DUTIES OF OFFICERS while under Administration

The President shall work with the Administrator and :

- enforce the CUPE Constitution and these bylaws;
- preside at all membership and Executive Board meetings and preserve order;
- decide all points of order and procedure (subject always to appeal to the membership);
- have a vote on all matters (except appeals against her rulings) and in case of a tie vote
- in any matter, including elections, have the right to cast an additional vote to break the tie;
- ensure that all officers perform their assigned duties;
- fill committee vacancies where elections are not provided for;
- introduce new members and conduct them through the initiation ceremony;
- sign all cheques and ensure that the Local's funds are used only as authorized or directed by the Constitution, Bylaws, or vote of the membership;
- be allowed necessary funds to reimburse herself or any officers for expenses, supported by vouchers, incurred on behalf of the Local;
- have first preference as a delegate to the CUPE National Convention and CUPE Manitoba Convention;
- be bonded for not less than one hundred thousand dollars ($100,000) (through the Master Bond held by the National Office (or any greater sum as may be decided at a Membership meeting taking into account the assets of the Local and the amount of cash and cheques handled by the Secretary-Treasurer). Any President who cannot qualify for the bond shall be disqualified from office);
- be an ex-officio member (or her designate) on all Local 2348 committees;
- on termination of office, surrender all books, seals and other property of the Local to their successor.

The Vice-President shall work with the Administrator and:

- if the President is absent or incapacitated, perform all duties of the President;
- if the office of President falls vacant, be the Acting President until a new President is elected;
- render assistance to any member of the Board as directed by the Board;
- be a member of the Grievance Review Committee;
- on termination of office, surrender all books, seals and other property of the Local to their successor.

The Recording Secretary shall work with the Administrator and:

- keep full, accurate and impartial account of the proceedings of all General Membership, 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 (General Membership meetings) presented by the Secretary-Treasurer. The record will also include Trustee reports;
- record all alterations in the bylaws;
- answer correspondence and fulfill other administrative duties as directed by the Board;
- file a copy of all letters sent out and keep on file all communications;
- prepare and distribute all circulars and notices to members;
- have all records ready on reasonable notice for auditors and Trustees;
- preside over General Membership and Executive Board meetings in the absence of both the President and the Vice-President;
- be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local's funds;
- on termination of office, surrender all books, seals, and other properties of the Local to her successor.

The Secretary-Treasurer shall work with the Administrator and:

- receive all revenue, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a credit union;
- prepare all CUPE National per capita tax forms and remit payment no later than the 15th day of each month;
- record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices;
- make a full, written financial report to the local union monthly; make a written financial report to each General Membership meeting, detailing all income and expenditures for the period;
- make a full financial report to meetings of the Local Union's Executive Board;
- be bonded through the master bond held by CUPE National. Any Secretary-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 duly signed by the President or designate, and one (1) other member of the Executive Board 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 auditors and/or Trustees on reasonable notice, and have the books audited at least once each fiscal year;
- provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
- be empowered, with the approval of the membership, to employ necessary administrative and/or accounting assistance to be paid for out of the Local's funds;
- submit all reports on a prompt basis, such as dues survey, and report to the Manitoba Labour Board;
- prepare an annual budget for approval by the membership;
- on termination of office, surrender all books, records and other properties of the Local to his successor.