Annual Convention.
8. Each office or group of from 5 to 20 members shall elect one steward, elections to be held at least annually. The Division Executive Representative shall be responsible for keeping a current membership list of all offices or groups, within the Division, and for ensuring that each group is represented by a steward. Designation of Divisions and assignment of officers or groups to a Division may be altered from time to time by the Local Executive with the consent of the officers or groups involved.
9. No candidate may be elected to any office who is not present at the nominating meeting unless written consent to serve in the office if elected is presented to the officer presiding over the meeting at the time of nomination or to the Union office — prior to the meeting for closing nominations. —

G. DUTIES OF LOCAL ASSOCIATION OFFICERS AND COMMITTEES:

1. President:

The Local Association President shall preside at all meetings of the Local Association and of the Local Association Executive (except where the Local Association Executive has elected to rotate the Chair), and shall be a member ex-officio of all Committees and of all Divisions, and shall be responsible for coordination between the Committees and Divisions and the Executive.

2. Vice-President:

The Vice-President shall assist the President and shall assume the authority and duties of the President in her/his absence.

SECTION G. DUTIES OF LOCAL ASSOCIATION OFFICERS AND COMMITTEES

*Strike present subsections 3 (Recording Secretary) and 5 (Treasurer) and replace them with:*

3. Secretary-Treasurer:

The Secretary-Treasurer shall be responsible for taking minutes of the minutes of the meetings of the Local Association and of the Local Association Executive and shall be an Ex-Officio member of the Communications Committee; and further shall maintain accurately and properly such bookkeeping system as shall be set up under the instructions of the Local Association Executive. The Secretary-Treasurer shall present financial statements to each membership meeting and by January 1 of each year, shall submit the Local Association's books and all related papers to an auditor approved by the Local Association Executive. An annual audited financial report shall be circulated to the Local Association and Provincial Association Executives and presented to a general membership meeting of the Local Association before June 1 of each year.

~~of each year. This report shall be read at the January membership meeting~~

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2. Vice-President:  
The Vice-President shall assist the President and shall assume the authority and duties of the President in her/his absence.
3. ~~Recording Secretary:~~ *Treasurer*  
~~The Recording Secretary shall be responsible for taking accurate minutes of meetings of the Local Association and of the Local Association Executive and for making available to the Communications Committee all pertinent decisions. Each standing Committee shall be responsible for its own correspondence. Committees are required to file copies of correspondence with the Union Office within two days of writing.~~
4. Membership Secretary:  
The Membership Secretary shall be responsible for maintaining membership records.
5. Treasurer:  
The Treasurer shall maintain accurately and properly such bookkeeping system as shall be set up under the instruction of the Local Association Executive. She/he shall present financial statements to each membership meeting, and shall circulate an audited financial report to the Local Association and Provincial Association Executives by January 1 of each year. This report shall be read at the January membership meeting.