

SD35 LANGLEY  
**CUPE 1260**



**SUPPORT STAFF**

May 23, 2020

Dear CUPE 1260 Members,

Our last CUPE 1260 General meeting was March 9. Since that time, the COVID-19 pandemic hit all of us. The pandemic has changed our lives and we have had some new norms and factors to adapt to.

We were unable to have our usual face to face meetings in April and May.

We were hopeful that we could put off elections until September and that September would see us back to holding in person meetings. Our Local has been advised by CUPE National that our bylaws need to be adhered to, and elections need to be completed by June and that waiting until September is not an option.

With the help of CUPE National we were given information on platforms to conduct electronic nominations and elections. The platform CUPE 1260 has decided to use is Zoom. You can download the Zoom application by clicking on the link or by navigating to <https://zoom.us/download>

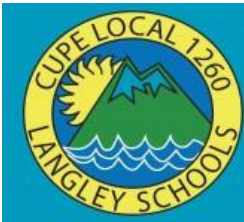
Your current 1260 Executive asks that you reflect on what filling a position on your CUPE 1260 Executive could look like. It is an opportunity to have voice as a collective. The role of an executive member is to serve the interests of the membership and work towards a strong and cohesive Local. Executive members play a very important role with the ability to offer advice and much needed support to the members who find themselves in trying times. There is the opportunity to learn and grow your leadership skills and gain a better understanding of your Collective Agreement and the processes of Unionism. CUPE National provides many training opportunities to enhance skill sets that help CUPE locals. Your role will provide you with challenges that will help you grow and provide rewarding factors and networking opportunities. CUPE 1260 asks that you review the open positions and job descriptions.

The following positions are open for nomination

- Vice President – 2-year term
- Secretary Treasurer – 2-year term
- 3 Executive at Large – 2-year term

You will be receiving an invitation through your **personal emails (not school emails)** to participate in the nominations on May 27 and vote on the motion to waive the 30 day requirement for elections, thereby permitting the union to proceed with elections and swearing in on June 8 at our online General Membership Meeting. Further direction will be forthcoming.

If you want to be sent the invitation and have not completed the update information form that was sent out last week, please go directly [to our website and subscribe to emails](#) and enter in your personal email address, so that you will be automatically now signed up to receive emails.



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Thank you to all our CUPE 1260 Members for all their hard work during this time.

In Solidarity,  
Raylene Schallock  
President CUPE 1260

**We be sending out a Notice of Special Meeting.**

**SPECIAL NOMINATION MEETING** will be held **WEDNESDAY, MAY 27, 2020 at 4:30 p.m. via ZOOM.**

**ELECTION AND SWEARING IN OF NEW EXECUTIVE** will be held **MONDAY, JUNE 8, 2020 at 4:30 p.m. via ZOOM**

#### **JOB DESCRIPTIONS:**

##### **4. The Vice-President shall:**

- a) if the President is absent, not eligible or incapacitated, perform all the duties of the President
- b) if the office of the President falls vacant, assume the duties of the Office until an election can be held
- c) render assistance to any of the Executive Board as directed by the Executive Board
- d) preside over membership and Executive Board meetings in the absence of the President
- e) serve as a member ex-officio of standing committees
- f) ensure that the Site Stewards and Executive-at-Large are performing their duties and present grievances at the final step before arbitration
- g) protect the rights and interests of all the Local members
- h) present grievances at the final step before arbitration
- i) provide communication and information from members in the Local to the Executive and from the Executive to the members
- j) keep full and accurate record of all job postings and job descriptions of Local members
- k) at the request of the Executive-at-Large or Site Stewards, be present at any meeting with members
- l) assign the work of Site Stewards as required.

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

- a) 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
- b) 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.
- c) prepare all for C.U.P.E. 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
- d) be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every



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- 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
- e) record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices
  - f) be bonded through the master bond held by CUPE National. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office.
  - g) 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, except that no voucher shall be required for payment of per capita fees to any organization to which the Local is affiliated
  - h) make all books available for inspection by the auditors and/or Trustees on reasonable notice, and have the books audited at least once each calendar year
  - i) provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE National
  - j) respond in writing within reasonable time to any recommendations or concerns raised by the Trustees during their audit
  - k) make a full financial report to the Local Union on a monthly basis at Executive Meeting and General Membership Meeting, detailing all income and expenditures for the period.
  - l) make a written financial report to each regular membership meeting, detailing all income and expenditures for the period
  - m) be empowered, with the approval of the Executive and membership, to employ necessary clerical or other assistance to be paid for out of Local 1260 funds
  - n) complete CUPE's Financial Officer's Training as soon as possible.
  - o) where required, not later than February 28<sup>th</sup> each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net amount of tax-deductible dues paid by him during the preceding calendar year.
  - p) 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.

**7. The Executive-at-Large shall:**

- a) perform such duties as required by the local union
- b) meet regularly with the Vice-President
- c) be a member of the grievance committee
- d) attend relevant CUPE training
- e) liaise with stewards in their area