

EXECUTIVE MEETING
10 AUGUST, 1988
ADDENDUM--BYLAWS

*Gorden/Claybo
approved as
amended.*

G.3 Change "Treasurer" to "Secretary-Treasurer" throughout.

Add:

G.16 Any member temporarily working on Union business shall be paid at her/his regular job rate for any time lost from her/his job.

E. Beside each Officer's title, add reference to the corresponding responsibilities as described in G, e.g. beside "President" add "See G.1" and so on.

H. UNION OFFICE PERSONNEL

H.1 Business Agent

** membership*

a) The duties and conditions of employment of the Business Agent shall be inscribed in the minutes of the meeting. Amendments to the duties and conditions shall be considered as Bylaw Amendments. The duties and conditions of employment shall not be inconsistent with the provisions of the CUPE Constitution. Notwithstanding any other provision of this Constitution, the Business Agent may have voice but no vote at meetings of the Local, the Executive meetings and will not be a delegate to District Council meetings, Provincial Division and/or National Conventions.

b) A Hiring Committee shall be struck composed of the President, the Secretary-Treasurer, the Chairs of two of the major standing committees and one member at large to attend to the hiring of a Business Agent.

c) The base salary will be \$30,000 per year plus the same benefits as members of the local union. There will be a 6-month probationary period and a mid-point formal evaluation by the Executive Committee. After the first year of employment or the anniversary date, the Business Agent will receive salary increases as negotiated by the Local for its members.

d) The job description shall be as follows:

1. Ensure that the Local Union has a properly functioning Grievance Committee
2. Assist all stewards in processing personal and policy grievances
3. Assist all committees in exercising their duties in order that all members may receive proper service
4. Prepare and present briefs to the employer when

5. required and assist the CUPE Rep. when necessary
Assist the CUPE National Representative in all efforts to strengthen the Canadian Union of Public Employees
6. Attend Division, Executive Committee and Shop Steward meetings and provide written reports as requested
7. Provide advice on the Collective Agreement
8. Present grievances commencing at Step I of the Grievance Procedure
9. May, according to a schedule, visit union members on the job sites
10. Prepare research material for grievances, WCB appeals, UIC appeals, arbitrations, IRC hearings, negotiations and represent CUE or assists CUPE Representative in presentations
11. Assist committees with Union Newsletter
12. Organize shop steward seminars and assist the Chief Shop Steward in providing advice and assistance to Job Stewards
13. Assist Job Evaluation Committee in reviewing reclassification and re-evaluations and processing grievances if necessary
14. Keep notes at all union/management meetings for files
15. Present some arbitration cases as directed by the Executive Committee
16. Prepare monthly report of activities for Executive Committee
17. Assist CUPE Representative in negotiations as directed by Executive Committee
18. Direct office personnel

The Business Agent may seek advice from the CUPE Representative when required and will work closely with the 2nd Vice-President and Stewards. The Stewards will be the first contact for grievors.

H.2 Administrative Secretary

- a) The duties and conditions of employment of the Administrative Secretary shall be the same as those of members of the Local, however she/he will not be a member of the Local.
- b) A contract may be drawn up outlining the working conditions and benefits, or the Administrative Secretary may elect to join another bargaining unit.
- c) The salary will commence at Pay Grade VIII Step A.

LEVEL DEFINITION

Responsible for a combination of moderately complex secretarial, routine clerical and administrative duties where incumbent is assigned specific areas of responsibility within the Union office.

TYPICAL DUTIES

1. Acts as a secretary to the Business Agent and Executive Committee through the President by screening all incoming calls and opening and directing mail, making appointments, arranging meetings, compiling items required for meetings, typing, copying and distributing minutes and making travel arrangements, referring matters for reply or additional information to the attention of the President, Business Agent and other Committee members.
2. Responsible for operation and maintenance of the computer system. Maintains membership database with attention to accuracy; maintains regular backups of system data; utilizes word processing functions for correspondence and special applications.
3. Organizes and maintains files, reading materials, Union records and/or other records relevant to activities of the Union.
4. Maintains office supplies, ensures equipment maintenance, and contracts for office services, also responsible for petty cash under the direction of the Secretary-Treasurer.
5. Composes correspondence and reports, etc. containing authoritative information as required from transcribing equipment or rough draft.
6. Maintains volunteer lists and is responsible for the contacting of volunteers and for their supervision.
7. Supervises part-time office staff as necessary.

DECISION MAKING

Under general direction of the supervisor, the nature of the work requires sequencing of duties, the work methods to be employed and the action to be taken. Applies knowledge of procedures, guidelines and regulations and makes decisions based on guidelines and precedents. New or unusual problems are referred to the Supervisor.

SUPERVISION RECEIVED

Works independently under direction from the Business Agent or the President.

H. Becomes I -- No changes.

I. Becomes J -- RECALL OF UNION OFFICER

2. Delete "Division Executive Representative or Division Representative"

Replace "General Division Meeting" with "Membership Meeting"

APPROVED

J. Becomes K

2 -- Delete

3 Becomes 2; 4 becomes 3

5 Insert "Notice of" at beginning of first line

5 becomes 4

6 becomes 5

7 becomes 6

8 becomes 7

9--The Union Executive shall meet at least monthly at the call of the President or of any four (4) members of the Executive. The quorum for business at any Executive Meeting shall be a majority of voting executive members.

All committee chairs shall designate an alternate chair from their committee to sit and vote in their stead during their absence. Notice of the designated alternate shall be made in writing to the Executive Committee prior to the meeting.

9 becomes 8

10 Meetings of committees shall be at the call of the Chairperson of the Committee, of the President, or of any three (3) members of the Committee concerned. The quorum for business of any committee shall be a majority of committee members.

10 becomes 9

11 Delete "Division Executive Representative, Union Organizer or any two (2) stewards".

11 becomes 10

12 Delete "General" (line 1)

Delete "Executive Representative" (line 3)

Replace "...any ten (10)..." with "...a majority of the...".

Replace "...fifteen (15) members..." with "...a majority".

12 becomes 11

13. The annual fiscal meeting of the Union shall be the January membership meeting. At this meeting, a projected budget shall be presented, debated and approved. Any major change in the categories, priorities and amounts outlined in the budget in the ensuing year must be reported to and receive the approval of a membership meeting for which a Notice of Motion has been given to the membership.

13 becomes 12

K. becomes L

1 -- No change

2 -- No change

3.-- A five (5) dollar per member assessment may be made each August and the assessment shall be placed into general revenues.

4.--No change

5.--No change

6.--There must be two (2) signatures on all cheques issued on behalf of the local union. The signing authorities must be elected officials of the union and should include: the President, 1st Vice-President, 2nd Vice-President and the Secretary-Treasurer. All signing authorities shall be properly bonded with a Faithful Performance Bond.

7.--No hired staff member shall be involved in the administration of the union finances except as directed by the secretary-treasurer.

M. becomes N

1. The bargaining unit shall not strike without the approval of the membership. Voting shall be by secret ballot and a majority of votes cast shall be necessary for a strike to take place.
2. During strike or lock-out, staff shall not receive more than the strike benefits paid to other members.

N. No change

N. becomes O

O. DISCIPLINE OF CUE MEMBERS

Any number of members of the Union shall have the right to prefer charges against any other member of the Union according to Section B, VI "Trials" p. 61 of the Constitution.

Delete rest of section

O becomes P

P. Add:

3. Any issue that the Executive Committee or membership meeting deems advisable can be sent to referendum. Discussion on such issues shall take place at a membership meeting no later than 2 weeks prior to the referendum vote, and notice of such issues shall be given to the membership at least one week prior to the membership meeting.

All referendum ballots will be conducted by the trustees of the Local Union in accordance with these By-laws.

P becomes Q

/rd

bylaws