

REPORT OF THE EXECUTIVE SUBCOMMITTEE ON OFFICE RE-ORGANIZATION:

The Executive Subcommittee has established the need for a third paid position in the Local One Office. This third position should incorporate the responsibilities of Recording Secretary and Treasurer, and as well should ex officio be a member of the Communications Committee, thereby assuming primary responsibility for liaison between the Local Executive and that Committee. In making this recommendation, the Subcommittee notes that the position of Recording Secretary has remained vacant for a considerable length of time, and further that the work of the Treasurer and the daily operations of the Local One office would both be facilitated if the Treasurer were situated in the Office to deal with financial matters as they arose.

Of the two positions presently in the Office, the Union Co-Ordinator is ex officio a member of the Contract Committee and the Union Organizer is ex officio a member of the Grievance Committee. The fact that these Committees have a member situated in the office who is available to deal with problems as they arise, and to document, organize and co-ordinate the work, significantly expedites the work these committees have to do. The same would be true w.r.t. to the Communications Committee if the Secretary-Treasurer were responsible for it.

Further, the work in the Local One Office is shared, each of the present incumbents is familiar with the job duties of the other and is able to effectively assume the work and maintain the level of service the membership expects if the other office person has to be away. The Secretary-Treasurer, in addition to her/his specific duties would necessarily be integrated into the work done by the Organizer and Co-Ordinator, and would help to ensure that Office staff are able to take sick leave and vacation, the normal entitlements that any member of the bargaining unit would expect in the employ of the university.

Dues restructuring

The Executive Subcommittee on Office Re-Organization recommends that changes be made in the Local One by-laws so that dues be calculated on a per centage of gross monthly salary/wage and that members of the Local Association pay dues in the amount of one per cent of gross monthly salary/wage.

Rationale:

Present dues produce a monthly revenue for the Local of approximately \$8200.

In a typical month, the Local is living just within its means. In the past year, several months actually show a deficit and the general operating account has diminished by half from a balance of twenty thousand dollars (\$20,000) to ten (\$10,000).

Typical monthly budget:

Salaries and benefits	2500
Professional (legal) fees	1200
Rent	300
Printing/stationary	700
Office expenses	500
Meetings	200
Provincial assessment	2500
Strike fund deposit	<u>820</u>
	8720

If the Provincial per capita tax increase is approved by referendum, add \$900 (.75 x 1200 members)

9220

If there is to be a third paid position (Secretary-Treasurer) add an average salary of \$1131

10351

If dues remained unchanged but the per capita tax increase was approved, the Local would operate at a monthly deficit of approximately \$1,000 per month.

This deficit would more than double if a third paid position were added.

The proposal, to change the dues to one per cent would result in monthly revenue of:

multiply 1200 full-time members by an average salary of \$1131
= 13,572

producing a monthly excess of 3,221 which would be a small hedge against inflation in operating costs, etc. and as per my proposal on another page, when the operating account reaches a balance of \$25,000, a ceiling would be invoked and any monies above that ceiling would be deposited into the strike fund.

Dues restructuring (cont'd)

An alternative proposal, to calculate dues at .75%, would produce monthly revenue in the amount of:

10,179

which would not be quite enough to cover the increase in the provincial per capita and the third paid position. (10,351).

To effect the changes recommended by the Executive Subcommittee on Office Re-Organization, the following by-laws would have to be amended as follows:

Section K DUES AND FINANCES (1)

Present wording:

1. Monthly dues shall be \$6.50 for each member of the Local Association who works 20 hours per week or more and \$3.00 for each member of the Local Association who works less than 20 hours per week. Dues shall be payable each month.

Recommended change:

1. Monthly dues shall be one per cent (1%) of gross monthly salary for each member of the Local Association. Dues shall be payable monthly.

Section K DUES AND FINANCES (3)

Present reading:

3. A five (5) dollar per member assessment shall be made each August and the assessment shall be used for Strike expenses and pay if we go on strike.

Recommended change: eliminate and re-number subsequent sub-section- accordingly.

Section K DUES AND FINANCES (new 4)

4. In addition to the ten (10) per cent of monthly dues regularly allocated to the strike fund, all monies in the Local Associations general operating account(s) over and above a ceiling balance of twenty-five thousand dollars (\$25,000) shall be deposited into the strike fund.

p. 2 Further recommended by-laws changes

Section G: DUTIES OF LOCAL ASSOCIATION TABLE OFFICERS AND COMMITTEES:

Incorporate present subsections (3) Recording Secretary and (5) Treasurer into a new subsection (3) Secretary-Treasurer.

3. Secretary-Treasurer:

The Secretary-Treasurer shall be responsible for taking minutes of the meetings of the Local Association and of the Local Association Executive and for making available to the Communications Committee all pertinent decisions; and further shall maintain accurately and properly such book keeping system as shall be set up under the instruction 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 April 1 of each year.

Note: In this suggested wording, I have dropped from the original (3) Recording Secretary the following:

"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."

This should be maintained, but is out of place under a list of duties of the Secretary-Treasurer, and could more appropriately be incorporated into the sub-sections dealing with committees.

Further, the present wording of (5) Treasurer, includes:

"She/he shall present financial statements to each membership meeting, and shall circulate an audited financial report to the Local Association...by January 1 of each year. This report shall be read at the January membership meeting."

The latter part does not reflect present practice, and I thought it would just be more realistic to have the books closed by the end of the year, then let an auditor go over them, and give the auditor and ourselves three months to do the audit, arrange for the printing, and so on.

p. 3 Further recommended changes to by-laws.

More on G DUTIES OF LOCAL ASSOCIATION TABLE OFFICERS:

The number of the section if revised would then be:

1. President (as is)
2. Vice-President (as is)
3. Secretary-Treasurer (new subsection)
4. Membership Secretary (as is)
5. Trustees (as is)
6. Union Organizer
7. Union Co-Ordinator
8. Communications Committee
9. Contract Committee
10. Strike Committee
11. Grievance Committee

The second paragraph following (11) Grievance Committee would have to be changed to reflect the position of Secretary-Treasurer:

i.e. The President, Vice-President and the Secretary-Treasurer have signing authority for the Local and any two of them must sign a cheque for disbursement of funds.

J. MEETINGS:

Subsection (13) as presently worded presents a slight problem and would have to be the first by-law amended before we could proceed with the Secretary-Treasurer change.

13. ...There shall be no salaried officers of (sic) staff unless it is so established by the December membership meeting, which shall also determine the salaries of same, provided those salaries do not exceed the highest salary paid to members at UBC.

Also, it should be noted that the by-laws as they presently stand, contain no provisions for changing by-laws, i.e. no procedure is established, nor are the terms for salaried table officers set out or limited. At the moment, we are having difficulty laying our hands on a copy of the Provincial Constitution which contains Section 19, LOCAL ASSOCIATION BY-LAWS, so who knows what provisions lie therein?