



CUPE LOCAL 387
2024 Election Information

Contents

Election Information	3
Elected Officer Information:	3
SECTION 7 – OFFICERS	3
SECTION 8 – EXECUTIVE BOARD	3
SECTION 9 – DUTIES OF OFFICERS	4
SECTION 6 (f) Executive Board Meetings	4
Open Positions and Descriptions.....	5
President – 3 year term commencing 2023 (2 years remaining)	5
Treasurer - 3 year term commencing 2023 (2 years remaining)	6
Full Time Officer - 3 year term commencing 2023 (2 years remaining).....	8
Executive Directors – 5 positions available	10
1) 2 year term commencing 2023 (1 year remaining).....	10
2) 2 year term commencing 2023 (1 year remaining).....	10
3) 2 year term commencing 2024.....	10
4) 2 year term commencing 2024 (Library)	10
5) 2 year term commencing 2024 (Police).....	10
Trustees– 2 positions available	12
1) 3 year term commencing 2024.....	12
2) 3 year term commencing 2023 (2 years remaining)	12
Currently Occupied Positions	13
Vice-President – 3 year term commencing 2022 (1 year remaining)	13
Recording Secretary – 3 year term commencing 2022 (1 year remaining)	14

Election Information

Nominations:

Advance nominations accepted until 1:00 pm April 19, 2024 ([2024 CUPE 387 Nomination Form](#)). Nominations from the floor will be accepted at the time of the election. Nominees and Nominators must be members of good standing with the Union. Nominations can be made via online form, submission of a printed form to the Elections Committee at the Union Office (107-258 Sixth St), or in-person at the elections.

Election Date/Time:

April 23, 2024, 5:00 PM Sapperton Pensioners Hall, 318 Keary Street, New Westminster

Elections Committee:

Allison Woo, Sandra Hamilton, Jen Borrowman – inquiries or questions can be sent to cupeoffice@telus.net

Elected Officer Information:

Excerpted from [CUPE 387 Bylaws](#) ¹(bolded text indicates amendments voted through January 30, 2024 but still awaiting CUPE National Review).

SECTION 7 – OFFICERS

The Officers of Local 387 shall be the President, Vice-President, Treasurer, Recording Secretary, Full Time Officer, five (5) Executive Directors and three (3) Trustees.

(Articles B.2.1 and B.2.2)

The Table Officers of Local 387 shall be the President, Vice-President, Treasurer, Recording Secretary and Full Time Officer.

The Executive Directors shall be representatives from the following units:

- **One from Police**
- **One from Library**
- **Three from any other department**

SECTION 8 – EXECUTIVE BOARD

(a) The Executive Board shall include all Officers, except Trustees.

(Article B.2.2)

(b) The Executive Board shall meet at least nine (9) times per year.

(Article B.3.14)

(c) Six (6) members of the Executive Board constitute a quorum.

(d) The Executive Board shall do the work delegated to it by the Local Union and shall be held responsible for the proper and effective functioning of all committees.

(e) Should any Executive Board member fail to answer the roll call for three consecutive regular meetings or three consecutive regular Executive Board meetings without having submitted good reasons, their office shall be declared vacant and shall be filled by an election at the following membership meeting.

(Article B.2.5)

SECTION 9 – DUTIES OF OFFICERS

Each Officer of Local 387 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

All Officers must give all properties, assets, funds and all records of the Local Union to their successors at the end of their term of Office.

(Article B.3.9)

All signing Officers of Local 387 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

(Article B.3.5)

SECTION 6 (f) Executive Board Meetings

The Executive Board shall meet virtually and/or in person **once a month prior to the general membership meeting**. The Executive Board shall comprise of all the elected officers, except Trustees; and any six (6) of these shall constitute a quorum for the purpose of the Executive Board meetings.

Open Positions and Descriptions

Excerpted from CUPE 387 Bylaws (**bolded text** indicates amendments voted through January 30, 2024 but still awaiting CUPE National Review)

President – 3 year term commencing 2023 (2 years remaining)

The President shall:

- Enforce the CUPE National Constitution, these Local Union bylaws and the Equality Statement.
- Chairs all meetings of the local union
- Interpret these bylaws as required.
- Preside at all membership and Executive Board meetings and preserve order or delegate these duties to another member of the Executive Board.
- Decide all points of order and procedure (subject always to appeal to the membership).
- Have the same right to vote as other members. In the case of a tie vote, the President may cast another vote or the President may refrain from casting an additional vote, in which case the motion is defeated.
- Ensure that all Officers perform their assigned duties.
- When elections have not been provided to fill a vacancy, the president may appoint a member to fill the vacancy.
- Be a member of the CUPE 387 Holdings Society and Finance Committee
- Introduce new members and conduct them through the initiation ceremony.
- Be one of the signing officers 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.
- Be allowed necessary and reasonable funds to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense, and with supporting receipt(s) attached.
- Have first preference as a delegate to the CUPE National Convention and CUPE BC Convention.

Treasurer - 3 year term commencing 2023 (2 years remaining)

The Treasurer shall:

- 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.
- 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.
- Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE 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.
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every 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.
- Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices.
- Make a full financial report to meetings of the Local Union's Executive Board.
- Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- Be bonded through the master bond held by CUPE National. Any Treasurer who cannot qualify for the bond shall be disqualified from office.
- Pay no money unless supported by a cheque requisition or expense form or request for payment as determined by the Executive Board. No request shall be required for payment of per capita fees to any organization to which the Local Union is affiliated.
- Make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
- Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.

- Present to the general membership, in November of every calendar year, for their approval a proposed budget for the upcoming fiscal year. The fiscal year of Local 387 will be January 1st through December 31st.

Full Time Officer - 3 year term commencing 2023 (2 years remaining)

Must have:

- Experience as a member of a local union executive and/or relevant experience
- Sound knowledge of the current CUPE 387 Collective Agreement.
- Sound knowledge of the grievance process as per the current CUPE 387 Collective Agreement.
- Sound knowledge of arbitration procedures.
- The ability to communicate effectively with members of the local, CUPE 387 Executive, City Administration and City Council.
- The ability to communicate effectively with other union locals, regional and national offices.
- The ability to maintain electronic records, reports and all pertinent correspondence.
- The ability to prepare annual budget and annual financial statements.
- The ability to maintain financial records, bookkeeping, banking and investment of the local's funds
- The ability to operate a computer and computer programs such as Word, Excel and Power Point.
- The ability to educate and train members of the executive, shop stewards and committee members.
- The ability to conduct all union business in complete confidentiality.
- The willingness to attend conventions, seminars, schools, conferences and workshops that are necessary in the operation of local CUPE 387.

and will:

- Be a member of the CUPE 387 Holdings Society and Finance Committee.
- Chair the grievance committee. **Prepare the grievance committee's report on the status of all grievances and present that report to the Executive Board, the National Representative, and to the membership meeting each month**

- **Identify, plan and prepare membership engagement opportunities, and report on those plans at each monthly Executive Board meeting and General Membership meeting.**
- **Work in coordination with the Executive Directors and National Representative in handling disputes, including grievances.**
- **Support and mentor the Executive Directors in fulfilling their duties outlined below.**
- **File grievances, where necessary, and present all grievances impacting more than one work unit at Step 2 and Step 3 of the grievance procedure.**
- **Present all other grievances at Step 3 of the grievance procedure, consulting with the Executive Director for that particular work unit and with the National Representative.**
- **Prepare grievance files for arbitration.**
- **Maintain well-organized files**

Executive Directors – 5 positions available

- 1) 2 year term commencing 2023 (1 year remaining)
- 2) 2 year term commencing 2023 (1 year remaining)
- 3) 2 year term commencing 2024
- 4) 2 year term commencing 2024 (Library)
- 5) 2 year term commencing 2024 (Police)

- **Attend and represent their Unit on the Executive Board.**
- **Provide a verbal or written report to the Executive Board**
- **Report back Executive Board decisions and other Union business to the members in their work Unit.**
- **Communicate effectively and on behalf of the Executive Board with members in their work unit and the Employer.**
- **Call and chair Unit meetings as required.**
- **Participate in meetings with the Employer. Support**
- **Stewards and Joint Occupational Health and Safety Committee (JOH&SC) representatives in their Unit and ensure Shop Steward and JOH&SC vacancies are filled.**
- **Ensure Stewards acquaint new members with the Union.**
- **Attend classes in union education wherever possible.**
- **Be responsible for ensuring that all Unit grievances are appropriately handled**
- **Work in coordination with the Full Time Officer and National Representative in handling disputes at their work unit and filing grievances, where necessary.**
- **Present grievances filed in their work unit at Step 2 of the grievance procedure.**
- **Ensure all forms, notes and documents related to all grievances are securely stored and forwarded to the President and Recording-Secretary**

- **Shall be a member of their bargaining unit Labour-Management Committee**

Trustees– 2 positions available

- 1) 3 year term commencing 2024
- 2) 3 year term commencing 2023 (2 years remaining)

The Trustees shall:

- Act as an auditing committee on behalf of the members and audit the books and accounts of the Treasurer, the Recording Secretary, and the committees at least once every calendar year.
- Make a written report of their findings to the first membership meeting following the completion of each audit.
- Submit in writing to the President and Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local Union's funds, records, and accounts are being maintained by the Treasurer in an organized, correct, and proper manner.
- Be responsible to ensure that monies have not been paid out without proper constitutional or membership authorization.
- Ensure that proper financial reports have been given to the membership.
- Audit the record of attendance.
- Inspect at least once a year, any stocks, bonds, securities, office furniture and equipment, and titles or deeds to property that may at any time be owned by the Local Union and report their findings to the membership.
- Send to the CUPE National Secretary-Treasurer, with a copy to the assigned Servicing Representative, the following documents:
 - i. Completed Trustee Audit Program
 - ii. Completed Trustees' Report
 - iii. Treasurer Report to the Trustees
 - iv. Recommendations made to the President and Treasurer of the Local Union
 - v. Treasurer's response to recommendations
 - vi. Concerns that have not been addressed by the Local Union Executive Board.

(Articles B.3.10 to B.3.12)

Currently Occupied Positions

Currently filled positions may become vacant if changes occur during the elections.

Nominations will be accepted from the floor at the time of the elections should such vacancies arise.

Vice-President – 3 year term commencing 2022 (1 year remaining)

The Vice-President shall:

- If the President is absent or not eligible, perform all duties of the President.
- Preside over membership and Executive Board meetings in the absence of the President.
- Be a member of the CUPE 387 Holdings Society and Finance Committee
- If the office of the President falls vacant, be Acting President until a new President is elected through a by-election.
- May be one of the signing officers 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.
- Render assistance to any member of the Executive as directed by the Executive Board.

(Article B.3.2)

Recording Secretary – 3 year term commencing 2022 (1 year remaining)

The Recording Secretary shall:

- Keep a full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Treasurer. The record will also include Trustees' reports.
- Record all amendments and/or additions into the bylaws and make certain that these are sent to the National President for approval prior to implementing.
- Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
- Keep a record of all correspondence received and sent out.
- Prepare and distribute all notices to members.
- Have all records ready on reasonable notice for the Trustees or auditors.
- Preside over membership and Executive Board meetings in the absence of both the President and Vice-President.
- Be a member of the CUPE 387 Holdings Society and Finance Committee.
- May be one of the signing officers 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.
- Performs other duties required by the Local Union, its bylaws or the National Constitution.

(Article B.3.3)